

INDIGENOUS SERVICES CANADA (ISC)
FEASIBILITY APPLICATION REQUEST (FAR) for
INFRASTRUCTURE PROJECTS [BC REGION]

Date:

Project Information

Project Name: _____

Project Number (ICMS/CPMS): _____

Funding Requested _____

First Nation Information

Band Number: _____

First Nation: _____

Reserve: _____

Chief: _____

Band Administrator: _____

Band Project Leader: _____

Regional Information

Region: _____

Project Capital Mgmt. Officer: _____

Project Engineer _____

Date Submitted to ISC: _____

Submitted To: _____

Submitted By: _____

SIGNATURES

First Nation

Chief (or person authorized by C&C)

Date

ISC Regional

ISC Regional Engineer /Technical Officer

Date

ISC Regional Manager (Infrastructure Development)

Date

ISC Regional Manager [Capital Programs]

Date

Executive Summary

The Executive Summary [max. one page] should include the following items:

- Brief project description;
- Brief project justification
- Funding requested for feasibility stage consistent with your FNIIP

- Project Total Estimated Cost [including engineering fees] required to complete project with yearly cash breakdown (use table below)

Projected Yearly Cash Flows – Feasibility, Design and Construction				
	Year 1	Year 2	Year 3	Total
A-Base				
Targeted Funds				
Other ISC				
Total ISC Funding				
FN Funding				
Other Funding Source #1				
Other Funding Source #2				
Total Non-ISC Funding				
Total Estimated Cost (TEC)				

Notes:

1. If there are more than two other funding sources, then add the appropriate number of rows for the funding sources.
2. If the project will be completed in more than three years, add additional columns for the additional years. If the project will be completed in one year, use only one column.

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1.0 Project Identification

1.1 Project Description

- Describe the proposed project scope of work

- Describe existing facilities or systems [if applicable]

1.2 Project Justification

- Provide a project justification to explain why the study is needed

- Describe the process for identifying the project [eg. ACRS reports, repair records, ,Infrastructure Master Plan, etc.]

2.0 Feasibility Study Scope of Work

- Describe the process for generating options to address the needs of the First Nation including the collection of information and the requirement for supplemental studies or investigations;

- Describe the process for generating a recommended option;

- Identify efforts to investigate land requirements, permits and approvals potentially required and possible cost-sharing opportunities;

- Identify any unique factors materially affecting the project (e.g. technical issues, timing of funding approvals, financial management plans, cost-sharing arrangements).

3.0 Project Management Framework

3.1 First Nation Project Management Plan

- Summarize the procedures for engaging the project implementation team

- Identify project team members and roles and responsibilities for providing project direction [eg. Band administrator, project leader, capital works manager, financial manager, etc.].

- Identify if an independent project manager will be hired [include Terms of Reference and proposal in Appendices, as applicable].

3.2 Professional Consultant Services

- Summarize process for engaging professional consultant services;

- Reference developed Terms of Reference [if applicable];

- Reference proposals from professional consultants. Proposals must clearly identify a scope of work and all associated costs to provide all the services and produce all the deliverables required during feasibility stage activities, The scope of work is to identify all tasks to be performed.

Proposals must also outline:

1. qualifications and experience of the consultant company
2. qualifications and experience of the consultant personnel specifically assigned to the project
3. proposed strategies, activities and tasks the consultant will use to provide the services;
4. expected schedule for project completion
5. consultant fee schedule detailing hourly rates charged by each consultant team member, the number of hours and associated cost estimate for each task to be performed and an estimate of disbursement costs. Where sub-consultants will be performing tasks for the prime consultant, their task-specific proposals with time and costing information are to be included in the overall project proposal.

5.0 Financial Information

5.1 Project Costs

5.1.1 Feasibility Costs

- Present a summary of the proposed feasibility costs including Band administration fees in a tabulated format. A detailed breakdown of the feasibility tasks and associated fees should be included in the consultant's proposal;

- Present an expected monthly cash flow for the feasibility work.

5.1.2 Total Estimated Project Construction Cost

- Identify total project construction cost [Class D] including engineering amount:

6.0 Project Schedule

- Provide an estimate for completion of each project milestone identified in the following table (as applicable):

Project Milestone	Completion Date	Responsibility*
Selection of Project Manager [if applicable]		First Nation
Selection of Consultant		First Nation
Feasibility Funding Submission (FAR)		First Nation
Feasibility Funding		ISC
Draft Feasibility Study Submission		Consultant
Impact Assessment Scoping Study		Consultant
Draft Feasibility Study Review		ISC
Final Feasibility Study Submission		Consultant
Design Stage Funding Submission (DAR)		First Nation

*The responsibility will fall under one or more of the following: Indigenous Services Canada (ISC), First Nation (FN), Consultant

Appendices

1. Terms of Reference for independent Project Manager [if applicable];
2. Project Manager proposal [if applicable]
3. Terms of Reference for professional consultant services [if applicable];
4. Professional consultant services proposal for feasibility (including fee tabulation and schedule)