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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  | | --- | --- | | **FRIAA-CHRP Feb 2025 Cold Lake Restoration** | | | Project Title | Restoration – Cold Lake South and 3D Pilot Areas |     **Submission Deadline: March 3, 2025 2pm MST**  **Forest Resource Improvement  Association of Alberta**  P.O. Box 11094, Main Post Office,  Edmonton, Alberta T5J 3K4 | | | | | | | | | |
| **FRIAA CARIBOU HABITAT RECOVERY PROGRAM (CHRP)**  **Submissions Portal:** [**https://friaa.ab.ca/program-submissions/**](https://friaa.ab.ca/program-submissions/)  **Request for Proposals - Application Form & Template** | | | | | | | | | |
| **Applicant Information** | | | | | | | | | |
| Applicant Organization (Legal name): | |  | | | | Phone: |  | | |
| Mailing Address: | |  | | | | Fax: |  | | |
| Authorized Representative (name, title and organization of signing authority) | |  | | | | Email: |  | | |
| Project Manager (name and organization) | |  | | | | Phone: |  | | |
| Email: |  | | |
| **Project Information** (Lift the information from Section 12.1 in the Application Template) | | | | | | | | | |
| **Term of Project** | | | | | **Total Number of km proposed for treatment:** | | | | |
| (month/year to month/year) | | | | | XX km | | | | |
| **Average treatment rate over 5 years ($/km):** | | | | | $X.XX / km | | | | |
| **Proposed budget for operational planning:** | | | | | $X.XX | | | | |
| **Proposed budget for operational treatments (site preparation, deactivation, planting):** | | | | | $X.XX | | | | |
| **Proposed budget for capacity development:** | | | | | $X.XX | | | | |
| **Total proposed budget:** | | | | | $10,000,000 | | | | |
| 🞏 Applicant participated in the “Question and Answer Information Session” on February 19th 2025 (highly encouraged) | | | | | | | | | |
| **Briefly describe the project proposed – (this description may be posted on FRIAA’s website and in other communication material)** | | | | | | | | |  |
|  | | | | | | | | |  |
| **Acknowledged by Applicant** | | | | | | | | | |
| The Applicant acknowledges that it has read, understands and agrees with the requirements, terms and conditions of the Caribou Habitat Recovery Program (the “**Program**”), the Request for Proposals (the “**RFP**”) and Program Outline, and the Caribou Habitat Recovery Program Project Grant Agreement (the “**PGA**”) and by its submission of this Application and its Proposal acknowledges and agrees that the Applicant shall be bound by the requirements, terms and conditions of the Program, the RFP and Program Outline, the PGA and FRIAA’s policies, procedures protocols and guidelines as well as any and all requirements and directions as may be determined by FRIAA’s Board of Director at its sole discretion. The Applicant also acknowledges and agrees that this Application and Proposal may be accepted by FRIAA on further terms and conditions which shall be binding on the Applicant and that the acceptance of this Application and Proposal does not represent a commitment by FRIAA to fund all or any of the activities proposed therein. | | | | | | | | | |
|  | **Authorized Representative (as named above)** | |  | **Date** | | | |  | |

**APPLICATION TEMPLATE**

\*Please replace all red text with information relevant to your application\*

# Overview Project Approach

Describe your overarching project delivery approach to demonstrate your understanding of the project scope, objectives, priorities and requirements.

# Detailed Project Approach

Describe your specific delivery approach, including project management and quality control, for the main project components. Address:

**Annual Operational Planning**

1. Development of the Annual Operational Plan following the GOA Framework and templates.
2. Treatment prescriptions using silvicultural practices to mitigate site limiting factors.
3. Field verification for prescriptions.
4. Trapper engagement records.
5. Data accuracy and verification per the GOA Framework, using the provided templates and upload system.

**Site Preparation Treatmen**t

1. Site preparation treatments address the site limiting factors.
2. Planting implementation uses a robust chain of custody and occurs at a density that matches the approved Operational Plan.
3. Linear deactivation treatments block human access and predator movement at densities/intervals that match the approved Operational Plan.
   1. Describe the approach to Coarse Woody Material placement.
4. Data accuracy and verification per the GOA Framework, using the provided templates and upload system.

**Indigenous Capacity Buildin**g

1. Detail how local Indigenous communities will be involved throughout the entire project. Clearly outline what your capacity development commitments are.
2. Specify the approach to developing capacity by training, mentoring and providing shadowing opportunities in all aspects of the work, including desktop planning and GIS work, field scouting, prescription preparation, machine operations, tree planting etc.
3. Detail the number of training hours that will be provided per skill / job type, who will provide the training and who will receive it.
4. Commit to how many people will be trained in each of the skill / job types.
5. Based on the capacity developed, describe the employment opportunities during and following this grant term.
6. Detail which local communities you have had preliminary engagement with and in what areas of the work they will become involved in.

# Project Work Plan

Outline a work plan that identifies major task milestones, sub-tasks, sequence, timing and duration of these activities as well as critical dependencies, for the project including seasonal windows required for the field work. An annual project meeting with yourself, FRIAA and the Department is required to discuss the Annual Work Plan. The proposal work plan and proposed project budget should be clearly linked.

# Permits and Regulatory Approvals

Describe the permits, licences and agreements and regulatory approvals, if they are required, including but not limited to: road use agreements, pipeline, powerline and rail crossings, ground disturbance, Water Act and historical resource clearances, and Temporary Field Authorizations (TFA).

# Stakeholder Consultations

Describe your stakeholder consultation approach.

Stakeholders include specifically, but are not limited to forest tenure holders, surface and mineral (subsurface) rights holders, Indigenous communities, trappers and other users of seismic lines for access purposes.

1. Include a description of your approach to the Indigenous Consultation process as outlined by the ACO.
2. Applicants must budget for site visits to engage with Indigenous communities and/or trappers.

# Stakeholder Engagement

Describe your stakeholder engagement approach, including specifically, Indigenous communities, trappers and other users of seismic lines for access purposes, such that the stakeholders should become aware of the project, the planned timing, its objectives and expected outcomes, prior to site treatment.

# Post-treatment Access Requirements

Describe your approach to understanding the access requirements of trappers and Traditional Land Use interests.

1. Successful Applicants will create and submit to FRIAA, a detailed account and record of your field visits and the conversations held with the trappers regarding treatment of the lines in their respective RFMAs.

# Project Resources

Describe the strategies to resource the proposed project, including the local Indigenous capacity that this project will build.

# Indigenous Capacity Building

Describe your approach to include local Indigenous communities into the scope of work as a resource, through your Indigenous capacity building.

# Safe Work Practices

Describe your approach to safe work practices, particularly regarding hand-felling if planned.

# Project Outcomes and Deliverables

Describe your understanding of the expected outcomes and deliverables for the project.

1. Annual Work Plan
2. Annual Capacity Building Plan
3. Annual Operational Plan
4. Annual Site Preparation Treatment

# Budget Price Components

Outline the budgeted unit price, unit type and unit quantity for the project delivery components by year of the grant term.

# 12.1 Project Budget

Complete the table below.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Description** | **Unit Price ($/unit)** | **Unit Type** | **Unit Quantity** | **Total ($)** |
| Year 1: Capacity building (i.e. training, mentoring, on-project work experience) | $ x.x | hour | x.x | $ x.x |
| Year 1: Annual Operational Plan development | $ x.x | plan | x.x | $ x.x |
| Year 1: Seismic line treatment (i.e. including mechanical site preparation, deactivation, tree planting) | $ x.x | km | x.x | $ x.x |
| Year 2: Capacity building (i.e. training, mentoring, on-project work experience) | $ x.x | hour | x.x | $ x.x |
| Year 2: Annual Operational Plan development | $ x.x | plan | x.x | $ x.x |
| Year 2: Seismic line treatment (i.e. including mechanical site preparation, deactivation, tree planting) | $ x.x | km | x.x | $ x.x |
| Year 3: Capacity building (i.e. training, mentoring, on-project work experience) | $ x.x | hour | x.x | $ x.x |
| Year 3: Annual Operational Plan development | $ x.x | plan | x.x | $ x.x |
| Year 3: Seismic line treatment (i.e. including mechanical site preparation, deactivation, tree planting) | $ x.x | km | x.x | $ x.x |
| Year 4: Capacity building (i.e. training, mentoring, on-project work experience) | $ x.x | hour | x.x | $ x.x |
| Year 4: Annual Operational Plan development | $ x.x | plan | x.x | $ x.x |
| Year 4: Seismic line treatment (i.e. including mechanical site preparation, deactivation, tree planting) | $ x.x | km | x.x | $ x.x |
| Year 5: Capacity building (i.e. training, mentoring, on-project work experience) | $ x.x | hour | x.x | $ x.x |
| Year 5: Annual Operational Plan development | $ x.x | plan | x.x | $ x.x |
| Year 5: Seismic line treatment (i.e. including mechanical site preparation, deactivation, tree planting) | $ x.x | km | x.x | $ x.x |
| **Total Funding Request:** |  |  |  | **$ 10,000,000** |
|  |  |  | **Total km** | **Ave Rate ($/km)** |
| **Average 5-year site preparation treatment rate ($/km)** |  |  | **x.x** | **$ x.x** |

\*An Annual Work Plan will be prepared and submitted for approval by FRIAA by April 1 of each year (except the first year, which will be due by May 15), detailing the proposed compartment(s), number of km to be treated and the rate in $/km for treatment, as well as a budget amount for Annual Operational Plan development and capacity building. The combined annual budgets will not exceed the total approved grant amount.

# 12.2 In-Kind Contributions

Provide the dollar value of any in-kind contributions that apply directly to the proposed activities for labour, equipment or other resources.

# Progress Reporting and Final Outcomes Report

Propose the schedule for the progress reporting intervals. Reporting usually ties into achievement of project milestones and may consider seasonal progress. A progress report is required with the submission of an expense claim.

# Expense Claim

Propose the schedule and amounts of expense claim submissions. Expense claims tie into project milestones and planned budget expenditures. (For example, an advance grant on project kick-off, amounts at monthly intervals during winter treatment operations, a spring advance to prepare for planting activities, a summer advance for tree planting, and a final amount of 20% of the total grant amount is held for the final reporting and final deliverables.) Supporting documentation such as timecards, contractor invoices and receipts will be required for expense claim payments.

# Project Assumptions

Describe any assumptions as to the scope or nature of the work, or any significant factors upon which changes in resource effort, timing or budget may result.

# Project Risks & Mitigations

Identify and describe the risks applicable to the project and achievement of the expected outcomes. Propose and describe strategies to mitigate such risks.

# Project Success Factors

Describe what you see as the critical success factors in the delivery of this project.

# Experience and Expertise

Describe your experience and expertise as directly-related as possible to this project. Include the aspects of project management, logistics, heavy equipment deployment and silviculture activities that demonstrate your capacity to execute a linear field project. Describe your experience with Indigenous capacity building.

# Key Team Members Qualifications

Include a bio paragraph for key team members (i.e. planning lead, equipment crew lead, planting crew lead, the project manager and the data manager) and specify their role and responsibilities in the project delivery.