REQUEST FOR DECISION (RFD)

MEETING:	Regular Council
MEETING DATE:	February 11, 2025
ORIGINATED BY:	Margaret McClarty, Chief Administrative Officer
TITLE/SUBJECT:	Request for a Letter of Support for FRIAA Grant
AGENDA NO.:	H.3

BACKGROUND/PROPOSAL:

As Council is aware, MD staff have been participating in the Peace Regional Emergency Management Partnership (PREMP) administered by Northern Sunrise County. To that end, Northern Sunrise County has requested a letter of support from all participating municipalities for a grant application through the FRIAA (Forest Resource Improvement Association of Alberta) FireSmart Grant Program. This grant application is to cover (3) separate training exercises and a mock disaster for the group

ATTACHMENTS:

IMPLICATIONS:

Email from Northern Sunrise County Requesting a Letter of Support.
FRIAA FireSmart Grant Program Information

RECOMMENDED ACTION:

That Council pass a motion directing Administration to prepare a letter of support for Northern Sunrise County's FRIAA FireSmart Grant Application to provide funding for PREMP training activities.

From:	Cindy Millar
To:	Peace Regional Emergency Management Partnership
Subject:	FRIAA Grant Application by NSC
Date:	Wednesday, February 5, 2025 11:18:44 AM
Attachments:	Letter of support from region FRIAA grant.docx Letter of support from region FRIAA grant.docx

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Hello,

Northern Sunrise County would like to apply for funding from FRIAA under their regional grant opportunity to support our PREMP group.

As such, we are requesting a letter of support from the PREMP participating municipalities (sample letter attached). The grant application will encompass 3 training opportunities and 1 mock disaster exercise within the grant timeline.

Grant submission is due by February 24, 2025. If you wish to provide a letter of support, please send to Dave LeBlanc by February 18, 2025.

Thank you in advance!

Cindy Millar| **Chief Administrative Officer** | **Northern Sunrise County**
Bag 1300 | Peace River | AB | Canada | T8S 1Y9
Reception: 780.624.0013 | Direct: 780.625.3290 | Cell: 780.625.6154 | Fax: 780 624-0023

cmillar@northernsunrise.net | www.northernsunrise.net

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Forest Resource Improvement Association of Alberta

FRIAA FIRESMART PROGRAM (FFP)

REFERENCE: FRIAA-FFP (NON-VEG) DECEMBER 2024

REQUEST FOR PROPOSALS
(Disciplines Excluding Vegetation Management)

Issue Date:	**December 31, 2024**
Closing Date/Time:	**February 24, 2025 - 16:00 hrs**
Information Sessions:	**January 15 and 29, 2025**
Telephone:	**780-429-5873**
Submission Portal:	**https://friaa.ab.ca/program-submissions/**
Inquiry Email:	**admin@friaa.ab.ca**
Website Information:	**www.friaa.ab.ca**
Mailing:	**Box 11094** **Main Post Office** **Edmonton, AB T5J 3K4**

1. INTRODUCTION

1.1 The Forest Resource Improvement Association of Alberta ("**FRIAA**") was established in 1997 to promote and initiate projects that enhance Alberta's forest resources. In keeping with this primary purpose, FRIAA entered into a Grant Agreement with the Government of Alberta ("**GOA**") to deliver the FRIAA FireSmart Program ("**FFP**").

1.2 The purpose of the FFP is to:

(a) provide for enhanced public safety and improved protection of at-risk communities, forest resources, and other landscape values through operational and planning activities designed to reduce the wildfire hazard and risk throughout Alberta;

(b) support community education and involvement in the continuing dialogue on wildfire prevention, management and suppression issues and the practical application of the FireSmart initiative throughout Alberta;

(c) aim to help communities and residents manage and reduce the threat of wildfire; and

(d) provide financial assistance to communities that wish to reduce the threat of wildfire.

1.3 FRIAA is inviting project proposals ("**Proposals**") submissions under the FFP for all **disciplines except vegetation management.** The following information outlines the intent of this Request for Proposals ("**RFP**") and provides instructions to prospective applicants who wish to submit a detailed Proposal under this RFP.

1.4 This RFP is open to any municipality; Alberta First Nation; Métis Settlement, Co-operative, Enterprise or Community Local; non-profit society or other organization or group mutually agreed to by the GOA and FRIAA.

1.5 Subject to available funding, the maximum amount of funding for a single project will be $200,000 over the life of the project. Project applicants who have not successfully completed at least one FRIAA FireSmart project of a similar discipline will be limited to a single project, subject to available funding.

1.6 The maximum duration of the proposed work should not exceed two years (with one year preferred, aligned to seasonal considerations) over the life of the project, starting on the date set out in your approved Project Grant Agreement.

2. PROPOSAL REQUIREMENTS

2.1 Applicants are advised to pay careful attention to the information provided in this RFP**.** Failure to satisfy any term, condition or mandatory requirement of this RFP may result in rejection of the Proposal.

2.2 Proposals must be clear and well-written and must concisely describe the components of the proposed project, including each of the program proposal requirements set out in subsections 2.3 and 2.4 below, using the application form and discipline-specific templates as provided on the FRIAA website.

2.3 **Application Form**

(a) Provide a project title specific to your project location and discipline.

(b) Provide contact information for the Authorized Representative (name, title, phone number, email and address) of the 1) applicant organization and the individual(s) authorized to represent the applicant and commit the applicant to the execution of a Project Grant Agreement and 2) the individual who will manage the project.

(c) Indicate which of the activity(ies) described in subparagraph 1(k) of the Program Outline referred to in Section 4 of this RFP (the "**Eligible Activity(ies)**") will be completed (by checking the appropriate box) as well as the duration and the amount of funding requested to complete the proposed project.

(d) An applicant may include in its RFP, a request for funding assistance to engage a consultant experienced with Alberta's FireSmart program, to prepare its Proposal, which FRIAA at its sole discretion may approve in whole or in part. If approved, the applicant shall provide as supporting documentation a copy of the consultant's invoice through FRIAA's Submission Portal. Payment may be reimbursed through the applicant community or directly to the consultant, with applicant community acknowledgement.

(e) Indicate participation in an on-line Information Session to gain insight on program priorities, and facilitate questions and answers, the details of which are set out in Section 6 of this RFP. Check the box to indicate this has been completed.

(f) Applicants are required to discuss their proposed project with a FRIAA FireSmart Field Representative before the RFP submission deadline. FRIAA Field Representatives will be available on a first come, first served basis. Check the box to indicate whether this has been completed.

FRIAA FireSmart Field Representatives and their respective geographic coverage areas (subject to change) include:

(i) Andy Gesner
andy.gesner@friaa.ab.ca
780.404.6944
Fort McMurray, Lac La Biche, Slave Lake, Whitecourt

(ii) Rick Arthur
rick.arthur@friaa.ab.ca
403.489.2026
Edson, Rocky Mountain House, Calgary

(iii) Wes Nimco
wes.nimco@friaa.ab.ca
780-689-9073
High Level, Peace River, Grande Prairie

(g) Indicate the appropriate attachment(s) for developing agency support and prioritizing activities. Check the boxes to indicate what has been completed.

(h) Indicate the appropriate attachment required below (by checking the appropriate box to indicate this has been completed) and have an Authorized Representative sign the applicant acknowledgement set out in the Application Form. Applications from:

(i) Applications from Municipalities must be accompanied by a properly executed Council Resolution.

(ii) Applications from First Nations must be accompanied by a properly executed Band Council Resolution ("**BCR**").

(iii) Applications from Metis Settlements must be accompanied by a properly executed Settlement Council Resolution ("**SCR**") and applications from Co-operatives, Enterprises or Community Locals must be signed by the President.

(i) Applicants are required to have substantially completed all other FRIAA FireSmart projects in the discipline being applied for, prior to project proposal approval. Substantial completion of a project means that all project work has been completed and the Final Outcomes Report for that project has been or will be submitted to FRIAA before the new project is approved. Check the box to indicate this has been or will be, completed.

2.4 Template

(a) Provide the project overview with Eligible Activity(ies) to be undertaken and values-at risk[1] (i.e. schools, health centers, water treatment plants, communications towers, occupied residential structures, etc.). Quantify specific outcomes such as number of homes to be assessed, number and type of plans to be completed for a given number of communities, number of community event days, or number of personnel to participate in a table-top exercise, as applicable.

(b) Describe the project location (i.e. planning area). Include a location map(s) if appropriate, including reference points. Scale and detail will be activity specific as per the template.

[1] Additional information on values-at-risk can be found in the "Guidebook for Community Protection".

(c) Describe the involvement and support of Fire Emergency Services provider(s) applicable for the project location described. A letter of support for the proposed project is required, unless the Applicant is the Fire Emergency Services provider.

(d) Describe the review and support of your regional office of the Wildfire Management Branch ("**WMB**") specific to the proposed activities and how the project aligns with Provincial wildfire prevention objectives. A letter of support for the proposed project is strongly encouraged in the Forest Protection Area.

(e) Where the Proposal includes public education activities, the submission must include a letter confirming communication with FireSmart Provincial Liaison for Alberta. Production of logo-branded material will require FireSmart Alberta copyright permission. (https://firesmartalberta.ca/logo-requests/) Resident engagement through Home Assessments will require the use of FireSmart Alberta methods and tools. (https://firesmartalberta.ca/training/) A letter of support for the proposed project is required.

(f) Describe the project scope, work plan approach and timing of the proposed activities that relate to the purpose of the FFP set out above in Section 4 of this RFP and the program outline referred to in Section 4 of this RFP (the "**Program Outline**").

(i) Describe the sub-tasks and activities to be undertaken in connection with the proposed project.

(ii) Describe the measurable milestones of the proposed project, detailing the sequence, timing and duration of these activities.

(iii) Describe the project management and processes in place to ensure that the project is completed on time, including the measures in place for quality control, cost control and adequate reporting to FRIAA. Identify the person(s) responsible by name or role.

(g) Describe how the anticipated project outcomes and specific deliverables are relevant to the FireSmart objectives of your community in terms of deliverables and measurable results.

(h) Identify the linkages to the current FireSmart Plan, if one exists, that recommends the Eligible Activity(ies) to be undertaken as a priority. Describe the work that has already been completed under that FireSmart Plan. If there is no current FireSmart Plan, describe why the proposed Eligible Activity(ies) must be undertaken and provide rationale supporting the priority for completing the proposed Eligible Activity(ies) at this time.

(i) Describe the permits, licences and authorizations required to undertake the proposed project and the approval status of these documents, or the process that the applicant will undertake to obtain approval prior to commencement of the proposed project.

(j) Describe the applicant's background and any Project Partners as defined in subsection 5.1 of this RFP.

(k) Describe how the community and stakeholders (including government entities in the community) will be involved in the project. Indicate how community members will be advised of and/or engaged in the proposed project.

(l) Describe the detailed project budget and the funding requested from FRIAA. Proposed costs for activities must contain sufficient detail (*e.g.* unit costs and estimated number of units: $/community engagement event, $/home assessment) to demonstrate that they are transparent, competitive and consistent with fair-market value principles. Generalized administration fees, contingency fees and "percentage markup" will not be accepted (build this into your maximum price). Describe the process used to determine that budget costs represent market value for the activities proposed (*e.g.* bid tenders, market survey, *etc*.).

(m) Describe any non-FRIAA funding and/or **in-kind** support from the applicant that directly applies to the proposed project and quantify the dollar value (including permanent staff time for project management, quality control, training, safety training and inspections, financial reporting, and other costs such as vehicle, equipment or hall rentals, printing, tendering, etc.).

(n) Propose a progress reporting schedule related to the work schedule and completion of project milestones.

(o) Propose a financial reporting schedule for making grant payment claims, in conjunction with the proposed progress reporting schedule.

(p) All proposed activities will require COR, SECOR or equivalent safety certification and liability insurance in an amount of not less than $2 million. Home assessments will require liability insurance in an amount of not less than $10 million.

(q) Provide any additional applicable information.

3. PROPOSAL ADJUDICATION CRITERIA

3.1 Proposals shall be reviewed and evaluated on the basis of the following criteria by an independent committee ("**Review Committee**") established and appointed by the FRIAA Board of Directors as described in subparagraph 1(h) of the Program Outline:

(a) Proposals must use the Application Form and follow the template provided for this RFP.

(b) The Proposal must support one or more of the FireSmart disciplines (https://firesmartalberta.ca/communities/) and carry out one or more Eligible Activity(ies). A separate Proposal must be submitted for each FireSmart discipline. A separate Proposal may be submitted for each different community or

geographic area.

(c) Priority consideration will be given to Proposals that support Eligible Activities including the following:

(i) Inter-agency cooperation and cross-training;

(ii) Public education;

(iii) Projects that support

A. the development and completion of a FireSmart plan for *at-risk communities* that do not have an existing plan; or

B. the implementation of Eligible Activities prescribed in a current FireSmart Plan that have not been implemented to date; and,

(iv) Multi-stakeholder projects that support landscape level planning or activities within the 10-km community zone outside of the direct jurisdiction of the applicant, with consideration for critical infrastructure values-at-risk.

(d) Priority will be given to Proposals with proposed Activity(ies) that leverage FRIAA funding with other sources of funding, including significant in-kind support.

(e) Applicants who have one or more unfinished projects with outstanding FRIAA funding commitments will receive less favourable consideration. Substantial completion is considered by discipline and includes community engagement activities or, in the case of planning, documents that have received input from the WMB for projects within the Forest Protection Area.

(f) The proposed Activity(ies) must not be located on private land or lands under federal jurisdiction, except that the proposed project may be located on a Reserve or on Métis Settlement, Cooperative, Enterprise or Community Local lands.

(g) The Proposal must not include any prospective, in-progress or completed work under the Provincial FireSmart Program, Indigenous Services Canada's Emergency Management Assistance Program or any other such funding program.

(h) The applicant must be able to complete the proposed project economically and efficiently, and in considering this criteria, the Review Committee may take into account the following:

(i) The applicant's proximity to the location of the proposed project;

(ii) The applicant's experience in performing such projects;

(iii) Whether the applicant has, in the past, successfully completed projects funded by FRIAA;

(iv) Whether or not the Applicant has substantially completed all other FRIAA-funded FireSmart projects in the same discipline;

(v) The amount of leverage by way of in-kind contributions of labour, equipment or other resources by the applicant that are directly applicable to the proposed project. Note: The proposed budget cannot include FRIAA

funds to be used for existing staff or resources of the applicant; and

(vi) The amount of leverage in direct funding secured by the applicant for the project.

(i) The Proposal must not involve work that will have a significant adverse impact on other forest resources or the environment as a whole and the applicant must agree to carry out the proposed project in an environmentally responsible manner.

(j) The Proposal must not be contrary to the provisions of relevant regulations or legislation or the objects of FRIAA, or FRIAA's bylaws, including but not limited to the following:

(i) The Proposal must not include any work that is, in the opinion of FRIAA, a responsibility of a timber disposition holder or constitutes a subsidy to the forest industry;

(ii) The Proposal must not include facility construction, improvement or operations, product research and development, capital road construction, or, the purchase of any capital assets.

3.2 The expenses set out in the Proposal must be reasonable in all circumstances and must not exceed the fair market value of the goods and services being provided.

4. FRIAA FIRESMART PROGRAM OUTLINE

The full text of the Program Outline for FFP is available on FRIAA's website (www.friaa.ab.ca).

5. LEGAL NOTICE

5.1 By submitting a Proposal, you confirm that you have read, understand and accept the information contained in this RFP and, that each of you, the applicant and all individuals and entities that collaborate or are otherwise involved in the preparation of the Proposal or the delivery of the proposed project ("**Project Partners**") agree as follows:

(a) FRIAA may at any time withdraw, suspend, cancel, terminate, amend or alter all or any portion of this RFP, including but not limited to the Program Proposal Requirements, the Proposal process and the Proposal Adjudication Criteria.

(b) FRIAA reserves the unqualified right to accept or reject any or all Proposals for any reason. FRIAA is not required to accept the highest ranked Proposal nor is it required to accept any Proposal approved for funding by the Review Committee.

(c) The final decision with respect to the evaluation and acceptance of Proposals and the allocation of grants for projects under the FPP rests solely with the Review Committee. The Review Committee's evaluation of the Proposals may be based on, but is not in any way limited to, the criteria set out in this RFP. The Review Committee may consider any criteria determined by FRIAA to be relevant to FRIAA's mandate, regardless of whether such additional criteria have or have not been disclosed to the applicant.

(d) No conduct, act or omission of FRIAA, or its directors, officers, consultants, project advisors, agents, servants and their respective successors and assigns (collectively the "**FRIAA Parties**") other than a written notice to the applicant in writing signed by an authorized person for FRIAA, will constitute an acceptance of a Proposal.

(e) Proposals that do not comply with the requirements described in this RFP may be rejected in whole or in part or not considered. FRIAA reserves the unqualified right to accept or reject a non-compliant Proposal.

(f) This RFP is an invitation for Proposals only. It is not an offer and the submission of a Proposal does not create a contract or agreement of any kind between FRIAA and the applicant.

(g) Acceptance of a Proposal does not create a binding contract between FRIAA and the applicant. FRIAA shall not be obligated in any manner whatsoever to any applicant until a written agreement between FRIAA and the applicant ("**Project Grant Agreement**") has been duly executed relating to an approved Proposal.

(h) As between the parties, the Proposal and all documents and materials you submit to FRIAA in connection with the Proposal and this RFP and all intellectual property in and to the foregoing are the exclusive property of FRIAA immediately upon delivery to FRIAA. Intellectual property developed during the course of this RFP and project delivery will be addressed through the Project Grant Agreement.

(i) You, the applicant and any Project Partners will keep this RFP confidential and will not use, reproduce or distribute it, any portion of it, or any data, information, drawings, or specifications included in or provided with it except as necessary to prepare a Proposal to FRIAA in response to it or to apply for additional third party funding for the project.

(j) You, the applicant and any Project Partners will not make a claim against FRIAA or the FRIAA Parties for any reason whatsoever relating to this RFP. You are undertaking the expenditures required to prepare and submit a Proposal entirely at your own risk, and you waive any right and release FRIAA and the FRIAA Parties from any demands, liability, claim or recovery for costs, expenses, or damages incurred in connection with this RFP or any Proposal prepared in response to it, whether such right or claim arises in contract, negligence or otherwise.

(k) FRIAA takes no responsibility for the accuracy of the information supplied during this RFP process by FRIAA or the FRIAA Parties.

(l) Neither FRIAA nor any of the FRIAA Parties will have any liability whatsoever to you, the applicant, or any Project Partners, or any of them, in connection with this RFP or any Proposal prepared in response to it.

(m) Upon acceptance of a Proposal by FRIAA, the applicant will be required to enter into a Project Grant Agreement with FRIAA, on substantially the same terms and conditions contained in the Project Grant Agreement provided during the RFP or available upon request.

6. INFORMATION SESSIONS

6.1 FRIAA will hold two **Information Sessions by virtual conference** to address questions that may arise with respect to this RFP on **January 15 and 29, 2025**. Applicants are highly encouraged to participate in a live session. Connection information and the agenda for the sessions are posted on the FRIAA website.

7. PROPOSAL SUBMISSION

7.1 Proposals must be identified as follows: **FRIAA-FFP (NON-VEG) DECEMBER 2024**

7.2 Proposals may be submitted on FRIAA's website portal at: https://friaa.ab.ca/program-submissions/. Only documents formatted in PDF or Microsoft Word will be accepted.

7.3 Submissions may otherwise be sent by regular mail to:

Forest Resource Improvement Association of Alberta
Box 11094
Main Post Office
Edmonton, AB T5J 3K4

or by courier to:

Forest Resource Improvement Association of Alberta
c/o MNP LLP
Suite 1600, MNP Tower
10235 – 101 Street NW
Edmonton, AB T5J 3G1

7.4 All hardcopy Proposals submitted by regular mail or courier must be accompanied by an electronic copy (in PDF or Microsoft Word) of the Proposal on USB drive.

7.5 **Deadline for Proposals:** Only those Proposals received before **4:00 p.m.,** local time as observed in the City of Edmonton, on **February 24, 2025** will be accepted for evaluation. Proposals received any time thereafter will not be accepted for evaluation.

7.6 FRIAA is not responsible for Proposals that are not received as the result of any courier or postal delivery service issues, including disruptions, loss of delivery service, the loss of a Proposal by the delivery service or a delivery failure of any kind by any delivery service whatsoever. FRIAA is also not responsible for Proposals that are not received as the result of technological issues, including attachment size, internet, email or file transfer technology failure or any other logistical barrier which may impede electronic submission.

8. NEXT STEPS

8.1 Applicants whose Proposals are rated highly and are well-aligned with FRIAA's mandate may be awarded with grant funding. Notice of project approval for successful Proposals is expected to be sent out by early-April 2025, based on funding availability. The tentative project start-up will be mid-April 2025.

8.2 Applicants who wish to receive feedback regarding their Proposal can set up a phone call with FRIAA to do so and further information will be provided in the notification letter.