



Natural Resources Canada

**Flood Hazard Identification and Mapping Program Indigenous
Contribution Stream**

**Announcement of Opportunity Project Guidelines
2024-2027**

Announcement Code: FHIMP24-27P

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Flood Hazard Identification and Mapping Program: Indigenous Traditional Knowledge Contributions Stream

FUNDING SCOPE

Overall, Indigenous communities are disproportionately impacted by floods in Canada and are at the highest risk. Some First Nation communities have been evacuated from their homes for over a decade due to flooding. Additionally, many communities in Canada do not have inundation maps of their local floodplains, and many struggle to access knowledge and resources to make effective emergency management plans.

Up-to-date flood maps are a key component of effective policy development for land use planning as well as flood planning and management. Engineered flood hazard maps delineate the flood hazard area, or floodplain, to a very high level of accuracy for land-use and emergency response planning. These maps are generally based on hydraulic and hydrological modelling of water flows in channels, basins, and over land, and can be informed by other sources of knowledge (e.g., Traditional Knowledge (TK) studies).

NRCan invests in supporting activities to advance the state of flood mapping across Canada, and to enhance the Federal Flood Mapping Guidelines Series.

The Flood Hazard Identification and Mapping Program (FHIMP) supports the development of engineered flood hazard maps for higher risk communities across Canada that conform to the best practices outlined in the Guidelines Series. To produce maps that are informative, relevant, and meet the needs and contexts of Indigenous communities, it is essential that these maps inform and are informed by Indigenous TK.

As a government program that fulfills a technical service provision role to Canadians, FHIMP is uniquely and beneficially positioned to facilitate relationships between government and First Nations, between government departments, and between the federal government, provinces, and First Nations.

Through this Announcement of Opportunities (AO), the FHIMP is soliciting interest for Projects that will develop tools that can advance knowledge on operationalizing TK to create maps that are informative, useful, and contextually relevant.

Purpose

The purpose of the FHIMP Traditional Knowledge Stream Contributions funding is to increase the uptake, validity, and relevance of flood hazard mapping in Indigenous communities, as well as to facilitate the exchange of knowledge between Indigenous and scientific practices related to flood mapping.

The contribution fund will support the development of tools to support communities, traditional knowledge studies, and rights-based engagement processes.

Contribution Fund Objectives

In partnership with Indigenous governments or organizations, FHIMP aims to:

- Develop and document approaches, methods, tools, and language to support communities' ability to better inform flood mapping projects with Indigenous knowledge, as well as to leverage flood mapping to support and strengthen traditional knowledge activities.
- Undertake Traditional Knowledge studies in support of flood mapping projects, while managing privacy, as needed.
- Support engagement activities that can inform the development of best practices for Indigenous flood mapping.
- Provide communities with capacity building opportunities, including the provision of training, certifications, or resources.

Priority and Preference

The contribution funding is intended to support the development of tools that can increase Indigenous participation in flood mapping processes and improve understanding of how TK can inform flood hazard mapping studies. Funding can also be used to support engagement processes that are designed to gather insight into the impacts of flooding on Indigenous communities and lands.

It is necessary that youth, Elders, knowledge keepers, land users, technical experts, and other community members can participate and share their knowledge in discussions about flood mapping, and funded projects must include provisions for their inclusion. Proponents and projects must go beyond highlighting gaps in government programming and funding and seek to provide potential solutions for better inclusion of Indigenous people and Indigenous ways of knowing and/or look to improve the efficacy of flood mapping through TK studies.

In addition to selecting projects that will pursue the above objectives, preference will be given to proposals using Indigenous methodologies (e.g., two-eyed seeing or Indigenous ways of knowing).

Core streams and example projects:

1. **Tools to support Indigenous participation in flood hazard mapping and emergency management:** To ensure that the unique perspectives and knowledge of Indigenous Peoples are reflected in Federal Flood Mapping initiatives, NRCan intends to
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fund the development of tools that support increased Indigenous participation in flood mapping processes. To engage with land-based Indigenous knowledge effectively, Indigenous language speakers must be able to receive and share nuanced information effectively in a culturally supportive environment. There is a need to develop tools that can be used to support the use of FHIMP derivatives (such as flood maps) in Indigenous communities, as well as for communication and engagement activities.

Example projects include, but are not limited to:

- Flood mapping-themed glossaries in Indigenous languages
- GIS- or AI-enhanced flood portal or data dissemination tools for Indigenous communities.

2. **Traditional knowledge studies to support flood hazard identification and mapping:** Engineered flood hazard maps are generally developed using a mix of hydrological and hydraulic modelling, as well as high-resolution elevation surveying. On Indigenous lands, there also exists traditional knowledge of the landscape which can contribute to better understandings of patterns of riverine flow and land change processes. In addition, traditional knowledge can inform the assessment of potential flood risk and damage using specific community contexts, such as the location of important hunting, harvesting, and ceremonial areas. A Traditional Knowledge Study can help inform engineered flood hazard mapping in creating map products that are appropriate to community contexts.

Example projects include, but are not limited to:

- Traditional knowledge studies of flooding and solutions to fill data gaps, where data is not available.
- Analysis of built and natural change to the land and its impacts on flooding (e.g., Beaver dams, fires, droughts, dikes, dams, roads, culverts).

3. **Engagement processes to identify impacts of flooding on Indigenous communities and lands:** In order to ensure that the unique perspectives and knowledge of Indigenous Peoples is reflected in flood mapping, and to gain insight on the specific impacts that flooding has on Indigenous communities and their ability to access traditional territory, practise traditional activities, collect food and medicines, and exercise treaty rights, NRCan aims to support community-based engagement activities that provide relevant and concrete guidance to the Federal Flood Mapping Guidelines Series and FHIMP projects. Lessons learned should reflect the Traditional Knowledge and culture of the community engaged, while providing best practices and relevant takeaways in terms of methodologies and privacy considerations for other communities in a similar situation of limited access to and availability of fundamental datasets required to carry out flood-mapping activities.

Example projects include, but are not limited to:

- Participatory mapping workshops
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- Develop guidelines on methodologies and best practices to incorporate traditional knowledge in community flood maps.

4. **Capacity Building Opportunities for Indigenous Communities:** To best utilize engineered flood hazard maps, communities must have the capacity to work with and understand geospatial data (including Geographic Information Systems (GIS)), the Federal Flood Hazard Mapping Guidelines, and how to apply them to land use and emergency planning. Often Indigenous communities don't have access to the necessary tools, training, and expertise required to make the best use of sophisticated mapping products. NRCan has heard from Indigenous communities in Manitoba that increasing capacity and resources for the use and creation of flood maps for their communities would increase the benefits and opportunities arising from FHIMP and other flood mapping programs. Capacity building opportunities, such as training sessions, should cover technical skills (working with necessary tools and formats), applications (land use and emergency planning), as well as integrating Traditional Knowledge.

Example projects include, but are not limited to:

- Technical training sessions to familiarize community technicians with the utility and format of Flood Hazard Maps and Federal Flood Hazard Mapping Guidelines
- Support a community in establishing a flood mapping/GIS program that could include training, accessible databases, data management and storage guidance, collaborative app development.
- Development of a technical certification program for Indigenous land managers, technicians, and harvesters working within the watershed.
- A collaborative learning initiative to share expertise between First Nations groups in a series of modules or technical workshops.

FHIMP will also consider the geographic location of each project.

WHO CAN SUBMIT A PROJECT PROPOSAL?

Proponents must be from one of the following types of legal entities:

Indigenous communities and governments such as

- band and tribal councils
 - governments of self-governing First Nations
 - local governments of Inuit communities
 - Métis organizations
 - economic development corporations owned by Indigenous communities
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- national and regional Indigenous organizations;

Indigenous for-profit and not-for-profit corporations, businesses, joint ventures, partnerships, associations, co-operatives and institutions;

Canadian or international profit and non-profit organizations;

Individuals; Research associations and academic institutions;

Provincial, territorial, regional, municipal and rural government departments, agencies* and some Crown Corporations whose objectives contribute to those of the Program.

HOW MUCH CAN BE APPLIED FOR?

FHIMP will fund up to two (2) projects, providing **a maximum of \$125,000** per fiscal year, per Project. Proponents will not be funded for more than one Project.

For Indigenous organizations, groups or communities, the total Canadian government funding authorized will not exceed one hundred percent (100%) of total project costs.

If actual Total Government Assistance to a recipient exceeds the eligible expenditures, NRCan will adjust its level of funding and seek reimbursement, if necessary, so that the stacking limit is not exceeded.

Accessing FHIMP funding under this AO is a competitive process. Refer to Appendix 2 “Proposal Evaluation Criteria” of the Announcement of Opportunity for the common criteria applied to all projects.

WHAT IS THE PROCESS?

To apply, follow the steps below:

1. Review of the requirements and criteria for funding contained in this FHIMP Contribution Agreement Project Guidelines 2024-27 by Proponent;
 2. Preparation and submission for Project Proposal by Proponent;
 3. Project proposal evaluation and Project selection by FHIMP; and
 4. **by invitation only** - development of formal Contribution Agreement for selected Projects. At the end of the process, the resulting agreements will describe the terms of the funding from FHIMP and set out mutual expectations such as Project duration, outputs, key performance indicators, tasks, milestone dates, human resources requirements (organization, team member names, roles/titles, per diem and days of effort/person), a communications plan, and financial details.
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WHAT ARE THE DEADLINES?

STEPS	DATE
Announcement of Opportunities release date	December 11 th , 2023
Deadline to submit Project Proposals*	February 28 th , 2024 15:00 ET
Project start date	On or after May 15, 2024
FHIMP funded Projects completion	On or before March 31st, 2027

* Based on the number of projects submitted, FHIMP reserves the right to modify the closing date for submissions. In this event, a notification will be published on the FHIMP website.

NATURAL RESOURCES CANADA SERVICE STANDARDS

SERVICE STANDARDS	FLOOD HAZARD IDENTIFICATION AND MAPPING PROGRAM
Acknowledging receipt of Project Proposal	We will acknowledge receipt of a Project Proposal within five business days of the date received by the Program, 95 percent of the time.
Providing funding decision	We will issue an official written notification of the funding decision within 60 business days, 90 percent of the time. Timing is highly dependent on a Proponent's responsiveness to requests from the Program for information during the due diligence and risk assessment review.
Issuing payment	We will issue payments within 30 business days of the successful fulfillment of requirements as outlined in the Contribution Agreement. We target to meet this standard, 90 percent of the time.

DETAILED PROCESS FOR THE FULL PROJECT PROPOSAL

1. Proponents will submit a full Project Proposal for evaluation consideration. Project Proposals:
 - a. Will be no more than thirty (Letter size) pages long, excluding financial statements and short bios for project team
 - b. Will be written by the Proponent using the Project Proposal Template found in Appendix 1.
 - c. May be submitted in either English or French.
 - d. Completed Project Proposal must be submitted to FHIMP by email:
fhimpca-acpicai@nrcan-rncan.gc.ca
 2. The full Project Proposal will be accompanied by a cover letter with your organization's letterhead, dated and signed by an appropriate authority.
 3. Please note, based on the number of proposals received, FHIMP reserves the right to modify the closing date for submission. In this event, a notification will be published on the FHIMP website.
 4. The Project Proposals will be reviewed against the evaluation criteria found in Appendix 2.
 5. For questions regarding the Project Proposal submission process, please contact FHIMP via the email provided above.
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FINANCIAL INFORMATION

Funding

FHIMP will only fund cost-shared Projects. In cost-shared projects, the Proponent and its Collaborators agree to contribute financially to the Project either in cash or in-kind contributions or both. The cash amount requested from FHIMP cannot exceed 75 percent of Total Project Costs, except in the case where the recipient is a provincial, territorial, regional, or municipal government or their department or agency, a not-for-profit organization, or an **Indigenous organization, group or community in which case, the total Canadian government funding authorized will not exceed 100 percent of total project costs.**

The maximum funding available from FHIMP for two Projects is \$250,000 in Fiscal Years 2023-24 through 2026-27 with **\$125,000** per year. Funding is only available for Projects starting on or after May 15, 2024, and completed on or before March 31, 2027.

The Proponent must provide a list of all federal organizations participating in the proposed Project and shall ensure that the total federal government assistance, including the amount requested from FHIMP, does not exceed total Eligible Expenditures. Funding received from another FHIMP-funded Project cannot form part of the Total Project Costs or leveraged funds.

If any funding for a Project is dependent upon another funding program, FHIMP requires written confirmation from that Collaborator regarding that funding. The confirmation must include how much funding is being provided, and whether the funding has been secured or not.

A payment schedule will be established and outlined in the final Contribution Agreement, and will be based on agreed-upon work accomplished, milestones achieved, tasks completed, Eligible Expenditures Incurred, etc.

Eligible and Ineligible Expenditures

The FHIMP will reimburse funds for Eligible Expenditures as described below. Eligible Expenditures for an approved Project under the Program must be directly related to, and necessary to carry out the Project.

Eligible Expenditures include:

- Salaries, benefits, and stipends
 - Professional, scientific, technical and contracting services including printing and translation services
 - Travel expenditures, including meals and accommodation, using approved standard such as the [National Joint Council Rates](#)
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- Training, working groups and professional development costs including facility rental, and costs to develop training;
- Conference fees;
- Capital expenditures such as the purchase, installation, testing and commissioning of qualifying equipment, materials and products, including sensors, diagnostic and testing tools and instruments, and equipment for managing natural disaster risk (examples include vehicles, aircraft, drones, mobile camps, structure protection units, heavy equipment and specialty equipment,
- materials, supplies and equipment such as laboratory and field supplies and equipment for managing natural disaster risk (communications equipment, personal protective equipment, and other non-capital equipment);
- Informatics and information technology and systems, including software and hardware;
- Refitting, repairs and refurbishment of equipment;
- Communication tools and services;
- Data collection services, including acquisition, processing, analysis and management;
- Honoraria and ceremonial costs, where Indigenous recipients or Indigenous Peoples are involved;
- GST, PST or HST, net of any tax rebate to which the recipient is entitled; and,
- overhead expenditures related to the conduct of the project to a maximum of 15% of NRCan's contribution. Overhead expenditures include:
 - Routine laboratory and field equipment maintenance, based on the actual expenditure to a Direct or Ultimate Recipient;
 - Financial and accounting services.

Note: In respect of auditing Eligible Expenditures related to professional, scientific and contracting services, Canada's auditors may, acting reasonably, request that the Proponent's books, accounts and records be supplemented by information from the books, accounts and records of the subcontractors engaged by the Proponent having contracts in excess of forty percent (40%) of the Contribution for the purposes of the Project.

Ineligible Expenditures include:

- The purchase of land or payment of property taxes;
 - Hospitality (FHIMP funds cannot be used to reimburse Proponents for hospitality expenses.)
 - Capital costs (including computers);
 - Costs associated with the development of the Proposal;
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Development of a Contribution Agreement

FHIMP will invite the Proponents of successful Proposals to discuss Contribution Agreements. At that time, a staff member from FHIMP will be assigned as the Project Authority. Please note, an invitation to discuss an Agreement is not a guarantee of funding.

The resulting Agreements will describe the terms and conditions for Grants and Contributions in Support of Resilience to Natural Disaster Risks and set out expectations such as Proponent's Project duration, their outputs, their milestones and tasks, dates, Proponent's human resources (organization, team member names, roles/titles, per diem and hours of effort/person); their communications plan and their financial details.

The following Project management tasks will be required from selected Proponents as part of the Contribution Agreement development process.

TASK NAME (TARGET DATE)	TASK DESCRIPTION
Earliest Project Start Date	Proponents may only commence Projects on or after May 15, 2024, pending contribution agreement final signatures.
Interim Report and Payment Request	Submit claim for payment; interim financial report; approved time sheets, interim executive report, copies of Subcontracting invoices; explanatory note listing all the Eligible Expenditures Incurred up to March 31 of the fiscal year.
Eligible Expenditures End Date	The Eligible Expenditures Period begins when the agreement has been signed and ends on March 31 of the given fiscal year outlined in the contribution agreement.. Ensure that all Eligible Expenditures are documented and proper documentation (e.g., invoices, receipts, financial statements) are provided in the final report.
Executive Report	An executive report to describe how the activities have contributed to the achievement of the objectives, the benefits, and the key performance indicators of the Project as described in the Statement of Work, including the results of the Project in comparison to the original outputs and work plan.
Final Financial Report	A financial report that demonstrates how the Contribution funding was used including the receipts for services being funded by Canada.

Basis of Payment

Payments schedule will be established within the Contribution Agreement. The basis on which Contribution final payments and any interim payments are to be made will be based on: partial or final achievement of predetermined performance expectations or milestones, a description of the performance expectations or tasks to be provided, and reimbursement of Eligible Expenditures. Detailed financial statements and invoices are to be submitted as part of the request for payment. At minimum one interim Narrative Project Progress Report and payment request is due March 31 of the fiscal year additional are possible. During the Contribution Agreement development process, if a selected Proponent preferred planning for additional claim requests during the life of the project (e.g., to ensure ongoing cash flow for new hires), FHIMP may accommodate such additional payments in the schedule.

Non-Repayable Contributions

FHIMP will be using Non-Repayable Contributions. Contributions will be made towards Projects that contribute to the purpose and objectives of the Program and do not generate profits.

ROLES, RESPONSIBILITIES AND CONTRIBUTIONS

FHIMP promotes collaboration, particularly those that support Project delivery. This section details the roles and responsibilities of all potential contributors on Projects.

FHIMP

FHIMP supports Projects by providing Contribution funding. It is responsible for inviting Proponents to submit Proposals and providing clarifications. It is also responsible for evaluating Proposals, developing Agreements, monitoring progress, evaluating outputs, recommending payments and initiating financial audits.

Proponent

The Proponent assembles the Proposal, leads, and coordinates all Project activities, and acts as a single point of contact with FHIMP on Project issues. The Project Proponent has both a mandate and the resources to coordinate the Project and maintain Project results beyond the Project's completion. Proponents are responsible for coordinating the work of all team members including Project Collaborators and Subcontractors. Proponents are responsible for any subcontracted activities required for Projects.

Collaborators

The Proponent may include one or more collaborating organizations that are not affiliated with the Proponent, in the Project. To be eligible, Collaborators must not be related to, nor exercise control over, the Proponent, including with respect to shared management or ownership.

Collaborators are people or organizations that agree to contribute financially by providing cash contributions, in-kind contributions, or both to the Proponent to be used for the Project. An in-kind contribution is a contribution of services or time to which a dollar amount can be attributed, that would otherwise be purchased and paid for by the Proponent to achieve the Project results. Collaborator's contributions should not be invoiced to the Proponent, and, therefore; cannot be submitted to FHIMP as Eligible Expenditures Incurred by the Proponent. A Collaborator's cash or in-kind contributions must be accounted for towards the Proponent/Collaborator's portion of the Total Project Costs.

When Collaborator's contribution and commitment to the Project, it must be specified in a Letter of Collaboration, written on the organization's letterhead and signed by a senior officer (i.e., the person who has authority and responsibility for the allocation and commitment of the resources for this Proposal), and should be included with the Proposal submission. Collaborators may be from any type of legal entity described earlier. Collaborators should demonstrate an ongoing vested interest in the Project and show their support from the senior level of the organization. Collaborators may act as subcontractors provided their role and contribution as a collaborator and subcontractor are clearly delineated.

Note: Natural Resources Canada and staff cannot provide in-kind contributions, or act as Collaborators in a Project proposed under this Announcement of Opportunities. Proponents may pay for services already offered by NRCan but will not be reimbursed for such costs.

Subcontractors

Subcontractors are people or organizations who enter a contract with the Proponent to provide services or time related to the Project, and who will invoice the Proponent for those services.

If applicable, the Proponent must identify all Subcontractors in their Proposal and must discuss these with FHIMP before a Contribution Agreement is signed. The Proponent must also clarify with FHIMP which expenditures, if any, would be considered eligible or non-eligible for reimbursement. FHIMP recommends, as part of due diligence, that Proponents sign a formal contract with each of their Subcontractors for any FHIMP Project.

INTELLECTUAL PROPERTY

All Intellectual Property that arises in the course of the Project shall vest in the Proponent or be licensed to the Proponent in the event that a Proponent's Subcontractor retains title to such Intellectual Property. The Proponent shall supply to the Project Authority the reports and documents described in the Proposal and the Proponent will grant to Canada a non-exclusive, irrevocable, worldwide, free and royalty-free license in perpetuity to use, modify, and, subject to the Access to Information Act, make publicly available such reports and documents for non-commercial governmental purposes.

OFFICIAL LANGUAGES REQUIREMENT

All public information documents related to the Project prepared or paid for in whole or in part by Canada must be made available in both official languages, when Natural Resources Canada judges that this is required under the Official Languages Act. Proponents, if they are to provide/deliver documents or outreach to the public as part of their Project outputs, will be responsible for providing them fully in both languages and; therefore, will incur all costs for translation and personnel. When applicable, these costs must be included in the Proposal budget.

CONFLICT OF INTEREST

No public servant or public office holder, either currently or formerly employed by a federal entity, and to whom the *Conflict of Interest Act*, the Conflict of Interest and Post-Employment Code for Public Office Holders or the Values and Ethics Code for the Public Sector applies, can derive any direct or indirect benefit from a Project funded via a Contribution Agreement unless the provision or receipt of such benefits is in compliance with such legislation and codes; and that no member of the Senate or the House of Commons shall be admitted to any share or part of the Project, or to any benefit arising from it, that is not otherwise available to the general public.

Additionally, any individual working for the Proponent who formerly provided consultancy services to Natural Resources Canada that are related to the Contribution Agreement or developing the Project, the Proponent would be considered to be in a real, perceived, or potential conflict of interest situation.

REPORTING AND MONITORING

Proponent Project Manager

The main contact and Project Manager designated by the Proponent.

FHIMP Project Authority

A FHIMP Project Authority will be assigned to monitor each Project. This Project Authority will be responsible for recommending the approval of milestone payments. Milestone reports and corresponding tasks or outputs will be submitted to the Project Authority for evaluation.

Orientation Meeting or Teleconference

The Proponent's Project Manager will schedule and conduct an initial orientation meeting or teleconference involving the FHIMP Project Authority.

Progress-Review Meetings or Teleconferences

Progress-review meetings or teleconferences must be scheduled by the Proponent Project Manager and the Project Authority to demonstrate Project progress and to discuss any relevant Project issues. These meetings may or may not be tied to a milestone/request for payment dates.

Project Progress Reports

The Proponent's designated Project Manager shall provide Project Progress Reports to the FHIMP Project Authority. Reporting templates will be provided by FHIMP. These reports will be required before any payments are made and shall contain at minimum, but not be limited to:

- Title page;
- Summary of the work accomplished in comparison to the work plan, attachments, including URLs of Project outputs and operational results;
- Explanation of any problems encountered and their solutions;
- Changes to the work plan for the next tasks and
- a detailed financial statement report for the Project to date.

Executive Report

At the end of the Project, the Proponent's Project manager must provide a detailed executive report. The report is required before the final payment can be made. A reporting template will be provided by FHIMP. This report should include the following:

- A final Project budget as per the template (including copies of invoices, vouchers, etc.);
 - A description of how the Project objectives were met including a comparison of expected versus achieved outputs;
 - A self-evaluation against Key Performance Indicators;
 - Discuss challenges (institutional, technical and policy) encountered;
 - Outline plans for possible follow-on activities and projects and
 - describe any communication or dissemination strategies that were undertaken or are planned.
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Promotion of Project Results

All Proponents who receive funding from FHIMP are encouraged to promote Project results with the appropriate audiences of stakeholders or users. This section summarizes these requirements further.

A Proponent that does promote the Project results must publicly acknowledge the FHIMP contribution by displaying the Natural Resources Canada signature and/or Canada wordmark (as provided by FHIMP) on media, public, and stakeholder news releases, presentations, websites, brochures and other publications or documentation describing the Project and its results.

Where only text is allowed, the acknowledgement will include the following wording: “Financial support provided by the Flood Hazard Identification and Mapping Program, a national collaborative initiative led by Natural Resources Canada. FHIMP works towards providing a Canada-wide picture of flood risk which increases coverage and improves understanding.”

Where logos of supporting agencies are included in a product, the Natural Resources Canada signature and/or Canada wordmark must be used, as provided by Natural Resources Canada.

Where both text and logos are used, both the text and logo forms of acknowledgement must be used.

Proponents will communicate with FHIMP when issuing, printing or publishing any publicity material to allow for possible coordinated announcements. Material must be submitted to the Project Authority. FHIMP will offer a link to project news releases and articles via its website, and may otherwise promote the Project’s successes in consultation with the Proponent.

RIGHTS OF FHIMP

FHIMP reserves the right to:

- Reject any or all responses to this Announcement of Opportunities;
 - Seek clarification and verify any or all information provided;
 - Enter into discussions with Project Proponents on any or all aspects of a Proposal;
 - Accept any Proposal in whole or in part;
 - Clarify/confirm intellectual property rights;
 - Promote and communicate the Project and its results;
 - Cancel and/or re-issue this Announcement of Opportunities at any time;
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- Administer, approve, and allocate funding based on the sole discretion of the FHIMP; and
- Conduct Proponent audit activities such as an independent and objective assessment of a Proponent's compliance with terms and conditions of a Contribution Agreement.

CONTACT INFORMATION

All enquiries must be directed by email to:

fhimpcacpicai@nrcan-rncan.gc.ca

APPENDIX 1: PROJECT PROPOSAL TEMPLATE

PROTECTED once completed

Regular text identifies section headings and required text.

Text in italics denotes instructions. Replace with your text.

PROPOSAL COVER PAGE

Proponent to use this template to prepare Project Proposal

To include:

- *Project Name*
 - *Organization Legal Name*
 - *Date*
 - *Proponent to insert title page on Proponent's Letterhead*
 - *Proponent to sign on Proponent's Letterhead*
-

PROPONENT INFORMATION

PROPONENT ORGANIZATION NAME:	<i>Insert your organization's name here.</i>
TYPE OF LEGAL ENTITY	<i>Refer to page 4 from AO project guidelines to ensure your organization is one of the eligible legal entities.</i>
PROPONENT ORGANIZATION DESCRIPTION	<i>Describe Proponent organization including its organization structure, years in operation, mandate and vision, current products and/or services, typical end users of products/services.</i>
PROPONENT PROJECT EXPERIENCE WITH FHIMP	<i>Has the Proponent received FHIMP contribution funding in the past? If yes, please elaborate and indicate the amount of funding received.</i>
PROJECT BENEFITS FOR PROPONENTS (INCREMENTAL NEED AND VALUE)	<i>Describe the expected benefits of the proposed Project for the Proponent. Provide a clear rationale on why this Project could not proceed without FHIMP funding.</i>
PROJECT MANAGER'S CONTACT INFORMATION	<i>Name of contact, job title.</i>
	<i>Full mailing address:</i>
	<i>Telephone number:</i>
	<i>Email address:</i>

PROJECT DESCRIPTION

PROJECT TITLE	<i>Insert your Project title.</i>
PROPOSED PROJECT START DATE	<i>Start date of Project</i>
PROPOSED PROJECT END DATE	<i>End date of Project</i>
PROPOSED PROJECT DURATION	<i>Duration of proposed Project, in months</i>
TOTAL PROJECT COSTS	<i>Provide total project cost (refer to definition sections)</i>
FHIMP CONTRIBUTION FY 2024-2025	
FHIMP CONTRIBUTION FY 2025-2026 [Replicate as necessary]	
PROJECT OBJECTIVE	<i>Provide a concise description of the Project Objective from the Proponent's point of view.</i>
PROJECT SUMMARY	<i>Provide a clear, brief description of the proposed Project including Project key outputs and impact.</i>
PROJECT OUTPUTS AND INTENDED USERS	<i>Briefly describe proposed Project outputs and intended users of technical or policy solutions or intended audience of reports/webinars.</i>

BACKGROUND AND EXISTING WORK IN THE AREA	<i>Briefly describe existing work in the area related to the Project, and how the proposed Project is complementary</i>
RELEVANCE TO FHIMP OBJECTIVES	<i>Describe how the proposed Project address the objectives of the FHIMP as stated within this AO.</i>
ADDRESS PRESSING ISSUES/CHALLENGES	<i>Describe clearly how the proposed Project address pressing social and economic issues facing the community.</i>

COMMUNITY ENGAGEMENT *(if application is submitted by an entity OTHER THAN an Indigenous community/governance body)*

Describe the Indigenous communities that will be involved in this Project and their relationship to your organization, past and present.

Explain how this Project will advance common objectives

Clearly identify and describe the Communities' role in the Project plan.

Letters of Collaboration must be provided by each community/Nation that is contributing to the Project and be written on the organization's letterhead and signed by a senior officer (i.e., the person who has authority and responsibility for the allocation and commitment of the resources for this Proposal). The Letter of Collaboration must include:

- The contact's name and title, full postal address, telephone numbers, email address, and the organization's website address.*
- A description of the communities' role and specific tasks in the Project, common objectives, and goals the Project will realize.*
- A description of the commitment they will make to the Project in terms of cash and/or in-kind contributions. For in-kind contributions, describe what is being contributed and the dollar value for the contribution and specify if these amounts are secured or not secured as of the Proposal submission deadline date.*
- A description of any existing business arrangements.*

Notes:

- *Letters of Collaboration submitted after the Proposal deadline will not be evaluated.*

COLLABORATOR ENGAGEMENT *(if applicable or needed for leverage)*

Describe the Collaborators that will be involved in this Project and their relationship to your organization, past and present.*

** To be eligible, Collaborators must not be related to, nor exercise control over, the Proponent, including with respect to shared management or ownership.*

Explain how this Project will advance common objectives and goals.

Clearly identify and describe each Collaborator's role in the Project plan.

Letters of Collaboration must be provided by each organization that is contributing to the Project and be written on the organization's letterhead and signed by a senior officer (i.e., the person who has authority and responsibility for the allocation and commitment of the resources for this Proposal). The Letter of Collaboration must include:

- *The contact's name and title, full postal address, telephone numbers, email address, and the organization's website address.*
- *A description of the organization's role and specific tasks in the Project, common objectives and goals the Project will realize.*
- *A description of the commitment they will make to the Project in terms of cash and/or in-kind contributions. For in-kind contributions, describe what is being contributed and the dollar value for the contribution and specify if these amounts are secured or not secured as of the Proposal submission deadline date.*
- *A description of any existing business arrangements. Example: Shared Intellectual Property, multiple patents part of an integrated solution.*

Notes:

- *Natural Resources Canada and staff cannot provide in-kind contributions, or act as Collaborators in a Project proposed under this Announcement of Opportunities.*
- *Letters of Collaboration submitted after the Proposal deadline will not be evaluated.*

WHICH INDIGENOUS COMMUNITY / COMMUNITIES WILL BE ENGAGED AS PART OF THE PROJECT?

Insert text here

DESCRIBE AND DEFINE THE END DELIVERABLES FOR THE COMMUNITY / COMMUNITIES, AND HOW IT WILL PROVIDE BENEFITS IN THE SHORT, MEDIUM, AND/OR LONG TERMS

Insert text here

HOW WILL THE PROJECT RESULTS BE SHARED WITH THE COMMUNITY? WILL THE PROJECT DEVELOP TOOLS OR PRODUCTS THAT ARE EASILY USABLE BY COMMUNITY MEMBERS AND DECISION MAKERS?

Insert text here

WHAT ARE THE KEY CAPACITIES BEING DEVELOPED THROUGH THE PROJECT, AND HOW WILL IT CONTRIBUTE TO LONG-TERM COMMUNITY GOALS?

Insert text here

WILL THE PROJECT INCLUDE UNDERREPRESENTED GROUPS, SUCH AS YOUTH, ELDERS, AND WOMEN? WILL THERE BE OPPORTUNITIES FOR INTERACTIONS BETWEEN THESE GROUPS? HOW WILL THEY BE INVOLVED IN THE PLANNING AND MANAGEMENT OF THE PROJECT?

Insert text here

PROJECT TEAM AND RESOURCES

*The Project Proposal must demonstrate that the Project Team has extensive experience and expertise relevant to all aspects of the Project's technical and management scope and is clearly capable of bringing about successful completion of the Project. **For each team member, please fill-in the table below and submit a short bio or summary of selected experiences (maximum of 2 pages each).***

NAME	
ORGANIZATION	
ROLE	
RESPONSIBILITIES	
KEY QUALIFICATIONS	

COMMUNITY OVERSIGHT

Provide a complete and comprehensive description of COMMUNITY OVERSIGHT over the project.

Describe community governance structures involved in the planning, implementation, and management of the project, as well as involvement of Elders, knowledge keepers, or other community leaders.

Describe organizational experience in successfully completing projects of similar scope.

KEY PERFORMANCE INDICATORS

OBJECTIVE	PERFORMANCE INDICATORS	MEASUREMENT CRITERIA
<i>Specify specific Project objective</i>	<i>Specify the key performance indicators against Project objectives.</i>	<i>Indicate performance measures the Proponent will report on and include targets and data sources as applicable.</i>
<i>Specify specific Project objectives (one entry per Project objective)</i>	<i>Specify the key performance indicators against Project objectives.</i>	<i>Indicate performance measures the Proponent will report on and include targets and data sources as applicable.</i>

SUMMARY TABLES

For each fiscal years, provide summary tables of task and key outputs with Project scope, schedule and cost management plan, well-defined milestones and deliverables, team management and internal and external communications activities, and procurement plan if subcontractors are required.

Complete the two summary tables below.

- Planned milestones and associated tasks. Key outputs as well as requests for payments are to be linked to these milestones and tasks. The payment amounts for each milestone must be specified.*
- The schedule of work is left to the discretion of the Project Proponent*

TABLE OF TASKS AND KEY OUTPUTS IN 2024-2025

TASK NUMBER	TASK	DESCRIPTION	KEY OUTPUTS
1	<p><i>Task title</i></p> <p><i>Enter task completion/milestone date</i></p> <p><i>Enter NRCan's contribution to this task</i></p>	<i>Describe briefly</i>	<p><i>Note only <u>key outputs</u> should be entered that the Project is contingent upon – e.g., Open standards specifications selected, API testing can commence.</i></p> <p><i>E.g., policy workshops completed and requirements gathered, workshop report writing can commence.</i></p>

TABLE OF TASKS AND KEY OUTPUTS IN 2025-2026 [Reproduce if necessary]

TASK NUMBER	TASK	DESCRIPTION	KEY OUTPUTS
2	<p><i>Task title</i></p> <p><i>Enter task completion/milestone date</i></p> <p><i>Enter NRCan's contribution to this task</i></p>	<i>Describe briefly</i>	<p><i>Note only <u>key outputs</u> should be entered that the Project is contingent upon – e.g., Case studies completed, Final report writing can commence.</i></p> <p><i>Final report translation completed, Webinar material development can commence.</i></p> <p><i>Webinar materials and recording are published.</i></p>

PROJECT RISK MANAGEMENT PLAN

Provide a complete and comprehensive Project risk management plan that identifies potential risks in Project scope, schedule, cost, resources, users engagement and

communications; and, identifies a comprehensive and actionable Project risk management strategy.

PROJECT COSTS AND BUDGET

FHIMP CONTRIBUTION TOWARDS ELIGIBLE EXPENDITURES	2024-2025	2025-2026	...	TOTAL
<i>Labour (i.e. salaries, professional fees, temporary personnel costs) needed to carry out the Project, plus employee benefits)</i>	\$0	\$0		\$0
<i>Subcontract for services (up to 40 percent of total Eligible Expenditures)</i>	\$0	\$0		\$0
<i>Communications, audio-visual equipment and facilities rentals</i>	\$0	\$0		\$0
<i>Administration of the Project, including: translation, printing and binding, promotion of workshops and publication of Project report</i>	\$0	\$0		\$0
<i>Travel to conduct the Project</i>	\$0	\$0		\$0
<i>GST, PST and HST related to other Eligible Expenditures</i>	\$0	\$0		\$0
A. TOTAL FHIMP CONTRIBUTION TOWARDS ELIGIBLE EXPENDITURES	\$0	\$0		\$0

OTHER CONTRIBUTIONS TOWARDS ELIGIBLE EXPENDITURES (CASH & IN-KIND COSTS*)	2024-2025	2025-2026	...	TOTAL
<i>Proponent in-kind contribution</i>	\$0	\$0		\$0
<i>Proponent cash</i>	\$0	\$0		\$0
<i>Collaborator in-kind contribution</i>	\$0	\$0		\$0

<i>Collaborator cash (excluding other federal funding)</i>	\$0	\$0		\$0
<i>Other federal funding (federal, provincial, municipal)</i>	\$0	\$0		\$0
B. TOTAL OTHER CONTRIBUTIONS TOWARDS ELIGIBLE EXPENDITURES	\$0	\$0		\$0

* *These cash and in-kind contributions will not be reimbursed through FHIMP funding.*

PROJECT BUDGET	2024-2025	2025-2026	...	TOTAL
A. TOTAL FHIMP CONTRIBUTION TOWARDS ELIGIBLE EXPENDITURES	\$0	\$0		\$0
B. TOTAL OTHER CONTRIBUTIONS TOWARDS ELIGIBLE EXPENDITURES	\$0	\$0		\$0
C. TOTAL PROJECT COSTS (A+B)	\$0	\$0		\$0

LABOUR (SALARIES AND BENEFITS)

TEAM MEMBER	ORGANIZATION	HOURLY RATE*	HOURS PER DAY	PERCENTAGE OF SALARY THAT IS FOR BENEFITS (%)
<i>Member's name</i>	<i>The Proponent</i>			
<i>Member's name</i>	<i>The Proponent</i>			

* *Only the real salary rates are authorized as Eligible Expenditures plus employee benefits – max 20 percent of Project labour costs.*

PERCENTAGE OF CASH AND IN-KIND CONTRIBUTIONS TO TOTAL PROJECT COSTS

Note: Figures in the table below are example values

SOURCE OF CONTRIBUTIONS	CASH (\$)	CASH (%)	IN-KIND (\$)	IN-KIND (%)	TOTAL (\$)	TOTAL PERCENTAGE (%)
FHIMP	125,000	45	N/A	N/A	125,000	45
<i>The Proponent</i>	100,000	36	25,000	9	125,000	45
<i>Collaborator A</i>	0	0	12,500	5	12,500	5
<i>Collaborator B</i>	12,500	5	0	0	12,500	5
TOTAL	\$237,500	86%	\$37,500	14%	\$275,000	100%

COMPLIANCE STATEMENTS

By signing this Project Proposal, I am attesting that for this Project my organization (please check the boxes):

- will comply with the Official Languages Requirement;
- will comply with the Conflict of Interest and Post-employment Code for Public Office Holders; and
- confirms that no member of the House of Commons or Senate will be admitted to any share or part of this proposed activity or to any benefit arising therefrom.

LIST OF PROPOSAL ATTACHMENTS

- Letters of Collaboration A, B, etc. (if applicable)
- Proponent's Organization Financial Report (see definitions)
- M-30 form to be completed for Quebec Projects if relevant
- Project team short bios (Protected once completed and 2 pages maximum)

AUTHORIZATIONS

<<Name>> Date
Senior officer of the Proponent's organization
<<Position>>,
<<Organization>>

<<Name>> Date
Proponent's Project Manager
<<Position>>,
<<Organization>>

Definitions

Agreement - a written agreement or documentation constituting an agreement between the Government of Canada and Proponent setting out the obligations or understanding of both.

Cash Contribution - expenses for the direct costs of activities that are directly related to achieving the objectives for which the Program Contribution would be awarded. It means the form of dollar amount for which cash is exchanged and that is essential to the Project and that would be used by the Project Proponent to fund its Project activities.

Daily Rate - is the individuals' daily rate. This includes employee benefits up to a maximum of 20 percent of labour cost. An explanation on how the daily rate was calculated must be provided by the Proponent. A typical way to calculate labour (labour-rate formula) is: reasonable annual salary, plus reasonable benefits, divided by 260 (minus Annual allowable time off benefits) billable days in a year. In the case of government personnel, official government rate or rates according to classification level must be used.

Hours Effort/Person – indicates the level of work effort in hours for each team member.

Delivery Date – indicates the date for delivery of the final task of a particular milestone.

Duration (Days) – is the total length of time in working days that the activity will take.

Eligible Expenditures - expenditures Incurred by the Proponent, as set out in Eligible Expenditures Table, within the Eligible Expenditure period.

Eligible Expenditures Period - the period starting when the Agreement is signed to March 31 of the given fiscal year in the contribution agreement..

Fiscal Year - the period beginning on April 1st of any year and ending on March 31st in the next year.

Incurred means, in relation to an Eligible Expenditure, that goods have been received by, and/or services have been rendered to, the Proponent.

Incurred and Paid means, in relation to an Eligible Expenditure, which the Proponent has paid for the said Eligible Expenditure.

In-kind Contribution - a cash equivalent contribution in the form of a dollar amount for which no cash is exchanged but that is essential to the Project and that would have to be purchased by the Project Proponent on the open market, or through negotiation with the provider, if it were not provided by the Project Proponent.

Key Outputs – indicates key outputs to be delivered at the milestone.

Organization Name – indicates the name of the organization (Proponent, Collaborator, and Subcontractor) responsible for the task.

Operational Policies – are the guidelines, directives and policies that an organization employs to address the life cycle of geospatial data, information and knowledge continuum (i.e., collection, management, dissemination and use)

Program - a group of related activities that are designed and managed to meet a specific public need and are often treated as a budgetary unit.

Program Contribution - a transfer payment subject to performance conditions specified in a Contribution Agreement. A Contribution is to be accounted for and is subject to audit.

Project - the Project described in the Proposal.

Proposal - a written Proposal completed and signed by the Proponent.

Proponent - an individual or entity that has been authorized to receive a transfer payment.

Proponent audit - an independent assessment to provide assurance on a Proponent's compliance with a funding Agreement. The scope of a Proponent audit may address any or all financial and non-financial aspects of the funding Agreement. Such audit can be commissioned by FHIMP during project execution after a request for payment or after project completion.

Proponent's Organization Financial Report - refers to an independent audit report such as the consolidated financial statements of the Proponent's organization. Such report is required as an attachment to the Project Proposal.

Start Date – indicates the date at which the first activity begins.

Subcontractors means external services to the Proponent organization to be acquired. These services shall be set out in the Proposal. The amount eligible from a Subcontractor or a consultant shall be the actual contract amount.

Team Members Name – identifies the actual personnel assigned to carry out the described task.

Note: Natural Resources Canada and staff cannot provide in-kind contributions, or act as Collaborators in a Project proposed under this Announcement of Opportunities.

Total Project Costs means the Contribution received from FHIMP and all other verifiable Cash or In-kind Contributions either received or contributed by the Proponent and Collaborators and directly attributable to the Project.

PROPOSAL ATTACHMENT: FORM TO BE COMPLETED FOR QUEBEC PROJECTS

An Act respecting the Ministère du Conseil exécutif, R.S.Q., c. M-30.

Under sections 3.11 and 3.12 of the Act respecting the Ministère du Conseil exécutif, R.S.Q., c. M-30 (hereinafter referred to as Act) certain entities, as defined by the Act, such as municipal bodies, school bodies or public agencies, must obtain authorization, as indicated by the Act, before signing any Agreement with the Government of Canada, its departments or agencies, or a federal public agency.

Consequently, any entity that is subject to the Act is responsible for obtaining such authorization before signing any Agreement with the Government of Canada. The form must be completed and included with Proposals from Quebec. If you answer “yes” to one of the three questions, you must, on behalf of your organization, take the necessary measures to obtain the proper authorization from the Government of Quebec before obtaining funding from the Government of Canada.

If you answer “no” to all three questions on the form, your organization is not subject to the provisions of Chapter M-30 and the Proposal evaluation process can move forward.

QUEBEC PROJECTS FORM

An Act respecting the Ministère du Conseil exécutif, R.S.Q., c. M-30.

Bill M-30 pertains to any Project Proponents that receive funding from the government of Quebec. This form must be completed by the person representing the organization. It must be used for funding Proposals pertaining to the Government of Canada’s programs and initiatives. Please review the relevant provisions of the Act, complete and sign this form, and return it to the Project Authority.

Project Title:

Legal Name of Entity (Organization):

Program:

1. Under section 3.11, is the Proponent (proposed payee) a municipal body or school body (defined below) within the meaning of 3.6.2 of the Act?
-

Yes ___ No ___

2. Under section 3.12, is the Proponent (proposed payee) a public agency within the meaning of section 3.6.2 of the Act?

Yes ___ No ___

3. If an Agreement is signed between Proponent and the Government of Canada, will the Agreement affect a government agency, municipal body, school body or public agency within the meaning of the Act?

Yes___ No___

If you answered "No" to all three questions, please sign this form and attach it to your Proposal along with any relevant supporting documents.

If you answered "Yes" to any question, you must do the following:

- Contact (as soon as possible) the Project Authority in charge of your Project for advice on how to proceed.
- Obtain and provide a copy of the authorization from the Quebec government or the Minister of Canadian Intergovernmental Affairs (as the case may be) to the FHIMP Project Authority before signing the Contribution Agreement.

I, Name and Title of representative, certify that I have read and understood all the information above, and that the information I have supplied is accurate.

Signature of representative:

Date:

APPENDIX 2: PROJECT PROPOSAL EVALUATION CRITERIA

Each Proposal will be evaluated according to the evaluation criteria below. There are two (2) sections of evaluation criteria:

Mandatory Criteria – Proponents must pass all of the mandatory criteria in order for their Proposal to be accepted for further evaluation.

Ranked Criteria – Proponents must provide responses for each ranked criteria. Proponents are encouraged to respond as completely as possible to receive the maximum number of points.

Mandatory Criteria (M)

M1: Completeness of Application. Proposals need to satisfy each of the following requirements:

- Does the Proposal submission include a cover letter (or email) on the Proponent's letterhead, dated and signed by an authorized senior officer of the Proponent's organization?
- Is the Proposal complete and does it follow the provided template?
- Are compliance statements provided with the Proposal? The Proponent must provide their statements (below) that they agree:
 - to comply with the Official Languages Act;
 - to comply with the Conflict of Interest and Post-employment Code for Public Office Holders; and
 - to confirm that no member of the House of Commons or Senate will be admitted to any share or part of this proposed activity or to any benefit arising therefrom.
- Is the Proponent's organization financial report provided with the Proposal?
- Does the Proponent attest that the Project contribution budget, if approved, will be used only for eligible Project expenditures under Disaster Resilience terms and conditions?
- Does the Proponent attest that the Proponent has sufficient cash flow and other financial capacity to carry out the proposed Project?

M2: Indigenous Community Involvement

Is an Indigenous community identified as a Project proponent?

OR

Does proponent include an Indigenous community as a partner with appropriate support documentation such as a letter of support on community letterhead or a resolution from a community governance body (e.g., Band Council, Tribal Council, Inuit Treaty Organization, Metis Government)

M3: Contribution and Stacking Provisions

Is the assistance to the proposed Project not more than 75% of total Project costs?

AND

Does the proposed Project meet the stacking provisions of a maximum federal government assistance of 75% of Eligible Expenditures?*

***Except for applicants who qualify for 100% support – see Announcement of Opportunities – Eligible Recipients**

M4: Eligible Expenditures and Costs

Does the Proponent attest that the contribution budget, if approved, will be used only for eligible Project expenditures?

M5: Maximum Capital and Material Expenditures

Is the amount requested from FHIMP for capital expenditures, material, supplies and equipment, informatics and information technology and systems for this specific Project within 20% of the overall project costs?

M6: Maximum Amount Payable and Duration

Is the amount requested from FHIMP for this specific Project at \$125,000 per FY and ends by FY 2026-27?

Rated Criteria (R)

Proponents must answer all rated criteria. Answer as fully and completely as possible.

R1: Applicability of the approach to support Indigenous participation in flood hazard mapping

Does the proposed Project develop relevant, applicable tools, knowledge, guidelines, or methodologies, built on a foundation of Traditional Knowledge, that support increased participation by Indigenous Peoples in flood hazard mapping processes, both within and outside of their communities?

R2: Applicability of the approach to increasing community flood resilience

Does the proposed Project develop relevant approaches to increase resilience to flooding in Indigenous communities?

R3: Community Engagement

Have Indigenous communities been engaged in the planning and implementation of the Project?

R4: Deliverables for Community

Does the Project define clear, concrete deliverables that will provide benefit to the implicated community, or their wider Nation?

R5: Results Adoption

Does the proposed project make TK approaches usable by flood mapping practitioners and Indigenous communities across Canada by providing documentation of methodologies and processes, best practices, or easy-to-use tools?

R6: Feasibility and Readiness

Is the proposed Project feasible based on demonstrated knowledge and experience?

R7: Project Team and Resources

Do the team qualifications show extensive experience and expertise relevant to all aspects of the Project's technical or policy and management scope, and that the team is clearly capable of successfully completing the Project?

R8: Community Oversight

Does the Project Proposal describe the community oversight mechanisms including involvement of Elders, knowledge keepers, or community leaders?

R9: Project Summary

Does the Project Proposal include a strong project management summary including a summary table of tasks, milestone dates and key outputs; SMART Key Performance Indicators; and a method to monitor project progress?

R10: Project Risk Management

Does the Project Proposal contain a complete Project risk management plan that identifies potential risks in Project scope, schedule, cost, resources, users' engagement and communications; and, identifies a comprehensive and actionable Project risk management strategy?

R11: Financial Viability of Proponent

Does the Project Proposal provide an independently audited financial report for a recent fiscal year?