|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  | | --- | --- | | Project\_ID **(Internal Use Only)** |  | | Project Title | Reference yourself as the Applicant community, the project location (if different) and Fireguard Construction | | Application Date: | DD/MM/2025 |     **Forest Resource Improvement  Association of Alberta**  P.O. Box 11094, Main Post Office,  Edmonton, Alberta T5J 3K4 | | | | | | | | | |
| **FRIAA COMMUNITY FIREGUARD PROGRAM**  **Attn: FRIAA Administrator**  **Telephone: 780-429-5873**  **Submission Portal:**  [**https://friaa.ab.ca/program-submissions/**](https://friaa.ab.ca/program-submissions/)  **Request for Proposal - Application Form & Template**  **FRIAA-CFP** **AUGUST 2025 PHASE 2: CONSTRUCTION (BY INVITATION ONLY\*)**  **\*****requires a “FRIAA approved” Operational Plan developed in Phase 1: Planning** | | | | | | | | | |
| **Applicant Information** | | | | | | | | | |
| Applicant Organization (Legal name): | |  | | | | Phone: | |  | |
| Mailing Address: | |  | | | | Fax: | |  | |
| Authorized Representative (name and title of signing authority) | |  | | | | Email: | |  | |
| Project Manager (name and organization / company) | |  | | | | Phone: | |  | |
| Email: | |  | |
| **COMMUNITY FIREGUARD PROGRAM** - **Project Information** | | | | | | | | | |
| **Description of Eligible Activity** | | | **Term of Project** | | | | **Amount of Funding Applied for** | | |
| **Phase 2**: Construction | | | (month/year to month/year) | | | | $ | | |
| **Acknowledged by Applicant** | | | | | | | | | |
| 🞏 Band Council Resolution (attached for applications from Alberta First Nations)  🞏 Settlement Council Resolution (attached for applications from Métis Settlements) or President Letter for Métis Co-operative/Enterprise/Local  🞏 Municipality Council Resolution (attached for applications from Municipalities) | | | | | | | | | |
| The Applicant acknowledges that it has read, understands and agrees with the requirements, terms and conditions of the Community Fireguard Program (the “**Program**”), the Request for Proposals (the “**RFP**”) and Program Outline, and the FRIAA Community Fireguard 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** | | | |  |

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

# Construction Project Overview

Describe the construction project overview. Include a brief explanation of why the location and size (expected 100m wide minimum if tied into existing grazing or other cleared rights-of-way (ROW), target should be 300-500m, and as large as 1000m) was chosen, e.g. tie-in with natural (rivers, lakes, ridges, slopes) or non-fuel (roads, active gravel pits, grazing/farming areas) features, previous or planned FireSmart treatments as per your mitigation strategy or wildfire hazard and risk assessment, any tactical or strategic considerations, water sources, values-at-risk proximity and type, and what/how much high hazard (particularly conifer) fuel is being removed between the fireguard and the built environment.

# Project Area

Describe the adjacent community(ies) and geographic area to be covered by the project.

\*Insert or append the technical design map from your FRIAA approved Phase 1: Operational Plan that includes the boundary of the proposed fireguard clearing indicating lengths (m), widths (m), total area (ha), treatment types by area (ha) for harvest, mulch, thinning, grazing, any installations such as dugouts, fencing, gates, timber types and salvage volumes m3 of conifer and m3 of deciduous and where these stands are in relation to the boundary .

Insert or append a map(s) of the proposed project area(s) with sufficient detail to clearly delineate the specific project boundaries and any impacted lands.

Aerial imagery may enhance your mapping, ensure that shading does not obscure the imagery.

(approximately 1:10,000 map scale)

# Project Approach

## Describe your approach and project work plan

* + - * 1. Project approach

Describe the approach for the proposed construction project, by extracting a brief summary from your “FRIAA approved” Operational Plan from Phase 1.

Describe any changes or deviations from the approved plan and provide an explanation.

\*Append your “FRIAA approved” Operational Plan from Phase 1.

\*If you have been approved for Phase 1: Planning funding prior to August 2025, please reference the August 2025 Phase 1: Planning RFP to see the required deliverables / Operational Plan criteria (including the Operational Plan template), required with FRIAA approval, prior to applying for Phase 2 funding.

* + - * 1. Chronological work plan and timeline

Provide a chronological work plan and timeline for Phase 2, including major tasks, milestones, dependencies, start and end dates, and deliverables.

Describe any changes or deviations from the approved plan and provide an explanation.

## Describe authorizations to conduct the proposed work

Describe any permits, licences or authorizations acquired during Phase 1: Planning to undertake the proposed construction project.

If any required permits, licences, and authorizations are still outstanding, provide the status, timeline and budget to complete these processes.

Note: development on provincial Crown land will likely require the acquisition of a Vegetation Control Easement (“VCE”), which will require Indigenous consultation as directed by the Aboriginal Consultation Office (“ACO”), payment of Timber Damage Assessment(s) (“TDA”) to the Forest Management Agreement (“FMA”) holder, and/or a Temporary Field Authorization (“TFA”), etc.

If the fireguard is being developed on Provincial Crown Land, demonstrate your authorization to clear land and conduct operations (e.g. include your VCE, TFA and/or ACO adequacy, depending on your state of readiness – this may impact your funding approval).

## describe community and stakeholder involvement

Describe how the community members / residents, fire response services, and other stakeholders (including government entities in the community) will be involved in the construction project.

Indicate how community members will be advised of and engaged in the construction phase of the project (as per your communications plan).

Describe the impacts of construction on other resources or land users.

## describe the involvement of Alberta Wildfire

Demonstrate your regional Alberta Wildfire office approval for the technical fireguard design and effectiveness of the proposed project.

This is required prior to Phase 2 funding proposal submission and is more than a “letter of support” for the general concept of a fireguard in your community.

Demonstrate the approval of an effective design, strategic location, and tactical size for use in operations by describing the discussion, engagement and approval from your local Wildfire Prevention Officer.

\*Append the “Wildfire Alberta approved” technical design map(s) from Phase 1 (included in your Operational Plan).

## describe the involvement of the public lands office

Demonstrate the regional Public Lands office approval for the proposed project regarding the feasibility of grazing livestock (if grazing was proposed in your vegetation management plan) for the fireguard.

## description of Safety protocols

Outline a plan to address safety protocols and describe safe working conditions during the construction phase of this project.

## describe the involvement of Local Timber Mills and Biomass Facilities

Describe the arrangements with timber mills and biomass facilities regarding fibre and debris disposal, with regard to timber salvage, pile and debris burning, mulching or chip and haul.

## description of project management

Describe the project management and processes in place to ensure that the project is completed expediently, including the measures in place for quality control (e.g., regulatory approvals, communications, data), cost control/tracking, safety, and adequate reporting to FRIAA.

Identify the person(s) responsible by name or role.

Identify supporting project management consultant if known.

## description of anticipated project outcomes.

Quantify the specific project outcomes that are expected (e.g., number of hectares cleared for the fireguard and if applicable, the timber salvage volumes and what kind/how many livestock are expected to graze on-site).

Required deliverables for Phase 2: Construction includes the construction of a community fireguard and submissions as per the RFP Section 2.4 (k) (i).

# Budget, Reporting and Payment Schedules

## describe project budget and funding request

Describe the itemized construction project budget and the funding requested from FRIAA for Phase 2 activities.

Proposed costs for activities must contain sufficient detail (e.g., unit costs and estimated number of units, i.e. $/ha or $/hr) to allow for assessment that they are transparent, competitive, and consistent with fair-market value principles. Flat rate or lump sum values will not be accepted.

Demonstrate your understanding of the scope of work and of the steps required to complete the project

## Detailed project budget

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Activity Type** | **Description** | **Unit Quantity** | **Unit Type** | **Unit Price** | **Total** |
| **Fireguard construction** | boundary layout | x.x | hour | $ x.x | $ x.x |
|  | vegetation removal (harvesting) | x.x | hectare | $ x.x | $ x.x |
| vegetation removal (mulching) | x.x | hectare | $ x.x | $ x.x |
| vegetation removal (thinning, i.e. riparian area) | x.x | hectare | $ x.x | $ x.x |
| debris disposal (pile and burn) | x.x | contract | $ x.x | $ x.x |
| debris disposal (mulch piles) | x.x | contract | $ x.x | $ x.x |
| debris disposal (chip and haul) | x.x | contract | $ x.x | $ x.x |
| site preparation - stumping/grubbing | x.x | hectare | $ x.x | $ x.x |
| water dugouts | x.x | each | $ x.x | $ x.x |
| livestock staging area development | x.x | each | $ x.x | $ x.x |
| fencing installation | x.x | Each or hour | $ x.x | $ x.x |
| gate/cattle guard installation | x.x | each | $ x.x | $ x.x |
| range seed spreading | x.x | hectare | $ x.x | $ x.x |
| access / approach development | x.x | each | $ x.x | $ x.x |
| gate / cattle guard materials | x.x | each | $ x.x | $ x.x |
| fencing materials | x.x | each | $ x.x | $ x.x |
| Forestry approved, range suitable, fire-resistant seed mix | x.x | kg | $ x.x | $ x.x |
| project management (if contracted) | x.x | hour | $ x.x | $ x.x |
| FRIAA reporting & deliverable preparation | x.x | hour | $ x.x | $ x.x |
| **Sub-total** |  |  |  |  | **$ x.x** |
|  |  |  |  |  |  |
| **Merchantable timber or biomass revenue** (cost reduction) | Expected revenue from sale of merchantable timber (revenue returned to project budget) conifer ($/m3) | x.x | M3 | $ x.x | $ x.x |
|  | Expected revenue from sale of merchantable timber (revenue returned to project budget) deciduous ($/m3) | x.x | M3 | $ x.x | $ x.x |
|  | Expected revenue from sale of biomass ($/ton revenue returned to project budget) | x.x | ton | $ x.x | $ x.x |
| **Sub-total** |  |  |  |  | **$ x.x** |
|  |  |  |  |  |  |
| **Phase 2: Non-FRIAA Funding** (project cost reduction) | Applicant contribution |  | each |  | $ x.x |
|  | Industry contribution |  | each |  | $ x.x |
|  | Insurance contribution |  | each |  | $ x.x |
|  | Other grant funding |  | each |  | $ x.x |
| **Sub-total** |  |  |  |  | **$ x.x** |
| **Phase 2: Total cost to FRIAA** |  |  |  |  | **$ x.x** |
|  |  |  |  |  |  |
| **In-kind Services** | Project Manager – in-house (Name) | x.x | hour | $ x.x | $ x.x |
|  | Project Personnel #1 (Name) | x.x | hour | $ x.x | $ x.x |
|  | Project Personnel #2 (Name) | x.x | hour | $ x.x | $ x.x |
|  | Supplies, tools | x.x | each | $ x.x | $ x.x |
|  | Advertising | x.x | each | $ x.x | $ x.x |
|  | Vehicle | x.x | km | $ x.x | $ x.x |
| **Sub-total** |  |  |  |  | **$ x.x** |
|  |  |  |  |  |  |
| **Total Project Budget** |  |  |  |  | **$ x.x** |

## 

## Describe other (non-friaa or in-kind) sources of funding

Describe and quantify in dollars the value of in-kind resources that will directly contribute to the activities proposed. FRIAA funds must not be used for existing staff or resources of the applicant.

“In-kind” can include administration, supervision, project management and quality control time, equipment such as trucks, tools, fuel, uniforms, Personal Protective Equipment (PPE), training materials and resources, advertising costs and materials, hall rentals, financial contributions and any other project support that is offered by the applicant to subsidize the cost of the project.

In-kind contributions are highly regarded.

Describe other funding sources that will contribute to the overall Project budget and the amount of those funds. Sources may include financial contribution by the Applicant or other stakeholders.

## describe Merchantable Timber revenue or Biomass Fibre cost reductions

## Projects that involve harvesting of merchantable timber or biomass may only claim incremental costs of harvesting activities.

## Revenue generated from the sale of timber or biomass must be returned to the project budget.

## Show this as a cost reduction from the total project budget. (If the cost of salvage logging exceeds the revenue generated by selling the timber, consider other options and explain the situation here.)

## describe the local employment created by the proposed project

Describe the local employment expected to be created in Phase 2 in terms of financial impact to local citizens or businesses.

Include the expected number of jobs (“FTE” full-time equivalent) and proximity (km range) of “local” dollars spent.

## Progress reporting schedule

Propose a Progress Reporting schedule related to the work schedule and completion of project milestones for Phase 2.

Consider major work milestones and seasonality, to balance reporting with key project stages. At a minimum, Progress Reporting will be submitted to FRIAA 1) after project kick-off / when clearing work begins 2) monthly during clearing activities 3) at the completion of the clearing work indicating whether debris disposal has been completed or not and 4) at the completion of the Construction phase with final deliverables submission / acceptance by FRIAA.

At the last reporting interval, a Final Outcomes Report will also be submitted. The Final Outcomes Report will describe the Phase 2 project summary including activities completed and costs (to the maximum of the approved grant amount) with supporting contractor invoices.

FRIAA provides a progress reporting and expense claim template.

## payment schedule

Propose a Payment Schedule for making grant payment claims, in conjunction with the proposed progress reporting schedule.

At least 20% of the total project cost will be designated for the final payment, with the submission and acceptance of final reporting, expense claim and supporting documentation, and FRIAA approved deliverables.

# Additional Information

## Additional Information.

Include additional information that you believe is relevant and helpful in assessing this application for funding.