

# **Natural Resources Canada**

Flood Hazard Identification and Mapping Program
Announcement of Opportunities Project Guidelines
2024-2027

**Announcement Code: FHIMP24-27P** 

December 2023





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#### Flood Identification and Mapping Program - Contributions Funding Scope

The Flood Hazard Identification and Mapping Program (FHIMP) is a five-year program (2023-2028) to help Canadians better plan and prepare for future floods. In partnership with provincial and territorial governments, the FHIMP aims to complete flood hazard maps of higher risk areas in Canada and make this flood hazard information accessible to all Canadians.

To advance flood mapping across Canada, NRCan will coordinate activities to develop regional fluvial and pluvial flood hazard models for areas where it might not be financially and technically feasible to implement detailed engineering flood hazard maps. This approach, referred to as "regional modelling," aims to provide hazard information at a medium level of detail that can fill data gaps between local, detailed engineering flood hazard maps. Regional flood models would typically be implemented at the scale of one or multiple watersheds for use in hazard screening and prioritization, public awareness, emergency response planning, preliminary land-use planning, and high-level risk assessment.

NRCan aims to support the implementation of regional flood hazard modelling projects with provincial and territorial partners through FHIMP, as well as support research and development activities to better support this novel approach. Research and development activities to support and enhance regional flood modelling activities are the primary purpose of this opportunity, with the following concepts defined as:

- Detailed engineering flood hazard modelling: Engineering-level hydrological and hydraulic modeling using highresolution data inputs, detailed information on bathymetry and structures, and extensive validation and calibration.
  Implemented at a small geographic scale for a local area for detailed regulatory land use planning, infrastructure and
  site-level assessments and detailed hazard assessments. The detailed engineering flood hazard modelling
  corresponds to the highest technical standard for currently producing flood hazard maps in Canada.
- Regional flood hazard modelling: Regional-level hydrological and hydraulic modelling with limited data on
  bathymetry and structures, hydrological approximation methods, automated GIS-based methods and mediumresolution data inputs. Regional approaches also leverage remote sensing and artificial intelligence (AI) methods.
  Implemented at a regional geographic scale (one or multiple watersheds) for preliminary land use planning, hazard
  screening and prioritization, public awareness, emergency response planning, preliminary land-use planning, and
  high-level hazard assessment. The regional flood hazard modelling aims to produce approximate flood hazard maps
  to fill in gaps between detailed engineering flood hazard maps.

As a national partnership program led by Natural Resources Canada (NRCan) to advance flood mapping in Canada, the FHIMP contribution program is working towards the development and improvement of regional flood modelling approaches. These modelling approaches will focus on hydraulics and mapping, leveraging NRCan foundational data and on-going climate and hydrology research at Environment and Climate Change Canada to produce coastal, fluvial and pluvial flooding scenarios at a regional scale.

FHIMP co-funds research and development to advance regional flood modelling science and help fill gaps in flood hazard information coverage across Canada. Eligible Proponents can apply through regular invitations individually or through joint ventures and partnerships delivery for Contribution Projects.

Through this Announcement of Opportunity (AO), the FHIMP is soliciting interest for Contribution Projects that will align with the Program's purpose, objectives, priorities, and preference.

#### **Priority and Preference**

In addition to selecting projects that will pursue the above objectives, preference will be given to proposals within the core activity streams presented below.

Core Activity Streams and Example Projects:

- Improvements to regional flood modelling methods and approaches: While regional flood modelling methods and approaches have been used in some parts of Canada, there is a need for improving these methods and ensuring that they are adequate for the different flood mechanisms, conditions, and context in different regions of the country. Approaches and methods can be identified, improved, enhanced, or evaluated compared to conventional flood modelling techniques. Efforts are also required to make regional flood models, approaches and methods more accessible and easy-to-use for flood mapping practitioners, and understood by non-practitioners. Examples of projects include:
  - Development, testing, validation, calibration or pilot projects for regional flood modelling methods and approaches for fluvial, pluvial or coastal flood mechanisms.
  - Assessments and prioritisation on the applicability of regional-scale models across Canada.
  - Developing solutions to fill data gaps (i.e., urban flood management infrastructure, flood protection infrastructure or other hydraulic structures), or estimate required parameters for regional modelling (i.e., bathymetry, flow rates), where data is not available.

- Combining different tiers of modeling within a regional study area to provide flood hazard information at varying levels of details.
- Evaluating compound flooding hazards at regional scale (combining multiple flood mechanisms).
- Improving accessibility, usability or understanding of regional-scale and large-scale flood modelling methods for non-experts.
- o Regional models accuracy and uncertainty analysis, such as model convergence as a function of scale.
- Communicating and disseminating regional flood modelling use cases, results and associated uncertainty effectively for different stakeholder groups.
- o Better understanding of which uses cases can be adequately served by regional flood modelling.
- 2. Enhancement to regional flood modelling using Al tools: Al methods are rapidly developing in different fields including in various aspects of the hydrology, hydraulics, and mapping work of flood modelling. There is a need to see how Al tools and methods can be used to enhance regional flood modelling, either by providing better data inputs, by improving data processing at various steps of the workflow, by providing estimates of areas susceptible to flooding or by being combined with existing conventional flood modelling methods. Efforts are also required to make these tools more accessible and easy-to use for flood mapping practitioners and understood by non-practitioners. Examples of projects include:
  - Developing or improving AI methods to identify areas susceptible to floods or to fill gaps between existing flood hazard maps.
  - Extracting and generating geospatial data at scale using AI-derived methodologies to enable regional flood modelling in data-scarce environments.
  - Integrating AI tools and methods into conventional flood modelling workflows to automate, accelerate or enhance results, or combining methods to improve overall model accuracy at regional scale.
  - o Al-derived methodologies to generate flow network and setup model parameters.
  - Improving accessibility, usability or understanding of AI tools for non-experts in the context of flood hazard modelling at regional scale.
- 3. Leveraging remote sensing and earth observation to support regional flood modelling: Remote sensing and earth observation has the potential to significantly contribute to regional flood modelling, given the spatial and temporal scales of the data collected. There is a need to see how existing and new data, including from new satellite missions (e.g., SWOT), can be leveraged to improve, support or enhance flood modelling at regional scale.
  - Developing remote sensing and earth observation methodologies to extract foundational data at various temporal and spatial scales to better enable regional flood modelling.
  - Using remote sensing data to test, validate and calibrate regional flood hazard models.
  - Comparing and evaluating remote sensing and earth observation data with other land-based data sources for regional flood modelling.
  - o Monitoring river discharge or other key channel characteristics using earth observation.
  - Detecting, monitoring and characterizing changes in watersheds and flood-prone areas to improve data collection or prioritize regional flood modelling activities.
  - o Combining remote sensing or earth observation- based methods with flood modelling methods.

The selected FHIMP Contribution Projects will advance regional flood modelling science and help fill gaps in flood hazard information coverage across Canada. These projects may include all research, developmental and operationalization activities undertaken by a proponent that are intended to result in advancing the above-mentioned objectives. Projects that are aiming to increase organizational efficiency in the application of these models, and to engage on the applicability for land use planning and regulatory purpose will also be considered.

FHIMP will also consider the geographic location of each project and the Canadian geographical biomes where the research will take place.

#### WHO CAN SUBMIT A PROJECT PROPOSAL?

#### Proponent must be from one of the following types of legal entities:

Canadian or international profit and non-profit organizations;

Individuals;

International governments, corporations, industry and their associations;

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 Flood Hazard Identification and Mapping Program. \*This includes Indigenous national, regional, local or remote organizations.

#### **HOW MUCH CAN BE APPLIED FOR?**

FHIMP will fund projects and provide the following funding amounts per fiscal year, per Project.

- Fiscal year 2024-2025: CAD \$207,166
- Fiscal year 2025-2026: CAD \$225,400
- Fiscal year 2026-2027: CAD \$287,500

Proponents will not be funded for more than one Project. Funding is only available for projects starting on or after April 1, 2024, and ending no later than March 31, 2027.

**FHIMP will only fund cost-shared Projects**. FHIMP will fund a maximum of seventy-five percent (75%) 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 one hundred percent (100%) of total project costs. When applicable, the Proponent and its Collaborators must contribute the remaining twenty-five percent (25%) 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.

#### WHAT ARE THE DEADLINES?

STEPS	DATES
Announcement of Opportunities release date	December 11, 2023
Deadline to submit Project Proposals*	January 24, 2024, 15:00 ET
Project start date	On or after April 1, 2024
FHIMP-funded Projects completion date	On or before March 31, 2027
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<sup>\*</sup> 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 IDENTIFICAITON 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 Project team resumes.
  - 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.

# 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. Funding is only available for projects starting on or after April 1, 2024, and ending no later than 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 75 percent of Eligible Expenditures<sup>1</sup>. 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.

<sup>&</sup>lt;sup>1</sup> Except for entities eligible for a 100% contribution

#### 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 https://www.njc-cnm.gc.ca/s3/en;
- 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; (up to 20% of total Eligible Expenditures)
- 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;
  - o 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, construction of buildings or payment of property taxes;
- Hospitality (FHIMP funds cannot be used to reimburse Proponents for hospitality expenses.)
- · Costs associated with the development of the Proposal;

### **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 April 1, 2024, pending contribution agreement final signatures.
Interim Narrative Report and Payment Request	Submit claim for payment; interim financial report; approved time sheets, interim narrative report, copies of Subcontracting invoices; explanatory note listing all the Eligible Expenditures Incurred.

TASK NAME (TARGET DATE)	TASK DESCRIPTION
Eligible Expenditures End Date	The Eligible Expenditures Period begins when the agreement has been signed and ends no later than March 31, 2027. Ensure that all Eligible Expenditures are documented and proper documentation (e.g., invoices, receipts, financial statements etc.) are provided in the final report.
Final Narrative Report	A final narrative 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**

A payment 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 pre-determined 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 at the end of the fiscal year (March 31), additional are possible. During the Contribution Agreement development process, if a selected Proponent would prefer 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 persons 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. Together, the Proponent's and Collaborator's cash and/or in-kind contributions must total at least twenty-five percent (25 %) of the Total Project Costs.

When Collaborator's contribution and commitment to the Project as leverage to meet the twenty-five percent (25%) mandatory criteria, 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 on-going 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 persons or organizations who enter into 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, world-wide, 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 milestone/request for payment dates.

# **Project Progress Reports**

The Proponent's designated Project Manager shall provide few 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
- Detailed financial statement report for the Project to date.

#### **Final Report**

At the end of the Project, the Proponent's Project manager must provide a detailed final report. The final report is required before the final payment can be made. A final 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 the experience of using existing geospatial standards or operational policies and any proposed improvements.
- Discuss challenges (institutional, technical and policy) encountered;
- Outline plans for possible follow-on activities and projects; and
- Describe any communication strategies that were undertaken or are planned.

#### **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;
- 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:
fhimpca-acpicai@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:	Insert your organization's name here.	
TYPE OF LEGAL Refer to page 4 from AO project guidelines to ensure your organization is one of the entities.		
PROPONENT ORGANIZATION DESCRIPTION	Describe Proponent organization including its organization structure, years in operation, mandate and vision, current products and/or services, typical end users of products/services.	
FINANCIAL VIABILITY OF PROPONENT	Describe your organization's financial viability.  Reference and provide your organization's recent annual financial statements (cash flow, profit/loss, shareholder's equity statements and balance sheet).  The Proponent attests that the FHIMP contribution budget, if approved, will be used only for eligible Project expenditures.	
PROJECT IMPACT ON PROPONENT (INCREMENTAL NEED AND VALUE)	Describe the expected impact of the proposed Project on the Proponent.  Provide a clear rationale on why this Project could not proceed without FHIMP funding.	
	Name of contact, job title.	
PROJECT MANAGER'S CONTACT INFORMATION	Full mailing address:	
	Telephone number:	
	Email address:	

# PROJECT DESCRIPTION

PROJECT TITLE	Insert your Project title.			
PROPOSED PROJECT START DATE	Start date of Project			
PROPOSED PROJECT END DATE	End date of Project			
PROPOSED PROJECT DURATION	Duration of proposed Project, in months			
TOTAL PROJECT COSTS	Provide total project cost (refer to definition sections)			
FHIMP CONTRIBUTION FY 2024-2025				
FHIMP CONTRIBUTION FY 2025-2026				
[Replicate as needed] PROJECT OBJECTIVE	Provide a concise description of the Project Objective from the Proponent's point of view.			
PROJECT SUMMARY  Provide a clear, brief description of the proposed Project including Project key outputs and impact.				
PROJECT OUTPUTS AND INTENDED USERS	Briefly describe proposed Project outputs and intended users of technical or policy solutions or intended audience of reports/webinars.			
BACKGROUND AND EXISTING WORK IN THE AREA	Briefly describe existing work in the area related to the Project, and how the proposed Project is complementary			
RELEVANCE TO FHIMP OBJECTIVES	Describe how the proposed Project address the objectives of the FHIMP as stated within this AO.			

#### **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.

DESCRIBE DEVELOPMENTS, TECHNOLOGIES, AND INITATIVES THAT THE PROJECT BUILDS UPON, AS WELL AS

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

ONTRIBUTION TO OVERALL TECHNICAL AND SCIENTIFIC KNOWLEDGE

CONTRIBUTION TO OVERALL TECHNICAL AND SCIENTIFIC KNOWLEDGE	
Insert text here	
DESCRIBE STEPS THAT WILL BE TAKEN TO ENSURE ADOPTION OF PROJECT RESULTS	
Insert text here	
IDENTIFY POTENTIAL NEW USERS OF SOLUTION (INCLUDING NON-TRADITIONAL AND NON-EXPERT USER GROUPS) AS WELL AS HOW THEY MIGHT MAKE USE OF RESULTS	
Insert text here	

CONFIRM THAT THE PROJECT WILL BE OPEN ACCESS UNDER OPEN GOVERNMENT LICENSE. W	ILL THE
PROJECT MAKE USE OF NON-PROPRIETARY OR OPEN ACCESS METHODOLOGIES?	

Insert text here			

#### PROVIDE SUMMARY OF TECHNICAL FEASIBILITY

#### 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 concise resume of selected experiences (maximum of 2 pages each for CV).

NAME	
ORGANIZATION	
ROLE	
RESPONSIBILITIES	
KEY QUALIFICATIONS	

# MANAGEMENT OVERSIGHT AND PROJECT MANAGEMENT PLAN

Provide a complete and comprehensive description of Proponent management or policy oversight.

Describe the project management plan for the project.

Describes the Proponent's organizational experience in successfully completing projects of similar scope.

Describe Proponent's organizational experience in project management.

# **SMART\* KEY PERFORMANCE INDICATORS**

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

<sup>\*</sup>SMART: Specific, Measurable, Attainable, Relevant and Time-bound: Example: Demonstration Pilot - Number of participants to the webinar as a percentage of distribution list invitees, number of promotional items distributed, and number of sign-ups for e-newsletter before and after the webinar.

#### **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	Enter task completion/milestone date  Enter NRCan's contribution for this task	Describe briefly the task and labour/contracting resources delivering the outputs.  Name each labour/contracting resource and provide the number of resource hours and value of the resource hours in dollars.  E.g., Joan Smith, Senior Researcher, 45 hours, \$2250.00	Note only key outputs should be entered that the Project is contingent upon – eg. Open standards specifications selected, API testing can commence  E.g., policy workshops completed and requirements gathered, workshop report writing can commence.

# TABLE OF TASKS AND KEY OUTPUTS IN 2025-2026 (Duplicate as necessary)

TASK NUMBER	TASK	DESCRIPTION	KEY OUTPUTS
	Task title	Describe briefly the task and labour/contracting resources delivering the outputs.	Note only key outputs should be entered that the Project is contingent upon – eg. Case studies completed, Final report wrting can commence
2	Enter task completion/milestone date  EnterNRCan's contribution for this task	Name each labour/contracting resource and provide the number of resource hours and value of the resource hours in dollars.  E.g., Joan Smith, Senior Researcher, 45 hours, \$2250.00	Final report translation completed, Webinar material developpement can commence Webinar materials and recording are published

# 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
Labour (i.e., salaries, professional fees, temporary personnel costs) <b>needed to carry out the Project</b> , plus employee benefits*	\$0	\$0	\$0
Capital expenditures, material, supplies and equipment, informatics and information technology and systems (up to 20% of total Eligible Expenditures)	\$0	\$0	\$0
Communications, audio-visual equipment and facilities rentals	\$0	\$0	\$0
Administration of the Project, including: translation, printing and binding, promotion of workshops and publication of Project report	\$0	\$0	\$0
Travel to conduct the Project	\$0	\$0	\$0
GST, PST and HST related to other Eligible Expenditures	\$0	\$0	\$0
Any other applicable eligible expenditure category as listed on page 7 of this document*			
A. TOTAL FHIMP CONTRIBUTION TOWARDS ELIGIBLE EXPENDITURES	\$0	\$0	\$0

<sup>\*</sup>Proponents must list every eligible expenditure category that they anticipate claiming during the duration of the project (refer to page 7 for a list of eligible expenditure categories).

OTHER CONTRIBUTIONS TOWARDS ELIGIBLE EXPENDITURES (CASH & IN-KIND COSTS*)	2024-2025	2025-2026	 TOTAL
Proponent in-kind contribution	\$0	\$0	\$0
Proponent cash	\$0	\$0	\$0
Collaborator in-kind contribution	\$0	\$0	\$0
Collaborator cash (excluding other federal funding)	\$0	\$0	\$0
Other Government funding (federal, provincial, municipal)	\$0	\$0	\$0
B. TOTAL OTHER CONTRIBUTIONS TOWARDS ELIGIBLE EXPENDITURES	\$0	\$0	\$0

<sup>\*</sup> 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 (%)
Member's name	The Proponent			

Member's name The Proponent
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<sup>\*</sup>Proponents must list every labour resource on the project.

# 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
The Proponent	100,000	36	25,000	9	125,000	45
Collaborator A	0	0	12,500	5	12,500	5
Collaborator B	12,500	5	0	0	12,500	5
TOTAL	\$237,500	86%	\$37,500	14%	\$ 275,000	100%

СО	COMPLIANCE STATEMENTS							
By	= ····································							
LIS	T OF PROPOSAL ATTACHMENTS							
	<ul> <li>□ Proponent's Organization Financial Report - mandatory</li> <li>□ M-30 form to be completed for Quebec Projects if relevant</li> </ul>							
ΑU	THORIZATIONS							
Ser	Name>> nior officer of the Proponent's organization Position>>, Organization>>	Date						
Pro	Name>> ponent`s Project Manager Position>>, Drganization>>	Date						

#### **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. 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, 2027.

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.

cor Ca	M-30 pertains to any Project Proponents that receive funding from the government of Quebec. This form manufacted by the person representing the organization. It must be used for funding Proposals pertaining to the nada's programs and initiatives. Please review the relevant provisions of the Act, complete and sign this for the Project Authority.	e Govern	
Pro	oject Title:		
Leç	gal Name of Entity (Organization):		
Pro	ogram:		
1.	Under section 3.11, is the Proponent (proposed payee) a municipal body or school body (defined below) meaning of 3.6.2 of the Act?	within the	e
	meaning of 3.0.2 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 agency, municipal body, school body or public agency within the meaning of the Act?	a govern	
	ou answered "No" to all three questions, please sign this form and attach it to your Proposal along with any oporting documents.	relevant	
If y	<ul> <li>ou answered "Yes" to any question, you must do the following:</li> <li>Contact (as soon as possible) the Project Authority in charge of your Project for advice on how to pro</li> <li>Obtain and provide a copy of the authorization from the Quebec government or the Minister of Canac Intergovernmental Affairs (as the case may be) to the FHIMP Project Authority before signing the Con Agreement.</li> </ul>	dian	n
	Name and Title of representative, certify that I have read and understood all the information above, and that formation I have supplied is accurate.	it the	
S	ignature 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 (M)** – Proponents must pass all of the mandatory criteria in order for their Proposal to be accepted for further evaluation.

**Ranked Criteria (R)** – 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:
  - o to comply with the Official Languages Act;
  - o 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 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: 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 Opportunity

# M3: Eligible Expenditures and Costs

Do all Eligible Expenditures and all Project Costs listed in the Proposal qualify as eligible as per the guidelines? Does the Proponent attest that the contribution budget, if approved, will be used only for eligible Project expenditures?

# M4: 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?

#### M5: Maximum Amount Payable and Duration

Are the funding amounts requested from FHIMP for this specific Project at the designated amounts per fiscal year? Does the project start on or after April 1, 2024, and end on or before March 31, 2027?

#### M6: Retroactive expenditures

Are retroactive expenditures limited to 20% of NRCan's contribution?

## Ranked Criteria (R)

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

# R1: Applicability of the approach to support regional flood hazard modelling

Does the proposed Project develop, make use of innovative technologies in the core activity streams: (1) Improvements to regional flood modelling methods and approaches; (2) Enhancement to regional flood modelling using AI tools; or (3) Leveraging remote sensing and earth observation to support regional flood modelling?

# R2: State-of-the-art knowledge in regional flood modelling

Does the proposed Project build upon existing state-of-the-art developments and initiatives in regional flood hazard modelling to avoid duplicate, overlapping, or redundant developments? Does the proposed Project contribute to overall technical and scientific knowledge in the field?

# **R3: Results Adoption**

Does the proposed project make modelling approaches usable by flood mapping practitioners through simplifying methodologies, providing analysis ready data, building easy to use tools, designing user interfaces and communication?

# R4: Bring regional flood hazard modelling approaches to new users including non-experts (i.e., analysts and decision-makers who are not flood mapping practitioners) and/or other non-traditional user groups?

Does the proposed project improve usability of modelling approaches by non-experts and other non-traditional user groups?

#### R5: Open Data / Open Government License

Does the proposed project meet open government license requirements, makes use of non-proprietary solutions, software and methods?

# **R6 Technical Feasibility and Readiness**

Is the proposed Project technically feasible based on demonstrated use/performance (including in other domains) and experience (pilot projects, demonstrations, etc.)?

# **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: Management or Policy Oversight**

Does the Project Proposal describe the Proponent management or policy oversight mechanisms including an assigned Project manager or Policy Advisor?

# **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, user 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?