INDIGENOUS SERVICES CANADA(ISC)
PROJECT APPROVAL REQUEST (PAR)

Date:

Project Information

Submission No.: (is this the first submission (#1), (#2), etc.) _____

Project Number (CPMS): _____

Project Name: _____

Funding Requested (include project contingencies): _____

Asset Type: _____

Link to Community Profile: _____

First Nation Information

Band Number: _____

First Nation: _____

Reserve: _____

Chief: _____

Regional Information

Region: _____

Project Capital Mgmt. Officer: _____

Project/Technical Officer: _____

Regional Manager (ID): _____

Regional Manager (CP): _____

Regional Director: _____

Regional Director General: _____

Date Submitted for DISC Approval: _____

Submitted To: _____

Submitted By: _____

APPROVAL SIGNATURES

First Nation Approvals

Chief (or person authorized by C&C	Date

ISC Regional Approvals

ISC Regional Project /Technical Officer	Date
ISC Regional Manager	Date
ISC Regional Director	Date
ISC Regional Director General	Date

ISC Headquarter Approvals

ISC Senior Assistant Deputy Minister Regional Operations (High Risk Projects and all Projects above $10M)	Date

Introduction

This guide is to assist those preparing a Project Approval Request for Construction for submission to Indigenous Services Canada, British Columbia Region. The Project Approval Request for Construction replaces the Treasury Board Style Submissions, and is required for projects with a total cost (since feasibility) over $0.5 million.

Project Approval for Construction is generally provided on the basis of Class “A” cost estimates. Approval permits the spending of remaining project funds.

Executive Summary

All "Project Approval Request" documents submitted are to include a one page Executive Summary. The Executive Summary is to incorporate and present the following items:

- Brief project description.

- Provide a brief justification for project to receive funding for design. Should include reference to the Priority Ranking Framework and/or ISC policy.

- Provide a brief rationale to demonstrate that the option chosen is the most physically, environmentally and economically feasible option to meet the needs of the community.

- For the option chosen identify the project risk, recipient risk and the overall rating as per the Management Control Framework (ISC TO COMPLETE THIS BULLET).

- Yearly cash flows and Total Estimated Cost (TEC) for Construction (in current dollars). Estimated yearly cash flows and Total Estimated Cost (TEC) for the construction stage, including engineering and contingencies (use table below).

Project X Yearly Cash Flows – -Pre-design /Design				
	Year 1	Year 2	Year 3	Total
A-Base				0
Targeted Funds				0
Other ISC				0
Total ISC Funding	0	0	0	0
FN Funding				0
Other Funding Source #1				0
Other Funding Source #2				0
Total Non-ISC Funding	0	0	0	0
Total Estimated Cost (TEC)	0	0	0	0

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.

Table of Contents

1.0 Identification of Need

1.1 Requirement of the Asset and Justification

- Description of the needs of the First Nation.

- Justification for the asset/project based on the findings of the feasibility study.

- Identify conformance to the applicable ISC Level of Service Standards (LOSS).

- Describe if the proposed works relate to a Physical Development Plan, Comprehensive Community Plan, Infrastructure Master Plan, or similar document.

- Description of existing facility or system, disposal of facility or system (as applicable), and applicable operation and maintenance (O&M) funding.

- Identify who will manage the O&M activities.

1.2 Priority Ranking Framework and other ISC Policies/Programs

- Reference of where the project is on the Project Priority Ranking Framework and why it is there (ISC TO COMPLETE THIS BULLET).

- Reference any other ISC policy or program that was applicable in identifying this project as a necessity (ISC TO COMPLETE THIS BULLET).

1.3 Space Allowance (applicable to Schools only)

- Space Allowance for the school building based on student enrolment using the most recent School Space Accommodations Standards (SSAS).

- Use of allowable size based on SSAS (i.e. classrooms, gym size, special purpose rooms).

- Use of recreational area.

1.4 Previous Approvals and Project Expenditures

- Identify approved budget and provide dates for feasibility stage project approval, including project allocations and expenditures.

- Explain any significant events that happened or issues raised that caused the project to be modified or delayed

Expand on each section and provide any additional information that would be pertinent to the Project being submitted

2.0 Existing Conditions

2.1 Basic Community Profile

- Existing population on and off reserve.

- Number of residences (identify the number of buildings serviced by the existing infrastructure – water and sewer).

- Describe the community buildings.

- Describe the level of certification of the existing operators.

2.2 Location

- Location and access – include a site plan (in the appendices).

- Identify location of asset/system on and or off reserve (as applicable).

- Identify access routes to the project site

- Remoteness Classification with reference to origin of classification.

- Zone Classification.

- Calculation of geographic and site indices.

2.3 Inspections of existing asset(s) related to the project (if applicable)

- What inspections of the existing asset(s) were completed (ACRS or others)?

- Provide a summary of the asset condition as reported in the Capital Assets Inventory System (CAIS) and Assets Condition Reporting System (ACRS). (ISC TO COMPLETE THIS BULLET).

- What were the main findings that justify immediate replacement of the asset? For example, is it health and safety, fire, etc.?

3.0 Design

3.1 Recommended option

- Identify the option chosen, including a brief description and associated costs (capital, O&M and 20 year life cycle costs).

- Identify any unique factors materially affecting the project (e.g. timing of approval, financial management plans, and cost-sharing arrangements).

- Identify if Municipal Type Agreements (MTAs) exist.

3.2 Design Criteria

- Summarize the design objectives. Provide a rationale and design parameters for the proposed works.

- Identify projected population (existing, 10-year and 20-year design horizon). Also identify the annual population growth rate. Provide supporting demographic studies, data or statistics for review

- Identify current and projected water demands, wastewater flows, fire flows, traffic volume, etc. (as applicable). Provide a rationale for the proposed demands or flows, i.e., the assumptions or data used for the projections.

- Provide a summary of the recommendations or findings from the following studies (typically undertaken during feasibility): geotechnical, environmental, archaeological, hydrogeological, etc. Append copies of each report (as applicable).

- Append all permits and approvals from all applicable regulatory agencies.

- Summarize land requirements or issues of concern. Append ROW agreements, easements, etc.

- List the appropriate standards that will be followed (include in the appendices).

3.3 Technical Difficulties

- Identify complicating technical project difficulties which may be a factor in either increasing project costs or delaying the project schedule.

4.0 Project Management Framework

4.1 ISC Roles and Responsibilities

- Review of project approval requests
- Processing project funding requests in the funding allocation process
- Generating a risk management framework
- Generating Aboriginal Recipient Funding Arrangement amendments
- Ensuring funding is available for allocation to First Nations in accordance with the funding process

4.2 First Nation Roles and Responsibilities

- Ensuring that projects are kept on budget.
- Ensuring deliverables are met and project is on schedule.
- Issuing payments as recommended by the Project Manager
- Verifying the performance of the Project Manager and adjusting payments as required.
- Attendance at project meetings.
- Verifying a change in scope approval process and approving change in scope as required.
- Ensuring project expenditures are consistent with expected audit expenditures

4.3 Project Manager Roles and Responsibilities

- A guide on hiring a Project Manager is included in Appendix1 of the ISC Practical Guide to Capital Projects.
- Verifying that the work is delivered as per contractual terms and conditions.
- Ensuring payments are controlled based on contractual obligations (proposal, project scope, quality, schedule and price).
- Reviewing and verifying all invoices and recommending payment to the Band and Project Team.
- Reviewing of significant project items.
- Overseeing the work's quality to verify that the designer(s) implement appropriate Quality Control and Quality Assurance.
- Reviewing and recommending to Band and Project Team draft contractual clauses, including but not limited to appropriate financial leverage (e.g., payment terms), warranty and process warranty clauses, insurance, scope definition, quality assurance/ quality control expectations, and terms of payment's alignment with measurable/verifiable milestone deliverables.
- Ensuring deliverables are met and project is on schedule.
- Reporting.
- Attendance at Project meetings.
- Recommending change in scope requests.

4.4 Architect/Engineering Services

- Providing documentation (drawings, specifications, design reports, tender documents, etc).
- Providing completion documents that meet ISC requirements.
- Meeting required schedules.
- Provide technical advice as required
- Inspection of work to verify conformance to specifications and design
- Conformance to funding amounts.
- Following all Federal Legislations.
- Following all Federal and Provincial codes, standards, regulations, etc., as applicable.
- QA/QC services.
- Budget control.
- Assessing changes in scope.

4.5 General Contractor (If applicable)

Identify the General Contractor's role and responsibility in the following:

- Staying within budget.
- Meeting Project milestones and schedules.
- Building to Federal and Provincial Legislation.
- Identifying risks and providing mitigation strategies.
- Change order Approval process.

5.0 Procurement

5.1 Procurement Stream

- Identify the proposed procurement process. Describe the manner in which the project will be implemented (e.g. by public tendered contract, construction management, multiple contracts, etc.).

6.0 Environment

6.1 Mitigation Measures

- Identify proposed mitigation measures during construction or post construction monitoring, if required.

- Identify roles and responsibilities, reporting and ongoing costs associated with environmental impacts and costs

7.0 Financial

7.1 Project Costs

Indicate that expenditures and commitments will not exceed the budget shown in this submission without prior approval from the First Nation and funding agency (ISC).

- Identify estimated construction costs, including contingency amount (typically 10%), engineering services and Band administration fees during construction.

- Identify the O&M costs.

- Identify the 20 year Life Cycle Cost.

- Provide a detailed cost breakdown, in the appendices, for construction, as follows:
    - Tabular format separated into construction and non-construction costs.
    - Where the project costs are shared, add lines after the "total project costs", showing each party's share, in current dollars, for each year as well as in total. Summarize sharing arrangements.
    - If applicable, show the following non-construction costs: consultant design fees, site survey and geotechnical costs, inspection and quality control fees, First Nation project management and/or project administration costs, technical training, maintenance management system, hydro, telephone, etc.
- Provide a detailed cost breakdown, in the appendices, of the estimated annual O&M costs and the amount allowed under CAIS.
- A detailed cost breakdown for engineering services during construction should be included in the consultant's proposal.
- Indicate an increase/decrease of the O&M costs in comparison to those for the existing facility or system (if it is being replaced).
- Where Class "A" estimates are not available, an explanation is required

7.2 Cost Sharing Arrangements (if applicable)

- Explain any project cost sharing arrangements and the rationale for the cost-sharing proportion, for capital, O&M and future works.

7.3 Municipal Type Service Agreements (if applicable)

- Summarize any municipal type service agreements generated during the project

•Identify on-going impacts of the agreements and cost implications

•Identify roles and responsibilities for parties to the agreement.

7.4 Risk Elements

- Clearly state in lay terms major risks for the project (if any), followed by the percentage figure, and the base cost used to calculate the dollar amount allocated for each risk item.

7.5 Payment

- Identify the procedure for managing and releasing holdback payments (including roles and responsibilities) and the amount of the holdback payment.

- Identify the procedure for managing and releasing progress payments (including roles and responsibilities) and the amount of the progress payments.

- Identify the procedure for managing and releasing final payments (including roles and responsibilities) and the amount of the final payment.

- Identify the procedures (including roles and responsibilities) for managing payments to consultants or other professionals providing services during construction.

8.0 O&M Training

- Identify training requirements and a training plan to ensure operators are available to operate and maintain the facility/system being constructed.

9.0 Risk Assessment

- Summarize the findings of the risk assessment carried out by ISC for this project stage and include a copy of the Risk Assessment Tool (RAT) in Appendix 8

10.0 Project Schedule

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

	Completion Date	Responsibility*
Design Report		
Selection of Consultant for Construction		
Selection of Project Manager for Construction(if applicable)		
Construction Funding Submission (PAR)		
Funding for Construction		
Tender Close		
Review of Tenders		
Contract Award		
Site Mobilization		
Substantial Completion		
Construction Completion		
Completion documentation		
One-year warranty period (expire date)		

* The responsibility will fall under one or more of the following: Indigenous Services Canada (ISC), First Nation (FN), Design Consultant (DC), Supplier/ Manufacturer (S/M)

Appendices

1. Additional Information/ Data.
2. Relevant correspondence.
3. Permits, approvals or comments from agencies.
4. Right-of-way, easements and/ or land agreements.
5. School Space Accommodation Standard (SSAS) table and enrollment data (consultant to complete for school projects only – ISC to assist).
6. List of applicable standards and codes.
7. Detailed cost breakdown (capital and O&M).
8. Risk Assessment Tool (RAT) for the project (ISC TO COMPLETE THIS TASK).
9. Proposal for engineering services during construction (including fee table and schedule).
10. Project team contact identification and information in a tabulated format.
11. Site Plan and facility or system layout:
    a. Site plan reduced to 8 ½ by 11 inches, but no larger than 11 by 14 inches
    b. Facility or system layout plan to give general outline and location of major elements of the project.
12. Land Encumbrance Check.
13. Design report (sealed and signed).
14. Design drawings (sealed and signed).
15. Specifications (sealed and signed).
16. Tender documents.
17. Other reports such as: environmental, geotechnical, archaeological, hydrogeological, etc.
18. Project Manager Qualifications/ resume.