

# **GeoConnections**

**Announcement of Opportunity  
for  
Canadian Organizations**

**2007 Announcement of Opportunity  
for CGDI User Communities**

**Announcement Code: IA07xxxxx3**

**Version 3.0**

## ACRONYMS and ABBREVIATIONS

CGDI	Canadian Geospatial Data Infrastructure
AO	Announcement of Opportunity
LOI	Letter of Intent

## DEFINITIONS

Canadian Geospatial Data Infrastructure (CGDI)	An Internet/web infrastructure comprised of the developments of the federal, provincial, territorial, private sector and other partners who are creating the policies, technology, standards, access systems and protocols necessary to make Canada's geospatial information accessible on the Internet.
Geomatics	Geomatics is the discipline of collecting, managing, analyzing, integrating, and disseminating geospatial data.
Geospatial information	Geospatial information can be mapped or otherwise associated with a particular place. Examples include; the location of a river, crime statistics for a neighborhood, or the spread of infectious diseases.
End-users	End-users consume geospatial data or information derived from geospatial data for decision making or business operations. They may conduct analysis or receive its results to address issues
Enablers/Facilitators	Enablers/Facilitators are typically government departments or agencies, programs, institutes and NGOs (but can be a private sector company) that do not necessarily form decision-environments but which provide support to end users. They may provide geospatial products, services or applications as a service to their community of users. Examples include associations, think tanks and government regulatory authorities.
Suppliers	Suppliers provide authoritative geospatial data and web services to the CGDI. This category of user operates at the core of the CGDI, providing the content necessary for regional atlases and decision support systems.
Developers	Developers create and implement the technologies which form the building blocks of the CGDI. They also contract with end-users and enablers, developing products and services that take advantage of the CGDI. Developers build applications on 'web services'.

# Announcement Summary

## INTRODUCTION

The objective of this announcement of opportunity (AO) is to solicit letters of intent for projects that will ultimately account for, build and draw upon distributed sources of geospatial information over the Internet. Projects should access and make use of the policies, standards, technologies, services and datasets that comprise the Canadian Geospatial Data Infrastructure (CGDI) and facilitate information sharing in support of decision making. Furthermore, these projects should build capacity within user communities, and also promote, expand, and increase the use of the CGDI.

**NOTE: This third round of the 2007 Announcement of Opportunity for CGDI User Communities will not be soliciting projects addressing the theme of Environment and Sustainable Development. Also, in order to meet strategic targets, GeoConnections may give special consideration to projects focused in the North and Atlantic Canada, or Capacity Building and those addressing needs related to multi-agency systems.**

## WHO CAN APPLY?

Letters of Intent will be accepted from **end-users** or **enablers**. Suppliers and developers are encouraged to collaborate with end-users and enablers to complete projects.

**Suppliers of authoritative** data may also be eligible for applying, depending upon the type of project. See section 2.5 of this AO for more detail.

## WHAT PROJECTS CAN BE APPLIED FOR?

GeoConnections is soliciting letters of intent for initiatives comprised of **one or more** of the following projects. For example, it is possible to submit a letter of intent that describes an initiative that begins with the development of a strategic plan, followed by a user needs assessment and culminates in a regional atlas or a geospatial decision support system. This integrated approach ensures that initiatives move through each logical step in the spectrum of opportunities offered here.

We encourage you to carefully read this document and whichever combination of appendices are relevant to your initiative:

### **Category 1 - Strategic Planning:**

Projects funded under this category support the development of strategic and business plans for the use of sustainable, collaborative geomatics strategies that leverage the Canadian Geospatial Data Infrastructure (CGDI). See Appendix F for further details.

### **Category 2 - Capacity Building:**

Projects funded under this category support the building of internal, sustainable capacity to use geomatics (e.g. hardware/software, data, training) for decision-making within regional partnerships and support preparations to take advantage of the CGDI. See Appendix G for further details.

**Category 3 - User Needs Assessments:**

Projects funded under this category support the research of users' needs for data, geospatial decision support systems, and regional atlases that make use of standards endorsed by GeoConnections and technologies that form part of the CGDI. See Appendix H for further details.

**Category 4 - Publishing Thematic Data:**

Projects funded under this category support the publishing of geospatial data online through the CGDI by closest to source data suppliers. Projects must make use of standards endorsed by GeoConnections. See Appendix I for further details.

**Category 5 - Thematic Data Standards:**

Projects funded under this category support thematic geospatial data content standards through the development of best practice guides, data exchange guides and/or data models. See Appendix J for further details.

**Category 6 - Regional Atlases for Community Awareness:**

Projects funded under this category support the collaborative development of online atlases that use the CGDI to enable access to integrated, distributed, regional-scale, inter-jurisdictional geospatial information as thematic views, relevant to specific end-users. Regional atlases will increase community awareness, and support the decision-making needs of actively engaged end-user communities. See Appendix K for further details.

**Category 7 - Geospatial Decision Support Systems:**

Projects funded under this category support the development of Geospatial Decision Support Systems that process and analyze essential data and information, including geospatial data and information that is required by decision makers. The systems must make use of standards endorsed by GeoConnections, and technologies which form part of the CGDI. See Appendix L for further details.

Again, please note that the letters of intent may request funding for multiple, linked projects (i.e. a rational progression of projects, such as category 1, followed by category 3, and ending with category 7).

Letters of Intent must identify projects that support specific priority issues within one or more of the following GeoConnections Thematic Areas:

- *Public Health:* Facilitating **Population Health Surveillance or Health Emergency Response and Inter-Emergency Planning**
- *Public Safety and Security:* Facilitating **Critical Infrastructure Identification or Situational Awareness & Management of Consequences**
- *Matters of Importance to Aboriginal People:* Facilitating **Land and Resource Management/Community Planning.**

## HOW MUCH CAN BE APPLIED FOR?

GeoConnections funding and project length varies depending on the type of project(s) applied for. The funding range is \$40,000 to \$150,000. See **Appendix A: Project Guide for more details and for a guide to this document.**

## WHAT IS THE PROCESS?

**GeoConnections is soliciting letters of intent (LOI) which are no more than five pages long.** The template for LOIs is the same (see Appendix B), no matter which or how many projects are being applied for. These letters will be evaluated against the criteria found in Appendix C and will form the basis for discussions with GeoConnections' staff and for subsequent screening.

**Letters of Intent must be submitted by e-mail to Jodi Rowland at the GeoConnections Value Management Office: [jrowland@nrcan.gc.ca](mailto:jrowland@nrcan.gc.ca).**

On the basis of this evaluation and screening, **a select number of applicants will be invited to submit full proposals for the first project of their initiative.** These proposals will be reviewed against the criteria found in Appendix D. Additional criteria, specific to each project type, may be used and can be found in the respective Appendices (F to L) attached. Note that proposals should be written and must be submitted by the proponent, and not a collaborator or private contractor. Full proposals are accepted by invitation only. **Invitation to submit a full proposal is not a guarantee of funding.** See section 3 of this AO for more detail.

## WHAT ARE THE DEADLINES?

This announcement defines three rounds of funding as follows:

	Round 1 (closed)	Round 2 (closed)	Round 3
Announcement Released	June 6, 2007	Sept 17, 2007	<b>January 7, 2008</b>
Letter of Intent deadline	July 6, 2007	October 12, 2007	<b>February 1, 2008</b>
Proposal deadline	August 31, 2007	December 7, 2007	<b>March 28, 2008</b>
Project start (estimated)	December 1, 2007	April 1, 2008	<b>June 30, 2008</b>

These deadlines and rounds are subject to change. For all deadlines, documentation must be received no later than midnight (2400) Pacific Standard Time.

## WHO DO I CONTACT FOR MORE INFORMATION?

Paula Rojas  
 Coordinator, CGDI Content  
 GeoConnections  
 Telephone: (613) 947-2174  
 Facsimile: (613) 947-2410  
 Email: [projas@nrcan.gc.ca](mailto:projas@nrcan.gc.ca)

## Table of Contents

<b>1</b>	<b><i>Objective</i></b> .....	<b>9</b>
<b>2</b>	<b><i>Background</i></b> .....	<b>9</b>
2.1	<b>GeoConnections</b> .....	<b>9</b>
2.2	<b>Canadian Geospatial Data Infrastructure (CGDI)</b> .....	<b>9</b>
2.3	<b>Funding Model</b> .....	<b>10</b>
2.4	<b>GeoConnections Thematic Areas and User Communities</b> .....	<b>12</b>
2.4.1	<b>Public Health</b> .....	<b>12</b>
2.4.2	<b>Public Safety and Security</b> .....	<b>14</b>
2.4.3	<b>Matters of Importance to Aboriginal People</b> .....	<b>15</b>
2.5	<b>Proponents</b> .....	<b>16</b>
<b>3</b>	<b><i>Submission Process</i></b> .....	<b>19</b>
3.1	<b>Letter of Intent Preparation and Submission</b> .....	<b>19</b>
3.2	<b>Letter of Intent Evaluation and Response</b> .....	<b>19</b>
3.3	<b>Proposal Preparation and Submission for First Project of Initiative</b> .....	<b>19</b>
3.4	<b>Proposal Review and Project Selection</b> .....	<b>19</b>
3.5	<b>Development of a Formal Agreement</b> .....	<b>19</b>
3.6	<b>Submission for Subsequent Projects</b> .....	<b>19</b>
<b>4</b>	<b><i>Roles and Responsibilities</i></b> .....	<b>20</b>
4.1	<b>GeoConnections</b> .....	<b>20</b>
4.2	<b>Proponent</b> .....	<b>20</b>
4.3	<b>Collaborating Organizations</b> .....	<b>20</b>
4.4	<b>Contractor(s)</b> .....	<b>20</b>
4.5	<b>Private-sector</b> .....	<b>21</b>
<b>5</b>	<b><i>Responding to Users' Needs</i></b> .....	<b>21</b>
<b>6</b>	<b><i>Using and Contributing to the CGDI</i></b> .....	<b>21</b>
6.1	<b>CGDI-endorsed Standards and Specifications</b> .....	<b>22</b>
6.2	<b>CGDI Services</b> .....	<b>23</b>
6.3	<b>Alignment with the CGDI Architecture</b> .....	<b>24</b>
<b>7</b>	<b><i>Risk Assessment</i></b> .....	<b>25</b>
<b>8</b>	<b><i>Financial Information</i></b> .....	<b>25</b>
8.1	<b>Funding</b> .....	<b>25</b>
8.2	<b>Eligible Project Costs</b> .....	<b>25</b>

<b>8.3</b>	<b>Ineligible Project Costs .....</b>	<b>28</b>
<b>8.4</b>	<b>Total Allowable Federal Assistance .....</b>	<b>29</b>
<b>8.5</b>	<b>Quebec Projects.....</b>	<b>29</b>
<b>9</b>	<b><i>Reporting and Monitoring .....</i></b>	<b>29</b>
<b>9.1</b>	<b>Project Authorities.....</b>	<b>29</b>
<b>9.2</b>	<b>Meetings .....</b>	<b>29</b>
<b>9.3</b>	<b>Milestone Reports.....</b>	<b>29</b>
<b>9.4</b>	<b>Payment Schedule .....</b>	<b>29</b>
<b>9.5</b>	<b>Final Report.....</b>	<b>29</b>
<b>9.6</b>	<b>Registration of Results.....</b>	<b>30</b>
<b>9.7</b>	<b>Public and Stakeholder Communications .....</b>	<b>30</b>
<b>10</b>	<b><i>Rights of GeoConnections .....</i></b>	<b>30</b>
<b>11</b>	<b><i>Contact.....</i></b>	<b>31</b>
	<b><i>APPENDIX A:.....</i></b>	<b>32</b>
	<b>A1 Announcement Deadline Table.....</b>	<b>32</b>
	<b>A2 Project Guide.....</b>	<b>32</b>
	<b><i>APPENDIX B: Letter of Intent Template .....</i></b>	<b>34</b>
	<b><i>APPENDIX C: Letter of Intent Evaluation Criteria.....</i></b>	<b>39</b>
	<b><i>APPENDIX D: Proposal Review Criteria.....</i></b>	<b>44</b>
	<b><i>APPENDIX E: Form to be completed For Quebec Projects .....</i></b>	<b>49</b>
	<b><i>APPENDIX F: Category 1 – Strategic Planning.....</i></b>	<b>52</b>
	<b><i>APPENDIX G: Category 2 – Capacity Building.....</i></b>	<b>69</b>
	<b><i>APPENDIX H: Category 3 – User Needs Assessment.....</i></b>	<b>88</b>
	<b><i>APPENDIX I: Category 4 – Publishing Thematic Data.....</i></b>	<b>107</b>
	<b><i>APPENDIX J: Category 5 – Thematic Data Standards.....</i></b>	<b>129</b>
	<b><i>APPENDIX K: Category 6 – Regional Atlases for Community Awareness.....</i></b>	<b>148</b>
	<b><i>APPENDIX L: Category 7 – Geospatial Decision Support Systems.....</i></b>	<b>171</b>

## 1 OBJECTIVE

The objective of this announcement of opportunity (AO) is to solicit letters of intent for projects that will ultimately account for, build and draw upon distributed sources of geospatial information over the Internet. Projects will address specific priority issues within one of three GeoConnections thematic areas: **Public Health, Public Safety and Security, and Matters of Importance to Aboriginal People**. Projects should access and make use of the policies, standards, services, technologies and datasets that comprise the Canadian Geospatial Data Infrastructure (CGDI) and facilitate information sharing in support of decision making.

Furthermore, projects funded through this announcement of opportunity will build capacity within user communities, and also promote, expand, and increase the use of the CGDI.

**NOTE: This third round of the 2007 Announcement of Opportunity for CGDI User Communities will not be soliciting projects addressing the theme of Environment and Sustainable Development. Also, in order to meet strategic targets, GeoConnections may give special consideration to projects focused in the North and Atlantic Canada, or Capacity Building and those addressing needs related to multi-agency systems.**

## 2 BACKGROUND

### 2.1 GeoConnections

GeoConnections is a national partnership program led by Natural Resources Canada to evolve and expand the CGDI.

### 2.2 Canadian Geospatial Data Infrastructure (CGDI)

The Canadian Geospatial Data Infrastructure strives to provide Canadians with on-demand access to geospatial information through an interoperable, standards-based network built by a host of data, services, and technology suppliers. The infrastructure is designed to break down information silos by encouraging sharing, in pursuit of particular policy and business requirements. Through the infrastructure, users can discover, visualize, access and use geospatial data and services. Therefore, replication of data is reduced and decision-making is streamlined because people can access authoritative data with ease.

The CGDI comprises the following four key components:

- 1) national framework data—the base layers required to develop applications;
- 2) common data policies to make data easier to access,
- 3) technical standards that allow users to share data; and
- 4) technologies that enable people to develop geospatial systems.

With these four key components, the CGDI serves as a common foundation for government information systems, as well as for third-party service delivery. See Section 6 for further details on the CGDI.

## 2.3 Funding Model

The goal of this GeoConnections announcement is to link activities associated with strategic planning, capacity building, user needs, thematic data and standards, regional atlas and decision support systems development, into a cohesive multi-phase initiative that leads to maximum leveraging of CGDI data, services, policies, and technologies.

GeoConnections is soliciting letters of intent for initiatives comprised of **one or more** of the following projects:

### **Category 1 - Strategic Planning:**

Projects funded under this category support the development of strategic and business plans for the use of sustainable, collaborative geomatics strategies that leverage the Canadian Geospatial Data Infrastructure (CGDI). See Appendix F for further details.

### **Category 2 - Capacity Building:**

Projects funded under this category support the building of internal, sustainable capacity (e.g. hardware/software, data, training) to use geomatics for decision-making within regional partnerships and support preparations to take advantage of the CGDI. See Appendix G for further details.

### **Category 3 - User Needs Assessments:**

Projects funded under this category support the research of users' needs for data, geospatial decision support systems, and regional atlases that make use of standards endorsed by GeoConnections and technologies that form part of the CGDI. See Appendix H for further details.

### **Category 4 - Publishing Thematic Data:**

Projects funded under this category support the publishing of geospatial data online through the CGDI by closest to source data suppliers. Projects must make use of standards endorsed by GeoConnections. See Appendix I for further details.

### **Category 5 - Thematic Data Standards:**

Projects funded under this category support thematic geospatial data content standards through the development of best practice guides, data exchange guides and/or data models. See Appendix J for further details.

### **Category 6 - Regional Atlases for Community Awareness:**

Projects funded under this category support the collaborative development of online atlases that use the CGDI to enable access to integrated, distributed, regional-scale, inter-jurisdictional geospatial information as thematic views, relevant to specific end-users. Regional atlases will increase community awareness, and support the decision-making needs of actively engaged end-user communities. See Appendix K for further details.

**Category 7 - Geospatial Decision Support Systems:**

Projects funded under this category support the development of Geospatial Decision Support Systems that process and analyze essential data and information, including geospatial data and information that is required by decision makers. The systems must make use of standards endorsed by GeoConnections, and technologies which form part of the CGDI. See Appendix L for further details.

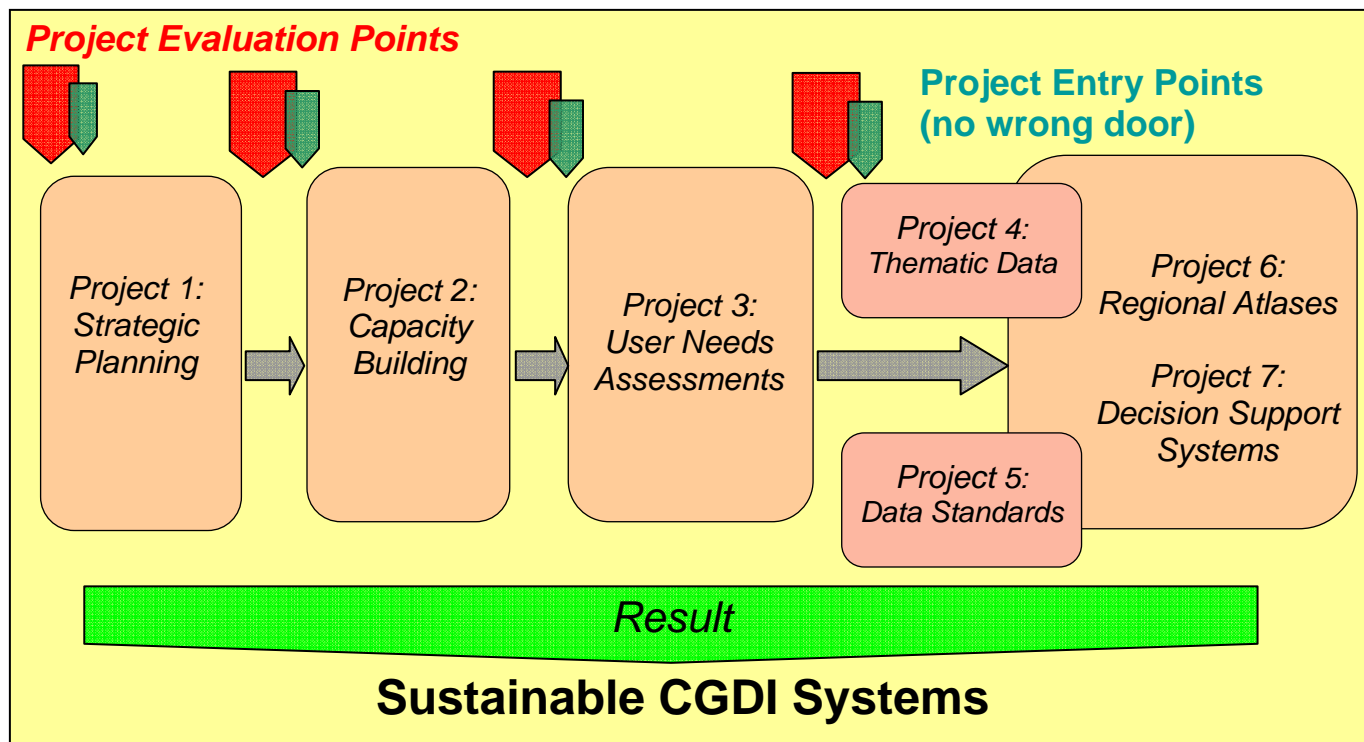
This announcement is designed so that proponents may request funding for the type of project(s) they need to take advantage of and contribute to the CGDI. Funding for subsequent projects is dependent on successful completion of the preceding project and the successful development of a new proposal for the next project within an agreed timeline.

Each project is linked to the one(s) before it. Proponents that are requesting funding for Category 2 projects - Capacity Building must show GeoConnections that they have an existing strategic plan for the use of geomatics within their organization. If not, they should carry out a planning exercise, or request funding for Category 1 - Strategic Planning as well as capacity building. See Appendices F and G for further details on strategic planning and capacity building

Proponents seeking funding for Category 4 projects - Publishing Thematic Data or Category 5 - Thematic Data Standards must clearly show that the proposed projects are linked to user needs and specific existing or planned applications. See Appendices H, I and J for further details on user needs, thematic data and data standards.

Likewise proponents that are requesting funding for Categories 6 or 7; regional atlas or decision support systems development, must show that they have the planning and capacity in place to develop and sustain the atlas/system after the project ends. In addition they must also have a completed user needs study specific to the atlas/system they are requesting funding for. If not, they should carry out the study first, or request funding for Category 3 - User Needs Assessments as well as system/atlas development. See Appendices H, K and L for further details on user needs, regional atlas and decision support system development.

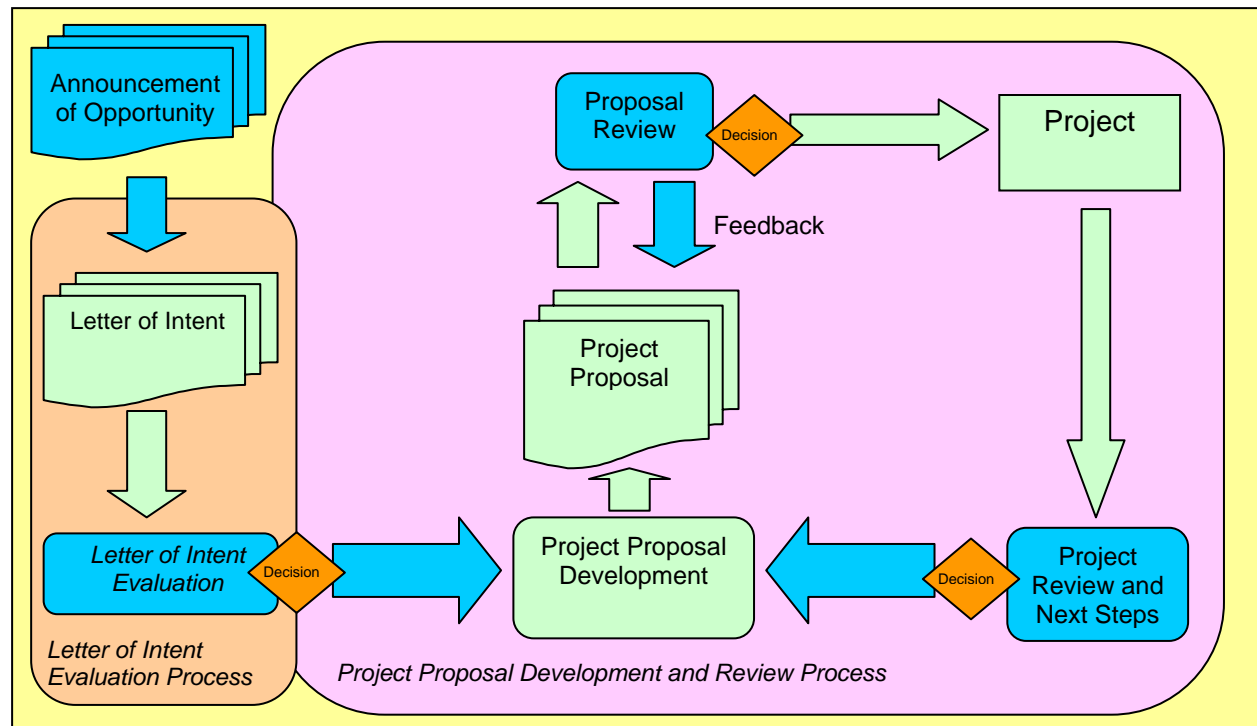
Accessing GeoConnections funding under this AO is a competitive process. Letters of Intent (LOI's) are being requested, describing the proposed initiative and the projects that make it up. These LOI will be evaluated against each other and a number of the highest scoring proponents will be asked to develop proposals for the first project of their initiative. These proposals will be reviewed individually by GeoConnections for completeness, feasibility, and alignment with GeoConnections mandate and priorities (see Appendix D for criteria). GeoConnections will work with proponents whose proposals pass review to develop a funding agreement for that proposed project. Proponents whose proposals do not pass the review will be provided feedback and will have a chance to reapply for further reviews, as long as the proposal deadline has not lapsed. See Section 3 for more details.



For multi-project initiatives, once the first project is completed, the proponent may submit a proposal directly to GeoConnections for funding for the next project of the initiative. (GeoConnections will give written confirmation to proponent to proceed.) Funding for subsequent projects will be dependent upon:

Successful completion of the preceding project as determined by a GeoConnections evaluation.

- Completion of a new proposal for the project within an agreed timeframe
- Successful review of the new proposal
- Successful development of a funding agreement
- Availability of GeoConnections funds



## 2.4 GeoConnections Thematic Areas and User Communities

Projects must satisfy the specific requirements of a community of users. In particular GeoConnections will support decision making on a range of issues within three thematic areas: public health, public safety/security, and matters of importance to Aboriginal people. This announcement of opportunity is focused on geospatial projects that address specific issues within the GeoConnections thematic areas, and support the decision making needs of the mandated and responsible agencies.

This announcement of opportunity seeks initiatives, within each of three thematic areas that respond to the issues described below. Note that proponents must specify **one primary thematic area**, to which their initiative best corresponds. Secondary thematic area(s) may also be noted.

### 2.4.1 Public Health

To support the Public Health user community, GeoConnections has identified 2 priority issues:

1. Population Health Surveillance
2. Health Emergency Response and Inter-Emergency Planning

#### Population Health Surveillance

##### Issue

To improve the health of Canadians, and to reduce health inequities among population groups (i.e. falling within or between certain defined limits such as age, gender, education,

and income), information on health determinants<sup>1</sup>, health status<sup>2</sup> and health services are required by the public health community.

### **Decision Making Needs**

To facilitate decision making, public health professionals require mechanisms that will allow the sharing of information amongst organizations within their respective communities and jurisdictions, as well as externally. In addition, public health practitioners recognize that factors outside the health care system or sector significantly affect health. Therefore, the entire range of individual and collective factors including social, economic and environmental health determinants, as well as their interactions, can be correlated with health status. Geospatial analysis allows for the integration of these multiple factors, data elements, indicators of indices, and conditions at different scales for furthering the understanding of relationships and impacts of planning, and for targeting programs. The public health community can utilize geospatially referenced health determinants and health status information to make correlations, and identify priorities and strategies necessary to improve health and the factors that influence it.

### **Health Emergency Response and Inter-Emergency Planning**

#### **Issue**

Capacity for analysis and tracking during public health emergencies needs to be built and maintained in Canada, which requires inter-emergency tools and capacity to allow for the refinement of the public health professionals' skills and systems.

#### **Decision Making Needs**

In order for public health professionals to be familiar with the use of tools and to have capacity to respond when major emergencies eventually surface, the tools and capacity to use them must be in place on a day to day basis. This inter-emergency use of the tools for smaller emergencies and daily outbreak and surveillance activities can also help in the monitoring required for an early identification system for communicable diseases under surveillance. Public health practitioners can utilize geospatial information to track and forecast disease outbreaks, and monitor disease events across jurisdictions and international borders. This will aid in the identification of vulnerable populations, and during emergencies, allow for the assessment of public health risks and the mobilization of emergency functions. In addition, it will facilitate the creation and dissemination of reports, advisories, alerts and warnings, nationally and internationally as necessary, as well as

---

<sup>1</sup> Health determinants are all the factors that interact to determine an individual's health, including the social and economic factors, the physical environment and individual behaviour. Key Determinants include: (1) Income and Social Status, (2) Social Support Networks, (3) Education and Literacy, (4) Employment/Working Conditions, (5) Social Environments, (6) Physical Environments, (7) Personal Health Practices and Coping Skills, (8) Healthy Child Development, (9) Biology and Genetic Endowment, (10) Health Services, (11) Gender, and (12) Culture (Public Health Agency of Canada, *What Determines Health?*, <http://www.phac-aspc.gc.ca/ph-sp/phdd/determinants/index.html#What>)

<sup>2</sup> Health status: The degree to which a person (or specified group) can fulfill usually expected roles and functions physically, mentally, emotionally, and socially. Any departure from the usually expected status is an indication that disease is present. Health status can be assessed clinically by asking questions and conducting a physical examination and/or by health status indicators or health measurement scales. (Last, John M. (2007). *A Dictionary of Public Health*. New York: Oxford University Press.)

helping to determine other health emergency action, such as the initiation of vaccine production. Building the systems and training the staff in their use for inter-emergency purposes will help fine tune them for their use in an emergency, and get optimal use out of them in the interim.

## **2.4.2 Public Safety and Security**

To support the Public Safety and Security user community in emergency management GeoConnections has identified two priority issues:

1. Critical Infrastructure Identification
2. Situational Awareness and Assisting with the Management of Consequences

### **Critical Infrastructure Identification**

#### **Issue**

Canadians rely on highly connected and highly interdependent infrastructures that are essential for their health, safety, security and economic well-being. In times of crisis or disasters, they seek assurance that the country's infrastructures will remain viable and resilient. Knowing what infrastructure is of significance to the public safety and security community and where it is located in relation to the event causing the crisis is a priority to support consequence management decisions by the responders.

#### **Decision Making Needs**

Owners and operators require information about the infrastructures of others on which they depend, and the threats to their own infrastructures in order to carry out their business continuity activities. Emergency managers and first responders should possess sufficient Critical Infrastructure (CI) information to plan and carry out their emergency management roles. Public authorities with protection responsibilities should possess information about those critical infrastructures within their jurisdictions that must be protected. The Public Safety and Security community requires location-based critical infrastructure information to effectively address security and emergency priorities.

### **Situational Awareness and Management of Consequences**

#### **Issue**

To better prepare for, manage and respond to threats and hazards that affect the safety and security of Canadians, Public Safety & Security organizations have a pressing need to gain and maintain situational awareness. As crises evolve improved consequence management information for decision support is critical.

#### **Decision Making Needs**

To effectively manage threats, organizations from different jurisdictions increasingly need to cooperate and share information. Situational awareness information provides knowledge of the environment and describes what has happened on the ground, where it happened, and what is being done about it. Consequence management involves the exploitation and exchange of pre/post-event or disaster information to develop a Common Operating Picture (COP). The COP will be used by responders to decide on courses of action such as identifying the need for more reconnaissance, where consequence management efforts

should be directed and how to get the resources to the right location. Public Safety & Security agencies require location-based situational awareness to assist them in predicting, detecting, preparing for, and responding to public-safety threats.

### **2.4.3 Matters of Importance to Aboriginal People**

**Note:** All initiatives and projects funded under this thematic area must have at least one Aboriginal organization as either the proponent or collaborator.

To support Aboriginal organizations and communities, GeoConnections has identified 1 priority issue:

1. Land and Resource Management/Community Planning

#### **Land and Resource Management/Community Planning:**

##### **Issue**

Aboriginal leaders, managers and land planners require improved planning tools and information in order to manage communities, Aboriginal treaty and settlement lands, and co-managed lands and resources in a sustainable and effective manner.

##### **Decision Making Needs**

To effectively administer, and economically empower their communities, resources and lands, Aboriginal leaders, managers and land planners, at all levels of government, must have location-based information and they must be able to securely obtain and share this information with their communities and partners in a timely and efficient manner.

Aboriginal communities in Canada are facing increasing pressures with respect to lands (including traditional lands and territories) and resources. These pressures and demands are a result of devolution under self-government initiatives, resource exploration activities, and the need to provide opportunities for their members, while ensuring that lands will continue to be productive in the future. Balancing the needs of today with those of tomorrow requires communities to take advantage of modern technologies to assist in their planning and development. Due to the geographic location of many Aboriginal communities, and the constraint on human and financial resources, there is also a corresponding need to exchange, or share information across jurisdictions.

Land and Resource Management/Community Planning for many Aboriginal communities include the recognition and incorporation of traditional value systems into land management practices and systems. At the same time, there is an increasing need to co-operate with private industry either through a consultative process or as partners in co-ventures. Sound practices for incorporating both traditional and western knowledge systems are vital in assisting decision making in Aboriginal communities

## 2.5 Proponents

GeoConnections is mandated to support geospatial decision making and address the needs of users in three thematic areas: **public health, public safety and security, and matters of importance to Aboriginal people**. End-users who are consumers of geospatial data and information, are being targeted specifically under this AO. All initiatives and projects funded under the matters of importance to Aboriginal people thematic area must have at least one Aboriginal organization as either the proponent or collaborator.

**Except for Categories 4 and 5, proponents must be end-users, or must enable end-users.** However, suppliers and developers are encouraged to collaborate with end-users and enablers to complete the project. **For Category 4: Publishing Thematic Data and Category 5: Thematic Data Standards**, proponents may be from any sector that is the authoritative source or supplier of priority data that is demonstrated and documented to support the decision-making requirements of a GeoConnections thematic area of focus (see section 2.4).

The following table is a general guide to the types of end-user/enabler organizations that are anticipated to apply for funding. Proponents should refer to Section 2.4 above for specific requirements within each of three GeoConnections thematic areas.

Sector	Public Health Initiatives	Public Safety Initiatives	Aboriginal Matters Initiatives
<b>Federal Government</b>	<i>For example:</i> <ul style="list-style-type: none"> <li>• Public Health Agency of Canada</li> <li>• Health Canada</li> <li>• Crown corporations</li> <li>• Sectors of Departments responsible for Population Health Surveillance or Health Emergency Response and Inter-Emergency Planning</li> </ul>	<i>For example:</i> <ul style="list-style-type: none"> <li>• Public Safety Canada (PS)</li> <li>• Transport Canada</li> <li>• Department of National Defence</li> <li>• Canadian Border Security Agency (CBSA)</li> <li>• Natural Resources Canada</li> <li>• Departments responsible for public safety</li> </ul>	<i>For example:</i> <ul style="list-style-type: none"> <li>• Indian and Northern Affairs Canada</li> <li>• Departments responsible for the North</li> <li>• Sectors of Departments responsible for supporting Aboriginal land/resource management and community planning</li> </ul>

<b>Sector</b>	<b>Public Health Initiatives</b>	<b>Public Safety Initiatives</b>	<b>Aboriginal Matters Initiatives</b>
<b>Provincial / Territorial Governments</b>	<ul style="list-style-type: none"> <li>• Ministries of Health</li> <li>• Departments or agencies designated as an authority for the public health system at the provincial / territorial level</li> </ul>	<ul style="list-style-type: none"> <li>• Emergency Measures Organizations</li> <li>• Departments responsible for Provincial Emergency Management</li> </ul>	<ul style="list-style-type: none"> <li>• Territorial land-use or natural resources departments</li> <li>• Departments responsible for supporting Aboriginal land/resource management and community planning</li> </ul>
<b>Local Governments</b>	<ul style="list-style-type: none"> <li>• Health Authorities</li> <li>• Departments or agencies designated as an authority for the public health system at the regional / local level</li> </ul>	<ul style="list-style-type: none"> <li>• Departments responsible for Emergency Management issues at the regional level</li> </ul>	<ul style="list-style-type: none"> <li>• Departments responsible for Aboriginal land/resource management and community planning at the regional level</li> <li>• Aboriginal Land Administrations, Renewable Resource Councils or Boards, Land Corporations, Land and Water Boards</li> </ul>
<b>Aboriginal Governments</b>	<ul style="list-style-type: none"> <li>• Aboriginal governments representing multiple communities</li> </ul>	<ul style="list-style-type: none"> <li>• Aboriginal governments representing multiple communities</li> </ul>	<ul style="list-style-type: none"> <li>• Aboriginal governments representing multiple communities</li> </ul>
<b>Non-governmental Organizations (NGOs)</b>	<ul style="list-style-type: none"> <li>• NGOs with a formal collaborative partnership with federal, provincial / territorial or regional health authorities</li> </ul>	<ul style="list-style-type: none"> <li>• NGOs with a formal collaborative partnership with federal, provincial / territorial or regional authorities</li> </ul>	<ul style="list-style-type: none"> <li>• National Aboriginal organizations</li> <li>• Provincial Aboriginal organizations</li> <li>• Regional Aboriginal organisations such as, Hunters and Trappers Committees</li> </ul>
<b>Academic Institutions</b>	<ul style="list-style-type: none"> <li>• Same as NGOs (above)</li> </ul>	<ul style="list-style-type: none"> <li>• as collaborators only</li> </ul>	<ul style="list-style-type: none"> <li>• as collaborators only</li> </ul>
<b>Private sector</b>	<ul style="list-style-type: none"> <li>• as collaborators only</li> </ul>	<ul style="list-style-type: none"> <li>• Critical Infrastructure Community: includes organizations responsible for facilities, networks, services and assets which, if disrupted or destroyed, would have a serious impact on the well-being of Canadians or the effective functioning of governments in Canada.</li> </ul>	<ul style="list-style-type: none"> <li>• as collaborators only</li> </ul>

### 3 SUBMISSION PROCESS

Project development consists of the following principal stages:

- 3.1 Letter of intent preparation and submission
- 3.2 Letter of intent evaluation and response
- 3.3 Proposal preparation and submission for first project of initiative
- 3.4 Proposal evaluation and project selection
- 3.5 Development of formal agreement for selected projects

#### 3.1 Letter of Intent Preparation and Submission

GeoConnections requires that an authorized officer, representing the initiative proponent, submit a letter of intent (LOI) using their organization letterhead. The letter of intent is required to establish a common vision and understanding early in the initiative discussions and to avoid unnecessary effort by either party. *Proponents must follow the Letter of Intent template* that is attached as Appendix B to ensure they meet the requirements of this AO.

**Letters of Intent must be submitted by e-mail to Jodi Rowland at the GeoConnections Value Management Office: [jrowland@nrcan.gc.ca](mailto:jrowland@nrcan.gc.ca).**

See Appendix A: Announcement Deadline Table for letters of intent submission deadlines.

#### 3.2 Letter of Intent Evaluation and Response

The letter of intent will be reviewed by GeoConnections to determine if the proposed project has the potential to meet the requirements of this AO. LOI's will be evaluated separately, according to the GeoConnections thematic area (as per section 2.4) and project category (as per section 2.3) and will follow the evaluation criteria as set out in Appendix C of this AO. This part of the process is competitive – GeoConnections will invite proposals from the top ranking LOIs.

GeoConnections will respond by e-mail to each letter of intent. The response will indicate if a proposal is requested.

#### 3.3 Proposal Preparation and Submission for First Project of Initiative

Selected proponents will be invited to submit a project proposal for the first project of the initiative for consideration under this AO. ***Unsolicited proposals will not be entertained.*** The intent of the project proposal is to explain the project in sufficient detail to allow GeoConnections to evaluate the proposal comprehensively. ***An invitation to submit a proposal is not a guarantee of funding under this AO.***

A staff member of GeoConnections will be assigned to each initiative as the Project Authority. Proponents are responsible for preparing and submitting the proposals. However, proponents may consult GeoConnections staff for advice during this process.

Proposals may be submitted in either English or French to the GeoConnections Project Authority.

Proposals must follow the proposal template that is specific to the project which they are requesting funding for. See Appendix A: Project Guide table for the appropriate proposal template.

The proposal should stand alone as it will be reviewed on its merits only. This may include additional information as annexes to the proposal.

See Appendix A: Announcement Deadline Table for proposal submission deadlines.

### **3.4 Proposal Review and Project Selection**

A team of reviewers will review project proposals. Reviews will be based on the criteria listed in Appendix D of this AO and additional criteria specified per project category (see Appendices F-L). Proposals will be reviewed as they are received and funded as they are approved. Proposals will be reviewed for completeness, feasibility, and alignment with GeoConnections mandate and priorities. Proposals will not be reviewed competitively against each other. Proposals must pass all the criteria listed in Appendix D and associated Appendix (see F-L) before they will be considered for funding. Proposals that fail one or more of the criteria may be modified and resubmitted for review as long as the proposal deadline has not passed. See Appendix A: Announcement Deadline Table for proposal submission deadlines. GeoConnections will invite the proponents of successful proposals to discuss formal agreements. **Invitation to submit a full proposal is not a guarantee of funding.**

### **3.5 Development of a Formal Agreement**

GeoConnections will work with selected initiative proponents to discuss formal agreements. The resulting agreements will describe the terms of the collaboration with GeoConnections and set out mutual expectations such as project duration, outputs, tasks, milestone dates, human resources (organization, team member name, role/title, per diem & days effort/person), a communications plan, and financial details.

### **3.6 Submission for Subsequent Projects**

For initiative proponents who have additional projects for their initiatives, a review of completed project results will be carried out by GeoConnections staff. This review will assess the results of the project to date. If the review indicates a successful project, the proponent will receive written confirmation to proceed and will be offered the opportunity to develop a proposal for the next project of their initiative. This proposal will be developed and reviewed as detailed in Section 3.3, 3.4, and 3.5.

## 4 ROLES AND RESPONSIBILITIES

GeoConnections promotes collaboration, particularly those that support project delivery through the private geomatics sector and, to a lesser extent, academia and non-government organizations. This section details roles and responsibilities of all potential collaborators on projects.

### 4.1 GeoConnections

GeoConnections supports projects by providing funding and advice. GeoConnections is responsible for evaluating proposals, developing agreements, providing advice, monitoring progress, evaluating outputs, and authorizing payments. GeoConnections, shall work in collaboration with the proponent, to promote and communicate the project(s) and results.

### 4.2 Proponent

See 2.5 for a description of Proponents.

The proponent assembles the project proposal(s), leads and coordinates all project activities, and acts as a single point of contact with GeoConnections on initiative issues. Proponents must have clear business or policy requirements for fulfilling these roles. The proponent should have both a mandate and the resources to coordinate the initiative and to sustain the results beyond the project(s) completion. Proponents must financially invest in the initiative through cash and/or in-kind contributions. Proponents are responsible for coordinating the work of project(s) collaborators and contracts. Proponents are responsible for any contracted activities required for projects. Proponents will work collaboratively with GeoConnections to promote and communicate about the initiative and its results.

### 4.3 Collaborating Organizations

Collaborating organizations contribute specific resources to the project(s) and should have some vested interest in the project(s). Every project must include at least one collaborating organization in addition to the proponent. They must contribute to the project financially, either in cash, in-kind or both. Collaborators may be government departments, Crown corporations, academic institutions, non-profit organizations, or private-sector companies. The collaborator's commitment must be specified in a Letter of Collaboration, and must be included with the proposal submission. **For Category 4 - Publishing Thematic Data, collaborators are encouraged but not mandatory.**

### 4.4 Contractor(s)

Every project should include at least one contractor from the private sector, academia, or non-government sector. The exact role of the contractor will be specific to each project. In general, a contractor will provide specific services or deliverables needed to complete the project successfully. A contractor cannot be a proponent. Proponents are responsible for all aspects of contracting and are therefore governed by any contracting rules and restrictions of their own organizations.

## 4.5 Private-sector

GeoConnections is committed to spending 50 percent of its total budget within the private sector. Government proponents who receive GeoConnections funding are required to contract work to private firms wherever possible, rather than hire new staff to work on project activities. Project financial reports must detail this flow-through to the private sector.

## 5 RESPONDING TO USERS' NEEDS

A **user community** is a group of people who share an interest in a topic (or an “issue domain”), who continually interact, and who accumulate and disseminate knowledge. GeoConnections defines a “user community” as a group of users who share common concerns or problems and who might have common requirements of the CGDI. For example, a watershed institute could collaborate with other organizations, municipalities, the provincial government and a federal government department to develop a water planning system that uses CGDI-endorsed standards to assist them in their decision-making. The proposal to develop such a system cannot be submitted by a data supplier, application developer (consultant) or software vendor. However, they could collaborate on the project.

For the purpose of this announcement of opportunity, users are equated with end-users - the people/organizations that will benefit directly from the initiative and use of the information it integrates in order to make informed decisions. These end-users—or a subset of them—must be engaged in the project(s), have an ongoing need for the proposed results, and possess the resources to use the results when the project(s) finishes. The user community should define the requirements and should lead the initiative.

Proponents should have a clear mandate to lead development of and maintain the project(s) results and to serve the intended end-users. Ideally they will have a governance model / organizational structure that is stable and suitable for maintaining and using the results of the project(s).

User communities must be able to use the results of projects as intended once GeoConnections funding ends. Therefore, the proponent or at least one of the collaborating organizations should commit to maintaining results. Proponents should demonstrate a plan for sustaining the results of projects.

## 6 USING AND CONTRIBUTING TO THE CGDI

The Canadian GeoSpatial Data Infrastructure can best be thought of as a “toolbox” facilitating the sharing of geographically referenced data across Canada. This toolbox consists of a suite of framework data, technical standards and specifications, enabling technologies (like data search and retrieval services), training resources and policies such as standardized data licensing agreements. GeoConnections mandate is to increase the use of this toolbox, therefore the CGDI must feature strongly in any project funded. The CGDI is, by its nature, very technical. However numerous resources exist to support proponents in taking advantage of it. If you should have any questions about this section, you are encouraged to contact GeoConnections (see Section 11).

## 6.1 CGDI-endorsed Standards and Specifications

Applications should use technology that is based on the endorsed and emerging standards and specifications of the CGDI. Some of these standards are identified in the table below:

Standard or Specification	Acronym	Function(s)
Web Map Service	WMS	Data visualization from distributed data stores in a variety of formats and projections
Web Feature Service	WFS	Data access, insertion, update, and extraction from distributed sources in a variety of formats and projections.
Geographic Markup Language	GML	GML provides a means of encoding spatial information for both data transport and storage. It is an XML coding for geographic features.
Styled Layer Descriptor	SLD	A Styled Layer Descriptor allows a client to specify custom styles (such as colour and feature symbolization) that a Web Map Service will use to render a map layer.
Filter Encoding	FE	Provides a standard XML-based means of restricting the records that are returned from a query.
Geodata Discovery Service	n/a	Enables search and discovery of geospatial data and services (conforming to OGC Catalogue Service 2.0 or Z39.50 Geo Profile).
Geodata Resource Registry	n/a	Peer registries that contain metadata about geodata resources. These registries identify the agencies that are responsible each attribute dataset, and descriptions of that attribute data. They also contains information on how to access the data. See (ISO 19115: 2003 geographic information – Metadata, FGDC Content Standard for Digital Geospatial Metadata).
Web Map Context Document	n/a	Specifies how a specific grouping of one or more maps coming from one or more Web Map Services can be described in a portable format for storage, use and reuse within and between clients.
Web Processing Service	WPS	Provides access to calculations or models which operate on spatially referenced data. The data required by the service can be available locally, or delivered across a network using data exchange standards such as GML or GDAS.
Geolinked Data Access Service	GDAS	Allows a client to retrieve a set of geolinked data. Organizations that wish to distribute attribute data without the accompanying geospatial data can do so via this service.

Other emerging standards such as Sensor Web, Web Coverage Service (WCS), GeoRSS, and Keyhole Markup Language (KML) can also be used. Letters of intent should describe and proposals should demonstrate how a project will integrate and be interoperable within the CGDI using one or more of these endorsed standards and specifications.

Details on the latest specifications are available on the GeoConnections website at <http://www.geoconnections.org/en/communities/developers/standards>

GeoConnections may require that applications be tested for interoperability and conformance with CGDI standards and specifications.

## 6.2 CGDI Services

Web services provide the basis for interactions across the Internet that allow users to contribute, access and exchange geospatial data. CGDI-endorsed standards provide the basis for deployment of services and applications. Applications use one or more Web services to view, publish, edit or discover geospatial data from Web servers. Web Services based on open standards provide the basis of a distributed architecture enabling independent systems to communicate and collaborate with one another.

Some examples of CGDI Services are as follows:

- Services to assist with discovering and accessing information;
- Web Map Service (WMS), to generate rendered maps from feature data stores using Web Feature Services;
- Web Feature Service (WFS), to support retrieval or editing of individual geospatial features and their properties over the Internet from any data stores;
- Web Coverage Service (WCS), to provide delivery of data coverages such as digital elevation data and other fixed or variable sized matrix data;
- Map Styling Service, and services to access Map Symbol Libraries, to support styling of geographic features in an encoding form parsable by a Web Map Service;
- Geodata Discovery Service, to provide a mechanism to search metadata for geodata and retrieve detailed information that describes a geodata resource;

The following link provides a listing of example CGDI Services:

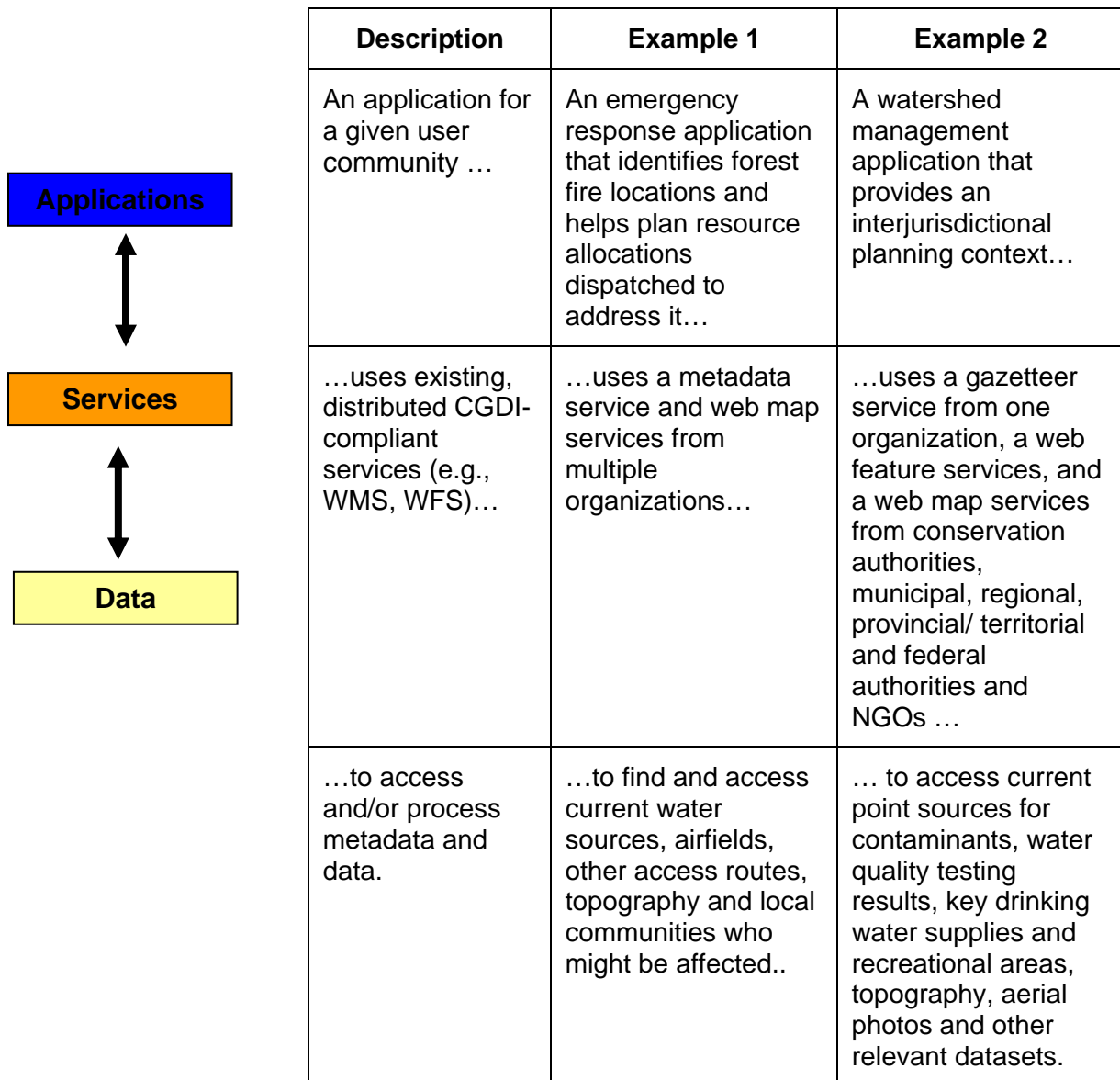
<http://www.geoconnections.org/en/communities/developers/standards>.

The GeoConnections Discovery Portal enables people to find geospatial Web services and identifies those services that conform to CGDI-endorsed specifications. See <http://geodiscover.cgdi.ca>.

### 6.3 Alignment with the CGDI Architecture

The CGDI architecture is based upon a three-tier model of data, services, and applications. The data tier consists of distributed geospatial information, such as metadata, feature data, or map layers. The services tier consists of web services compliant with CGDI-endorsed standards, which enable access to data or data processing. The third tier consists of the CGDI applications that address a specific problem or issue.

In the three-tiered CGDI architecture, applications are enabled by services that provide access to the required data and processing, as illustrated below:



For detailed information on the architecture of the CGDI, refer to the documents available at: <http://www.geoconnections.org/en/resourcelibrary/developersLibrary>

On-line training on the CGDI is available at:  
[http://www.geoconnections.org/publications/training\\_manual/e/](http://www.geoconnections.org/publications/training_manual/e/).

A developers' guide to the CGDI is available at:  
[http://www.geoconnections.org/publications/Technical\\_Manual/html\\_e/](http://www.geoconnections.org/publications/Technical_Manual/html_e/)

## 7 RISK ASSESSMENT

Proponents should use a risk assessment to show that the project is feasible and has a legitimate chance of success. This assessment can also include references to published research, contract reports, previous experience, and other supporting material.

A thorough risk assessment will identify all potential risks and problem areas and demonstrate mitigation strategies for each. Potential risk areas can include but are not limited to technology, resources, access to data, commitments, project dependencies, and policies. Proposals should describe the likelihood and potential impact of each risk.

## 8 FINANCIAL INFORMATION

### 8.1 Funding

GeoConnections will only fund cost-shared projects. In cost-shared projects, the proponent and its collaborators agree to contribute financially to the project by either cash or in-kind. The proponent's financial contribution (cash and in-kind) to the project must be at least 50% of the total project costs (cash and in-kind). For **Category 2 - Capacity Building** projects only, the proponent's financial contribution (cash and in-kind) to the project must be at least 40% of the total project costs. See the Category 2 - Capacity Building project template (Appendix G) for details

The maximum funding requested from GeoConnections depends on the project category (section 2.3). See Appendix A - Project Guide and the specific project template for details.

If any funding for a project is dependent upon another funding program, GeoConnections requires written confirmation from that program that funding has been approved.

### 8.2 Eligible Project Costs

#### 8.2.1 Labour

Labour costs represent the actual salaries paid to personnel plus any employee benefits up to a maximum of 20 percent. Labour costs are considered to be in-kind contributions.

Each participating organization is required to explain how it calculates per diem rates. A typical way to calculate labour is to use the labour-rate formula: reasonable annual salary,

plus reasonable overhead and benefits, divided by a reasonable number of billable days in a year. Labour rates for the proponent organization must be exclusive of profit. In the case of government personnel, official labour rates approved by the government organization or classification level should be used.

### 8.2.2 Software

Costs for specialized geomatics software essential to the project must be amortized over the life of the software and the initiative duration.

### 8.2.3 Data Publishing

Costs associated with publishing data to CGDI services will be considered. These costs may include those to implement data servers, to prepare data for publishing, or both. These costs cannot include charges to collect data or for the value for data.

### 8.2.4 Training

Training, as part of technology transfer activities, may form part of the total estimated project cost. It should not, however, exceed 15 percent of the total project cost. Training costs must be fully explained and justified in the project proposal. For **Category 2 - Capacity Building** projects only, training must not exceed 50% of the total project cost. See the Category 2 - Capacity Building project template ([Appendix G](#)) for details.

### 8.2.5 Hardware

Hardware is an allowable expense only for **Category 2 - Capacity Building** projects and must not exceed 30% of the total project cost. Hardware costs must be fully explained and justified in the project proposal. See the Category 2 - Capacity Building project template ([Appendix G](#) for details).

**Hardware costs for all other projects types are ineligible project costs.**

### 8.2.6 Travel and Living Expenses

Travel and living expenses will be considered with justification. Proposals should detail the basis and cost of all required travel and link them directly to project activities.

Travel costs must be in accordance with the current Treasury Board Travel Directive, or, if applicable, in accordance with the project proponent's own travel guidelines (but not exceeding the Treasury Board Directive). The Treasury Board Travel Directive is available at [http://publiservice.tbs-sct.gc.ca/pubs\\_pol/hrpubs/TBM\\_113/td-dv\\_e.asp](http://publiservice.tbs-sct.gc.ca/pubs_pol/hrpubs/TBM_113/td-dv_e.asp).

**NOTE:** Hospitality (catering costs, etc.) is an eligible project expense [as proponent cash or in-kind contribution only](#). [Hospitality expenses cannot be paid for with GeoConnections cash contribution](#).

### 8.2.7 Subcontracts for services

For any subcontractors, cost-breakdown information should be detailed in the proposal. GeoConnections may request copies of contracts for subcontractors or consultants.

### **8.3 Ineligible Project Costs**

#### **8.3.1 Profit**

Profit, including profit on labour, is an ineligible expense and cannot be included when determining the total estimated project cost.

#### **8.3.2 Taxes**

Goods and Services Tax (GST), Provincial Sales Tax (PST) and Harmonized Sales Tax (HST) are ineligible project costs.

#### **8.3.3 Pre-project**

No payment shall be made for costs incurred to prepare or submit a project proposal in response to this AO. No costs before receipt of a signed agreement or specified written authorization from GeoConnections can be charged to any resulting agreement.

#### **8.3.4 Data**

Costs related to the purchase, acquisition, or to the value of data are not eligible. Costs associated with any activities related to the collection of data are ineligible.

#### **8.3.5 Background Intellectual Property**

Costs related to background intellectual property are ineligible. Background intellectual property consists of intellectual property developed prior to the proposed project.

#### **8.3.6 Hardware**

Costs related to the purchase of hardware (e.g., computers, GPS receivers, plotters) are not eligible. Hardware is an eligible expense only for **Category 2 - Capacity Building** projects. See the Category 2 - Capacity Building project template (Appendix G) for details

#### **8.3.7 Intangibles**

Costs in the form of knowledge, goodwill, or other such intangibles are ineligible.

#### **8.3.8 Other**

Purchase of land or payment of property taxes and capital costs are ineligible.

## 8.4 Total Allowable Federal Assistance

Where the proponent is not a federal agency, the proponent shall provide a list of all federal departments participating in the proposed project and shall ensure that the total federal government assistance, including the amount requested from GeoConnections, does not exceed 75 percent of the total cost of the project. Funding from another GeoConnections-funded project cannot form part of the total project costs or leveraged funds.

## 8.5 Quebec Projects

An organization in Quebec whose operations are partially or fully funded by the province of Quebec may be subject to the *Act Respecting the Conseil exécutif* (L.R.Q., chapter **M-30**).

Under sections 3.11 and 3.12 of *An Act respecting the Ministère du Conseil exécutif* (hereinafter referred to as Act) certain entities, as defined in the meaning of the Act, such municipal bodies, school bodies or public agencies, must obtain an authorization, 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 in Appendix E must be completed and included with project 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. You should contact the representative from the agency or institution in Quebec that provides you with funding, after which GeoConnections will send an unsigned copy of the contribution agreement.

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.

# 9 REPORTING AND MONITORING

## 9.1 Project Authorities

A GeoConnections project authority will be assigned to monitor each project. This project authority will be responsible for approving milestone payments. Milestone reports and corresponding outputs will be submitted to the project authority for evaluation.

## 9.2 Meetings

### 9.2.1 Orientation Meeting

Project proponents should arrange an initial orientation meeting involving all key project participants and the GeoConnections project authority.

### **9.2.2 Interim Progress-Review Meetings**

Interim progress-review meetings should be scheduled to demonstrate project progress and to discuss any relevant project issues. These meetings may or may not be tied to milestones.

### **9.3 Milestone Reports**

At the conclusion of each milestone, the project manager shall provide a brief report to the GeoConnections project authority. These reports will be required before any payments are made and shall contain at minimum, but not be limited to:

- a title page
- a summary of the work accomplished in comparison to the work plan, including URLs of prototype and operational results
- an explanation of any problems encountered and their solution
- any changes to the work plan for the next milestone
- financial report, if requesting payment

Reporting templates will be provided by GeoConnections.

### **9.4 Payment Schedule**

Payment schedules will be specific to each project and will be outlined in the resulting agreement. In general, payment schedules will be based on milestones and their associated deliverables. The financial statement, along with invoices, are to be submitted after deliverables are received.

### **9.5 Final Report**

At the end of the project, the project team must provide a final report. The final report is required before the final payment can be made. This report should do the following:

- Describe the project outcomes compared with planned objectives;
- Assess the project's success in meeting end-users needs;
- Discuss challenges (institutional, technical and policy) encountered;
- Discuss CGDI content, standards, and technology that were utilized;
- Discuss any gaps that were identified in the CGDI;
- Provide recommendations for CGDI development and direction;
- Outline plans for follow-on activities and projects; and
- Describe communications activities, including public and internal (strategic) communications undertaken to date and planned.

## 9.6 Registration of Results

Any new CGDI services and/or data products resulting from this project must be registered, using metadata standards, with the GeoConnections Discovery Portal which can be found at <http://geodiscover.cgdi.ca/gdp/>.

## 9.7 Public and Stakeholder Communications

All projects that receive funding from GeoConnections will promote project results and publicly acknowledge the GeoConnections contribution by displaying the GeoConnections logo and link on media, public, and stakeholder news releases; presentations; websites; brochures; and other publications or documentation that describes the project and its outcomes.

Where only text is allowed, the acknowledgement will include the following wording:

“...with financial support from GeoConnections, a national partnership initiative led by Natural Resources Canada. GeoConnections and its partners are working to enhance the Canadian Geospatial Data Infrastructure, an on-line resource that enables decision-makers to access, combine, and share geographic information over the Internet and gain new insights into social, environmental, and economic issues.”

Where logos of supporting agencies are included in a product, the GeoConnections logo and the Canada wordmark shall be used.

Logos can be downloaded from the GeoConnections web site.

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

GeoConnections would appreciate the opportunity to review communications material and will offer a link to project news releases and articles from its website, and may otherwise promote the projects successes in consultation with the project proponent and collaborators.

## 10 RIGHTS OF GEOCONNECTIONS

GeoConnections reserves the right to:

- reject any or all letters of intent or proposals received in response to this AO;
- 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 AO at any time; and

- administer, approve, and allocate funding based on the sole discretion of the GeoConnections program

The contents and requirements of this document are subject to change. **Before proceeding with a proposal submission, be sure to obtain the latest version of this document from the GeoConnections website: [www.geoconnections.org](http://www.geoconnections.org).**

## 11 CONTACT

For this AO, all enquiries related to the **proposal process and all funding categories** should be directed in writing, preferably by e-mail to:

Paula Rojas CGDI Content Coordinator GeoConnections	6th Floor, 615 Booth Street Ottawa, Ontario, K1A 0E9 Canada Telephone: (613) 947-2174 Facsimile: (613) 947-2410 Email: <a href="mailto:projas@nrcan.gc.ca">projas@nrcan.gc.ca</a>
-----------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

## APPENDIX A:

### A1 Announcement Deadline Table

	Round 1 (closed)	Round 2 (closed)	Round 3
Announcement Released	June 6, 2007	Sept 17, 2007	<b>January 7, 2008</b>
Letter of Intent deadline	July 6, 2007	October 12, 2007	<b>February 1, 2008</b>
Proposal deadline	August 31, 2007	December 7, 2007	<b>March 28, 2008</b>
Project start (estimated)	December 1, 2007	April 1, 2008	<b>June 30, 2008</b>

### A2 Project Guide

To use this AO, refer to the main announcement document (attached) and the relevant Appendices below. Note that you may apply for an initiative which consists of one or more projects pertaining to these categories in sequence.

PROJECT TYPE	AVAILABLE FUNDING (maximum)	PROJECT LENGTH	PROJECT TEMPLATE	PROJECT DESCRIPTION
<b>Category 1: Strategic Planning:</b>	\$ 40,000	4 months	Appendix F	Projects funded under this category support the development of strategic and business plans for the use of sustainable, collaborative geomatics strategies that leverage the Canadian Geospatial Data Infrastructure (CGDI).
<b>Category 2: Capacity Building:</b>	\$ 70,000	14 months	Appendix G	Projects funded under this category support the building of internal, sustainable capacity (e.g. hardware/software, data, training) to use geomatics for decision-making within regional partnerships and support preparations to take advantage of the CGDI.
<b>Category 3: User Needs Assessments</b>	\$ 40,000	4 months	Appendix H	Projects funded under this category support the research of users' needs for data, geospatial decision support systems, and regional atlases that make use of standards endorsed by GeoConnections and technologies that form part of the CGDI.

<b>Category 4: Publishing Thematic Data:</b>	\$ 75,000	8 months	Appendix I	Projects funded under this category support the publishing of geospatial data online through the CGDI by closest to source data providers. Projects must make use of standards endorsed by GeoConnections.
<b>Category 5: Thematic Data Standards:</b>	\$ 75,000	8 months	Appendix J	Projects funded under this category support thematic geospatial data content standards through the development of best practice guides, data exchange guides and/or data models.
<b>Category 6: Regional Atlases for Community Awareness:</b>	\$ 100,000	14 months	Appendix K	Projects funded under this category support the collaborative development of online atlases that use the CGDI to enable access to integrated, distributed, regional-scale, inter-jurisdictional geospatial information as thematic views, relevant to specific end-users. Regional atlases will increase community awareness, and support the decision-making needs of actively engaged end-user communities.
<b>Category 7: Geospatial Decision Support Systems:</b>	\$ 150,000	14 months	Appendix L	Projects funded under this category support the development of Geospatial Decision Support Systems that process and analyze essential data and information, including geospatial data and information that is required by decision makers. The systems must make use of standards endorsed by GeoConnections, and technologies which form part of the CGDI.

## APPENDIX B: LETTER OF INTENT TEMPLATE

### Note

This template is meant to assist proponents in writing a Letter of Intent (LOI) and will help GeoConnections in evaluating it. The LOI is required to establish a common vision and understanding early in the initiative discussions and to avoid unnecessary effort on behalf of both parties. Initiative proponents should describe the entire initiative; that is, **each project of the initiative should be described**. The LOI should be no more than five pages long. The LOI must follow this template and should be submitted on the lead organizations' letterhead and signed by an authorized officer. **LOI that do not follow this template will not be evaluated.**

Text in *italics* denotes instructions and should be replaced with your text while regular text identifies section headings and required text.

The letter of intent will be reviewed by GeoConnections, by thematic area, and will follow the evaluation criteria as set out in Appendix C of this AO. GeoConnections will respond by email to each letter of intent. The response will indicate if a proposal is requested and may include advice on issues to address in the proposal.

<b>Title of Proposed Initiative:</b>	
<b>Lead Organization:</b>	
<b>Initiative Manager's Name:</b>	
<b>Manager's Contact Information:</b>	Full mailing address:
	Telephone number:
	Fax number:
	Email address:
<b>Initiative Start Date:</b>	
<b>Initiative End Date:</b>	
<b>Initiative Duration:</b>	<i>Duration in months</i>

<b>Initiative projects:</b>	
<i>Check off the funding projects(s) that apply to the proposed initiative.</i>	
<b>PROJECT</b>	
<b>Category 1 - Strategic Planning</b>	
<b>Category 2 - Capacity Building</b>	
<b>Category 3 - User Needs Assessments</b>	
<b>Category 4 - Publishing Thematic Data</b>	
<b>Category 5 - Thematic Data Standards</b>	
<b>Category 6 - Regional Atlases for Community Awareness</b>	
<b>Category 7 - Geospatial Decision Support Systems</b>	

<b>Initiative thematic area:</b>			
<i>Check off the primary (and secondary, if applicable) thematic area(s) that apply to the proposed initiative.</i>			
<b>PRIMARY THEMATIC AREA (check one only)</b>		<b>SECONDARY THEMATIC AREA(S) (check as applicable)</b>	
<i>Public Health: Facilitating</i> <b>Population Health Surveillance</b> or <b>Health Emergency Response and Inter-Emergency Planning</b>		<i>Public Health: Facilitating</i> <b>Population Health Surveillance</b> or <b>Health Emergency Response and Inter-Emergency Planning</b>	
<i>Public Safety and Security: Facilitating</i> <b>Critical Infrastructure Identification</b> or <b>Situational Awareness &amp; Management of Consequences</b>		<i>Public Safety and Security: Facilitating</i> <b>Critical Infrastructure Identification</b> or <b>Situational Awareness &amp; Management of Consequences</b>	

<i>Matters of Importance to Aboriginal People: Facilitating <b>Land and Resource Management/Community Planning</b></i>		<i>Matters of Importance to Aboriginal People: Facilitating <b>Land and Resource Management/Community Planning</b></i>	
------------------------------------------------------------------------------------------------------------------------	--	------------------------------------------------------------------------------------------------------------------------	--

**Initiative Description:**

*Briefly describe the initiative in its entirety and the intended results. Include sub-sections as required, describing proposed work to be completed for each project (funding category). Define the geographic region that the initiative will influence (name of community, township, province(s), etc.) Identify the GeoConnections thematic area (from below) and explain how the initiative results will address specific priority issues within the identified thematic area.*

- *Public Health: Facilitating **Population Health Surveillance** or **Health Emergency Response and Inter-Emergency Planning***
- *Public Safety and Security: Facilitating **Critical Infrastructure Identification** or **Situational Awareness & Management of Consequences***
- *Matters of Importance to Aboriginal People: Facilitating **Land and Resource Management/Community Planning**.*

**Identification of Users & Their Needs:**

*Identify the main users of the results of your initiative and describe how they will use the results to make better decisions.*

**Anticipated Benefits:**

*Explain the importance of the initiative results as a means to share information and make better decisions. Include anticipated benefits for the proponent organization, the collaborating organizations and beyond.*

**Sustainability and Commitment:**

*Describe plans for next steps after each project is completed. Include a discussion of how project results will be implemented and used/sustained over the next several years, including involvement of project collaborators and end-user communities.*

**Organization Description:**

*Describe your organization: your mandate, organizational structure and functions, factors that influence your business, use of geomatics, and current products and services and how they relate to the initiative. Explain how and why you need to use or share information within and outside of your organization. Discuss the relationship your organization has with its end-users.*

*Describe the partners that will be involved in this initiative and their relationship to your organization, past and present, and your common objectives and goals. Explain how this project will advance these common objectives and goals.*

**Using the CGDI:**

*Initiatives must be based on the use of the CGDI. Explain how the CGDI goal of sharing authoritative geospatial data via the Internet will support the goals of the initiative. Explain how CGDI-endorsed standards, specifications, services and technologies will be leveraged by the initiative.*

**Contributing to the CGDI:**

*Initiatives involving funding categories 4, 5 and 6 must contribute new geospatial data to the CGDI. Initiatives involving funding category 7 often contribute new geospatial data to the CGDI, although it is not a mandatory requirement. In cases where data must be or will be contributed to the CGDI, use table below to list and described data to be made available. Explain how CGDI-endorsed standards, specifications, services and technologies will be used to make data available by the initiative.*

<i>Data Theme</i>	<i>Spatial Domain</i>	<i>Scale</i>	<i>Current Data Structure</i>
<i>Fish Habitat Survey Database</i>	<i>Ontario – Great Lakes</i>	<i>1:10,000</i>	<i>Point Shapefile</i>

<b>Estimated Initiative Costs</b>		<i>Total initiative cost, in Canadian dollars</i>		
<b>GeoConnections Funding</b>		<i>Total amount of requested GeoConnections funding, in dollars</i>		
		<i>Total amount of requested GeoConnections funding, as a percentage of the total initiative cost</i>		
<b>Project #1</b>	<b>Anticipated Project Collaborators</b>	<b>Possible Financial Contribution</b> (Cdn \$)		
		<b>Cash Contribution</b>	<b>In-Kind Contribution</b>	
			<b>Description</b>	<b>Cash value</b>
	<b>Proponent</b>		<i>Describe what the in-kind contribution consists of; for example labour, software, supplies, etc.</i>	
	<b>Organization A</b>			
	<b>Organization B</b>			
	<b>TOTAL</b>			
<b>Project #2</b>	<b>Proponent</b>			
	<b>Organization A</b>			
	<b>Organization B</b>			
	<b>TOTAL</b>			
<b>Project #3 (expand table to include further projects as required)</b>	<b>Proponent</b>			
	<b>Organization A</b>			
	<b>Organization B</b>			
	<b>TOTAL</b>			

## APPENDIX C: LETTER OF INTENT EVALUATION CRITERIA

### Letter of Intent (LOI) Evaluation

LOIs will be evaluated according to the evaluation criteria below. Each section from the LOI template will be evaluated.

The evaluation will be based on the selection of the most appropriate statement, from a list of statements ranked 'A' through 'D', which best describes how the LOI addresses that particular criterion. These statements are described, for each of the criteria, below under "Evaluation Criteria".

**Note: The LOI evaluation committee will assess LOIs using only the information provided in the LOI. No information from other sources will be considered during the evaluation.**

'A' statements correspond to the minimum acceptable or minimum assessable conditions for a given evaluation criterion, whereas 'D' statements correspond to the most desirable condition for that particular evaluation criterion, and thus the maximum possible assessment.

When the LOI does not meet all the conditions and elements to satisfy a particular evaluation statement, evaluators are instructed to select the next lowest statement and its associated letter score. For example, if the LOI does not satisfactorily address all the conditions and elements in statement 'C' for a particular evaluation criterion, then statement 'B' is selected. When a particular criterion cannot be assessed, due to confusing or missing information, an 'N' score is assigned.

Letter scores are associated with percentage values according to the table below:

Letter Score	Value
N	-
A	3%
B	33%
C	67%
D	100%

Individual scores for each of the evaluation criteria are summed and an average is calculated.

	<b>Required Criteria</b> Proponents must pass all 7 of the following criteria in order for their letter of intent to be evaluated.	<b>Pass or Fail</b>
A	Is the proponent Canadian and does it have the business mandate to lead and sustain the initiative (see section 2.5 as a guide)?  Yes = pass No = fail	
B	Do the initiative results impact two or more organizations (such as proponent organization, collaborator organizations or end-user organizations)?  Yes = pass No = fail	
C	Will the initiative result in increased use, or potential for increased use, of the CGDI?  Yes = pass No = fail	
D	Does the initiative support decision making in one of the <b>identified GeoConnections thematic areas as defined in Section 2.4?</b> <ul style="list-style-type: none"> <li>• <i>Public Health:</i> Facilitating <b>Population Health Surveillance</b> or <b>Health Emergency Response and Inter-Emergency Planning</b></li> <li>• <i>Public Safety and Security:</i> Facilitating <b>Critical Infrastructure Identification</b> or <b>Situational Awareness &amp; Management of Consequences</b></li> <li>• <i>Matters of Importance to Aboriginal People:</i> Facilitating <b>Land and Resource Management/Community Planning.</b></li> </ul> Yes = pass No = fail	
E	Is the proponent an end-user, or an enabler with clearly demonstrated involvement of end-users? For Category 4 - Publishing Thematic Data and Category 5 - Thematic Data Standards, proponents may also be authoritative data suppliers, but must identify end-users of the data to be published.  Yes = pass No = fail	
F	For Matters of Importance to Aboriginal People initiatives only; is the proponent or at least one collaborator an Aboriginal organization?  Yes = pass No = fail	

G	<p>Do the proponent and collaborators demonstrate intent to cost-share the total cost of the project with GeoConnections, according to the guidelines set forth for each funding category in this AO?</p> <p>Yes = pass No = fail</p>	
---	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--

## **Evaluation Criteria**

### **1. Using or Contributing to the CGDI**

The proposed initiative:

- A. does not mention any use of, or contribution to, the CGDI
- B. mentions the CGDI in a vague or general way
- C. demonstrates a good understanding of the CGDI and describes a number of potential plans for using, or contributing to, the CGDI
- D. demonstrates an excellent understanding of the CGDI and describes a number of specific plans for using, or contributing to, the CGDI

### **2. Information Sharing**

The proponent:

- A. has no need to share or use distributed geospatial data or information products
- B. has a need to share or use distributed geospatial data or information products from within the proponent organization
- C. has a need to share or use distributed geospatial data or information products with/from others outside the proponent organization
- D. has a need and is mandated to share or use distributed geospatial data or information products with/from others outside the proponent organization

### **3. Commitment**

The proposed initiative:

- A. is not aligned with the mandate of the proponent organization
- B. is somewhat aligned with the mandate and vision of the proponent organization
- C. is well aligned with the mandate and vision of the proponent organization
- D. is well aligned with the mandate and vision of the proponent organization and is integral to their organizational success

### **4. Sustainability**

The project results:

- A. will not be operational or implemented in an operational setting
- B. will be operational or implemented in an operational setting as a pilot or demonstration only
- C. will be operational or implemented in an operational setting and includes plans for future maintenance, use and evolution of project results

D. will be implemented in an operational setting and the Letter of Intent demonstrates a commitment of financial and/or human resources for the maintenance, use and evolution of project results

## 5. Collaborating Organizations

The proposed initiative:

- A. does not involve the collaboration of other groups
- B. involves the required number of collaborating groups
- C. involves the required number of collaborating groups, including a collaboration of a strategic nature
- D. involves more than the required number of collaborating groups, including more than one collaborations of a strongly strategic nature

**NOTE:** This criteria does not apply to Category 4: Publishing Thematic Data

## 6. End-Users

Are the users identified?

- A. The users of the initiative results are not identified
- B. The users of the initiative results are broadly identified i.e. identified by organization
- C. The users of the initiative results are specifically identified i.e. identified by role, profession and are engaged in project activities
- D. The users of the initiative results are specifically identified, are engaged in project activities and are from multiple organizations

## 7. Decision Making

The proposed initiative:

- A. will not result in enhanced decision making
- B. will result in somewhat enhanced decision making
- C. will result in enhanced decision-making on a GeoConnections priority issue
- D. will result in enhanced decision-making in more than one GeoConnections priority issue

## 8. Benefits

The proposed initiative:

- A. will result in no benefits to the proponent organization, collaborators and/or end-user communities

- B. will result in few benefits for the proponent organization, collaborators and/or end-user communities
- C. will result in significant benefits for the proponent organization, collaborators and/or end-user communities
- D. will result in significant, clearly defined benefits that extend beyond the proponent organization, collaborators and end-user communities

## **APPENDIX D: PROPOSAL REVIEW CRITERIA**

### **Proposal Review**

Proposals will be reviewed according to the review criteria below. Each section from the proposal template will be reviewed. Additional proposal criteria specific to each project category may also be used. See Appendix A: Project Guide and the specific project template for details.

The review will be based on whether or not the proposal meets a set of minimum criteria statements as described below under “Review Criteria” and in the project template. Proposals must meet all the criteria in order to be considered for funding. Proposals that fail one or more of the criteria may be modified and resubmitted as long as the proposal deadline has not passed. See Appendix A: Announcement Deadline Table for proposal submission deadlines.

**Note: The proposal review committee will assess proposals using only the information provided in the proposal. No information from other sources will be considered during the review.**

**Proposals are required to pass all of the following criteria in order to be considered for funding. In addition, additional review criteria outlined in the relevant proposal template must also be passed.**

### **Review Criteria**

		<b>Pass or Fail</b>
A	<p><b>Organization Description</b> Is the proponent Canadian, and does it have the business mandate to lead and sustain the project?</p> <p>Yes = pass No = fail</p>	
B	<p><b>Project Thematic Area</b> Does the project support decision making in one of the identified <b>GeoConnections thematic areas</b>:</p> <ul style="list-style-type: none"> <li>• <i>Public Health</i>: Facilitating <b>Population Health Surveillance</b> or <b>Health Emergency Response and Inter-Emergency Planning</b></li> <li>• <i>Public Safety and Security</i>: Facilitating <b>Critical Infrastructure Identification</b> or <b>Situational Awareness &amp; Management of Consequences</b></li> <li>• <i>Matters of Importance to Aboriginal People</i>: Facilitating <b>Land and Resource Management/Community Planning</b>.</li> </ul> <p>Yes = pass No = fail</p>	
C	<p><b>Project Impact</b> Do the project results impact two or more organizations?</p> <p>Yes = pass No = fail</p>	
D	<p><b>Information Sharing</b> Does the project address a need to share or use distributed geospatial data or information products outside the project proponents' organization?</p> <p>Yes = pass No = fail</p>	

E	<p><b>Benefits</b> Will project results have benefits for the project proponents' organization and the collaborating organizations?</p> <p>Yes = pass No = fail</p>	
F	<p><b>Decision Making</b> Will project results enhance decision making* for the proponent organization and the collaborating organizations?</p> <p>Yes = pass No = fail</p> <p>* Enhanced decision making means improved organizational business practices and/or the decision making process</p>	
G	<p><b>Sustainability and Commitment</b> Does the proponent have the mandate and a plan for the maintenance and advancement of project results; identify plans for maintenance and advancement for years 1-5 and identify resources (financial and human resources) responsible for maintaining the results?</p> <p>Yes = pass No = fail</p>	
H	<p><b>Using the CGDI</b> Will project results increase use, or potential use, of the CGDI?</p> <p>Yes = pass No = fail</p>	
I	<p><b>Using the CGDI</b> Does the project explain in detail potential uses of the CGDI and its specific use within the project?</p> <p>Yes = pass No = fail</p>	
J	<p><b>Communications Plan</b> Does the proposal define plans to share and disseminate project results with the general public and with the user community?</p> <p>Yes = pass No = fail</p>	

K	<p><b>Risk Assessment</b> Does the proposal have comprehensive risk identification and outline reasonable mitigation strategies?</p> <p>Yes = pass No = fail</p>	
L	<p><b>Project Team</b> Does the project team have clearly defined roles that match the skills, responsibilities and experience required to deliver project results?</p> <p>Yes = pass No = fail</p>	
M	<p><b>Collaborating Organizations</b> Collaborators may be government departments, Crown corporations, academic institutions, non-profit organizations, or private-sector companies that have a vested interest in the project and contribute to the project financially, either in cash, in-kind or both.</p> <p>Does the project include the collaboration of at least one organization, contributing financially towards the project (includes supporting documentation)? For Category 4: Publishing Thematic Data, collaborators are encouraged but not mandatory.</p> <p>Yes = pass No = fail</p>	
N	<p><b>Project Feasibility &amp; Project Implementation Plan</b> Does the project have a complete and feasible project plan and a reasonably outlined schedule, level of effort and project deliverables?</p> <p>Yes = pass No = fail</p>	
O	<p><b>Budget Summary</b> Are the proponent and collaborators contributing at least 50% towards the total project cost? (40% in the case of Category 2: Capacity Building projects)</p> <p>Yes = pass No = fail</p>	

## APPENDIX E: FORM TO BE COMPLETED FOR QUEBEC PROJECTS

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

See section 8.5 of the AO for information regarding this form. Bill M-30 pertains to any project proponents organizations who receive funding from the government of Quebec. This form must be completed by the person representing the organization. It must be used for funding applications 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 us.

**Project Title:**

**Name of Entity (Organization):**

**Program:**

1) Under section 3.11, is the applicant (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 applicant (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 applicant 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 application along with any appropriate supporting documents.**

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

- Contact (as soon as possible) the program officer in charge of your project for advice on how to proceed.
- Obtain the authorization from the Quebec government or the Minister of Canadian Intergovernmental Affairs (as the case may be) before signing the contribution agreement.
- Provide a copy of this authorization.

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: \_\_\_\_\_

**Excerpts from An Act respecting the Ministère du Conseil Exécutif R.S.Q., c. M-30**

**3.6.2.** In this subdivision,

“government agency” means a legal person or agency that, under its constituting Act, is empowered to make inquiries, issue permits or licences or make regulations for purposes other than its internal management and, if it is a legal person, has one of the following characteristics:

- (1) it is the mandatory or agent of the State or of another government in Canada;
- (2) it enjoys the rights and privileges of a mandatory or agent referred to in paragraph 1;

“municipal body” means

- (1) a municipality;
- (2) a metropolitan community;
- (3) a legal person or body that has one of the following characteristics:
  - (a) a majority of its members are appointed by one or more municipal bodies;
  - (b) more than half of its financing is provided by one or more municipal bodies;
- (4) a group of municipal bodies;

“school body” means

- (1) a school board;
- (2) the Conseil scolaire de l’île de Montréal;
- (3) a legal person or body that has one of the following characteristics:
  - (a) a majority of its members are appointed by one or more school bodies;
  - (b) more than half of its financing is provided by one or more school bodies;
- (4) a group of school bodies.

“public agency” means

- (1) a legal person or agency that, although not a government agency, a municipal body or a school body, has one of the following characteristics:
  - (a) a majority of its members come from the Québec public sector, that is, are appointed by the Government, a minister, a government agency, a municipal body, a school body or another public agency;
  - (b) its personnel is appointed in accordance with the Public Service Act (chapter F-3.1.1);
  - (c) more than half of its financing is derived from Québec public funds, that is from the consolidated revenue fund, a government agency, a municipal body, a school body or another public agency;
- (2) a group of public agencies;

**3.11.** Except to the extent expressly provided for by law, no municipal body or school body may, without the prior authorization of the Government, enter into any agreement with another government in Canada or one of its departments or government agencies, or with a

federal public agency.

The Government may attach such conditions as it determines to the authorization.

Any contravention of the provisions of the first paragraph or any failure to comply with the conditions referred to in the second paragraph entails the nullity of the agreement.

The Minister, concurrently with the minister responsible for or the minister who subsidizes the municipal or school body, shall see to the development of the agreement.

**3.12.** No public agency may, without the prior authorization of the Minister, enter into any agreement with another government in Canada or one of its departments or government agencies, or with a federal public agency.

The minister responsible for or the minister who subsidizes the public agency shall give an advisory opinion on the draft agreement to the Minister before the decision on the application for authorization is made.

The Minister may attach such conditions as he or she determines to the authorization. The Minister may, in particular, fix as a condition that the financing obtained under the agreement referred to in the first paragraph will not be subsequently taken into consideration to determine whether or not the agency is subject to this section.

Any contravention of the provisions of the first paragraph or any failure to comply with the conditions referred to in the third paragraph entails the nullity of the agreement.

The Minister, concurrently with the minister responsible for or the minister who subsidizes the public agency, shall see to the negotiation of the agreement.

**3.12.1.** No government agency, municipal body or school body may, without the prior authorization of the Government, permit or tolerate being affected by any agreement entered into between a third person and another government in Canada or one of its departments or government agencies, or a federal public agency.

The Government may attach such conditions as it determines to the authorization.

The first paragraph also applies to a public agency which, in that case, must obtain prior authorization in writing from the Minister, who may attach such conditions as he or she determines to the authorization. The minister responsible for or the minister who subsidizes the public agency shall give an advisory opinion to the Minister before the decision on the application for authorization is made.

For the purposes of the first paragraph, an agency or body is permitting or tolerating being affected by an agreement when, for instance, it enters into an agreement that is related to an agreement referred to in that paragraph.

Any contravention of the first or third paragraph or any failure to comply with the conditions referred to in the second or third paragraph entails, for the agency or body, the nullity of any stipulation or agreement having any effect whatever in its respect.

**3.13.** The Government, to such extent and subject to such conditions as it determines, may exempt the whole or a part of an agreement or class of agreements which it designates from the application of this division.

# **Appendix F**

## **Category 1**

### **Strategic Planning**

Defining Strategic and Business Plans for Use of the CGDI

Announcement Code: IAO7UC3SP3

## Summary: Strategic Planning

### Note:

Refer to the Announcement of Opportunity associated with this proposal template at the GeoConnections website: <http://www.geoconnections.org> for additional important information.

### What can be applied for?

The goal of the Strategic Planning will be to develop strategic and business plans for the use of sustainable, collaborative geomatics strategies that leverage the Canadian Geospatial Data Infrastructure (CGDI).

Geospatial applications must support decision-making in one of the following GeoConnections thematic areas:

- *Public Health:* Facilitating **Population Health Surveillance or Health Emergency Response and Inter-Emergency Planning**
- *Public Safety and Security:* Facilitating **Critical Infrastructure Identification or Situational Awareness & Management of Consequences**
- *Matters of Importance to Aboriginal People:* Facilitating **Land and Resource Management/Community Planning.**

### How much can be applied for?

GeoConnections will fund up to 50% of a project's cost up to a maximum of \$40,000 exclusive of GST, PST, and HST. See section 8 of this AO for more detail.

### Who do I contact for more information?

Judy Guenette  
CGDI User Readiness Advisor  
GeoConnections  
6th Floor, 615 Booth Street room 612  
Ottawa, Ontario, K1A 0E9  
Telephone: (613) 947-1362  
Facsimile: (613) 947-2410  
Email: [Judy.Guenette@NRCan.gc.ca](mailto:Judy.Guenette@NRCan.gc.ca)

## F1 OBJECTIVE

Strategic planning is critical for the long-term success of geomatics strategies within organizations, especially when dealing with the complexities of collaborative partnerships. It allows disparate organizations to define a shared vision, strengthen partnerships, and coordinate resource use. Effective strategic planning is essential for moving collaborative programs forward and gaining the required support for investments in geomatics and the CGDI.

GeoConnections believes that supporting the development of strategic geomatics plans, and the business plans that aid their implementation, will result in a more effective use of resources. It will also help to support the long-term sustainability of capacity development and systems activities that GeoConnections will be involved in funding over the next two years. GeoConnections program requirements dictate that funding decisions will be based on sound business plans. GeoConnections believes that up-to-date strategic plans are a basic requirement for sound business planning.

### 11.1 Strategic plan

What is it?

For long-term sustainable organizational support, geospatial applications require consideration of corporate wide priorities. Although geospatial applications may be initially deployed in a single department, there must be in place a geospatial strategy that looks at their development and use on a corporate wide scale, and that makes sure that they are aligned with the strategic direction of the entire organization. This alignment, and role definition, requires consideration from the start.

What's it for?

A strategic plan is generally a short document that can provide the foundation and framework for a business plan. It provides a clear explanation of how one or more goals are to be achieved by an organization. It outlines long-term goals and objectives and it details the general strategies the organization will use to achieve these. In addition a strategic plan makes sure that these goals and objectives are aligned with the organization's core business and priorities. Building an organizational geospatial strategy, for the utilization of geospatial information, using a strategic planning process will broaden support for implementation and long-term support as well as better ensure the program's alignment with the goals and priorities of the organization and its partners.

Content:

Content of strategic plans vary and it is up to the proponent to determine what specific questions to address. However, in its broadest sense, a strategic plan has three sections:

- Where are we today?
- Where do we want to be in, for example, 5 years?
- How do we get there?

The first section deals with the present state of the organization. Who are you? What are your vision and mission statements? What is the current status regarding the use of

geospatial information within your organization and its key partners? What are your present strengths and weaknesses? What are the opportunities and threats?

The second section describes where your organization wants to be in a defined number of years and why it feels it should be there. What is your organization's vision for the future? In X years what goals and objectives do you want to have reached? You should be able to define a limited number of strategic goals to strive for. You should also define a series of program goals that will lead to your strategic goals.

The last section deals with determining mechanism to achieve your goals. What is required for your organization to achieve success? What resources do you presently have and what new resources do you need? What modified or new data and technologies do you need? What external factors and partnerships are required to be successful? Lastly, this section should document an implementation strategy describing a phased approach with major targets and timelines. This should be a high-level look at implementation as the business plan will provide implementation details.

#### Planning Process:

Many consider the planning process itself to be as important as the end result, the strategic plan. There are a number of models on how the planning process should take place. However, the most successful processes have a number of common characteristics, including:

- the process has confirmed support from upper management from the beginning;
- the process is led and owned by an in-house committee;
- the process has guidance from a professional planner;
- the process has the involvement of the widest range of stakeholders;
- the process has feedback mechanisms to confirm preliminary and final results;
- and the process has a final product that is approved and championed by upper management.

What ever the process used, it is key to ensure that the widest audience possible is continually informed of the progress of the project. This will help ensure you have the highest level of support and that you receive the greatest amount of feedback possible.

## 11.2 Business plan

What is a business plan?

A business plan is a detailed plan of the justification and implementation of the strategic plan. It also provides a clear and detailed description of what needs to be done to implement the goals of the strategic plan including itemizing the costs that will be incurred. It also lists and describes the benefits that the organization will receive from implementing the strategic plan.

What's it for?

While the strategic plan describes what you want to achieve and why, the business plan provides a detailed description of how you will achieve your objectives, and justifies the use of the necessary resources (when you expect to achieve those goals and how much it will cost). It provides a more detailed view of implementation than that in the strategic plan, thus painting a clearer picture of the requirements, risks and benefits of the plan. It also details

the benefits and justification for implementation, making the case to those who control organizational resources to release the necessary resources and move forward.

**Content:**

Content of business plans vary and it is up to the proponent to determine what specific questions to address. In general, a business plan should contain five broad subject areas:

- Executive summary
- Background
- Benefits and Return on Investment (ROI)
- Requirements and costs
- Options and implementation plan

The executive summary is a concise presentation of the most important details of the business plan.

The background section should include a general overview of the strategic plan and a detailed description of the goals defined in the plan. The program goals, those steps that outline the path to the strategic goals, should be further broken down into sub-goals.

The benefits and return on investment section outlines the case for allocating the resources to implement the plan. Your argument should be based on value measurements and methodologies that are acceptable to your organization. Include both financial and non-financial benefits.

The requirements and costs section describes the conditions and finances that are needed to implement the plan. These include infrastructure, technology, data, and resources, as well as budgets. It should include both immediate costs as well as on-going costs related to maintenance, upgrades, training and staffing. There should also be a section on risks; their assessment as to seriousness and likelihood of occurrence, as well as their mitigation.

The last section should briefly describe different options, why the chosen path is the right one and detail the implementation plan. It should contain implementation details on tasks, deliverables, milestones and staffing. It should also include a detailed budget, a communications plan and outline a reporting mechanism to keep track of progress.

## F2 STRATEGIC PLANNING PROPOSAL TEMPLATE

### Notes

Refer to the Announcement of Opportunity associated with this proposal template at the GeoConnections website: <http://www.geoconnections.org> for project requirements and eligible activities. The contents and requirements of this document are subject to change. Before proceeding with a proposal submission, be sure to obtain the latest version of this document from the website.

Development of the proposal should only start after GeoConnections has accepted the Letter of Intent and requested a proposal. Proposals may be submitted in either English or French. GeoConnections is available to assist proponents in the development of their proposals.

**If you wish to be considered for GeoConnections funding under this opportunity, you must ensure that your proposal is received by GeoConnections no later than midnight (24:00), Pacific Standard Time, on the date defined in the Announcement of Opportunity.**

See Appendix A: Announcement Deadline Table for project proposal submission deadlines.

The proposal should stand alone, as it will be reviewed on its own merits, based on criteria described in Appendix D of this Announcement of Opportunity and the criteria in section F3 of this Appendix. Project proponents should provide all the necessary information to allow for a full and fair review of their proposed work.

Proposals must follow this template. **Proposals that do not follow this template will not be reviewed.**

*Text in italics denotes instructions and should be replaced with your text while regular text identifies section headings and required text.*

GeoConnections will respond by email to all proposals.

*Title of Proposed Project*  
*Project Proponent Organization*

Date proposal sent: *day, month, 2008*  
Proposal is valid until: *day, month, 2008*  
Announcement of Opportunity code: **IAO7UC3SP3**

## Project Summary

<b>Title of Proposed Project</b>				
<b>Lead Organization</b>				
<b>Project Manager's Name</b>				
<b>Manager's Contact Information</b>	Full mailing address:			
	Telephone number:			
	Fax number:			
	Email address:			
<b>Start Date of Project</b>				
<b>End Date of Project</b>				
<b>Duration of Project</b>	<i>Duration in months</i>			
<b>GeoConnections Thematic Area</b>	<i>Aboriginal Matters or Public Health or Public Safety and Security</i>			
<b>Project Description</b>	<i>Brief description (150 words or less), in plain language, of the proposed project and its objectives.</i>			
<b>Project Cost</b>	<i>Total project cost, in Canadian dollars</i>			
<b>GeoConnections Funding</b>	<i>Total amount of requested GeoConnections funding, in dollars</i>			
	<i>Total amount of requested GeoConnections funding, as a percentage of the total project cost</i>			
<b>Project Collaborators</b>	<i>Financial Contribution (Cdn \$)</i>			
		<b>Cash Contribution</b>	<b>In-Kind Contribution</b>	
		<b>Description</b>	<b>Cash value</b>	
<b>Proponent</b>		<i>Describe what the in-kind contribution consists of; for example labour, software, supplies, etc.</i>		
<b>Organization A</b>				
<b>Organization B</b>				

## TABLE OF CONTENTS

*Insert the table of contents here.*

## PROJECT DESCRIPTION

- 

Background: Describe the proposed strategic and business plans development, what methodology you will use and the resources you are willing to commit. Explain why this project is important to your organization and why it should take place now. Explain how the project will help your organization meet its policy and operational needs.

Users: Describe your main users and which of three thematic areas (public health, public safety/security, or matters of importance to Aboriginal peoples) that your project fits under.

Goals: Describe preliminary or possible goals. Give a short narrative of the current state of geomatics in your organization, how you see it in 5+ years and how it will differ from its current state.

CGDI: Describe preliminary thoughts and examples on how the CGDI can be used to meet your goals.

Partnerships: Identify the partnerships and describe their roles and commitment to the project. Describe their relationship with you, the proponent, and any existing formal sharing agreements. Define the kinds of information (data) that could be shared between you and your partners.

Sustainability: Describe the next steps after this project is completed. Assume you have completed strategic and business plans. What happens next? How will you implement the project results? What role will your partners play?

## ORGANIZATION DESCRIPTION

*Describe your organization: its mandate, vision, mission, goals, priorities and factors that influence your business. Describe the existing use of geomatics if any, within your organization, including technologies, resources, partnerships, and outputs.*

## USING THE CGDI

*Describe how your organization can evolve into using the CGDI and what components (policies, standards, technologies or datasets) could benefit your organization. Note that you may find CGDI is not the way forward for your organization but the process followed to come to that conclusion needs to be defined in this section.*

## COMMUNICATIONS PLAN

*Describe how you will share and disseminate project results within your user community and how you will establish links with other initiatives.*

## FEASIBILITY AND RISK

*Identify and evaluate potential challenges or risks in completing and/or sustaining the project. Please fill out the table and add any other applicable risks. Examples of risks include: commitment risks, organization risks, contracting risks, financial risks, human resources risks (such as the availability of qualified personnel or experienced personnel), project dependencies and/or policy issues related to data access (i.e. licensing, intellectual property, copyright, security, privacy etc). Reference to past research, pilot projects, demonstrations, previous experience, and reports can be used in the risk analysis.*

*Evaluate the mitigation statements against the Project Implementation Plan for availability of resources and flexibility to address potential risks. Describe the organizational structure and the level of management support for the project.*

<b>Risk</b>	<b>Severity (high, medium, low)</b>	<b>Probability (high, medium, low)</b>	<b>Mitigation strategies for dealing with each risk</b>

## PROJECT TEAM

*Describe the roles, responsibilities, key skills/relevant experience, and experience of each person assigned to the project including partners, collaborating organizations, and contractors, following the template below. A project organization chart can be included.*

<b>Name:</b>	
<b>Organization:</b>	
<b>Role:</b>	
<b>Responsibilities:</b>	
<b>Key Skills:</b>	

*In circumstances where a project involves more than one organization, Letters of Collaboration must be provided for each organization that is contributing to the project. The Letter of Collaboration must include:*

- *an indication of the organization's interest in the project,*
- *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.*
- *an explanation of the collaborator's role in sustaining the project results past the funding period.*

- *the contact's name and title, full postal address, telephone and fax numbers, e-mail address, and organization's website address.*
- *describe any existing sharing agreements.*

*Letters of Collaboration provided by government agencies at any level are to be signed by an individual at the senior management level (i.e., the person who has authority and responsibility for the allocation and commitment of the resources for this application).*

*Please note that project contractors are not considered to be collaborators unless they are contributing either cash or in-kind labour.*

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

## **PROJECT IMPLEMENTATION PLAN**

*Include a thorough project implementation plan, and clearly indicate the following elements:*

- *Project phases with well-defined activities or tasks for each stage and calendar-based schedule*
- *Project control and tracking methods*
- *Communication and feedback mechanisms (with user community, among collaborators, and with GeoConnections)*
- *Milestones and outputs (below)*

*The project should be divided into phases, with a series of milestones at critical points in the work. Each milestone should be qualified with associated tasks to be completed.*

*Deliverables as well as requests for payments are to be linked to these milestones. The amount of the payments for each milestone should be specified.*

*Complete the table below. The schedule of work is left to the discretion of the project proponent. Outputs as well as requests for payments are to be linked to these milestones.*

- *Column 1 "WBS" – identifies a number for each task and sub-task and milestones.*
- *Column 2 "Task and work breakdown" – describes each task and sub-task and milestone. Sub-tasks must be defined to a maximum of ten days. As a guideline, it is advisable to provide a breakdown / detail on any activity with a total effort of more than 10 days*
- *Column 3 "Duration (days)" is the total length of time in working days that the activity will take.*
- *Column 4 "Organization" – indicates the name of the organization responsible for the task.*
- *Column 5 "Team Members Name" – identifies the actual personnel assigned to carry out the described task.*
- *Column 6 "Days effort/person" – indicates the level of work effort in days for each team member.*
- *Column 7 "Per diem" is the individuals' daily rate. This includes employee benefits up to a maximum of 20 percent. An explanation on how the per diem rate was calculated should*

*be provided. A typical way to calculate labour (labour-rate formula) is: reasonable annual salary, plus reasonable overhead and benefits, divided by a 260.88 billable days in a year. In the case of government personnel, official government rate or rates according to classification level should be used.*

- *Column 8 “Outputs” – indicates all the outputs to be delivered at the milestone.*
- *Column 9 “Start Date” – indicates the date at which the first activity begins.*
- *Column 10 “Delivery Date” – indicates the date for delivery of the final deliverable of a particular milestone.*
- *Column 11 “GeoConnections Contribution by Milestone” indicates GeoConnections share of the cost for that milestone*
- *Column 12 “Total Cost” – indicates the cost – excluding tax (whether funded by cash or in-kind contribution) of the task to be carried out.*

WBS	Task & work breakdown	Duration (days)	Organization	Team Members Name	Days effort/person	Per Diem	Outputs	Start Date	Delivery Date	GeoConnections Contribution by Milestone	Total Cost (excluding tax)
<b>1.</b>	<b>Initiation Phase</b>	<b>18</b>	<b>Company A Subcontractor</b>		<b>14</b>			<b>Dec. 6<sup>th</sup>, 2006</b>			<b>\$8,475</b>
1.1	Travel for project kick-off meeting	3	Company A Subcontractor	F. White T. Greene	2 1	\$600 \$700				\$1200	\$1900
1.2	Project kick-off meeting	7	Company A Subcontractor	J. Brown T. Greene	3 1	\$525 \$700				\$700	\$2275
1.3	Confirm requirements with users	8	Company A Subcontractor	F. White T. Greene	5 2	\$600 \$700				\$3100	\$4400
1.4	Initiation Phase Complete						<b>Milestone Report #1</b>		<b>Dec 22nd, 2006</b>	\$5,000	
<b>2.</b>	<b>Strategic Plan Development Phase</b>	<b>40</b>			<b>33</b>			<b>Jan 23, 2007</b>			<b>\$19,625</b>
2.1	Review existing documents and status	10	Company B	T. Blanc	5	\$600				\$1500	\$3000
2.2	Goal assessment	10	Company B	T. Blanc	10	\$600				\$6000	\$6000
2.3	Write preliminary Strategic Plan document	15	Company B Subcontractor	T. Blanc T. Greene	3 10	\$600 \$700				\$5500	\$8800
2.4	Updated Strategic Plan document from user feedback	5	Company A	J. Brown	5	\$525				\$2000	\$2625
2.5	Strategic Plan Document Complete						<b>Design Document</b>		<b>Mar 12<sup>th</sup>, 2007</b>		
2.6	Strategic Plan Development Phase Complete						<b>Milestone Report #2</b>		<b>Mar 19<sup>th</sup>, 2007</b>	\$15,000	
<b>3.</b>	<b>Business Plan Development Phase</b>	<b>40</b>			<b>30</b>			<b>Mar 16, 2007</b>			<b>\$10,000</b>
3.1	Describe tasks										
3.2											
<b>4.</b>	<b>Project Conclusion Phase</b>	<b>20</b>			<b>20</b>			<b>Apr 11th, 2007</b>			<b>\$15,000</b>
4.1	Describe tasks										
4.2											
	<b>Totals</b>	<b>118</b>			<b>97</b>					<b>\$25,000</b>	<b>\$53,100</b>

## BUDGET SUMMARY

*This budget summary table identifies the project costs and the contributions per collaborating organization. The table conveys eligible expenses incurred by each organization and classification of each expense as a cash or in-kind contribution. A description of each "Project Expense" item should be provided in the "Project Expense and Description" cell. Additional columns can be added for more organizations.*

*The maximum amount of funding from GeoConnections is \$40,000 and must not exceed 50 percent of the project cost.*

### **Notes:**

- *Total federal government assistance cannot exceed 75% of the total cost of the project. However, for Aboriginal organizations (Indian and Northern Affairs Canada (INAC) funding for core services should not be counted as federal.*
- *An organization in Quebec whose operations are partially or fully funded by the Province of Quebec may be subject to the Act Respecting the Conseil exécutif (L.R.Q., chapter M-30). Certain entities, such as municipal bodies, school bodies or public agencies, must obtain an authorization before signing any agreement with the Government of Canada. See Appendix C of this announcement for the form related to Bill M-30.*
- *Ineligible Project Costs Include:*
  - *Costs related to the purchase, acquisition, or to the value of data are not eligible. Costs associated with any activities related to the collection of data are ineligible. Data collection activities cannot be claimed as in-kind even if the data is deemed critical to the success of the project and the data collection takes place within the project time frame.*
  - *Profit*
  - *Pre-project costs*
  - *Background Intellectual Property*
  - *Goods and Services Tax (GST), Provincial Sales Tax (PST) and Harmonized Sales Tax (HST) are ineligible for GeoConnections funding or as an in-kind contribution.*
  - *Hardware. Computers, GPS and surveying equipment cannot be amortized over the life of the project.*
- *Under the training line item, explain who is taking the training and where and why they are taking the training.*

Project Expense and Description	Organization A		Organization B		GeoConnections	Total Project Costs Taxes (GST, PST and HST) not eligible
	In-kind	Cash	In-kind	Cash	Cash	
<p><b>Labour</b> (including benefits – max 20%)  <i>'In-kind' is for people already employed by an organization, 'Cash' is for new contract, people hired for this specific project.</i></p>						
<p><b>Materials, Supplies, Components</b>  <i>In-kind costs cannot be on-going operational costs; for example if your organization pays rent (or electricity or gas) for its office as part of on-going operations, it cannot be claimed as an in-kind contribution since the cost would be incurred regardless of this project.</i>  <i>Administrative costs (postage, courier, photocopying), costs for telecommunications (fax, telephone), meeting rooms, etc. can be claimed.</i>  <i>Overhead costs should be explained as they may be operational costs.</i></p>						
<p><b>Training</b>  <i>Explain who is taking the training, why the training is required, who is providing the training, and the number of days/hours of training</i>  <i>Place it under 'Cash' if you are paying for the training from an organization not financially contributing towards the project</i></p> <p><b>Note:</b> <i>Training must not exceed 15% of the total project cost.</i></p>						

<p><b>Travel and Living</b>  <i>Travel expenses should be detailed. Invoices for transportation and accommodation will need to be provided for repayment. Travel costs will be reimbursed according to the Treasury Board Travel Directive at <a href="http://publiservice.tbs-sct.gc.ca/pubs_pol/hrpubs/TBM_113/t-d-dv_e.asp">http://publiservice.tbs-sct.gc.ca/pubs_pol/hrpubs/TBM_113/t-d-dv_e.asp</a>.</i></p>						
<p><b>Subcontracts</b>  <i>Identify the subcontractor. Tasks and days effort should be identified in the project implementation plan.</i></p>						
<p><b>Other</b></p>						
<p><b>Sub-total</b></p>						
<p><b>TOTAL COSTS</b></p>						
<p><b>Percentage</b></p>		%		%		100%

**APPENDICES: ADDITIONAL RELEVANT INFORMATION**

*Additional relevant information can be included in this section. This can include, for example, strategic planning reports, project team member resumes, business cases, sustainability analyses, prototype details, reports on related projects and initiatives, and user-needs assessments.*









## F3 STRATEGIC PLANNING: ADDITIONAL PROPOSAL REVIEW CRITERIA

### Proposal Review

Refer to Appendix D “Proposal Review Criteria” of the Announcement of Opportunity for the standard criteria applied to all projects. Proposals will be reviewed according to the evaluation criteria described in the Announcement of Opportunity in addition to the criteria described below. Each section from the proposal template will be reviewed.

Additional Review Criteria are as follows:

		Pass or Fail
1	<p><b>Methodology</b> - The project proposes a complete methodology</p> <p>Yes = pass No = fail</p>	
2	<p><b>Geomatics advancement</b> - The goals will advance the use of geomatics within the proponent's organization</p> <p>Yes = pass No = fail</p>	

# **Appendix G**

## **Category 2**

### **Capacity Building**

Projects involving project related hardware, software and training acquisition for organizations preparing to use the Canadian Geospatial Data Infrastructure

Announcement Code: IAO7UC3CP3

## Summary: Capacity Building

### Note:

Refer to the Announcement of Opportunity associated with this proposal template at the GeoConnections website: <http://www.geoconnections.org> for additional important information.

### What can be applied for?

GeoConnections is soliciting proposals to build sustainable capacity to use geomatics<sup>3</sup> for decision-making and support preparations to take advantage of the Canadian Geospatial Data Infrastructure. The goal of capacity building for geomatics will be built around a 14 month project that will incorporate training, infrastructure support, collaboration, and information sharing, to address a specific priority issue of importance for the community within one of the following GeoConnections thematic areas:

- *Public Health:* Facilitating **Population Health Surveillance** or **Health Emergency Response and Inter-Emergency Planning**
- *Public Safety and Security:* Facilitating **Critical Infrastructure Identification** or **Situational Awareness & Management of Consequences**
- *Matters of Importance to Aboriginal People:* Facilitating **Land and Resource Management/Community Planning.**

### How much can be applied for?

GeoConnections will fund up to 60% of a project's cost up to a maximum of \$70,000 exclusive of GST, PST, and HST. See section 8 of this AO for more detail.

### Who do I contact for more information?

Tim West  
CGDI User Readiness Coordinator  
GeoConnections  
6th Floor, 615 Booth Street  
Ottawa, Ontario, K1A 0E9  
Telephone: (613) 947-0114  
Facsimile: (613) 947-2410  
Email: [Tim.West@NRCan.gc.ca](mailto:Tim.West@NRCan.gc.ca)

---

<sup>3</sup> Geomatics is the collecting, managing, analyzing, and integrating of geospatial data. Geospatial or spatial information defines the locations of things that can be mapped or associated with a particular place such as schools and settlements, railways and rivers, administrative boundaries, various areas such as flood susceptible communities, spread of disease, etc.

## 12 OBJECTIVE

This project type is intended to build capacity to take advantage of the Canadian Geospatial Data Infrastructure (CGDI) to address specific priority issues within three GeoConnections thematic areas: **public health, public safety and security, and matters of importance to Aboriginal people**. It will assist targeted user communities to build sustainable geomatics capacity for decision makers who have a need to share geospatial information. It is intended to prepare target user communities for their eventual use of CGDI services, data, and applications.

Proponents that are requesting funding must show GeoConnections that they have an existing strategic geomatics plan and related business plan for the use of geomatics within their organization. If a strategic plan does not exist they should carry out a strategic geomatics planning exercise, or request funding for Project 1: Strategic Planning as well as capacity building.

## 13 CAPACITY BUILDING FOR PREPARING TO USE THE CGDI

Modern geomatics technologies are complex. Because of this complexity, there are a number of major components that must be in place in order for an organization to effectively use, and share, geospatial information via these technologies. The first is the necessary strategic planning to define how geomatics will be used to support organizational goals and objectives, and a business plan for justifying and implementing the strategic plan. In addition, information products, the actual end results of the technology that are used for decision making, must be defined accurately enough so that the processes, data, software/hardware, and knowledge necessary to create them can be identified. Also, appropriate software and hardware must be defined, integrated and maintained. Data needs including their identification, collection, and integration must be defined. Procedures for development of the final information products, whether they are maps, reports, lists, or graphs, must be developed. Finally, people support for training, knowledge transfer, and mentoring must be defined and put in place.

This is a large and complicated undertaking, whether you are just starting geomatics within your organization or expanding existing capacity to take advantage of new business opportunities or new technologies such as the CGDI. This project can help you in this enterprise if:

- You wish to begin using, or expand your present use of, existing modern geomatics technologies,
- You have a need to share geospatial information within your organization and with your external partners,
- You have an up-to-date geomatics strategic plan and associated business plan for your organization, and
- You have a need that addresses one of the listed specific priority issues within one of three defined GeoConnections thematic areas.

### 13.1 Capacity building



This project is intended to build capacity in the use of geospatial information, i.e. increase an organization's ability to use location-based information and related tools for decision making. The capacity building activities should be built around a project that addresses a well-defined need within the organization. This need should have been defined by a planning exercise which looked at the use of geomatics within the organization and its partners and identified a strategy for geomatics use to address specific concerns with information products. See [Appendix F](#) for further information on strategic planning.

The various components (hardware/software, data, and training) within the project, should develop or expand a geomatics-enabled unit that has the capacity to deliver specific information products that help decision-makers address this need.

The capacity building should also position the organization to take advantage of opportunities within the CGDI for the use of relevant applications, services and data. This could include compilation of metadata and development of plans and partnerships for distributing or accessing data via the Internet.

### 13.2 Information sharing

The project should have a clear need for data/information sharing amongst organizations. This could mean that the data required for the project's information products comes from different sources (local, industry, academic, provincial, and/or federal), not just from within the organization. The proposal should identify the required data and its original source. Information sharing needs could also mean that there is a need for the data or information products resulting from this project to be shared outside the organization. The proposal should clearly identify those collaborators, define their need for the data or information, and indicate how the data or information will be shared.

Although it is not a requirement, there is an expectation that data and information sharing will use, or will eventually make use of, the CGDI and the Internet.

### 13.3 User needs

In addition to addressing one of three GeoConnections thematic areas, projects should clearly address an identified priority issue. Project proposals should describe this issue and describe how the enhanced capacity and new information products delivered by the project will meet the needs of the decision-makers and end-users who will utilize them. The proposal should describe the process that was used to consult with decision-makers and end-users to identify their needs and the results of the consultation. The proposal should also show why the priority issue is of importance to the organization and how better decision making regarding the issue will benefit the organization, its collaborators and the community at large.

### **13.4 Business case**

The project must align with the core business of the organization, thus making the project results more sustainable. The project activities must address an existing issue of importance that is a significant part of the business of the organization and must be sustainable beyond the end of the project. The project proposal should show how the project activities fit within the organization's governance structure and mandate. It should also show the organization's clear commitment to maintaining the capacity built by the project by allocating resources to do so after the end of the project.

The project is also expected to be within the technical capacity of the organization and its collaborators. Experience has shown that building geomatics capacity within an organization is much more likely to succeed if local geomatics expertise is available to support the project and the organization after the project is completed. The proposal should show that the organization and/or its collaborators have basic existing computer technology and that local geomatics expertise has been identified (internally, with an external collaborator, or with industry) to support, and sustain, the capacity building activities.

## 14 CAPACITY BUILDING PROPOSAL TEMPLATE

### Notes

Refer to the Announcement of Opportunity associated with this proposal template at the GeoConnections website: <http://www.geoconnections.org> for project requirements and eligible activities. The contents and requirements of this document are subject to change. Before proceeding with a proposal submission, be sure to obtain the latest version of this document from the website.

Development of the proposal should only start after GeoConnections has accepted the Letter of Intent and requested a proposal. Proposals may be submitted in either English or French. GeoConnections is available to assist proponents in the development of their proposals.

**If you wish to be considered for GeoConnections funding under this opportunity, you must ensure that your proposal is received by GeoConnections no later than midnight (24:00), Pacific Standard Time, on the date defined in the Announcement of Opportunity.**

See Appendix A: Announcement Deadline Table for project proposal submission deadlines.

The proposal should stand alone, as it will be reviewed on its own merits, based on criteria described in Appendix D of this Announcement of Opportunity. Project proponents should provide all the necessary information to allow for a full and fair review of their proposed work.

Proposals must follow this template. **Proposals that do not follow this template will not be reviewed.**

*Text in italics denotes instructions and should be replaced with your text while regular text identifies section headings and required text.*

GeoConnections will respond by email to all proposals.

*Title of proposed project*  
*Project Proponent Organization*

Date proposal sent: day, month, 2008  
Proposal is valid until: *day, month, 2008*  
Announcement of Opportunity code: IAO7UC3CP3

## Project Summary

<b>Title of Proposed Project</b>				
<b>Lead Organization</b>				
<b>Project Manager's Name</b>				
<b>Manager's Contact Information</b>	Full mailing address:			
	Telephone number:			
	Fax number:			
	Email address:			
<b>Start Date of Project</b>				
<b>End Date of Project</b>				
<b>Duration of Project</b>	<i>Duration in months</i>			
<b>GeoConnections Thematic Area</b>	<i>Aboriginal Matters or Public Health or Public Safety and Security</i>			
<b>Project Description</b>	<i>Brief description (150 words or less), in plain language, of the proposed project and its objectives.</i>			
<b>Project Cost</b>	<i>Total project cost, in Canadian dollars</i>			
<b>GeoConnections Funding</b>	<i>Total amount of requested GeoConnections funding, in dollars</i>			
	<i>Total amount of requested GeoConnections funding, as a percentage of the total project cost</i>			
<b>Project Collaborators</b>	<i>Financial Contribution (Cdn \$)</i>			
		<b>Cash Contribution</b>	<b>In-Kind Contribution</b>	
		<b>Description</b>	<b>Cash value</b>	
<b>Proponent</b>		<i>Describe what the in-kind contribution consists of; for example labour, software, supplies, etc.</i>		
<b>Organization A</b>				
<b>Organization B</b>				

## ORGANIZATION DESCRIPTION

*Describe the organization leading the proposal (project proponent)--its vision, mission and core business. List the organization's principal clients.*

*Describe the organizations level of computer technology expertise, including its computer network, website, servers, and computer support staff.*

*Describe the organization's present needs regarding geospatial information products, such as maps, air photos, and other remote-sensing images, as well as reports and documents containing location-based or geospatial information. Describe the present status of geomatics and the use of geographic information products within the organization. Describe the in-house expertise available to support geomatics and related applications.*

*Describe possible new uses of geomatics and geospatial information products, and link these uses to the organization's business operations.*

## PROJECT DESCRIPTION

*Describe the purpose of the project and what the organization hopes to accomplish. Describe what the completed project will have contributed to the organization, its collaborators and partners and the community.*

*Clearly define the scope and boundaries of the project. Describe what the project will achieve, and include the project limits. These limits may be geographic (a specific watershed or land block), technical (static map distribution), or institutional (departmental, organizational, or in partnership with external players). Identify the applicable GeoConnections thematic area (identified below) and explain how the project results will address specific priority issues within the thematic area.*

- *Public Health: Facilitating Health Emergency and Inter-Emergency and Population Health Surveillance*
- *Public Safety and Security: Critical Infrastructure Identification or Situational Awareness and Management of Consequences*
- *Matters of Importance to Aboriginal People: Land and Resource Management/Community Planning.*

**Note:** *Projects should be no longer than 14 months in duration*

## USERS, NEEDS AND STRATEGIC PLANS

*Projects should be conducted to respond to a demand for specific geospatial information products from decision-makers that will address an identified priority issue. The priority issue and the information demands to address the issue should have been identified during a planning phase that looked at the use of geomatics within the organization and its partners*

*Describe the consultation process that identified the end-user needs and consultation results. End-users should be listed as well as the kinds of information (maps, reports, tables) they require and how that information will be used.*

***The final report of the planning exercise should be included as an appendix.***

## ANTICIPATED BENEFITS

*Explain the importance of the project as a means for the organization to share information and make better decisions. Include anticipated benefits for the project proponent organization, the collaborating organizations and beyond.*

*Explain the benefits of the information products that will result from this project. Is the information critical to the short-term or long-term success of the organization? Will there be cost savings because they are more efficiently created? Will they directly benefit the organization because it is new information that will foster business? Will they be indirectly beneficial because it helps partners or the community at large.*

## SUSTAINABILITY AND COMMITMENT

*Project results are expected to be operational and sustainable beyond project completion.*

*Summarize the organization's commitment to the project results. Describe plans for maintenance and/or further development of the project results for the next 5 years. Identify who (organization and staff and/or resources) will be responsible for maintaining the results beyond GeoConnections' funding. Describe plans to keep trained staff and how core funding will be maintained.*

*Describe how project results will be disseminated within the organization and, where applicable, beyond.*

## TRAINING PLAN

*Because the objective of this project type is capacity building, it is assumed that staff training will be an important project component. This training must be timely, relevant, and focused.*

*All staff training should be described in this section. Be specific when defining staff training, including who will be trained, what training will occur, where the training will take place, and why the training is necessary. Provide course outlines and background information on trainee skill levels and their positions within the organization.*

## **COMMUNICATIONS PLAN**

*Describe how you will share and disseminate project results within your user community and how you will establish links with other initiatives. Identify approaches you will use to promote your project results to your target users.*

## **USING THE CGDI**

*The goal of this project type is to prepare targeted user communities for using the CGDI.*

*This section should be used to describe how the principles of the CGDI: providing access to data that is closest to the authoritative source via online standards-based services, will be used by your organization, partners and collaborators. Describe how eventual CGDI-use would be implemented. For example, if local copies of provincial base layers currently are being used, describe plans to receive the data via a CGDI web service in the future.*

## **FEASIBILITY AND RISK**

*Identify and evaluate potential challenges or risks in completing and/or sustaining the project. Please fill out the table and add any other applicable risks. Examples of risks include: commitment risks, organization risks, contracting risks, financial risks, human resources risks (such as the availability of qualified personnel or experienced personnel), project dependencies and/or policy issues related to data access (i.e. licensing, intellectual property, copyright, security, privacy etc). Reference to past research, pilot projects, demonstrations, previous experience, and reports can be used in the risk analysis. Evaluate the mitigation statements against the Project Implementation Plan for availability of resources and flexibility to address potential risks. Describe the organizational structure and the level of management support for the project.*

<b>Risk</b>	<b>Severity (high, medium, low)</b>	<b>Probability (high, medium, low)</b>	<b>Mitigation strategies for dealing with each risk</b>

## PROJECT TEAM

*Describe the roles, responsibilities, key skills/relevant experience, and experience of each person assigned to the project including partners, collaborating organizations, and contractors, following the template below. A project organization chart can be included.*

<b>Name:</b>	
<b>Organization:</b>	
<b>Role:</b>	
<b>Responsibilities:</b>	
<b>Key Skills:</b>	

***In circumstances where a project involves more than one organization, Letters of Collaboration must be provided for each organization that is contributing to the project. The Letter of Collaboration must include:***

- *an indication of the organization's interest in the project,*
- *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.*
- *an explanation of the collaborator's role in sustaining the project results past the funding period.*
- *the contact's name and title, full postal address, telephone and fax numbers, e-mail address, and organization' website address.*
- *describe any existing sharing agreements.*

*Letters of Collaboration provided by government agencies at any level are to be signed by an individual at the senior management level (i.e., the person who has authority and responsibility for the allocation and commitment of the resources for this application).*

*Please note that project contractors are not considered to be collaborators unless they are contributing either cash or in-kind labour.*

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

## PROJECT IMPLEMENTATION PLAN

*Include a thorough project implementation plan, and clearly indicate the following elements:*

- *Project phases with well-defined activities or tasks for each stage and calendar-based schedule*
- *Project control and tracking methods*
- *Communication and feedback mechanisms (with community of practice, among collaborators, and with GeoConnections)*
- *Milestones and deliverables (below)*

*The project should be divided into phases, with a series of milestones at critical points in the work. Each milestone should be qualified with associated tasks to be completed. Deliverables as well as requests for payments are to be linked to these milestones. The amount of the payments for each milestone should be specified.*

*Complete the table below. The schedule of work is left to the discretion of the project proponent. Deliverables as well as requests for payments are to be linked to these milestones.*

- *Column 1 “WBS” – identifies a number for each task and sub-task and milestones.*
- *Column 2 “Task and work breakdown” – describes each task and sub-task and milestone. Sub-tasks must be defined to a maximum of ten days. As a guideline, it is advisable to provide a breakdown / detail on any activity with a total effort of more than 10 days*
- *Column 3 “Duration (days)” is the total length of time in working days that the activity will take.*
- *Column 4 “Organization” – indicates the name of the organization responsible for the task.*
- *Column 5 “Team Members Name” – identifies the actual personnel assigned to carry out the described task.*
- *Column 6 “Days effort/person” – indicates the level of work effort in days for each team member.*
- *Column 7 “Per diem” is the individuals’ daily rate. This includes employee benefits up to a maximum of 20 percent. An explanation on how the per diem rate was calculated should be provided. A typical way to calculate labour (labour-rate formula) is: reasonable annual salary, plus reasonable overhead and benefits, divided by a 260.88 billable days in a year. In the case of government personnel, official government rate or rates according to classification level should be used.*
- *Column 8 “Outputs” – indicates all the outputs to be delivered at the milestone.*
- *Column 9 “Start Date” – indicates the date at which the first activity begins.*
- *Column 10 “Delivery Date” – indicates the date for delivery of the final deliverable of a particular milestone.*
- *Column 11 “GeoConnections Contribution by Milestone” indicates GeoConnections share of the cost for that milestone*
- *Column 12 “Total Cost” – indicates the cost – excluding tax (whether funded by cash or in-kind contribution) of the task to be carried out.*

WBS	Task & work breakdown	Duration (days)	Organization	Team Members Name	Days effort/person	Per Die m	Outputs	Start Date	Delivery Date	GeoConnections Contribution by Milestone	Total Cost (excluding tax)
<b>1</b>	<b>Initiation Phase</b>	<b>32</b>	<b>Proponent</b>		<b>35</b>			<b>1-Sep-07</b>	<b>15-Oct-07</b>	<b>\$8,650</b>	<b>\$18,550</b>
			<b>Company A</b>								
			<b>Collaborator A</b>								
			<b>Subcontractor</b>								
1.1	Travel for project kick-off meeting	10	Proponent	J. Brown	2	\$500				\$1,150	\$3,200
			Company A	F. White	2	\$600					
			Collaborator A	T. Greene	1	\$450					
			Subcontractor	C. Blanc	1	\$550					
1.2	Project kick-off meeting	7	Proponent	J. Brown	3	\$500				\$1,750	\$3,700
			Company A	F. White	2	\$600					
			Collaborator A	T. Greene	1	\$450					
			Subcontractor	C. Blanc	1	\$550					
1.3	Confirm strategic/business plan and project plan	15	Proponent	J. Brown	10	\$500	Strategic/Business Plan, Project Plan			\$5,750	\$11,650
			Company A	F. White	5	\$600					
			Collaborator A	T. Greene	2	\$450					
			Subcontractor	C. Blanc	5	\$550					
1.4	Initiation Phase Complete						<b>Milestone Report #1</b>		<b>15-Oct-07</b>		
<b>2</b>	<b>Design Phase</b>	<b>129</b>			<b>135</b>			<b>16-Oct-07</b>	<b>20-Feb-08</b>	<b>\$35,200</b>	<b>\$71,800</b>
2.1	Review user requirements with end users	30	Proponent	J. Brown	20	\$500					\$13,000
			Company A	F. White	2	\$600					
			Collaborator A	T. Greene	4	\$450					
2.2	Data and system requirements review	30	Proponent	J. Brown	20	\$500					\$22,400
			Company A	F. White	10	\$600					
			Collaborator A	T. Greene	2	\$450					
			Subcontractor	C. Blanc	10	\$550					
2.3	Data and system design review	45	Proponent	J. Brown	12	\$500					\$24,150
			Company A	F. White	15	\$600					
			Collaborator A	T. Greene	2	\$450					

			<i>Subcontractor</i>	<i>C. Blanc</i>	15	\$550					
2.4	<i>Updated Design document from user feedback</i>	14	<i>Proponent</i>	<i>J. Brown</i>	2	\$500	<i>Design Document</i>				\$5,850
			<i>Company A</i>	<i>F. White</i>	2	\$600					
			<i>Collaborator A</i>	<i>T. Greene</i>	2	\$450					
			<i>Subcontractor</i>	<i>C. Blanc</i>	5	\$550					
2.5	<i>Develop implementation plan</i>	14	<i>Proponent</i>	<i>J. Brown</i>	5	\$500	<i>Implementation Document</i>				\$6,400
			<i>Company A</i>	<i>F. White</i>	5	\$600					
			<i>Collaborator A</i>	<i>T. Greene</i>	2	\$450					
2.6	<i>Design Phase Complete</i>						<i>Milestone Report #2</i>		<i>20-Feb-08</i>		
<b>3</b>	<b><i>Implementation Phase</i></b>	<b>120</b>			<b>95</b>			<i>21-Feb-08</i>	<i>1-Jul-08</i>		
3.1	<b><i>Describe tasks</i></b>										
3.2											
<b>4</b>	<b><i>Project Conclusion Phase</i></b>	<b>20</b>			<b>16</b>			<i>2-Jul-08</i>	<i>31-Aug-08</i>		
4.1	<b><i>Describe tasks</i></b>										
4.2											
	<b><i>Totals</i></b>	<b>301</b>			<b>281</b>			<i>1-Sep-07</i>	<i>31-Aug-08</i>	<b>\$43,850</b>	<b>\$90,350</b>

## BUDGET SUMMARY

*This budget summary table identifies the project costs and the contributions per collaborating organization. The table conveys eligible expenses incurred by each organization and classification of each expense as a cash or in-kind contribution. A description of each "Project Expense" item should be provided in the "Project Expense and Description" cell. Additional columns can be added for more organizations.*

*The maximum amount of funding from GeoConnections is \$70,000 and must not exceed 60 percent of the project cost.*

### **Notes:**

- *Total federal government assistance cannot exceed 75% of the total cost of the project. However, for Aboriginal organizations INAC funding for core services should not be counted as Federal.*
- *An organization in Quebec whose operations are partially or fully funded by the province of Quebec may be subject to the Act Respecting the Conseil exécutif (L.R.Q., chapter M-30). Certain entities, such municipal bodies, school bodies or public agencies, must obtain an authorization, before signing any agreement with the Government of Canada. See Appendix E of this Announcement for the form related to Bill M-30.*
- *Ineligible Project Costs Include:*
  - *Costs related to the purchase, acquisition, or to the value of data are not eligible. Costs associated with any activities related to the collection of data are ineligible. Data collection activities cannot be claimed as in-kind even if the data is deemed critical to the success of the project and the data collection takes place within the project time frame.*
  - *Profit*
  - *Pre-project costs*
  - *Background Intellectual Property*
  - *Goods and Services Tax (GST), Provincial Sales Tax (PST) and Harmonized Sales Tax (HST) are ineligible for GeoConnections funding or as an in-kind contribution.*
  - *Hardware. Computers, GPS and surveying equipment cannot be amortized over the life of the project.*
- *Under the training line item, explain who is taking the training and where and why they are taking the training.*

<b>Budget Summary</b>						
<b>Project Expense and Description</b>	<b>Organization A</b>		<b>Organization B</b>		<b>GeoConnections</b>	<b>Total Project Costs</b> Taxes (GST, PST and HST) not eligible
	<b>In-kind</b>	<b>Cash</b>	<b>In-kind</b>	<b>Cash</b>	<b>Cash</b>	
<b>Labour</b> (including benefits – max 20%) <i>'In-kind' is for people already employed by an organization</i> <i>'Cash' is for new contracts; people hired for this specific project</i>						
<b>Software</b> <i>List all the software to be used and its purchase price/licensing amortized over the life of the software and the project duration. For example GIS software cost = \$5,000. Life of 5 years. Duration of project 1 year = \$1,000 allowed. 'Use only if you are buying the software for this project=cash. Cannot be used for existing software.</i>						
<b>Materials, Supplies, Components</b> <i>In-kind costs cannot be on-going operational costs; for example if your organization pays rent (or electricity or gas) for its office as part of on-going operations, it cannot be claimed as an in-kind contribution since the cost would be incurred regardless of this project.</i> <i>Administrative costs (postage, courier, photocopying), costs for telecommunications (fax, telephone), meeting rooms, etc. can be claimed.</i> <i>Overhead costs should be explained as they may be operational costs.</i>						
<b>Hardware</b> <i>Hardware expenses directly related to the project.</i> <b>Note:</b> <i>Hardware should not exceed 30% of the total project cost.</i>						

<p><b>Training</b>  <i>Explain who is taking the training, why the training is required, who is providing the training, and the number of days/hours of training</i>  <i>Place it under 'Cash' if you are paying for the training from an organization not financially contributing towards the project</i></p> <p><b>Note:</b> <i>Training must not exceed 50% of the total project cost.</i></p>						
<p><b>Travel and Living</b>  <i>Travel expenses should be detailed. Invoices for transportation and accommodation will need to be provided for repayment.</i>  <i>Travel costs will be reimbursed according to the Treasury Board Travel Directive at <a href="http://publiservice.tbs-sct.gc.ca/pubs_pol/hrpubs/TBM_113/td-dv_e.asp">http://publiservice.tbs-sct.gc.ca/pubs_pol/hrpubs/TBM_113/td-dv_e.asp</a>.</i></p>						
<p><b>Subcontracts</b>  <i>Identify the subcontractor. Tasks and days effort should be identified in the project implementation plan.</i></p>						
<p><b>Other</b></p>						
<p><b>TOTAL COSTS</b></p>						
<p><b>Percentage</b></p>		%		%		100%

## **APPENDICES: ADDITIONAL RELEVANT INFORMATION**

*Additional relevant information can be included in this section. This can include, for example, strategic planning reports, project team member resumes, business cases, sustainability analyses, prototype details, reports on related projects and initiatives, and user-needs assessments.*

# **Appendix H**

## **Category 3**

### **User Needs Assessment**

Projects that will undertake user needs assessments related to geomatics or Canadian Geospatial Data Infrastructure (CGDI) projects

Announcement Code: IAO7UC3UN3

## Summary: User Needs Assessment

### Note:

Refer to the Announcement of Opportunity associated with this proposal template at the GeoConnections website: <http://www.geoconnections.org> for additional important information.

### Why apply?

Before approving funding for publishing thematic data, developing geospatial decision support systems or a regional atlas for decision-making, a user needs assessment (UNA) must be completed. Before developing a proposal for developing a geospatial decision support system, a regional atlas, or to publish thematic data, you must be able to answer the following questions; otherwise, a UNA is required.

1. Indicate the organization and the person who led the UNA.
2. Identify the cities in which the UNA took place as well as the date(s) of the consultation(s).
3. List the different user types; the users of the system or data.
4. Explain the objectives of the UNA.
5. Identify the research methods used.
6. Supply questions that were asked or topics that were addressed (moderator's or interviewers guide or questionnaire or survey).
7. What were the research findings?
8. What priorities/decisions resulted from the UNA?

### What can be applied for?

GeoConnections is supporting the discovery of users needs in order to help organizations use the Canadian Geospatial Data Infrastructure (CGDI) in a more efficient, sustainable and successful manner (by developing systems that use CGDI-endorsed standards or specifications or that make content available via CGDI-endorsed standards or specifications).

User needs must relate to the following three GeoConnections thematic areas:

- *Public Health: Facilitating **Population Health Surveillance or Health Emergency Response and Inter-Emergency Planning***
- *Public Safety and Security: Facilitating **Critical Infrastructure Identification or Situational Awareness & Management of Consequences***
- *Matters of Importance to Aboriginal People: Facilitating **Land and Resource Management/Community Planning.***

**How much can be applied for?**

GeoConnections will fund up to 50% of a project's total cost to a maximum of **\$40,000** exclusive of GST, PST, and HST. In-kind contributions are permitted as leverage.

**Who do I contact for more information?**

Annie Laviolette  
User Needs Advisor  
GeoConnections  
615 Booth St, 6th Floor  
Ottawa, ON, K1A 0E9  
Telephone: (613) 995-4783; Facsimile: (613) 947-2410  
Email: [annie.laviolette@nrcan.gc.ca](mailto:annie.laviolette@nrcan.gc.ca)

## 15 OBJECTIVE

The objective of this project category is to help organizations discover or refine the needs of a community of users. Needs should relate to the design, navigation, and/or content of a decision support system or regional atlas or to specific information required relating to a set of thematic data.

## 16 DESCRIBING A USER NEEDS ASSESSMENT

A user needs assessment (UNA) is a process for discovering and assessing the needs of users by taking into account their ideas and attitudes as well as their needs, wants and preferences on a particular issue. A UNA can help organizations set priorities and make decisions about a program, application or system, or the allocation of resources. An example of a UNA can be found in Appendix 3 of the guide “Understanding Users’ Needs and User-Centered Design” on the GeoConnections web site: <http://www.geoconnections.org/en/resourcelibrary/keyStudiesReports>.

UNAs increase the chances for success and sustainability of a project. In addition, UNAs help:

- define the users of, and the demand for, a new product
- ensure that the new product will meet the needs of its intended users
- define, explore and solve users’ problems
- ensure priorities and opportunities are based on user requirements
- ensure accountability in the allocation of public resources.

The first step in a UNA is to identify the main users of the thematic data, the regional atlas or geospatial decision-support system. A user community is a group of people who share an interest in a topic (or an “issue domain”), who continually interact, who accumulate and disseminate knowledge, who share common concerns or problems and who might have common requirements of the CGDI. A technical application may serve more than one user community. For instance, the broad environment and sustainable development user community may be narrowed down to a land-use planning user community which, in turn, may be profiled further. User profiling may be differentiated based upon type of use, context of use, knowledge, motivation, qualifications, responsibilities, etc. For example, users of a land-use planning application could include land-use planners, consultants, non-government organizations and a resource extraction industry. Each of these will have different requirements and questions. By profiling the different types of users it ensures their different needs will be identified and that what is being developed will meet their needs.

For a technical application to be truly user-driven, the proposal to develop an application/system must come from the user community. For example, a proposal to develop a land-use planning application should come from a land-use planner and not a

data supplier, application developer or software vendor. However, in the case of making data available for a land-use planning application, a data supplier could submit a proposal to make the data available but would need to consult users in order to determine what their specific needs are in terms of required properties; for example what are users' needs regarding watershed data? What should this data set include?

## **17 METHODOLOGY FOR DISCOVERING USERS' NEEDS**

Once the users of the geospatial decision support system, regional atlas or thematic data are identified, they can be contacted to determine what their needs are. A list of users to be contacted for the research should be created for each use profile. The research process typically uses qualitative methods (e.g. focus groups, interviews) and/or quantitative methods (e.g. surveys, questionnaires).

A full methodology for determining user needs can be found in the guide "Understanding Users' Needs and User-Centered Design" on the GeoConnections web site:

[http://www.geoconnections.org/publications/Key\\_documents/UNA\\_UCD\\_Guide\\_E.pdf](http://www.geoconnections.org/publications/Key_documents/UNA_UCD_Guide_E.pdf)

## **18 GEOCONNECTIONS FUNDING FOR A USER NEEDS ASSESSMENT**

Given the importance of user-driven systems, interfaces and content to the success and sustainability of the CGDI, GeoConnections has chosen to provide financial support to user needs assessments. User needs assessments must include how the CGDI will be used in the future and should address technology, standards or specifications, services and/or policies.

GeoConnections funds only cost-shared projects in which the project proponent and its partners provide at least 50% of the total project cost through cash or in-kind contributions. The maximum amount of money GeoConnections will contribute towards a UNA in this announcement of opportunity is \$40,000.

## **19 USING RESEARCH PROFESSIONALS**

GeoConnections recommends that an independent research professional be hired to conduct the user needs assessment. Research professionals are recommended in order to:

- provide guidance and assistance;
- ensure impartiality in the assessment process;
- ensure that the research methods are appropriate for the type of results that are sought;
- ensure research questions are well worded; and
- identify participants, conduct interviews and provide facilities, when required.

## **20 CONSIDERATIONS FOR USER NEEDS ASSESSMENTS**

Before funding geospatial decision support system, regional atlas or thematic data projects, GeoConnections asks that end users and CGDI uses are properly identified (see Appendix C, Criteria 2 and Appendix D criteria G & J). In making this assessment, GeoConnections evaluates the sufficiency of user needs assessment activities. GeoConnections recommends that project proponents use these criteria when planning and conducting their UNA:

**Focus on user;**

The UNA:

- clearly focuses on one of the priority issues within the three listed GeoConnections thematic areas
- clearly describes the business rationale for the application or system
- identifies content and/or services which must be provided
- identifies user requirements for key functionality or data properties
- identifies technology requirements to support user needs
- identifies any policies needed to resolve user issues
- demonstrates awareness that business goals/requirements may need to be adjusted based on outcomes
- identifies specific intended user community
- identifies user characteristics which will (or are hypothesized to) impact use of an application or system
- lists sources of relevant user feedback
  - and provides description of relevant sources
- lists data required (not applicable for content)
  - and provides its sources (data providers)

**Research Methods**

The UNA:

- includes clear and specific research objectives
- research issues/questions are clearly identified
  - research questions provide information on user communities (what they do, how they think)
  - research questions provide information on user tasks/activities
  - research questions provide information on user context of use
- participants correspond to the identified users or managers of the product
- research results are communicated in terms of inputs for design
- research results have been communicated back to key users/stakeholders with the opportunity to provide clarification to the researcher/presenter

**Focus on Usage**

The UNA:

- identifies key activities or tasks performed by users
  - captures task information in a form easily used and understood by designers /developers
- identifies any context of use for users
  - describes what is known about context of use and impact on application/ service use

## 21 USER NEEDS ASSESSMENT PROPOSAL TEMPLATE

### Notes

Refer to the Announcement of Opportunity associated with this proposal template at the GeoConnections website: <http://www.geoconnections.org> for project requirements and eligible activities. The contents and requirements of this document are subject to change. Before proceeding with a proposal submission, be sure to obtain the latest version of this document from the website.

Development of the proposal should only start after GeoConnections has accepted the Letter of Intent and requested a proposal. Proposals may be submitted in either English or French. GeoConnections is available to assist proponents in the development of their proposals.

**If you wish to be considered for GeoConnections funding under this opportunity, you must ensure that your proposal is received by GeoConnections no later than midnight (24:00), Pacific Standard Time, on the date defined in the Announcement of Opportunity.**

See Appendix A: Announcement Deadline Table for project proposal submission deadlines.

The proposal should stand alone, as it will be reviewed on its own merits, based on criteria described in Appendix D of this Announcement of Opportunity and the criteria in section H8 of this Appendix. Project proponents should provide all the necessary information to allow for a full and fair review of their proposed work.

Proposals must follow this template. **Proposals that do not follow this template will not be reviewed.**

*Text in italics denotes instructions and should be replaced with your text while regular text identifies section headings and required text.*

GeoConnections will respond by email to all proposals.

*Title of proposed project*  
*Project Proponent Organization*

Date proposal sent: day, month, 2008  
Proposal is valid until: *day, month, 2008*  
Announcement of Opportunity code IA07UC3UN3

**PROJECT SUMMARY**

<b>Title of Proposed Project</b>			
<b>Lead Organization</b>			
<b>Project Manager's Name</b>			
<b>Manager's Contact Information</b>	Full mailing address:		
	Telephone number:		
	Fax number:		
	Email address:		
<b>Start Date of Project</b>			
<b>End Date of Project</b>			
<b>Duration of Project</b>	<i>Duration in months</i>		
<b>GeoConnections Thematic Area</b>	<i>Aboriginal Matters or Public Health or Public Safety and Security</i>		
<b>Project Description</b>	<i>Brief description (150 words or less), in plain language, of the proposed project and its objectives.</i>		
<b>Project Cost</b>	<i>Total project cost, in Canadian dollars</i>		
<b>GeoConnections Funding</b>	<i>Total amount of requested GeoConnections funding, in dollars</i>		
	<i>Total amount of requested GeoConnections funding, as a percentage of the total project cost</i>		
<b>Project Collaborators</b>	<i>Financial Contribution (Cdn \$)</i>		
	<b>Cash Contribution</b>	<b>In-Kind Contribution</b>	
		<b>Description</b>	<b>Cash value</b>
<b>Proponent</b>		<i>Describe what the in-kind contribution consists of; for example labour, software, supplies, etc.</i>	
<b>Organization A</b>			
<b>Organization B</b>			

## ORGANIZATION DESCRIPTION

*Describe your organization including its mandate and vision, current products and/or services, and priorities and/or factors that influence your business. Describe the use of geomatics within your organization, including technologies. Explain how and why you need to share information within and outside of your organization. List the organizations with whom you should share information. Describe collaborating organizations including their mandate and vision, current products and/or services, and priorities and/or factors that influence their business. If the organizations with whom you should share information are not collaborating on the project, explain why.*

## PROJECT DESCRIPTION

*Briefly describe the objectives of the user needs assessment. Explain what you hope to learn about the users of the application/system you want to develop (or modify) or about the users of the data content you want to make available.*

*Explain why this project is important to your organization and why it should take place now.*

*Identify which CGDI-endorsed standards, specifications, services and technologies may be used in the future and describe how these standards could be used. For example, WFS to retrieve and edit information on land use. See the GeoConnections website under Developers' section for more information on CGDI-endorsed standards and specifications: <http://www.geoconnections.org/en/communities/developers/standards>*

*Define the geographic region that the application or content will serve (name of communities, township(s), province(s), etc.)*

*Identify the GeoConnections thematic area(s) (from below) and explain how the project results will address specific priority issue(s) within the thematic area(s).*

- Public Health: Facilitating Population Health Surveillance or Health Emergency Response and Inter-Emergency Planning*
- Public Safety and Security: Facilitating Critical Infrastructure Identification or Situational Awareness & Management of Consequences*
- Matters of Importance to Aboriginal People: Facilitating Land and Resource Management/Community Planning.*

*Identify your target audience and describe the proposed methodology you will use for the user requirements study. Identify locations (cities/provinces) where the consultation will take place. For example, the target audience of a health UNA for region X are epidemiologists. The plan is to interview (by telephone) 8 epidemiologists; four for city A, three for city B, one for town C since they are all collaborating on the project.*

## SUSTAINABILITY

*Describe the next steps after the user needs assessment project is completed. How will you implement the project results? What role will your collaborators play?*

## COMMUNICATIONS PLAN

*Describe how you will share and disseminate results of the user needs assessment i.e. presentations, post on the web, conferences, demonstrations, press releases....*

## FEASIBILITY AND RISK

*Identify and evaluate potential challenges or risks in completing and/or sustaining the project. Please fill out the table and add any other applicable risks. Examples of risks include: commitment risks, organization risks, contracting risks, financial risks, human resources risks (such as the availability of qualified personnel or experienced personnel), project dependencies and/or policy issues related to data access (i.e. licensing, intellectual property, copyright, security, privacy etc). Reference to past research, pilot projects, demonstrations, previous experience, and reports can be used in the risk analysis. Evaluate the mitigation statements against the Project Implementation Plan for availability of resources and flexibility to address potential risks. Describe the organizational structure and the level of management support for the project.*

<b>Risk</b>	<b>Severity (high, medium, low)</b>	<b>Probability (high, medium, low)</b>	<b>Mitigation strategies for dealing with each risk</b>

## PROJECT TEAM

*Describe the roles, responsibilities, key skills/relevant experience, and experience of each person assigned to the project including partners, collaborating organizations, and contractors, following the template below. A project organization chart can be included.*

<b>Name:</b>	
<b>Organization:</b>	
<b>Role:</b>	
<b>Responsibilities:</b>	
<b>Key Skills:</b>	

***In circumstances where a project involves more than one organization, Letters of Collaboration must be provided for each organization that is contributing to the project. The Letter of Collaboration must include:***

- *an indication of the organization's interest in the project,*
- *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.*
- *an explanation of the collaborator's role in sustaining the project results past the funding period.*
- *the contact's name and title, full postal address, telephone and fax numbers, e-mail address, and organization's website address.*
- *describe any existing sharing agreements.*

*Letters of Collaboration provided by government agencies at any level are to be signed by an individual at the senior management level (i.e., the person who has authority and responsibility for the allocation and commitment of the resources for this application).*

*Please note that project contractors are not considered to be collaborators unless they are contributing either cash or in-kind labour.*

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

## PROJECT IMPLEMENTATION PLAN

*Include a thorough project implementation plan, and clearly indicate the following elements:*

- *Project phases with well-defined activities or tasks for each stage and calendar-based schedule*
- *Project control and tracking methods*
- *Communication and feedback mechanisms (with community of practice, among collaborators, and with GeoConnections)*
- *Milestones and deliverables (below)*

*The project should be divided into phases, with a series of milestones at critical points in the work. Each milestone should be qualified with associated tasks to be completed. Deliverables as well as requests for payments are to be linked to these milestones. The amount of the payments for each milestone should be specified.*

*Complete the table below. The schedule of work is left to the discretion of the project proponent. Deliverables as well as requests for payments are to be linked to these milestones.*

- *Column 1 “WBS” – identifies a number for each task and sub-task and milestones.*
- *Column 2 “Task and work breakdown” – describes each task and sub-task and milestone. Sub-tasks must be defined to a maximum of ten days. As a guideline, it is advisable to provide a breakdown / detail on any activity with a total effort of more than 10 days*
- *Column 3 “Duration (days)” is the total length of time in working days that the activity will take.*
- *Column 4 “Organization” – indicates the name of the organization responsible for the task.*
- *Column 5 “Team Members Name” – identifies the actual personnel assigned to carry out the described task.*
- *Column 6 “Days effort/person” – indicates the level of work effort in days for each team member.*
- *Column 7 “Per diem” is the individuals’ daily rate. This includes employee benefits up to a maximum of 20 percent. An explanation on how the per diem rate was calculated should be provided. A typical way to calculate labour (labour-rate formula) is: reasonable annual salary, plus reasonable overhead and benefits, divided by a 260.88 billable days in a year. In the case of government personnel, official government rate or rates according to classification level should be used.*
- *Column 8 “Outputs” – indicates all the outputs to be delivered at the milestone.*
- *Column 9 “Start Date” – indicates the date at which the first activity begins.*
- *Column 10 “Delivery Date” – indicates the date for delivery of the final deliverable of a particular milestone.*
- *Column 11 “GeoConnections Contribution by Milestone” indicates GeoConnections share of the cost for that milestone*
- *Column 12 “Total Cost” – indicates the cost – excluding tax (whether funded by cash or in-kind contribution) of the task to be carried out.*

WBS	Task & work breakdown	Duration (days)	Organization	Team Members Name	Days effort/person	Per Diem	Outputs	Start Date	Delivery Date	GeoConnections Contribution by milestone	Total Cost (excluding tax)
<b>1.</b>	<b>Initiation Phase</b>	<b>18</b>			<b>14</b>			<b>March 6, 2007</b>			<b>\$6,975</b>
1.1	Travel for project kick-off meeting	3	Org A Subcontractor	F. White T. Greene	2 1	\$600 \$700					\$1,900
1.2	Project kick-off meeting	7	Org A Subcontractor	J. Brown T. Greene	3 1	\$525 \$700					\$2,275
1.3	Profile users	4	Subcontractor	T. Greene	2	\$700					\$1,400
1.4	Examine existing material	4	Subcontractor	T. Greene	2	\$700					\$1,400
1.5	Initiation Phase Complete						<b>Milestone Report #1</b>		<b>March 30, 2007</b>	\$4,000	
<b>2.</b>	<b>User consultation</b>	<b>40</b>			<b>33</b>			<b>April 2, 2007</b>			<b>\$20,425</b>
2.1	Task A	10	Org B	T. Blanc	5	\$600					\$3,000
2.2	Task B	10	Org B	T. Blanc	10	\$600					\$6,000
2.3	Task C	15	Org B Subcontractor	T. Blanc T. Greene	3 10	\$600 \$700					\$8,800
2.4	Task D	5	Org A	J. Brown	5	\$525					\$2,625
2.5							<b>Design Document &amp; Milestone Report #2</b>		<b>May 18, 2007</b>	\$14,000	
<b>3.</b>	<b>Analysis of results</b>	<b>40</b>			<b>30</b>			<b>May 21, 2007</b>			<b>\$11,000</b>
3.1	Task E	#	Org	Name	#	\$					
3.2	Task F, etc	#	Org	Name	#	\$					
3.3							<b>Final Report &amp; Milestone Report #3</b>		<b>July 10, 2007</b>	\$5,000	
<b>4.</b>	<b>Project Conclusion Phase</b>	<b>20</b>			<b>20</b>			<b>July 11, 2007</b>			<b>\$14,000</b>
4.1	Task X	#	Org	Name	#	\$					
4.2							<b>Plan for implementing results of UNA &amp; Milestone Report # 4</b>		<b>July 30, 2007</b>	\$2,000	
	<b>Totals</b>	<b>118</b>			<b>97</b>					<b>\$25,000</b>	<b>\$52,400</b>

## BUDGET SUMMARY

*This budget summary table identifies the project costs and the contributions per collaborating organization. The table conveys eligible expenses incurred by each organization and classification of each expense as a cash or in-kind contribution. A description of each "Project Expense" item should be provided in the "Project Expense and Description" cell. Additional columns can be added for more organizations.*

*The maximum amount of funding from GeoConnections is \$40,000 and must not exceed 50 percent of the project cost.*

### **Notes:**

- *Total federal government assistance cannot exceed 75% of the total cost of the project. However, for Aboriginal organizations (Indian and Northern Affairs Canada (INAC) funding for core services should not be counted as federal.*
- *An organization in Quebec whose operations are partially or fully funded by the Province of Quebec may be subject to the Act Respecting the Conseil exécutif (L.R.Q., chapter M-30). Certain entities, such as municipal bodies, school bodies or public agencies, must obtain an authorization before signing any agreement with the Government of Canada. See Appendix C of this announcement for the form related to Bill M-30.*
- *Ineligible Project Costs Include:*
  - *Costs related to the purchase, acquisition, or to the value of data are not eligible. Costs associated with any activities related to the collection of data are ineligible. Data collection activities cannot be claimed as in-kind even if the data is deemed critical to the success of the project and the data collection takes place within the project time frame.*
  - *Profit*
  - *Pre-project costs*
  - *Background Intellectual Property*
  - *Goods and Services Tax (GST), Provincial Sales Tax (PST) and Harmonized Sales Tax (HST) are ineligible for GeoConnections funding or as an in-kind contribution.*
  - *Hardware. Computers, GPS and surveying equipment cannot be amortized over the life of the project.*
- *Under the training line item, explain who is taking the training and where and why they are taking the training.*

<b>Budget Summary</b>						
<b>Project Expense and Description</b>	<b>Organization A</b>		<b>Organization B</b>		<b>GeoConnections</b>	<b>Total Project Costs</b> Taxes (GST, PST and HST) not eligible
	<b>In-kind</b>	<b>Cash</b>	<b>In-kind</b>	<b>Cash</b>	<b>Cash</b>	
<b>Labour</b> (including benefits – max 20%) <i>'In-kind' is for people already employed by an organization</i> <i>'Cash' is for new contracts; people hired for this specific project</i>						
<b>Software</b> <i>List all the software to be used and its purchase price/licensing amortized over the life of the software and the project duration. For example ArcGIS cost \$5,000. Life of 5 years. Duration of project 1 year = \$1,000 allowed.</i> <i>'In-kind' is used if you already possess the software 'Cash' if you are buying the software for this project</i>						
<b>Training</b> <i>Explain who is taking the training, why the training is required, who is providing the training, and the number of days/hours of training</i> <i>Place it under 'Cash' if you are paying for the training from an organization not financially contributing towards the project</i>  <b>Note:</b> <i>Training should not exceed 15% of the total project cost.</i>						

<p><b>Materials, Supplies, Components</b>  <i>In-kind costs cannot be on-going operational costs; for example if your organization pays rent (or electricity or gas) for its office as part of on-going operations, it cannot be claimed as an in-kind contribution since the cost would be incurred regardless of this project.</i>  <i>Administrative costs (postage, courier, photocopying), costs for telecommunications (fax, telephone), meeting rooms, etc. can be claimed.</i>  <i>Overhead costs should be explained as they may be operational costs.</i></p>						
<p><b>Travel and Living</b>  <i>Travel expenses should be detailed. Invoices for transportation and accommodation will need to be provided for repayment.</i>  <i>Travel costs will be reimbursed according to the Treasury Board Travel Directive at <a href="http://publiservice.tbs-sct.gc.ca/pubs_pol/hrpubs/TBM_113/td-dv_e.asp">http://publiservice.tbs-sct.gc.ca/pubs_pol/hrpubs/TBM_113/td-dv_e.asp</a>.</i></p>						
<p><b>Subcontracts</b>  <i>Identify the subcontractor. Tasks and days effort should be identified in the project implementation plan.</i></p>						
<b>Other</b>						
<b>TOTAL COSTS</b>						
<b>Percentage</b>		%		%		%
						<b>100%</b>

## APPENDICES: ADDITIONAL RELEVANT INFORMATION

*Additional relevant information can be included in this section. This can include, for example, strategic planning reports, project team member resumes, business cases, sustainability analyses, prototype details, reports on related projects and initiatives, and user-needs assessments.*

## 22 USER NEEDS ASSESSMENT: ADDITIONAL PROPOSAL REVIEW CRITERIA

### Proposal Review

Refer to Appendix D “Proposal Review Criteria” of the Announcement of Opportunity for the standard criteria applied to all projects. Proposals will be reviewed according to the evaluation criteria described in the Announcement of Opportunity in addition to the criteria described below. Each section from the proposal template will be reviewed.

Additional Review Criteria are as follows:

	<b>Criteria</b>	<b>Pass or fail</b>
A	<p><b>Methodology</b></p> <p>The proposal outlines a complete, detailed methodology and is supported by an experienced researcher</p> <p>Yes= pass No = fail</p>	

# **Appendix I**

## **Category 4**

### **Publishing Thematic Data**

Projects that will publish geospatial data online through the  
Canadian Geospatial Data Infrastructure (CGDI)

Announcement Code: IAO7IC3TD3

## Summary: Publishing Thematic Data

### Note:

Refer to the Announcement of Opportunity (AO) associated with this proposal template at the GeoConnections website: <http://www.geoconnections.org> for additional important information.

### What project can be applied for?

GeoConnections is soliciting proposals for projects to publish geospatial data online through the Canadian Geospatial Data Infrastructure (CGDI). Projects must make use of standards endorsed by GeoConnections (See Section 6.1).

GeoConnections is aiming to increase the supply of interoperable and reliable geospatial data that is accessible online through the CGDI. GeoConnections is also supporting the data needs of user communities within one of three thematic areas: public health, public safety and security, and matters of importance to Aboriginal People.

Thematic data must support decision-making in one or more of the following GeoConnections thematic areas:

- *Public Health*: Facilitating **Population Health Surveillance or Health Emergency Response and Inter-Emergency Planning**
- *Public Safety and Security*: Facilitating **Critical Infrastructure Identification or Situational Awareness & Management of Consequences**
- *Matters of Importance to Aboriginal People*: Facilitating **Land and Resource Management/Community Planning**.

### Who can apply?

Proposals will be accepted from data suppliers from government departments or agencies (local, regional, provincial/territorial, or federal), Crown corporations, academic institutions, private sector, non-government and Aboriginal organizations.

**How much can be applied for?**

GeoConnections will fund up to 50% of a project's cost up to a maximum of \$75,000 exclusive of GST, PST, and HST. In-kind contributions are permitted as leverage. See Section 8 of the AO for more detail.

**Who do I contact for more information?**

For all **technical** enquiries should be directed in writing, preferably by e-mail to:

Ken Marshall  
CGDI Content Advisor, GeoConnections  
Room 622, 615 Booth Street  
Ottawa, ON K1A 0E9  
Telephone: (613) 947-7074  
Facsimile: (613) 947-2410  
Email: [ken.marshall@nrcan.gc.ca](mailto:ken.marshall@nrcan.gc.ca)

## 23 OBJECTIVE

GeoConnections is soliciting proposals for projects to publish geospatial data online by using the Canadian Geospatial Data Infrastructure (CGDI). Projects must make use of standards and specifications endorsed by GeoConnections.

The main objectives of this opportunity are to:

- Increase the supply of geospatial data accessible online through the CGDI that is standards-based and/or maintained closest to the authoritative source; and
- Support the thematic data needs of user communities within one of three thematic areas: public health, public safety and security, and matters of importance to Aboriginal People.

For this opportunity, data must be:

- Related to:
  - *Public Health*: Population Health Surveillance or Health Emergency Response and Inter-Emergency Planning
  - *Public Safety and Security*: Critical Infrastructure Identification or Situational Awareness and Management of Consequences
  - *Matters of Importance to Aboriginal People*: Land and Resource Management/Community Planning
- Distributed closest to the authoritative source
- Published with metadata and standards-based internet services

Terms are defined in Section 2.1.

Funding for thematic data projects will be based on proposals that meet the needs of user communities (see section 5 of the Announcement of Opportunity) and for which a user needs assessment (UNA) has been completed. The UNA must be provided to GeoConnections as an annex and answers to the following questions must be provided:

9. Who led the UNA (name of person and organization who led the project)?
10. Where and when did the UNA take place?
11. Who are the users?
12. What were the objectives of the UNA?
13. What research methods were used?
14. What questions were asked?
15. What were the research findings?
16. What priorities/decisions resulted from the UNA?

## 24 BACKGROUND

### 24.1 Description of Distributed Thematic Data Content

In order to understand what GeoConnections means by “distributed thematic data content”, the expression is defined below.

#### Thematic Data

GeoConnections defines thematic data as those datasets that describe the characteristics of geospatial features, providing information on specific topics, such as water quality, historical flood areas, or healthcare facility locations. Thematic data attributes are geospatially referenced so they can be tied to locations on the Earth. Almost any subject that can be expressed as a geographical distribution or has a location-based component can be mapped.

Thematic data sets belong to a different classification of data layers than data classified as base or ‘framework’ data. GeoConnections considers framework data as the set of continuous and fully integrated basic geospatial data that provides context and reference information for the country. However, thematic data sets can often be aligned to framework data layers (e.g. administrative boundaries, road networks and satellite imagery).

#### Distributed Data

Distributed data is data that resides or is disseminated from the closest to authoritative source of collection, maintenance and distribution. In a distributed access environment, data can be accessed from the definitive source even if databases are in different locations than a client application. For example, the user of a client application may overlay data requested from two different database servers: historical flood data maintained by a provincial government data supplier and property data maintained by a local municipality. Providing access to decentralized data at its authoritative source is the preferred practice within the CGDI rather than creating centralized data repositories. See Figure 1.

#### Data Content

Geospatial Data Infrastructures employ web mapping client applications, which connect to distributed database servers through the Internet to access dynamic map data and images. Standards-based internet services such as CGDI-endorsed specifications like the *Web Map Service* and *Web Feature Service* can be implemented to access maps and geospatial data online. Web mapping clients benefit from eliminating the need for exhaustive data management budgets and acquiring up to date geospatial information from its authoritative provider. Another essential component of data content is metadata, or ‘information about data’. Metadata answers ‘who, what, where, when, why, and how’ about every facet of the data or service being documented.

Together, metadata, and distributed thematic datasets as enabled through web services are what GeoConnections terms ‘distributed thematic data content’. For the purposes of this Announcement we will consistently use the term ‘thematic data’.

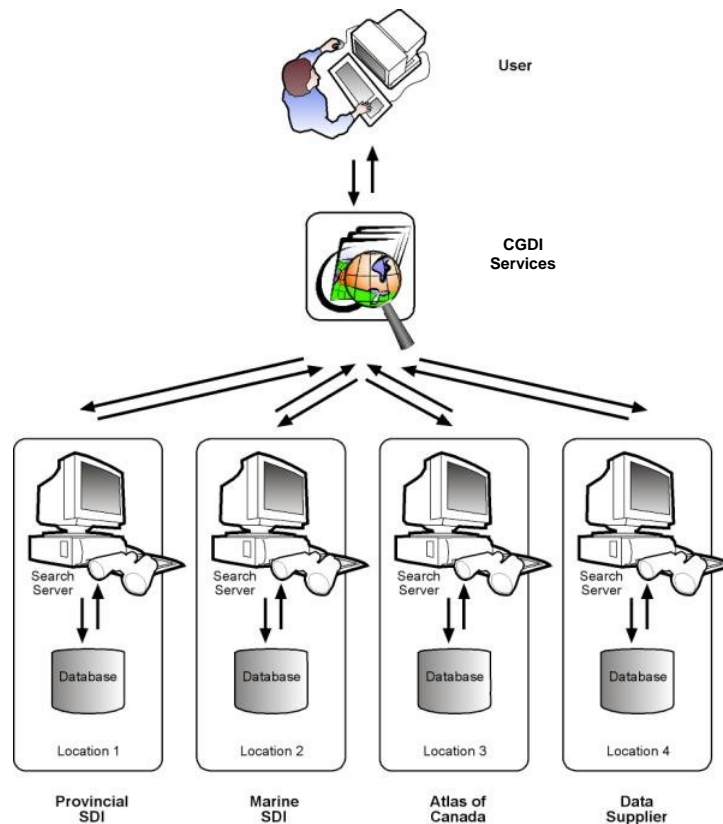


Figure 1

## 24.2 Contributing Data and Services to the CGDI

Projects will connect thematic data through web services to the Canadian Geospatial Data Infrastructure (CGDI), in accordance with CGDI-endorsed standards and specifications. Proposals should contain a list of data and web services resulting from the project that will be published to the CGDI. Web services, in this sense, are not the same as a 'website'. Web services, as defined by CGDI, do not require a web site in order to operate. Rather, a web service is a software system or mechanism that enables a database (connected to a network) to interact (query and respond) with an application or client. These services support interoperable interactions over networks such as the Internet.

Where possible, projects should support the integration of unrelated datasets in a distributed environment. Project proponents will ensure this is possible by:

- Enabling interoperability through the application of CGDI-endorsed standards and specifications for data access and exchange;
- Ensuring horizontal and vertical alignment or integration of project data with framework data layers (see GeoBase.ca);
- Adhering to any applicable data models and standards used in thematic communities (e.g. Biological Data Profile of the Content Standard for Digital Geospatial Metadata).

GeoConnections also provides on-line training related to publishing data at: [http://www.geoconnections.org/publications/training\\_manual/e/](http://www.geoconnections.org/publications/training_manual/e/) and a developers' guide at: [http://www.geoconnections.org/publications/Technical\\_Manual/html\\_e/cgdiindex.html](http://www.geoconnections.org/publications/Technical_Manual/html_e/cgdiindex.html).

## 25 PUBLISHING THEMATIC DATA PROPOSAL TEMPLATE

### Notes

Refer to the Announcement of Opportunity associated with this proposal template at the GeoConnections website: <http://www.geoconnections.org> for project requirements and eligible activities. The contents and requirements of this document are subject to change. Before proceeding with a proposal submission, be sure to obtain the latest version of this document from the website.

Development of the proposal should only start after GeoConnections has accepted the Letter of Intent and requested a proposal. Proposals may be submitted in either English or French. GeoConnections is available to assist proponents in the development of their proposals.

**If you wish to be considered for GeoConnections funding under this opportunity, you must ensure that your proposal is received by GeoConnections no later than midnight (24:00), Pacific Standard Time, on the date defined in the Announcement of Opportunity.**

See Appendix A: Announcement Deadline Table for project proposal submission deadlines.

The proposal should stand alone, as it will be reviewed on its own merits, based on criteria described in Appendix D of this Announcement of Opportunity and the criteria in section I4 of this Appendix. Project proponents should provide all the necessary information to allow for a full and fair review of their proposed work.

Proposals must follow this template. **Proposals that do not follow this template will not be reviewed.**

*Text in italics denotes instructions and should be replaced with your text while regular text identifies section headings and required text.*

GeoConnections will respond by email to all proposals.

*Title of proposed project*  
*Project Proponent Organization*

Date proposal sent: day, month, 2008  
Proposal is valid until: *day, month, 2008*  
Announcement of Opportunity code IAO7IC3TD3

## Project Summary

<b>Title of Proposed Project</b>			
<b>Lead Organization</b>			
<b>Project Manager's Name</b>			
<b>Manager's Contact Information</b>	Full mailing address:		
	Telephone number:		
	Fax number:		
	Email address:		
<b>Start Date of Project</b>			
<b>End Date of Project</b>			
<b>Duration of Project</b>	<i>Duration in months</i>		
<b>GeoConnections Thematic Area</b>	<i>Aboriginal Matters or Public Health or Public Safety and Security</i>		
<b>Project Description</b>	<i>Brief description (150 words or less), in plain language, of the proposed project and its objectives.</i>		
<b>Project Cost</b>	<i>Total project cost, in Canadian dollars</i>		
<b>GeoConnections Funding</b>	<i>Total amount of requested GeoConnections funding, in dollars</i>		
	<i>Total amount of requested GeoConnections funding, as a percentage of the total project cost</i>		
<b>Project Collaborators</b>	<i>Financial Contribution (Cdn \$)</i>		
	<b>Cash Contribution</b>	<b>In-Kind Contribution</b>	
		<b>Description</b>	<b>Cash value</b>
<b>Proponent</b>		<i>Describe what the in-kind contribution consists of; for example labour, software, supplies, etc.</i>	
<b>Organization A</b>			
<b>Organization B</b>			

## ORGANIZATION DESCRIPTION

*Describe your organization, its mandate and vision, current products and/or services, priorities and/or factors that influence your business. If applicable, describe collaborating organizations, their mandate and vision, current products and/or services, priorities and/or factors that influence their business.*

*Describe or demonstrate that your organization has the authority or permission to share the proposed distributed thematic data content.*

*Corporate profiles can be included in the Appendix.*

## PROJECT DESCRIPTION

### **25.1 Briefly describe the objectives of the project. Illustrate the purpose of the project, why it is being initiated, and what will be accomplished including short- and long-term objectives**

*Define the geographic region that the content will serve (name of communities, township(s), province(s), etc.)*

*Identify the GeoConnections thematic area(s) (from below) and explain how the project results will address specific priority issues within the thematic area(s):*

- *Public Health: Facilitating Health Emergency and Inter-Emergency and Population Health Surveillance*
- *Public Safety and Security: Critical Infrastructure Identification or Situational Awareness and Management of Consequences*
- *Matters of Importance to Aboriginal People: Land and Resource Management/Community Planning.*

*Identify the data custodian and the supplier(s). Describe the data and related services to be made available as a result of this project. Describe CGDI standards and specifications to be used and web services to be implemented.*

*Describe anticipated benefits in your organization and beyond that are likely to occur as a result of this project. How will availability of data and services improve efficiencies, decision making and applications for users? How will access to the proposed data/services address current challenges for users?*

**25.2 Identify the main users of the proposed distributed data. Explain how the main end users of the proposed distributed data will use it to make decisions. Explain how this proposed distributed data responds to their needs. A copy of the user needs assessment should be provided as an annex. Refer to Appendix H of the announcement of opportunity for more information on responding to user needs.**

**25.3 Identify which data and/or service(s) will be publicly available, restricted access or a combination of both.**

## **SUSTAINABILITY**

*Describe the next steps after the project is completed. How will you implement the project results? Describe plans for maintenance and/or further development of the data, metadata and/or web service(s). Demonstrate that the organization has an existing, active governance structure and a mandate to maintain the data, metadata and/or web service(s). Describe how you will communicate with your end-users about the availability of the proposed distributed thematic data. Describe how feedback from the end-user community will be collected and incorporated into the maintenance of the proposed distributed thematic data.*

## **FEASIBILITY AND RISK**

*Identify and evaluate potential challenges or risks in completing and/or sustaining the project. Please fill out the table and add any other applicable risks. Examples of risks include: commitment risks, organization risks, contracting risks, financial risks, human resources risks (such as the availability of qualified personnel or experienced personnel), project dependencies and/or policy issues related to data access (i.e. licensing, intellectual property, copyright, security, privacy etc). Reference to past research, pilot projects, demonstrations, previous experience, and reports can be used in the risk analysis. Evaluate the mitigation statements against the Project Implementation Plan for availability of resources and flexibility to address potential risks. Describe the organizational structure and the level of management support for the project.*

<b>Risk</b>	<b>Severity (high, medium, low)</b>	<b>Probability (high, medium, low)</b>	<b>Mitigation strategies for dealing with each risk</b>

## PROJECT TEAM

*Describe the roles, responsibilities, key skills/relevant experience, and experience of each person assigned to the project including partners, collaborating organizations, and contractors, following the template below. A project organization chart can be included.*

<b>Name:</b>	
<b>Organization:</b>	
<b>Role:</b>	
<b>Responsibilities:</b>	
<b>Key Skills:</b>	

***In circumstances where a project involves more than one organization, Letters of Collaboration must be provided for each organization that is contributing to the project. The Letter of Collaboration must include:***

- *an indication of the organization's interest in the project,*
- *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.*
- *an explanation of the collaborator's role in sustaining the project results past the funding period.*
- *the contact's name and title, full postal address, telephone and fax numbers, e-mail address, and organization's website address.*
- *describe any existing sharing agreements.*

*Letters of Collaboration provided by government agencies at any level are to be signed by an individual at the senior management level (i.e., the person who has authority and responsibility for the allocation and commitment of the resources for this application).*

*Please note that project contractors are not considered to be collaborators unless they are contributing either cash or in-kind labour.*

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

## USING THE CGDI / DATA CONTENT

***Using the CGDI:*** *Projects must be based on CGDI technologies, standards and specifications, and must share data between organizations. Using the table below, list and explain any appropriate existing CGDI standards, services and technologies will be leveraged and how they will enable the proposed distributed thematic data content.*

*Proposals should demonstrate how a project will integrate and be interoperable within the CGDI using one or more of these endorsed standards and specifications.*

*A full list and details on the latest specifications are available on the GeoConnections website at: <http://www.geoconnections.org/en/communities/developers/standards>*

<i>Standard or Specification</i>	<i>Acronym</i>	<i>Function(s)</i>	<i>Proposed Distributed Thematic Data Content</i>
<i>Web Map Service</i>	<i>WMS</i>	<i>Data visualization from distributed data stores in a variety of formats and projections</i>	<i>Example: Fish Habitat Sites</i>
<i>Web Feature Service</i>	<i>WFS</i>	<i>Data access, insertion, update, and extraction from distributed sources in a variety of formats and projections.</i>	
<i>Geographic Markup Language</i>	<i>GML</i>	<i>GML provides a means of encoding spatial information for both data transport and storage. It is an XML coding for geographic features.</i>	
<i>Styled Layer Descriptor</i>	<i>SLD</i>	<i>A Styled Layer Descriptor allows a client to specify custom styles (such as colour and feature symbolization) that a Web Map Service will use to render a map layer.</i>	
<i>Filter Encoding</i>	<i>FE</i>	<i>Provides a standard XML-based means of restricting the records that are returned from a query.</i>	
<i>Geodata Discovery Service</i>	<i>n/a</i>	<i>Enables search and discovery of geospatial data and services (conforming to OGC Catalogue Service 2.0 or Z39.50 Geo Profile).</i>	
<i>Geodata Resource Registry</i>	<i>n/a</i>	<i>Peer registries that contain metadata about geodata resources. These registries identify the agencies that are responsible each attribute dataset, and descriptions of that attribute data. They also contains information on how to access the data. See (ISO 19115: 2003 geographic information – Metadata, FGDC Content Standard for Digital Geospatial Metadata).</i>	
<i>Web Map Context Document</i>	<i>n/a</i>	<i>Specifies how a specific grouping of one or more maps coming from one or more Web Map Services can be described in a portable format for storage, use and reuse within and between clients.</i>	
<i>Web Processing Service</i>	<i>WPS</i>	<i>Provides access to calculations or models which operate on spatially referenced data. The data required by the service can be available locally, or delivered across a network using data exchange standards such as <u>GML</u> or <u>GDAS</u>.</i>	

<i>Geolinked Data Access Service</i>	GDAS	<i>Allows a client to retrieve a set of geolinked data. Organizations that wish to distribute attribute data without the accompanying geospatial data can do so via this service.</i>	
--------------------------------------	------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--

**Data Content:** *Using the table below provide detailed information on the proposed distributed thematic data content to be made available through the CGDI.*

<i>Data Theme</i>	<i>Spatial Domain</i>	<i>Scale</i>	<i>Attributes</i>	<i>Current Data Structure</i>	<i>Metadata Exists</i>	<i>Time Period of Content</i>	<i>Data Content Standards Used</i>
<i>Fish Habitat Survey Database</i>	<i>Ontario – Great Lakes</i>	<i>1:10,000</i>	<i>Fish type, Fish length, Fish weight, Lake name, date, etc..</i>	<i>Point Shapefile</i>	<i>Exists in FGDC – CSDGM format</i>	<i>April 2000 – March 2004</i>	<i>Include if data standards exist in your thematic community</i>

## PROJECT IMPLEMENTATION PLAN

*Include a thorough project implementation plan, and clearly indicate the following elements:*

- Project phases with well-defined activities or tasks for each stage and calendar-based schedule*
- Project control and tracking methods*
- Communication and feedback mechanisms (with user community, among collaborators, and with GeoConnections)*
- Milestones and deliverables (below)*

*The project should be divided into phases, with a series of milestones at critical points in the work. Each milestone should be qualified with associated tasks to be completed. Deliverables as well as requests for payments are to be linked to these milestones. The amount of the payments for each milestone should be specified.*

*Complete the table below. The schedule of work is left to the discretion of the project proponent. Deliverables as well as requests for payments are to be linked to these milestones.*

- Column 1 “WBS” – identifies a number for each task and sub-task and milestones.*
- Column 2 “Task and work breakdown” – describes each task and sub-task and milestone. Sub-tasks must be defined to a maximum of ten days. As a guideline, it is advisable to provide a breakdown / detail on any activity with a total effort of more than 10 days*
- Column 3 “Duration (days)” is the total length of time in working days that the activity will take.*

- *Column 4 “Organization” – indicates the name of the organization responsible for the task.*
- *Column 5 “Team Members Name” – identifies the actual personnel assigned to carry out the described task.*
- *Column 6 “Days effort/person” – indicates the level of work effort in days for each team member.*
- *Column 7 “Per diem” is the individuals’ daily rate. This includes employee benefits up to a maximum of 20 percent. An explanation on how the per diem rate was calculated should be provided. A typical way to calculate labour (labour-rate formula) is: reasonable annual salary, plus reasonable overhead and benefits, divided by a 260.88 billable days in a year. In the case of government personnel, official government rate or rates according to classification level should be used.*
- *Column 8 “Outputs” – indicates all the outputs to be delivered at the milestone.*
- *Column 9 “Start Date” – indicates the date at which the first activity begins.*
- *Column 10 “Delivery Date” – indicates the date for delivery of the final deliverable of a particular milestone.*
- *Column 11 “GeoConnections Contribution by Milestone” indicates GeoConnections share of the cost for that milestone*
- *Column 12 “Total Cost” – indicates the cost – excluding tax (whether funded by cash or in-kind contribution) of the task to be carried out.*

WBS	Task & work breakdown	Duration (days)	Organization	Team Members Name	Days effort/ person	Per Diem	Outputs	Start Date	Delivery Date	GeoConnections Contribution by Milestone	Total Cost (excluding tax)
1.	Initiation & Data Preparation Phase	15	Company A Company B Subcontractor		20			June 6 <sup>th</sup> , 2007			\$3050
1.1	Project kick-off meeting	2	Company A Company A Company B Subcontractor Subcontractor	J. Brown J. Black F. White T. Greene W. Lebrun	2 1 1 1 1	\$525 \$300 \$600 \$700 \$400					\$3050
1.2	Confirm requirements with users	10	Company A Company A Company B Subcontractor	J. Brown J. Black F. White T. Greene	2 2 1 1	\$525 \$300 \$600 \$700					
1.3	- identify data - identify data standards										
1.4	- identify web services										
1.5	- identify policy and IT infrastructure issues										
1.6	Describe tasks...										
1.7	Initiation Phase Complete						Description of Data and Standards  Milestone Report #1		June 22nd, 2007		
2.	Data Development Phase	30						June 23, 2007			\$5000

2.1	-implementation of data exchange standards and specifications	10	Company B	F.White	5	\$600					
2.2	- metadata for data	10	Company B	F. White	10	\$600					
2.3	-metadata for services	5	Company B Subcontractor	F.White T. Greene	3 10	\$600 \$700					
2.4	-metadata for organizations	5	Company A	J. Brown	5	\$525					
2.5	Describe tasks...										
2.6	Data Development Complete						Milestone Report #2	July 12 <sup>th</sup> , 2007			
3.	Testing Phase	30			140			July 20 <sup>th</sup> , 2007			\$7,450
3.1	-interoperability and web service testing										
3.2	-metadata quality control										
3.3	Describe tasks...										
4.	Project Conclusion Phase	10			30		Test Reports Milestone Report #2	August 20 <sup>th</sup> , 2007			\$5,000
4.1	-launch web service(s)										
	-register results on GeoConnections Discovery Portal in both official languages										
4.2	- final report										
4.3	Describe tasks...										
	Totals	85			232			August 30 <sup>th</sup> , 2007			\$20,500

## FINANCIAL INFORMATION

*Complete financial details including budget summary, labour-costs summary, milestones and deliverables, collaborators' cost per milestone, source of project funds, and distribution of project funds as per the tables below. This information must correspond to the rules and restrictions provided in the "Financial Information" section 8 of the Announcement of Opportunity.*

*Projects should be no longer than 8 months in duration.*

*The maximum amount of funding available from GeoConnections, per project, is \$75,000. Approximately \$10,000 to \$30,000 is allowed per dataset/database.*

*GeoConnections funding must not exceed 50 percent of the project cost. GeoConnections contribution must be within the maximum funding limit exclusive of any taxes. Taxes must be paid out by the proponent or the collaborators and must be excluded from the calculation of the total project cost.*

*See eligible project costs (section 8.2) and ineligible project costs (section 8.3) in the Announcement of Opportunity.*

### **Budget Summary Table**

*This budget summary table identifies the project costs and the contributions per collaborating organization. The table conveys eligible expenses incurred by each organization and classification of each expense as a cash or in-kind contribution. A description of each "Project Expense" item should be provided in the "Project Expense and Description" cell. Additional columns can be added for more organizations.*

*Financial statements and invoices should be provided to GeoConnections after milestone deliverables are received, for payment. Invoices to be provided should follow the format of the budget summary table with the addition of the milestone number, name and brief description.*

### **Notes:**

- *Total federal government assistance cannot exceed 75% of the total cost of the project. However, for Aboriginal organizations INAC funding for core services should not be counted as Federal.*
- *An organization in Quebec whose operations are partially or fully funded by the province of Quebec may be subject to the Act Respecting the Conseil exécutif (L.R.Q., chapter M-30). Certain entities, such municipal bodies, school bodies or public agencies, must obtain an authorization, before signing any agreement with the Government of Canada.*
- *Ineligible Project Costs Include:*
  - *Costs related to the purchase, acquisition, or to the value of data are not eligible. Costs associated with any activities related to the collection of data are ineligible. Data collection activities cannot be claimed as in-kind even if the data is deemed*

- critical to the success of the project and the data collection takes place within the project time frame.*
- *Profit*
  - *Pre-project costs*
  - *Background Intellectual Property*
  - *Goods and Services Tax (GST), Provincial Sales Tax (PST) and Harmonized Sales Tax (HST) are ineligible for GeoConnections funding or as an in-kind contribution.*
  - *Hardware. Computers, GPS and surveying equipment cannot be amortized over the life of the project.*
- *Under the training line item, explain who is taking the training and where and why they are taking the training.*

<b>Budget Summary</b>						
<b>Project Expense and Description</b>	<b>Organization A</b>		<b>Organization B</b>		<b>GeoConnections</b>	<b>Total Project Costs</b> Taxes (GST, PST and HST) not eligible
	<b>In-kind</b>	<b>Cash</b>	<b>In-kind</b>	<b>Cash</b>	<b>Cash</b>	
<p><b>Labour</b> (including benefits – max 20%) <i>'In-kind' is for people already employed by an organization</i> <i>'Cash' is for new contracts; people hired for this specific project</i></p>						
<p><b>Software</b> <i>List all the software to be used and its purchase price/licensing amortized over the life of the software and the project duration. For example ArcGIS cost \$5,000. Life of 5 years. Duration of project 1 year = \$1,000 allowed.</i> <i>'In-kind' is used if you already possess the software 'Cash' if you are buying the software for this project</i></p>						
<p><b>Training</b> <i>Explain who is taking the training, why the training is required, who is providing the training, and the number of days/hours of training</i> <i>Place it under 'Cash' if you are paying for the training from an organization not financially contributing towards the project</i></p> <p><b>Note:</b> <i>Training should not exceed 15% of the total project cost.</i></p>						

<p><b>Materials, Supplies, Components</b>  <i>In-kind costs cannot be on-going operational costs; for example if your organization pays rent (or electricity or gas) for its office as part of on-going operations, it cannot be claimed as an in-kind contribution since the cost would be incurred regardless of this project.</i>  <i>Administrative costs (postage, courier, photocopying), costs for telecommunications (fax, telephone), meeting rooms, etc. can be claimed.</i>  <i>Overhead costs should be explained as they may be operational costs.</i></p>						
<p><b>Travel and Living</b>  <i>Travel expenses should be detailed. Invoices for transportation and accommodation will need to be provided for repayment.</i>  <i>Travel costs will be reimbursed according to the Treasury Board Travel Directive at <a href="http://publiservice.tbs-sct.gc.ca/pubs_pol/hrpubs/TBM_113/td-dv_e.asp">http://publiservice.tbs-sct.gc.ca/pubs_pol/hrpubs/TBM_113/td-dv_e.asp</a>.</i></p>						
<p><b>Subcontracts</b>  <i>Identify the subcontractor. Tasks and days effort should be identified in the project implementation plan.</i></p>						
<p><b>Other</b></p>						
<p><b>TOTAL COSTS</b></p>						
<p><b>Percentage</b></p>		%		%		%
						<b>100%</b>

## APPENDICES: ADDITIONAL RELEVANT INFORMATION

*Additional relevant information can be included in this section. This can include, for example, strategic planning reports, project team member resumes, business cases, sustainability analyses, prototype details, reports on related projects and initiatives, and user-needs assessments.*

## 4 PUBLISHING THEMATIC DATA: ADDITIONAL PROPOSAL REVIEW CRITERIA

### Proposal Review

Refer to Appendix D “Proposal Review Criteria” of the Announcement of Opportunity for the standard criteria applied to all projects. Proposals will be reviewed according to the evaluation criteria described in the Announcement of Opportunity in addition to the criteria described below. Each section from the proposal template will be reviewed.

Additional Review Criteria are as follows:

		Pass or Fail
A	<p><b>Data Content</b></p> <p>Based on the information provided in the proposal under the Data Content and Project Description sections, the proposed project registers metadata for discovery and provides access to data through CGDI-endorsed web services (e.g. WMS, WFS) through the CGDI.</p> <p>Yes = pass No = fail</p>	
B	<p><b>Data Custodian</b></p> <p>Based on the information provided in the proposal under the Organization Description section, the project proponent is the data custodian and/or has the authority to publish the data and the authority is documented (e.g. in a charter or within a data accountability matrix).</p> <p>Yes = pass No = fail</p>	

# Appendix J

## Category 5

### Thematic Data Standards

Projects that will support the collaborative development and implementation of thematic geospatial data content standards to enable interoperable exchange of geospatial information

Announcement Code: IAO7IC3DS3

#### **Summary: Thematic Data Standards**

#### **Note:**

Refer to the Announcement of Opportunity (AO) associated with this proposal template at the GeoConnections website: <http://www.geoconnections.org> for additional important information.

## What project can be applied for?

GeoConnections is soliciting proposals for projects that support the collaborative development and implementation of thematic geospatial data content standards which enable interoperable, inter-organizational exchange of geospatial information. Projects may result in the development of best practice guides, data exchange guides, metadata profiles and/or data models that will lead to more effective and efficient data exchange between data suppliers and end-user communities within one of three GeoConnections thematic areas:

- *Public Health: Facilitating **Population Health Surveillance or Health Emergency Response and Inter-Emergency Planning***
- *Public Safety and Security: Facilitating **Critical Infrastructure Identification or Situational Awareness & Management of Consequences***
- *Matters of Importance to Aboriginal People: Facilitating **Land and Resource Management/Community Planning.***

## How much can be Applied for?

GeoConnections will fund up to 50% of a project's cost up to a maximum of \$75,000 exclusive of GST, PST, and HST.

## Who do I contact for more information?

All enquiries should be directed in writing, preferably by e-mail, to:

Ken Marshall  
CGDI Content Advisor  
GeoConnections  
Room 622, 615 Booth Street  
Ottawa, ON K1A 0E9  
Telephone: (613) 947-7074  
Facsimile: (613) 947-2410  
Email: ken.marshall@nrcan.gc.ca

## 5 OBJECTIVE

GeoConnections is soliciting proposals for projects that will support the collaborative development and implementation of thematic geospatial data content standards which enable interoperable, inter-organizational exchange of geospatial information. Projects may result in but are not limited to the development of data schemas and/or data models, data exchange guides, metadata profiles, and/or best practice guides that will lead to more effective and efficient data exchange between data suppliers and end-user communities, within one of three thematic areas: public health, public safety and security, and matters of importance to Aboriginal Peoples.

Full implementation of the identified thematic data standards is not within the scope of this project area however may be supported for the same initiative through a publishing thematic data project (category 4). Where possible, projects must align with existing standards endorsed by GeoConnections (See Section 6.1 of the AO).

For this opportunity, the lead project proponent and/or project collaborators must:

- Be a Canadian thematic geospatial data supplier that will implement the results of the project;
- Work with at least two other organizations with an operational requirement for the proposed thematic geospatial data standards;

For this opportunity, the geospatial data to be supported by the standards must be:

- Thematic (see section 2 of this appendix for definition);
- Collected, maintained and distributed closest to the authoritative source;
- Relevant to one or more of GeoConnections three listed thematic areas;

Projects should support interoperable exchange of thematically-related datasets, such as protected areas data from several different jurisdictions or agencies, or disparate datasets that can be organized around a particular theme, such as the broad spectrum of data used for the protection of critical infrastructure.

Projects must be collaborative and consensus-building in nature and support an identified end-user community. Where appropriate, projects should be built within existing inter-organizational relationships, such as the inter-organizational relationships that exist between municipal, provincial and federal jurisdictions.

For this opportunity, projects may take the form of, but are not limited to,: projects that formally define a profile for a user community based on an existing standard (example: ISO 19115 metadata profile), projects that interpret and apply an existing standard for use by a specific user community (example: applying an international standard in a Canadian context through the development of a Canadian guidebook), or projects that require the collaborative definition of a standard based on the results of a user needs assessment (for example a biodiversity monitoring data exchange protocol).

Projects should be based on the needs of an end-user community and if appropriate the user community should be actively engaged in project activities, including iterative testing and validation of the thematic data standard.

GeoConnections encourages data suppliers involved in thematic data standards projects to publish their data to the CGDI through standards-based web services and to publish their metadata to the GeoConnections Discovery Portal in a subsequent GeoConnections Publishing Thematic Data project (Category 4).

## **6 THEMATIC DATA DEFINITION**

GeoConnections defines thematic data as those datasets that describe the characteristics of geospatial features, providing information on specific topics, such as water quality, historical flood areas, or healthcare facility locations. Thematic data attributes are geospatially referenced so they can be tied to locations on the Earth. Almost any subject that can be expressed as a geographical distribution or has a location-based component can be mapped.

Thematic data sets belong to a different classification of data layers than data classified as base or 'framework' data. GeoConnections considers framework data as the set of continuous and fully integrated basic geospatial data that provides context and reference information for the country. However, thematic data sets can often be aligned to framework data layers (e.g. administrative boundaries, road networks and satellite imagery).

## 7 THEMATIC DATA STANDARDS PROPOSAL TEMPLATE

### Notes

Refer to the Announcement of Opportunity associated with this proposal template at the GeoConnections website: <http://www.geoconnections.org> for project requirements and eligible activities. The contents and requirements of this document are subject to change. Before proceeding with a proposal submission, be sure to obtain the latest version of this document from the website.

Development of the proposal should only start after GeoConnections has accepted the Letter of Intent and requested a proposal. Proposals may be submitted in either English or French. GeoConnections is available to assist proponents in the development of their proposals.

**If you wish to be considered for GeoConnections funding under this opportunity, you must ensure that your proposal is received by GeoConnections no later than midnight (24:00), Pacific Standard Time, on the date defined in the Announcement of Opportunity.**

See Appendix A: Announcement Deadline Table for project proposal submission deadlines.

The proposal should stand alone, as it will be reviewed on its own merits, based on criteria described in Appendix D of this Announcement of Opportunity and the criteria in section J4 of this Appendix. Project proponents should provide all the necessary information to allow for a full and fair review of their proposed work.

Proposals must follow this template. **Proposals that do not follow this template will not be reviewed.**

*Text in italics denotes instructions and should be replaced with your text while regular text identifies section headings and required text.*

GeoConnections will respond by email to all proposals.

*Title of proposed project*  
*Project Proponent Organization*

Date proposal sent: *day, month, 2008*  
Proposal is valid until: *day, month, 2008*  
Announcement of Opportunity code: IAO7IC3DS3

## Project Summary

<b>Title of Proposed Project</b>				
<b>Lead Organization</b>				
<b>Project Manager's Name</b>				
<b>Manager's Contact Information</b>	Full mailing address:			
	Telephone number:			
	Fax number:			
	Email address:			
<b>Start Date of Project</b>				
<b>End Date of Project</b>				
<b>Duration of Project</b>	<i>Duration in months</i>			
<b>GeoConnections Thematic Area</b>	<i>Identify the GeoConnections thematic area and priority issue addressed by the proposed project (e.g. public health; population health surveillance)</i>			
<b>Project Description</b>	<i>Brief description (150 words or less), in plain language, of the proposed project and its objectives.</i>			
<b>Project Cost</b>	<i>Total project cost, in Canadian dollars</i>			
<b>GeoConnections Funding</b>	<i>Total amount of requested GeoConnections funding, in dollars</i>			
	<i>Total amount of requested GeoConnections funding, as a percentage of the total project cost</i>			
<b>Project Collaborators</b>	<i>Financial Contribution (Cdn \$)</i>			
		<b>Cash Contribution</b>	<b>In-Kind Contribution</b>	
		<b>Description</b>	<b>Cash value</b>	
<b>Proponent</b>		<i>Describe what the in-kind contribution consists of; for example labour,</i>		
<b>Organization A</b>				
<b>Organization B</b>				

## **PROJECT DESCRIPTION**

*Illustrate the purpose of the project, why it is being initiated, and what will be accomplished including short and long-term objectives. Describe the thematic data standards to be developed, the project output (i.e. data schemas and/or data models, data exchange guides, metadata profiles, and/or best practice guides) and the dataset(s) to be supported by the proposed thematic data standards project.*

### **Project Scope & GeoConnections Thematic Area**

*Clearly define the scope of the project including its geographic region, if applicable. Identify the GeoConnections thematic areas to which the project belongs and explain how the project results will support data standard needs within that/those thematic areas.*

### **Anticipated Benefits**

*Describe anticipated benefits in your organization and beyond that are likely to occur as a result of this project. How will the development of thematic data standards improve efficiencies, data sharing, use and integration? How will the thematic data standards address current challenges for data suppliers and users?*

### **Users' Needs**

*Summarize the business case or results of a user-needs assessment that support the need for the proposed thematic geospatial data standards (complete reports may be added to the proposal as appendices). Please refer to section 5 in the Announcement of Opportunity for more information on responding to user needs.*

### **Sustainability and Commitment**

*Describe plans for maintenance and/or further development of the thematic geospatial data standards. Demonstrate that the organization has an existing, active governance structure. Where the project proponent or collaborator is a data supplier demonstrate that the organization has a mandate to implement the thematic geospatial data standard and to maintain the data to be supported by the proposed thematic data standards.*

## FEASIBILITY AND RISK

*Identify and evaluate potential challenges or risks in completing and/or sustaining the project. Please fill out the table and add any other applicable risks. Examples of risks include: commitment risks, organization risks, contracting risks, financial risks, human resources risks (such as the availability of qualified personnel or experienced personnel), project dependencies and/or policy issues related to data access (i.e. licensing, intellectual property, copyright, security, privacy etc). Reference to past research, pilot projects, demonstrations, previous experience, and reports can be used in the risk analysis. Evaluate the mitigation statements against the Project Implementation Plan for availability of resources and flexibility to address potential risks. Describe the organizational structure and the level of management support for the project.*

<b>Risk</b>	<b>Severity (high, medium, low)</b>	<b>Probability (high, medium, low)</b>	<b>Mitigation strategies for dealing with each risk</b>

## COMMUNICATIONS PLAN

*Identify and describe plans to promote the thematic geospatial data standard beyond the project collaborators within the wider user community.*

## ORGANIZATION DESCRIPTION

*Describe your organization including: your mandate and vision, your organizational structure and your current products and/or services.*

*Describe collaborating organizations including: their mandate and vision, their organizational structure and their current products and/or services.*

## PROJECT TEAM

*Describe the roles, responsibilities, key skills/relevant experience, and experience of each person assigned to the project including partners, collaborating organizations, and contractors, following the template below. A project organization chart can be included.*

<b>Name:</b>	
<b>Organization:</b>	
<b>Role:</b>	
<b>Responsibilities:</b>	
<b>Key Skills:</b>	

***In circumstances where a project involves more than one organization, Letters of Collaboration must be provided for each organization that is contributing to the project. The Letter of Collaboration must include:***

- *an indication of the organization's interest in the project,*
- *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.*
- *an explanation of the collaborator's role in sustaining the project results past the funding period.*
- *the contact's name and title, full postal address, telephone and fax numbers, e-mail address, and organization' website address.*
- *describe any existing sharing agreements.*

*Letters of Collaboration provided by government agencies at any level are to be signed by an individual at the senior management level (i.e., the person who has authority and responsibility for the allocation and commitment of the resources for this application).*

*Please note that project contractors are not considered to be collaborators unless they are contributing either cash or in-kind labour.*

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

## **DATA CONTENT**

*Using the table below provide information on the types of thematic data to be supported by the proposed thematic geospatial data standard project.*

<b>Data Theme</b>	<b>Spatial Domain</b>	<b>Scale</b>	<b>Custodian</b>
<i>Fish Habitat Survey Database</i>	<i>Ontario – Lake Ontario</i>	<i>1:10,000</i>	<i>Organization X</i>
<i>Fish Habitat Survey Database</i>	<i>Ontario – Lake Superior</i>	<i>1:20,000</i>	<i>Organization Y</i>

## **PROJECT IMPLEMENTATION PLAN**

*Include a thorough project implementation plan, and clearly indicate the following elements:*

- *Project phases with well-defined activities or tasks for each stage and calendar-based schedule*
- *Project control and tracking methods*
- *Communication and feedback mechanisms (with community of practice, among collaborators, and with GeoConnections)*
- *Milestones and deliverables (below)*

*The project should be divided into phases, with a series of milestones at critical points in the work. Each milestone should be qualified with associated tasks to be completed.*

*Deliverables as well as requests for payments are to be linked to these milestones. The amount of the payments for each milestone should be specified.*

*Complete the table below. The schedule of work is left to the discretion of the project proponent. Deliverables as well as requests for payments are to be linked to these milestones.*

- *Column 1 “WBS” – identifies a number for each task and sub-task and milestones.*
- *Column 2 “Task and work breakdown” – describes each task and sub-task and milestone. Sub-tasks must be defined to a maximum of ten days. As a guideline, it is advisable to provide a breakdown / detail on any activity with a total effort of more than 10 days*
- *Column 3 “Duration (days)” is the total length of time in working days that the activity will take.*
- *Column 4 “Organization” – indicates the name of the organization responsible for the task.*
- *Column 5 “Team Members Name” – identifies the actual personnel assigned to carry out the described task.*
- *Column 6 “Days effort/person” – indicates the level of work effort in days for each team member.*
- *Column 7 “Per diem” is the individuals’ daily rate. This includes employee benefits up to a maximum of 20 percent. An explanation on how the per diem rate was calculated should be provided. A typical way to calculate labour (labour-rate formula) is: reasonable annual salary, plus reasonable overhead and benefits, divided by a 260.88 billable days in a year. In the case of government personnel, official government rate or rates according to classification level should be used.*
- *Column 8 “Outputs” – indicates all the outputs to be delivered at the milestone.*
- *Column 9 “Start Date” – indicates the date at which the first activity begins.*
- *Column 10 “Delivery Date” – indicates the date for delivery of the final deliverable of a particular milestone.*
- *Column 11 “GeoConnections Contribution by Milestone” indicates GeoConnections share of the cost for that milestone*
- *Column 12 “Total Cost” – indicates the cost – excluding tax (whether funded by cash or in-kind contribution) of the task to be carried out.*

WBS	Task & work breakdown	Duration (days)	Organization	Team Members Name	Days effort/pers	Per Diem	Outputs	Start Date	Delivery Date	GeoConnections Contribution by Milestone	Total Cost (excluding tax)
<b>1</b>	<b>Project Initiation</b>	<b>77</b>	Org A Org B Subcontractor				- Report reviewing existing standards material - Report reviewing user needs assessment - Draft thematic geospatial data standard documentation	2006-07-01	2006-		
1.1	Project kick-off meeting	7	Company A Company B Subcontractor	J. Brown J. Black F. White T. Greene W. Lebrun	3 1 1 1 1	525 300 600 700 400					
1.2	Review existing material and needs assessment	30	Company A Company B Subcontractor	J. Brown J. Black F. White T. Greene W. Lebrun							
1.3	Draft thematic data standard documentation (ie data exchange guide, best practice guide etc)	40									
	....										
<b>2</b>	<b>Project Development</b>	<b>100</b>					- Report on user community feedback - Iterative drafts of thematic data standard documentation				
2.1	Iterative process of Validation/consultation with the user community.	100									
<b>3</b>	<b>Project wrap-up</b>	<b>41</b>					- Final thematic data standard documentation (data model report, data exchange guide etc..) - Final project report				
3.1	Final documentation of data standard documentation	31									
3.2	Final project report	10									
	Total effort (days)	218									

## FINANCIAL INFORMATION

*Complete financial details including budget summary, labour-costs summary, milestones and deliverables, collaborators' cost per milestone, source of project funds, and distribution of project funds as per the tables below. This information must correspond to the rules and restrictions provided in the "Financial Information" section 8 of this Announcement of Opportunity.*

*Projects should be no longer than 8 months in duration.*

*The minimum amount of funding available from GeoConnections, per project, is \$10,000. The maximum amount of funding available from GeoConnections, per project, is \$75,000. GeoConnections funding must not exceed 50 percent of the project cost. GeoConnections contribution must be within the maximum funding limit exclusive of any taxes. Taxes must be paid out by the proponent or the collaborators and must be excluded from the calculation of the total project cost.*

*See eligible project costs (section 8.2) and ineligible project costs (section 8.3) in the Announcement of Opportunity.*

### Budget Summary

*This table provides a budget summary that identifies the project costs and the contributions per collaborating organization. The table conveys eligible expenses incurred by each organization and classification of each expense as a cash or in-kind contribution. A description of each "Project Expense" item should be provided in the description cell. Additional columns can be added for more organizations.*

*Financial statements and Invoices should be provided to GeoConnections after milestone deliverables are achieved, for payment. Invoices to be provided should follow the format of the budget summary table with the addition of the milestone number, name and brief description.*

### Notes:

- *Total federal government assistance cannot exceed 75% of the total cost of the project. However, for Aboriginal organizations INAC funding for core services should not be counted as Federal.*
- *An organization in Quebec whose operations are partially or fully funded by the province of Quebec may be subject to the Act Respecting the Conseil exécutif (L.R.Q., chapter M-30). Certain entities, such as municipal bodies, school bodies or public agencies, must obtain an authorization, before signing any agreement with the Government of Canada.*
- *Ineligible Project Costs Include:*
  - *Costs related to the collection, purchase, acquisition, or value of existing data. Data collection activities cannot be claimed as in-kind even if the data is deemed critical to the success of the project and the data collection takes place within the project time frame.*
  - *Profit*
  - *Pre-project costs*

- *Background Intellectual Property*
- *Goods and Services Tax (GST), Provincial Sales Tax (PST) and Harmonized Sales Tax (HST) are ineligible for GeoConnections funding or as an in-kind contribution.*
- *Hardware. Computers, GPS and surveying equipment cannot be amortized over the life of the project.*
- *Under the training line item, explain who is taking the training and where and why they are taking the training.*

<b>Budget Summary</b>						
<b>Project Expense and Description</b>	<b>Organization A</b>		<b>Organization B</b>		<b>GeoConnections</b>	<b>Total Project Costs</b> Taxes (GST, PST and HST) not eligible
	<b>In-kind</b>	<b>Cash</b>	<b>In-kind</b>	<b>Cash</b>	<b>Cash</b>	
<p><b>Labour</b> (including benefits – max 20%)  <i>'In-kind' is for people already employed by an organization</i>  <i>'Cash' is for new contracts; people hired for this specific project</i></p>						
<p><b>Software</b>  <i>List all the software to be used and its purchase price/licensing amortized over the life of the software and the project duration. For example ArcGIS cost \$5,000. Life of 5 years. Duration of project 1 year = \$1,000 allowed.</i>  <i>'In-kind' is used if you already possess the software 'Cash' if you are buying the software for this project</i></p>						
<p><b>Training</b>  <i>Explain who is taking the training, why the training is required, who is providing the training, and the number of days/hours of training</i>  <i>Place it under 'Cash' if you are paying for the training from an organization not financially contributing towards the project</i></p> <p><b>Note:</b> <i>Training should not exceed 15% of the total project cost.</i></p>						

<p><b>Materials, Supplies, Components</b>  <i>In-kind costs cannot be on-going operational costs; for example if your organization pays rent (or electricity or gas) for its office as part of on-going operations, it cannot be claimed as an in-kind contribution since the cost would be incurred regardless of this project.</i>  <i>Administrative costs (postage, courier, photocopying), costs for telecommunications (fax, telephone), meeting rooms, etc. can be claimed.</i>  <i>Overhead costs should be explained as they may be operational costs.</i></p>						
<p><b>Travel and Living</b>  <i>Travel expenses should be detailed. Invoices for transportation and accommodation will need to be provided for repayment.</i>  <i>Travel costs will be reimbursed according to the Treasury Board Travel Directive at <a href="http://publiservice.tbs-sct.gc.ca/pubs_pol/hrpubs/TBM_113/td-dv_e.asp">http://publiservice.tbs-sct.gc.ca/pubs_pol/hrpubs/TBM_113/td-dv_e.asp</a>.</i></p>						
<p><b>Subcontracts</b>  <i>Identify the subcontractor. Tasks and days effort should be identified in the project implementation plan.</i></p>						
<p><b>Other</b></p>						
<p><b>TOTAL COSTS</b></p>						
<p><b>Percentage</b></p>		%		%		%
						<b>100%</b>

**APPENDICES: ADDITIONAL RELEVANT INFORMATION**

*Additional relevant information can be included in this section. This can include, for example, strategic planning reports, project team member resumes, business cases, sustainability analyses, prototype details, reports on related projects and initiatives, and user-needs assessments.*

## 8 THEMATIC DATA STANDARDS: ADDITIONAL PROPOSAL REVIEW CRITERIA

### Proposal Review

Refer to Appendix D “Proposal Review Criteria” of the Announcement of Opportunity for the standard criteria applied to all projects. Proposals will be reviewed according to the evaluation criteria described in the Announcement of Opportunity in addition to the criteria described below. Each section from the proposal template will be reviewed.

Additional Review Criteria are as follows:

		Pass or Fail
A	<p><b>Collaborations</b></p> <p>Does the project involve the collaboration two or more organizations, including at least two data suppliers, actively involved in the project and making a financial or in-kind contribution?</p> <p>Yes=pass No=fail</p>	
B	<p><b>User needs</b></p> <p>Have the needs of the user community been identified and if appropriate is the user community actively engaged in project activities, including iterative testing and validation of the thematic data standard?</p> <p>Yes=pass No=fail</p>	

# Appendix K

## Category 6

### Regional Atlases For Community Awareness

Projects that use the Canadian Geospatial Data Infrastructure (CGDI) to integrate distributed, regional-scale, inter-jurisdictional geospatial information, to create thematic views relevant to specific end-users

Announcement Code: IA07IC4RA3

## Summary: Regional Atlas for Community Awareness

### Note:

Refer to the Announcement of Opportunity (AO) associated with this proposal template at the GeoConnections website: <http://www.geoconnections.org> for additional important information.

### What project can be applied for?

GeoConnections is soliciting proposals for the collaborative development of online atlases that use the Canadian Geospatial Data Infrastructure (CGDI) to integrate distributed, regional-scale, inter-jurisdictional geospatial information, to create thematic views relevant to specific end-users. Geospatial information integrated into the atlas will be accessed from distributed sources over the Internet, using CGDI-compliant web services. Regional atlases will increase the amount of distributed geospatial data content available through the CGDI. Regional atlases will increase community awareness, and support the decision-making needs of actively engaged end-user communities within one of the following three GeoConnections thematic areas:

- *Public Health: Facilitating **Population Health Surveillance** or **Health Emergency Response and Inter-Emergency Planning***
- *Public Safety and Security: Facilitating **Critical Infrastructure Identification** or **Situational Awareness and Management of Consequences***
- *Matters of Importance to Aboriginal People: Facilitating **Land and Resource Management/Community Planning**.*

### How much can be applied for?

GeoConnections will fund up to 50% of a project's cost up to a maximum of \$100,000 exclusive of GST, PST, and HST. See section 8 of the AO for more detail.

### Who do I contact for more information?

Denis Poliquin  
Regional Atlas Advisor  
GeoConnections  
6th Floor, 615 Booth Street  
Ottawa, Ontario, K1A 0E9  
dpoliqui@nrcan.gc.ca

## 9 OBJECTIVE

GeoConnections is soliciting proposals that will make distributed, integrated, inter-jurisdictional, regionally-scaled geospatial information available as an online atlas to a specific end-user community, in support of community awareness and informed decision-making.

Projects funded under this AO will develop online regional atlases that will:

- align with the principles and technical architecture of the Canadian Geospatial Data Infrastructure (CGDI)
- comply with CGDI-endorsed standards and specifications
- make new, integrated geospatial data content available to the CGDI from the point closest to the source
- be led by the end-user community, or be driven by the decision-making requirements of an identified and engaged end-user community, involved in one or more of the following three GeoConnections thematic areas:
  - Public Health:
    - Population Health Surveillance
    - Health Emergency Response and Inter-Emergency Planning
  - Public Safety and Security:
    - Situational Awareness and Management of Consequences
    - Critical Infrastructure Identification
  - Matters of Importance to Aboriginal people:
    - Land and Resource Management / Community Planning
- involve the collaboration of at least three discrete organizations (including the project proponent. Project contractors are not considered to be collaborators.)
- employ principles and techniques of user-centric design
- be operational and available to end-users by the end of the project

Projects should also:

- make use of existing web services, thematic and framework data content, technologies and policies which form the Canadian Geospatial Data Infrastructure
- facilitate distributed information sharing and access within the broader CGDI community
- build geomatics and web mapping capacity within the end-user community
- promote awareness of the CGDI within the end-user community
- increase the use of the CGDI

## 10 REGIONAL ATLASES FOR COMMUNITY AWARENESS

Regional atlases enable the online presentation of a range of integrated, regionally-scaled geospatial (and non-geospatial) data that informs an audience about a particular topic or issue. GeoConnections does not view regional atlases as analytical applications (otherwise they fall under the GeoSpatial Decision Support Systems, Category 7 – see Appendix L). The primary focus of a CGDI-enabled regional atlas is making integrated, regionally-scaled, inter-jurisdictional geospatial information available to end-users, and to the CGDI, using CGDI endorsed standards and specifications, such as the OGC Web Mapping Service or OGC Web Feature Service.

CGDI-enabled regional atlases integrate and make local-to-regional scale, inter-jurisdictional geospatial data content available to the CGDI from the points closest to their source, using OGC-compliant web services. Regional atlases also utilize any number of existing CGDI web services, to gain access to other distributed geospatial data, and integrate this data into the atlas. Table 1 illustrates how regional atlases both contribute to, and use, the CGDI.

Table 1: CGDI –Enabled Regional Atlas Examples

<b>Abstract</b>	<b>Example 1</b>	<b>Example 2</b>
A regional atlas built collaboratively for a specific end- user group ...	A regional atlas for public situational awareness that conveys the potential risk of natural hazards such as floods or fires...	A regional atlas that shows how inequalities in child health and well-being impact on social policy concerns....
...increases the amount of geospatial data accessible via the CGDI by publishing new, distributed CGDI-compliant web services (e.g., WMS, WFS)...	...contributes integrated geospatial information on the region’s critical infrastructure locations, and resources that enable their protection, and...	...makes aggregated georeferenced information on incidences of child poverty, disease, nutrition and education available as web maps services and web feature services, and...
... and uses the CGDI by accessing existing, distributed CGDI-compliant services (e.g., WMS, WFS)...	...uses a discovery service to find web map services that provide visualization and access to weather data, real-time water level monitoring data, fire watch data, ecological maps, base topography and more, from multiple organizations...	... uses web services to access and display data, such as a place names web feature service, community healthcare locations, government programs, base topography web map services...and more, from multiple organizations...
...to deliver an online information resource that supports decision-making.	... to provide integrated situational awareness of natural hazards threats that enable the public to recognize and accept responsibility for decisions affecting the safety and security.	...to create a regional picture of child health status and governmental response to inequalities in well-being to children’s advocates.

CGDI-enabled regional atlases are not required to be publicly available, but it is strongly encouraged. At a minimum, regional atlases must be available online to the end-user community and must be based the principles of the CGDI: providing access to data that is closest to the authoritative source via interoperable and distributed online services using standards-based technologies and common datasets.

Please see [Integrated Approaches to Community Awareness: Defining Regional Atlas](#) available on the GeoConnections website for further discussion on Regional Atlases:

[http://www.geoconnections.org/opportunities/aos/regAtlas/DefiningRegionalAtlas\\_EN\\_v3\\_1.pdf](http://www.geoconnections.org/opportunities/aos/regAtlas/DefiningRegionalAtlas_EN_v3_1.pdf)

### **10.1 User Needs**

CGDI-enabled regional atlases must meet the needs of an end-user group(s) whose needs and requirements have been established through a user needs assessment (UNA). The UNA must be provided to GeoConnections as an annex to the proposal. Regional atlases must be developed using principles and techniques associated with user-centric design. Please refer to Appendix H for more information on user needs assessments and user-centric design.

### **10.2 Collaborating Organizations**

CGDI-enabled regional atlases are the product of collaboration between multiple organizations. Each regional atlas project must be led by the group or community that will use the end product (the end-users), or enablers of the end-users, and must involve the collaboration of at least two other organizations with a stake in the resulting atlas. Other collaborating organizations can include end-users, enablers or data providers.

### **10.3 Data Integration**

Projects will increase the value of regionally-scaled datasets by leading efforts and encouraging standardized approaches for horizontal integration of inter-jurisdictional regional geographic data, enabling the information to be used most effectively. Project proponents will apply data models and standards that enable comprehensive integration of disparate datasets in a distributed environment. Data integration efforts will be documented as best practices and published to the CGDI Developer's Network (<http://www.geoconnections.org/CGDI.cfm/fuseaction/devNetwork.welcome/gcs.cfm>) for the benefit of the CGDI community. To promote interoperability in data exchange, projects will ensure horizontal and vertical alignment of project data with national framework data layers. Proposals must provide details on planned data integration activities.

#### **10.4 Contributing data content to the CGDI**

Projects will connect regional scale geospatial information, using web services, to the CGDI, in accordance with CGDI-endorsed standards and specifications. As such, regional atlases funded through this AO will enrich the available content and capabilities of the CGDI. Access to data and services enabled through the development of regional atlases will: increase the supply of content and services within the CGDI, support CGDI applications and enhance the Canadian geomatics industry. Proposals must contain a descriptive list of data and services resulting from the project that will be published to the CGDI. Geospatial data made available by the project must be registered on the [GeoConnections Discovery Portal](#).

## 11 REGIONAL ATLASES FOR COMMUNITY AWARENESS PROPOSAL TEMPLATE

### Notes

Refer to the Announcement of Opportunity associated with this proposal template at the GeoConnections website: <http://www.geoconnections.org> for project requirements and eligible activities. The contents and requirements of this document are subject to change. Before proceeding with a proposal submission, be sure to obtain the latest version of this document from the website.

Development of the proposal should only start after GeoConnections has accepted the Letter of Intent and requested a proposal. Proposals may be submitted in either English or French. GeoConnections is available to assist proponents in the development of their proposals.

**If you wish to be considered for GeoConnections funding under this opportunity, you must ensure that your proposal is received by GeoConnections no later than midnight (24:00), Pacific Standard Time, on the date defined in the Announcement of Opportunity.**

See Appendix A: Announcement Deadline Table for project proposal submission deadlines.

The proposal should stand alone, as it will be reviewed on its own merits, based on criteria described in Appendix D of this Announcement of Opportunity and the criteria in section K4 of this Appendix. Project proponents should provide all the necessary information to allow for a full and fair review of their proposed work.

Proposals must follow this template. **Proposals that do not follow this template will not be reviewed.**

*Text in italics denotes instructions and should be replaced with your text while regular text identifies section headings and required text.*

GeoConnections will respond by email to all proposals.

*Title of proposed project*  
*Project Proponent Organization*

Date proposal sent: *day, month, 2008*  
Proposal is valid until: *day, month, 2008*  
Announcement of Opportunity code: **IAO7IC4RA3**

## Project Summary

<b>Title of Proposed Project</b>				
<b>Lead Organization</b>				
<b>Project Manager's Name</b>				
<b>Manager's Contact Information</b>	Full mailing address:			
	Telephone number:			
	Fax number:			
	Email address:			
<b>Start Date of Project</b>				
<b>End Date of Project</b>				
<b>Duration of Project</b>	<i>Duration in months</i>			
<b>GeoConnections Thematic Area</b>	<i>Identify the GeoConnections thematic area and priority issue addressed by the proposed project (i.e. public health; population health surveillance)</i>			
<b>Project Description</b>	<i>Brief description (150 words or less), in plain language, of the proposed project and its objectives.</i>			
<b>Project Cost</b>	<i>Total project cost, in Canadian dollars</i>			
<b>GeoConnections Funding</b>	<i>Total amount of requested GeoConnections funding, in dollars</i>			
	<i>Total amount of requested GeoConnections funding, as a percentage of the total project cost</i>			
<b>Project Collaborators</b>	<i>Financial Contribution (Cdn \$)</i>			
		<b>Cash Contribution</b>	<b>In-Kind Contribution</b>	
		<b>Description</b>	<b>Cash value</b>	
<b>Proponent</b>		<i>Describe what the in-kind contribution consists of; for example labour,</i>		
<b>Organization A</b>				
<b>Organization B</b>				

## **PROJECT DESCRIPTION**

*Describe the proposed atlas and the intended results. Illustrate the purpose of the atlas and explain why it is being initiated. Clearly define the atlas' scope (what is and is not included), its objectives and outcomes. Identify and discuss the geographic region that the regional atlas will cover.*

## **PRIORITY ISSUE**

*Identify the GeoConnections thematic area and identified priority issue that the regional atlas will address. Explain how the project results will address the issue within the thematic area. Indicate organizational benefits to be gained from the regional atlas, such as anticipated social, cultural, economic, or environmental benefits.*

## **USERS' NEEDS**

*Identify the main end-users of the proposed regional atlas. Indicate what the needs of the end-user community are and how the proposed atlas will respond to these needs. Summarize the business case or results of a user-needs assessment that support the need for a regional atlas (complete reports may be added to the proposal as appendices). Please refer to Appendix H in the announcement of opportunity for more information on responding to user needs. Consider any secondary end-users (such as an advocacy or special interest group). What interests or expected benefits will drive them to use the atlas for their decisions and actions?*

## **COMMUNITY AWARENESS**

*Describe several potential interactions or decision-making scenarios as outputs of using the atlas. Indicate under what circumstances the regional atlas will be used, and what role it will play. State what actions or results use of the atlas will generate or support for the end-users. Indicate under which legislation, mandate or responsibility the end-users will typically make use of the atlas. Describe the anticipated frequencies of access to the atlas per end-users. Explain why the proposed atlas will be the best resource for increased community awareness and, subsequently, more informed decisions.*

## **CGDI, STANDARDS AND INTEROPERABILITY**

*Explain the role that the CGDI will play in the regional atlas. Explain why the CGDI is important to the success of the regional atlas. Describe how the CGDI be used as a means for the end-users to increase awareness and make better decisions. List all standards, including, but not limited to, CGDI-endorsed standards and specifications that the regional atlas will comply with. Explain how the regional atlas will be interoperable with the CGDI.*

*Indicate how the use of standards and participation of the atlas in the CGDI's interoperable infrastructure will benefit the end-user group.*

## DATA INTEGRATION

*Data integration is facilitated by the use of thematic data standards and models. Identify and discuss means of integrating regional datasets to produce value-added information to populate the proposed atlas. Include existing standard procedures or best practices, or plans to develop and apply data models and standards that will enable comprehensive integration of disparate, distributed datasets originating from multiple regional organizations. In addition, identify and discuss how integrated data made available by the regional atlas could be further integrated into other CGDI compliant atlases, applications or national information systems.*

*Describe how the atlas will deal with semantic interoperability, which refers to how disparate, distributed data is interpreted consistently in order to provide the intended representation of the data within the atlas.*

## DATA CONTENT

*Projects must be based on CGDI standards and specifications and, using these standards, must share data between collaborating organizations, atlas end-users and with the CGDI. Describe new data to be made available using CGDI-compliant web services, including who is providing it, where it will reside, and the currency, scale and any access or use constraints. Using the table below, list all **new CGDI-compliant web services to be deployed that will enable access to data in support of the atlas**. Provide links to metadata where available. See the GeoConnections website under Developers' section for more information on CGDI-endorsed standards: (<http://www.geoconnections.org/en/communities/developers/standards>).*

*Using the table below as a guide, explain what new CGDI services will be provided by the regional atlas.*

<b>Data custodian/service provider</b>	<b>Use in atlas</b>	<b>Dataset name</b>	<b>Type of CGDI-compliant web service</b>
Town of Newmarket	Data visualization	Local zoning	WMS
Town of Richmond Hill	Data visualization	Local zoning	WMS
Toronto and Region Conservation Authority	Data visualization	Conservation authority generic boundary	WMS

## USING THE CGDI

*Projects must be based on the use of the CGDI. Using the table below, list all **existing CGDI web services, framework data, technologies and policies to be leveraged**. Describe how they will enable the proposed atlas. See the GeoConnections website under*

*Developers' section for more information on CGDI-endorsed standards: (<http://www.geoconnections.org/en/communities/developers/standards>).*

*Using the table below as a guide, explain what existing CGDI services will be leveraged and how they will enable the atlas.*

<b>Service Provider</b>	<b>Use in atlas</b>	<b>Dataset name</b>	<b>Access URL</b>	<b>Type of CGDI-compliant web service</b>
GeoBase	Data visualization	National Road Network v1.0	<a href="http://wms.geobase.ca/wms-bin/cubeserv.cgi?request=getCapabilities">http://wms.geobase.ca/wms-bin/cubeserv.cgi?request=getCapabilities</a> ....	WMS
Canadian Geographical Names Service	Data access	Canadian Geographic Names	<a href="http://cgns.nrcan.gc.ca/wfs/cubeserv.cgi">http://cgns.nrcan.gc.ca/wfs/cubeserv.cgi</a>	WFS
...				

## PROPONENT ORGANIZATION DESCRIPTION

*Describe your organization: when your organization was founded, your business mandate, organizational structure and functions, factors that influence your business, and current products and services. Vision and mission statements may also be included.*

## PROJECT TEAM

*Describe the roles, responsibilities, key skills/relevant experience, and experience of each person assigned to the project including partners, collaborating organizations, and contractors, following the template below. A project organization chart can be included.*

<b>Name:</b>	
<b>Organization:</b>	
<b>Role:</b>	
<b>Responsibilities:</b>	
<b>Key Skills:</b>	

***In circumstances where a project involves more than one organization, Letters of Collaboration must be provided for each organization that is contributing to the project. The Letter of Collaboration must include:***

- *an indication of the organization's interest in the project,*
- *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.*
- *an explanation of the collaborator's role in sustaining the project results past the funding period.*
- *the contact's name and title, full postal address, telephone and fax numbers, e-mail address, and organization' website address.*

- describe any existing sharing agreements.

*Letters of Collaboration provided by government agencies at any level are to be signed by an individual at the senior management level (i.e., the person who has authority and responsibility for the allocation and commitment of the resources for this application).*

*Please note that project contractors are not considered to be collaborators unless they are contributing either cash or in-kind labour.*

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

## **INFORMATION SHARING**

*How will the CGDI be used as a means to share information? Describe how and with whom the proposed project shares data or information products. Describe the project's approach for the dissemination and licensing of geospatial information to be made available to the CGDI as a result of the project. Indicate whether those organizations contributing data to the regional atlas have an organizational mandate or licensing rationale to share geospatial information. Define the scope of that mandate or rationale – is it for a limited or secure community, or does it extend to the public at large? Clearly define the levels of data sharing by indicating any access and use constraints. Indicate the modes of access, for instance, local network access only, CGDI services, ftp. Describe how project collaborators will allow for sharing of data and services through transparent access, regardless of jurisdiction or any proprietary data storage formats. Reference may be made to "The Dissemination Of Government Geographic Data In Canada - Guide To Best Practices" ([http://www.geoconnections.org/publications/Best\\_practices\\_guide/html/summary\\_e.html](http://www.geoconnections.org/publications/Best_practices_guide/html/summary_e.html))*

## **SUSTAINABILITY AND COMMITMENT**

*Following the user-centric design approach, iterative development of the proposed atlas begins after entering into production mode of operation. Describe plans for iterative, user-centric development of the atlas for years 2 through 5. Describe plans for maintenance of the atlas for years 2 through 5. Identify who (organization and staff and/or resources) will be responsible for maintaining the proposed atlas beyond GeoConnections' funding. Demonstrate that the organization has an existing, active governance structure and a mandate to maintain the atlas. Include any supporting materials such as a content management and geospatial information accountability matrix. A description on how further enhancement requests will be handled within the end-user community must be included.*

## **COMMUNICATIONS PLAN**

*Describe how project results will be shared and disseminated within the end-user community. Describe how the regional atlas will establish links with other initiatives. Identify and describe plans to promote use of the proposed atlas to your target users, including conferences, workshops, meetings, articles, media contact, etc.*

## FEASIBILITY AND RISK

*Identify and evaluate potential challenges or risks in completing and/or sustaining the project. Please fill out the table and add any other applicable risks. Examples of risks include: commitment risks, organization risks, contracting risks, financial risks, human resources risks (such as the availability of qualified personnel or experienced personnel), project dependencies and/or policy issues related to data access (i.e. licensing, intellectual property, copyright, security, privacy etc). Reference to past research, pilot projects, demonstrations, previous experience, and reports can be used in the risk analysis. Evaluate the mitigation statements against the Project Implementation Plan for availability of resources and flexibility to address potential risks. Describe the organizational structure and the level of management support for the project.*

<b>Risk</b>	<b>Severity (high, medium, low)</b>	<b>Probability (high, medium, low)</b>	<b>Mitigation strategies for dealing with each risk</b>

## PROJECT IMPLEMENTATION PLAN

*Include a thorough project implementation plan, and clearly indicate the following elements:*

- *Project phases with well-defined activities or tasks for each stage and calendar-based schedule*
- *Project control and tracking methods*
- *Communication and feedback mechanisms (with user community, among collaborators, and with GeoConnections)*
- *Milestones and deliverables (below)*

*The project should be divided into phases, with a series of milestones at critical points in the work. Each milestone should be qualified with associated tasks to be completed. Deliverables as well as requests for payments are to be linked to these milestones. The amount of the payments for each milestone should be specified.*

*Complete the table below. The schedule of work is left to the discretion of the project proponent. Deliverables as well as requests for payments are to be linked to these milestones.*

- *Column 1 "WBS" – identifies a number for each task and sub-task and milestones.*
- *Column 2 "Task and work breakdown" – describes each task and sub-task and milestone. Sub-tasks must be defined to a maximum of ten days. As a guideline, it is advisable to provide a breakdown / detail on any activity with a total effort of more than 10 days*
- *Column 3 "Duration (days)" is the total length of time in working days that the activity will take.*

- *Column 4 “Organization” – indicates the name of the organization responsible for the task.*
- *Column 5 “Team Members Name” – identifies the actual personnel assigned to carry out the described task.*
- *Column 6 “Days effort/person” – indicates the level of work effort in days for each team member.*
- *Column 7 “Per diem” is the individuals’ daily rate. This includes employee benefits up to a maximum of 20 percent. An explanation on how the per diem rate was calculated should be provided. A typical way to calculate labour (labour-rate formula) is: reasonable annual salary, plus reasonable overhead and benefits, divided by a 260.88 billable days in a year. In the case of government personnel, official government rate or rates according to classification level should be used.*
- *Column 8 “Outputs” – indicates all the outputs to be delivered at the milestone.*
- *Column 9 “Start Date” – indicates the date at which the first activity begins.*
- *Column 10 “Delivery Date” – indicates the date for delivery of the final deliverable of a particular milestone.*
- *Column 11 “GeoConnections Contribution by Milestone” indicates GeoConnections share of the cost for that milestone*
- *Column 12 “Total Cost” – indicates the cost – excluding tax (whether funded by cash or in-kind contribution) of the task to be carried out.*

WBS	Task & work breakdown	Duration (days)	Organization	Team Members Name	Days effort/pers	Per Diem	Outputs	Start Date	Delive ry Date	GeoConnection s Contribution by Milestone	Total Cost (excluding tax)
1	<b>Architecture</b>	<b>292</b>	Org A Org B Subcontractor				Milestone #1 - User-Needs Report - Architecture Report -Project Summary Report	2006-07-01	2006-10-02	\$20,000	\$50,000
1.1	Travel for project kick-off meeting	4	Company B Subcontractor	F. White T. Greene W. Lebrun	2 1 1	600 700 400					
1.2	Project kick-off meeting	7	Company A  Company B Subcontractor	J. Brown J. Black F. White T. Greene W. Lebrun	3 1 1 1 1	525 300 600 700 400					
1.3	Review existing material	56	Company A  Company B Subcontractor	J. Brown J. Black F. White T. Greene W. Lebrun							
1.4	Examine needs	38	Company A  Company B Subcontractor	J. Brown J. Black F. White T. Greene W. Lebrun							
1.5	Revise scope and long-term concept in function of needs	27	Subcontractor	T. Greene W. Lebrun							
1.6	Define exchange protocols	38	Subcontractor	T. Greene W. Lebrun							
1.7	Architecture (data manipulation & CGDI standards and specs)	70	Subcontractor	T. Greene W. Lebrun							

1.8	<i>User validation</i>	33	<i>Company A</i> <i>Company B</i> <i>Subcontractor</i>	<i>J. Brown</i> <i>J. Black</i> <i>F. White</i> <i>T. Greene</i> <i>W. Lebrun</i>						
1.9	<i>Architecture report</i>	19	<i>Company A</i> <i>Company B</i> <i>Subcontractor</i>	<i>J. Brown</i> <i>J. Black</i> <i>F. White</i> <i>T. Greene</i> <i>W. Lebrun</i>						
<b>2</b>	<b><i>Development</i></b>	<b>356</b>								
2.1	<i>Analysis and function development</i>	47								
2.2	<i>Develop exchange protocols</i>	55								
2.3	<i>Software purchase</i>									
2.4	<i>Data integration</i>	67								
2.5	<i>Develop help menus and functions</i>	41								
2.6	<i>User-validation</i>	55								
2.7	<i>Integrate user feedback and finalize application</i>	63								
2.8	<i>Training</i>	28								
<b>3</b>	<b><i>Project wrap-up</i></b>	<b>48</b>								
3.1	<i>Documentation</i>	31								
3.2	<i>Final report</i>	17								
	<b>Total effort (days)</b>	<b>696</b>							<b>\$100,000</b>	<b>\$250,000</b>

## FINANCIAL INFORMATION

*Complete financial details including budget summary, labour-costs summary, milestones and deliverables, collaborators' cost per milestone, source of project funds, and distribution of project funds as per the tables below. This information must correspond to the rules and restrictions provided in the "Financial Information" section 8 of this Announcement of Opportunity.*

*Projects should be no longer than 14 months in duration.*

*The maximum amount of funding available from GeoConnections, per project, is \$100,000. GeoConnections funding must not exceed 50 percent of the project cost. GeoConnections contribution must be within the maximum funding limit exclusive of any taxes. Taxes must be paid out by the proponent or the collaborators and must be excluded from the calculation of the total project cost.*

*See eligible project costs (section 8.2) and ineligible project costs (section 8.3) in the Announcement of Opportunity.*

### Budget Summary

*This table provides a budget summary that identifies the project costs and the contributions per collaborating organization. The table conveys eligible expenses incurred by each organization and classification of each expense as a cash or in-kind contribution. A description of each "Project Expense" item should be provided in the description cell. Additional columns can be added for more organizations.*

*Financial statements and Invoices should be provided to GeoConnections after milestone deliverables are achieved, for payment. Invoices to be provided should follow the format of the budget summary table with the addition of the milestone number, name and brief description.*

### Notes:

- *Total federal government assistance cannot exceed 75% of the total cost of the project. However, for Aboriginal organizations INAC funding for core services should not be counted as Federal.*
- *An organization in Quebec whose operations are partially or fully funded by the province of Quebec may be subject to the Act Respecting the Conseil exécutif (L.R.Q., chapter M-30). Certain entities, such municipal bodies, school bodies or public agencies, must obtain an authorization, before signing any agreement with the Government of Canada.*
- *Ineligible Project Costs Include:*
  - *Costs related to the collection, purchase, acquisition, or value of existing data. Data collection activities cannot be claimed as in-kind even if the data is deemed critical to the success of the project and the data collection takes place within the project time frame.*
  - *Profit*
  - *Pre-project costs*
  - *Background Intellectual Property*

- *Goods and Services Tax (GST), Provincial Sales Tax (PST) and Harmonized Sales Tax (HST) are ineligible for GeoConnections funding or as an in-kind contribution.*
- *Hardware. Computers, GPS and surveying equipment cannot be amortized over the life of the project.*
- *Under the training line item, explain who is taking the training and where and why they are taking the training.*

<b>Budget Summary</b>						
<b>Project Expense and Description</b>	<b>Organization A</b>		<b>Organization B</b>		<b>GeoConnections</b>	<b>Total Project Costs</b> Taxes (GST, PST and HST) not eligible
	<b>In-kind</b>	<b>Cash</b>	<b>In-kind</b>	<b>Cash</b>	<b>Cash</b>	
<b>Labour</b> (including benefits – max 20%) <i>'In-kind' is for people already employed by an organization</i> <i>'Cash' is for new contracts; people hired for this specific project</i>						
<b>Software</b> <i>List all the software to be used and its purchase price/licensing amortized over the life of the software and the project duration. For example ArcGIS cost \$5,000. Life of 5 years. Duration of project 1 year = \$1,000 allowed.</i> <i>'In-kind' is used if you already possess the software 'Cash' if you are buying the software for this project</i>						
<b>Training</b> <i>Explain who is taking the training, why the training is required, who is providing the training, and the number of days/hours of training</i> <i>Place it under 'Cash' if you are paying for the training from an organization not financially contributing towards the project</i>  <b>Note:</b> <i>Training should not exceed 15% of the total project cost.</i>						

<p><b>Materials, Supplies, Components</b>  <i>In-kind costs cannot be on-going operational costs; for example if your organization pays rent (or electricity or gas) for its office as part of on-going operations, it cannot be claimed as an in-kind contribution since the cost would be incurred regardless of this project.</i>  <i>Administrative costs (postage, courier, photocopying), costs for telecommunications (fax, telephone), meeting rooms, etc. can be claimed.</i>  <i>Overhead costs should be explained as they may be operational costs.</i></p>						
<p><b>Travel and Living</b>  <i>Travel expenses should be detailed. Invoices for transportation and accommodation will need to be provided for repayment.</i>  <i>Travel costs will be reimbursed according to the Treasury Board Travel Directive at <a href="http://publiservice.tbs-sct.gc.ca/pubs_pol/hrpubs/TBM_113/td-dv_e.asp">http://publiservice.tbs-sct.gc.ca/pubs_pol/hrpubs/TBM_113/td-dv_e.asp</a>.</i></p>						
<p><b>Subcontracts</b>  <i>Identify the subcontractor. Tasks and days effort should be identified in the project implementation plan.</i></p>						
<p><b>Other</b></p>						
<p><b>TOTAL COSTS</b></p>						
<p><b>Percentage</b></p>	%	%	%	100%		

## **APPENDICES: ADDITIONAL RELEVANT INFORMATION**

*Additional relevant information can be included in this section. This can include, for example, strategic planning reports, project team member resumes, business cases, sustainability analyses, prototype details, reports on related projects and initiatives, and user-needs assessments.*

## 12 REGIONAL ATLASES FOR COMMUNITY AWARENESS: ADDITIONAL PROPOSAL REVIEW CRITERIA

### Proposal review

Refer to Appendix D “Proposal Review Criteria” of the Announcement of Opportunity for the standard criteria applied to all projects. Proposals will be reviewed according to the evaluation criteria described in the Announcement of Opportunity in addition to the criteria described below. Each section from the proposal template will be reviewed.

Additional Review Criteria are as follows:

		Pass or Fail
A	<p><b>Collaborations</b> Does the project involve the collaboration or more than two organizations, including the end-user community, as either the project proponent or a project collaborator, actively involved in the project and making a financial contribution?</p> <p>Yes=pass No=fail</p>	
B	<p><b>User needs</b> Have the needs of the end-user community been identified and is the end-user community actively engaged in project activities, including iterative testing and validation of the atlas?</p> <p>Yes=pass No=fail</p>	
C	<p><b>Data integration</b> Will the project enable comprehensive integration of disparate datasets in a distributed web environment?</p> <p>Yes=pass No=fail</p>	
D	<p><b>Data content</b> Does the project make new geospatial information, of relevance to one of three GeoConnections thematic areas, available for use in the regional atlas and to the CGDI?</p> <p>Yes=pass No=pass</p>	

# Appendix L

## Category 7

### Geospatial Decision Support Systems

Projects that use the Canadian Geospatial Data Infrastructure (CGDI) to facilitate decision-making in  
public health,  
public safety and security,  
and/or  
matters of importance to Aboriginal People

Announcement Code: IA07UC2DS3

## Summary: Geospatial Decision Support Systems (GDSS) Project

### Note:

Refer to the Announcement of Opportunity associated with this proposal template at the GeoConnections website: <http://www.geoconnections.org> for additional important information.

### What can be applied for?

GeoConnections is soliciting proposals to develop geospatial decision support systems in one of the following **GeoConnections thematic** areas:

- *Public Health*: Facilitating **Population Health Surveillance or Health Emergency Response and Inter-Emergency Planning**
- *Public Safety and Security*: Facilitating **Critical Infrastructure Identification or Situational Awareness & Management of Consequences**
- *Matters of Importance to Aboriginal People*: Facilitating **Land and Resource Management/Community Planning**.

### How much can be applied for?

GeoConnections will fund up to 50% of a project's cost up to a maximum of \$150,000 exclusive of GST, PST, and HST. See section 8 of the master section of the Announcement for more detail.

### Who do I contact for more information?

Nina Wesch  
Program Advisor, Public Health  
GeoConnections  
Telephone: (613) 943-4239  
Facsimile: (613) 947-2410  
Email: [nina.wesch@nrcan.gc.ca](mailto:nina.wesch@nrcan.gc.ca)

Philip Dawe  
Program Advisor, Public Safety & Security  
GeoConnections  
Telephone: (613) 943-4238  
Facsimile: (613) 947-2410  
Email: [philip.dawe@nrcan.gc.ca](mailto:philip.dawe@nrcan.gc.ca)

Tim West  
Program Advisor, Matters of Importance to Aboriginal Communities  
GeoConnections

Telephone: (613) 947-0114  
Facsimile: (613) 947-2410  
Email: [tim.west@nrcan.gc.ca](mailto:tim.west@nrcan.gc.ca)

## L1 OBJECTIVE

GeoConnections is soliciting proposals for developing and deploying GeoSpatial Decision Support Systems that address specific priority issues within one of three GeoConnections thematic areas: public health, public safety and security, and matters of importance to Aboriginal people.

### 12.1 L1.1 Geospatial Decision Support Systems

Geospatial Decision Support Systems (GDSS) process and analyze essential data and information, including geospatial data and information that is required by decision makers. For example, a GDSS might be used by Public Safety & Security decision makers to design evacuation areas, ingress and egress routes, and other mitigation measures. GDSS are in effect specialized geospatial-based information systems that are designed to share information between organizations.

To enable decision-making among organizations a GDSS incorporates standards-based technologies and datasets that comprise the Canadian Geospatial Data Infrastructure (CGDI). As opposed to simply viewing geospatial information from multiple sources, a GDSS enables decision makers to model, consolidate, summarize, or visualize data. Outputs are based on geospatial analyses, but may be presented in non-geospatial forms appropriate to the decision-making requirement, for example as graphs, tables, or reports. A **GDSS must address** the specific needs of users as determined through a user-centered design process. Specific user consultations must be demonstrated.

GDSS' do not necessarily have to operate through a web browser but nevertheless they should be based upon the principles of the CGDI, for example, by providing access to data that is closest to the authoritative source via interoperable and distributed online services and by using standards-based technologies and datasets. GDSS' are not required to be publicly available.

### 12.2 L1.2 Proponent and Collaborator Criteria – general

The GDSS project proponent **must be** the organization that has the **mandate and responsibility** to address a priority issue from one of three GeoConnections thematic areas identified below:

- *Public Health:* Facilitating **Population Health Surveillance or Health Emergency Response and Inter-Emergency Planning**
- *Public Safety and Security:* Facilitating **Critical Infrastructure Identification or Situational Awareness & Management of Consequences**
- *Matters of Importance to Aboriginal People:* Facilitating **Land and Resource Management/Community Planning.**

The project proponent must specify **one GeoConnections thematic area only**, to which their project best corresponds. Further details on the **GeoConnections thematic** areas and priority issues can be found in section 2.4 of the announcement. Examples of the types of organizations being sought as proponents can be found in section 2.5 of the announcement.

Geospatial Decision Support Systems are the product of the collaboration of multiple organizations. Each project must involve the collaboration of the proponent and at **least two other organizations** with a stake in the resulting decision support system. GDSS are designed to support decision making for priority issues that require **collaboration amongst organizations**. To support decision making the project must show a clear need for information sharing and decision-making amongst the proponent and the collaborating organizations.

### 12.3 L1.3 User Needs Assessments and User Center Design

Proponents of GDSS proposals should clearly describe the priority issue that the application addresses and demonstrate how the application responds to the needs of end-users.

**Proponents must have a user needs assessment completed before the submission of a project proposal.**

A **user-needs assessment** (UNA) is a process for discovering and assessing the needs of users and developing solutions for meeting identified needs. User-needs assessments submitted to GeoConnections must include input from end-users about their needs, and preferences regarding a particular GDSS to support their decision-making requirements. Implementing GDSS will require that user-centered design (UCD) principles be followed. UCD involves the input of users in the designing of a system to ensure that it is easy to use and meets the needs of its users. GeoConnections will be reviewing proposals based on the project proponents' inclusion of UCD activities in project plans. For more detailed information regarding UNA and UCD please refer to the *Understanding User Needs and User-Centered Design* document at:

[http://www.geoconnections.org/publications/Key\\_documents/UNA\\_UCD\\_Guide\\_E.pdf](http://www.geoconnections.org/publications/Key_documents/UNA_UCD_Guide_E.pdf)

## L2 GEOSPATIAL DECISION SUPPORT SYSTEMS PROPOSAL TEMPLATE

### Notes

Refer to the Announcement of Opportunity associated with this proposal template at the GeoConnections website: <http://www.geoconnections.org> for project requirements and eligible activities. The contents and requirements of this document are subject to change. Before proceeding with a proposal submission, be sure to obtain the latest version of this document from the website.

Development of the proposal should only start after GeoConnections has accepted the Letter of Intent and requested a proposal. Proposals may be submitted in either English or French. GeoConnections is available to assist proponents in the development of their proposals.

**If you wish to be considered for GeoConnections funding under this opportunity, you must ensure that your proposal is received by GeoConnections no later than midnight (24:00), Pacific Standard Time, on the date defined in the Announcement of Opportunity.**

See Appendix A: Announcement Deadline Table for project proposal submission deadlines.

The proposal should stand alone, as it will be reviewed on its own merits, based on criteria described in Appendix D of this Announcement of Opportunity and the criteria in section L3 of this Appendix. Project proponents should provide all the necessary information to allow for a full and fair review of their proposed work.

Proposals must follow this template. **Proposals that do not follow this template will not be reviewed.**

*Text in italics denotes instructions and should be replaced with your text while regular text identifies section headings and required text.*

GeoConnections will respond by email to all proposals.

*Title of proposed project*  
*Project Proponent Organization*

Date proposal sent: day, month, 2008  
Proposal is valid until: *day, month, 2008*  
Announcement of Opportunity code IA07UC2DS3

## Project Summary

<b>Title of Proposed Project</b>				
<b>Lead Organization</b>				
<b>Project Manager's Name</b>				
<b>Manager's Contact Information</b>	Full mailing address:			
	Telephone number:			
	Fax number:			
	Email address:			
<b>Start Date of Project</b>				
<b>End Date of Project</b>				
<b>Duration of Project</b>	<i>Duration in months</i>			
<b>GeoConnections Thematic Area</b>	<i>Aboriginal Matters Public Health or Public Safety and Security</i>			
<b>Project Description</b>	<i>Brief description (150 words or less), in plain language, of the proposed project and its objectives.</i>			
<b>Project Cost</b>	<i>Total project cost, in Canadian dollars</i>			
<b>GeoConnections Funding</b>	<i>Total amount of requested GeoConnections funding, in dollars</i>			
	<i>Total amount of requested GeoConnections funding, as a percentage of the total project cost</i>			
<b>Project Collaborators</b>	<i>Financial Contribution (Cdn \$)</i>			
		<b>Cash Contribution</b>	<b>In-Kind Contribution</b>	
		<b>Description</b>	<b>Cash value</b>	
<b>Proponent</b>		<i>Describe what the in-kind contribution consists of; for example labour, software, supplies, etc.</i>		
<b>Organization A</b>				
<b>Organization B</b>				

## PROJECT DESCRIPTION

*Describe the purpose of the project and explain why it is being initiated. Clearly define the scope of the project (elements that it contains), the geographic or administrative region it captures and the expected outcomes. Describe the system itself, the data it will ingest and outputs it will generate to support decision-making. Identify how the project results will address a priority issue from **one** of the **GeoConnections thematic areas** below:*

- *Public Health: Facilitating **Population Health Surveillance** or **Health Emergency Response and Inter-Emergency Planning** (see detailed requirements in section 2.4)*
- *Public Safety and Security: Facilitating **Critical Infrastructure Identification** or **Situational Awareness & Management of Consequences** (see detailed requirements in section 2.4)*
- *Matters of Importance to Aboriginal People: Facilitating **Land and Resource Management/Community Planning** (see detailed requirements in section 2.4 )*

## USERS NEEDS

*Identify as specifically as possible the key users who will use the project outputs. Describe how they will use the outputs to improve decision-making. Describe the consultation method(s) used to discover the user requirements for the information, providing references. Provide the detailed User Needs Assessment findings as Appendix A in the proposal.*

*Refer to section 5.0 in the announcement of opportunity for more information on responding to user needs.*

## BENEFITS

*Explain how the system and the outputs of the system will provide a beneficial outcome for end-users in support of improved decision-making. Include benefits for the project proponent's organization, the collaborating organizations and beyond.*

## SUSTAINABILITY AND COMMITMENT

*Describe plans for the maintenance and/or further development of the system for the immediate years following the GeoConnections' funded project. Identify as specifically as possible the organization and sector or division that will be responsible for maintaining the GDSS. Demonstrate that the organization has an existing, active governance structure, a mandate and resources to maintain the GDSS.*

## COMMUNICATIONS PLAN

*Describe the means that will be employed to communicate and promote the project's development (such as building the system), the system outputs, and their use by decision-makers among the proponent's organization, the collaborating organizations and beyond. Describe any links with other initiatives.*

## ORGANIZATION DESCRIPTION

*Describe the proponent's organization: its mandate, organizational structure and functions, current products and services and how they relate to the described GDSS project.*

## USING THE CGDI

*Projects must be based on the principles of the CGDI. **Please see the glossary of this announcement for an explanation of the CGDI.** Describe how the project will be used to discover, access, map, and/or share geospatial information. Identify the existing CGDI technologies and services to be used. Describe any new technologies and services to be built and deployed that will contribute to the CGDI. Describe linkages with other systems or portals that will be leveraged as part of this project. Please refer to section 6 of this Announcement for more information on new services.*

*See the GeoConnections website under Developers' section for more information on CGDI-endorsed standards:*

*(<http://www.geoconnections.org/en/communities/developers/standards>).*

*Using the table below as a guide, explain what existing CGDI services will be leveraged and how they will enable the application.*

<b>Service Provider (these are examples only)</b>	<b>Access URL (these are examples only)</b>	<b>Type of service</b>	<b>Data description</b>
Atlas of Canada	<a href="http://atlas.gc.ca/cgi-bin/atlaswms_en?VERSION=1.1.0&amp;request=GetCapabilities">http://atlas.gc.ca/cgi-bin/atlaswms_en?VERSION=1.1.0&amp;request=GetCapabilities</a>	WMS	<ul style="list-style-type: none"> <li>- Road network (1:2 000 000)</li> <li>- Drainage (1:2 000 000)</li> <li>- Boundaries</li> </ul>
GeoBase	<a href="http://www.geobase.ca/">http://www.geobase.ca/</a>	WMS	<ul style="list-style-type: none"> <li>- National Road Network</li> <li>- Digital Elevation Data</li> <li>- Geographical Names</li> <li>- National Imagery</li> <li>- Geopolitical Boundaries</li> </ul>
Land Information Ontario	<a href="http://wfs.mnr.gov.on.ca/wfs/http?request=GetCapabilities&amp;service=WFS">http://wfs.mnr.gov.on.ca/wfs/http?request=GetCapabilities&amp;service=WFS</a>	WFS	<ul style="list-style-type: none"> <li>- Settlements</li> <li>- Roads</li> <li>- Water</li> </ul>
Municipality of Truro, Nova Scotia	<a href="http://142.176.62.108/cgi-bin/mapserv.exe?map=d:\ms441oci\map_s\TRURO_WMS.map&amp;wmtver=1.1.0&amp;request=capabilities">http://142.176.62.108/cgi-bin/mapserv.exe?map=d:\ms441oci\map_s\TRURO_WMS.map&amp;wmtver=1.1.0&amp;request=capabilities</a>	WMS	<ul style="list-style-type: none"> <li>- Streets</li> <li>- Parks</li> </ul>
Environment Canada Pacific and Yukon Region	<a href="http://excise.pyr.ec.gc.ca/cgi-bin/mapserv.exe?map=/LocalApps/Mapserver/PYRWQMP.map&amp;version=1.1.1&amp;service=WMS&amp;request=GetCapabilities">http://excise.pyr.ec.gc.ca/cgi-bin/mapserv.exe?map=/LocalApps/Mapserver/PYRWQMP.map&amp;version=1.1.1&amp;service=WMS&amp;request=GetCapabilities</a>	WMS	<ul style="list-style-type: none"> <li>- Water Quality</li> </ul>
Canadian Geographical Names Service	<a href="http://cgns.nrcan.gc.ca/wfs/cubeserv.cgi?request=getCapabilities">http://cgns.nrcan.gc.ca/wfs/cubeserv.cgi?request=getCapabilities</a>	WFS	<ul style="list-style-type: none"> <li>- Place Names</li> </ul>
Meteorological Service of Canada	<a href="http://map.ns.ec.gc.ca/stservice/map.aspx?service=WMS&amp;version=1.1.1&amp;request=GetCapabilities">http://map.ns.ec.gc.ca/stservice/map.aspx?service=WMS&amp;version=1.1.1&amp;request=GetCapabilities</a>	WMS	<ul style="list-style-type: none"> <li>- Atmospheric (historical and current)</li> </ul>

## FEASIBILITY AND RISK

*Identify and evaluate potential challenges or risks in completing and/or sustaining the project. Please fill out the table and add any other applicable risks. Examples of risks include: commitment risks, organization risks, contracting risks, financial risks, human resources risks (such as the availability of qualified personnel or experienced personnel), project dependencies and/or policy issues related to data access (i.e. licensing, intellectual property, copyright, security, privacy etc). Reference to past research, pilot projects, demonstrations, previous experience, and reports can be used in the risk analysis. Evaluate the mitigation statements against the Project Implementation Plan for availability of resources and flexibility to address potential risks. Describe the organizational structure and the level of management support for the project.*

<b>Risk</b>	<b>Severity (high, medium, low)</b>	<b>Probability (high, medium, low)</b>	<b>Mitigation strategies for dealing with each risk</b>

## PROJECT TEAM

*Describe the roles, responsibilities, key skills/relevant experience, and experience of each person assigned to the project including partners, collaborating organizations, and contractors, following the template below. A project organization chart can be included.*

<b>Name:</b>	
<b>Organization:</b>	
<b>Role:</b>	
<b>Responsibilities:</b>	
<b>Key Skills:</b>	

***In circumstances where a project involves more than one organization, Letters of Collaboration must be provided for each organization that is contributing to the project. The Letter of Collaboration must include:***

- *an indication of the organization's interest in the project,*
- *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.*
- *an explanation of the collaborator's role in sustaining the project results past the funding period.*
- *the contact's name and title, full postal address, telephone and fax numbers, e-mail address, and organization's website address.*
- *describe any existing sharing agreements.*

*Letters of Collaboration provided by government agencies at any level are to be signed by an individual at the senior management level (i.e., the person who has authority and responsibility for the allocation and commitment of the resources for this application).*

*Please note that project contractors are not considered to be collaborators unless they are contributing either cash or in-kind labour.*

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

## **PROJECT IMPLEMENTATION PLAN**

*Include a thorough project implementation plan, and clearly indicate the following elements:*

- *Project phases with well-defined activities or tasks for each stage and calendar-based schedule*
- *Project control and tracking methods*
- *Communication and feedback mechanisms (with user community, among collaborators, and with GeoConnections)*
- *Milestones and deliverables (below)*

*The project should be divided into phases, with a series of milestones at critical points in the work. Each milestone should be qualified with associated tasks to be completed. Deliverables as well as requests for payments are to be linked to these milestones. The amount of the payments for each milestone should be specified.*

*Complete the table below. The schedule of work is left to the discretion of the project proponent. Deliverables as well as requests for payments are to be linked to these milestones.*

- *Column 1 “WBS” – identifies a number for each task and sub-task and milestones.*
- *Column 2 “Task and work breakdown” – describes each task and sub-task and milestone. Sub-tasks must be defined to a maximum of ten days. As a guideline, it is advisable to provide a breakdown / detail on any activity with a total effort of more than 10 days*
- *Column 3 “Duration (days)” is the total length of time in working days that the activity will take.*
- *Column 4 “Organization” – indicates the name of the organization responsible for the task.*
- *Column 5 “Team Members Name” – identifies the actual personnel assigned to carry out the described task.*
- *Column 6 “Days effort/person” – indicates the level of work effort in days for each team member.*
- *Column 7 “Per diem” is the individuals’ daily rate. This includes employee benefits up to a maximum of 20 percent. An explanation on how the per diem rate was calculated should be provided. A typical way to calculate labour (labour-rate formula) is: reasonable annual salary, plus reasonable overhead and benefits, divided by a 260.88 billable days in a year. In the case of government personnel, official government rate or rates according to classification level should be used.*

- *Column 8 “Outputs” – indicates all the outputs to be delivered at the milestone.*
- *Column 9 “Start Date” – indicates the date at which the first activity begins.*
- *Column 10 “Delivery Date” – indicates the date for delivery of the final deliverable of a particular milestone.*
- *Column 11 “GeoConnections Contribution by Milestone” indicates GeoConnections share of the cost for that milestone*
- *Column 12 “Total Cost” – indicates the cost – excluding tax (whether funded by cash or in-kind contribution) of the task to be carried out.*

<b>WBS</b>	<b>Task &amp; work breakdown</b>	<b>Duration (days)</b>	<b>Organizations</b>	<b>Team Members Name</b>	<b>Days effort/ person</b>	<b>Per Diem</b>	<b>Outputs</b>	<b>Start Date</b>	<b>Delivery Date</b>	<b>GeoConnections Contribution by Milestone</b>	<b>Total Cost (excluding PST, HST &amp; GST tax)</b>
<b>1.</b>	<b>Initiation Phase</b>	<b>37</b>	<b>Organization A Organization B Organization C Subcontractor</b>		<b>20</b>			<b>Jan. 6<sup>th</sup>, 2006</b>		<b>\$5,000</b>	<b>\$10,400</b>
1.1	Travel for project kick-off meeting	10	Organization B Subcontractor Subcontractor	F. White T. Greene W. Lebrun	2 1 1	\$600 \$700 \$400					\$2300
1.2	Project kick-off meeting	12	Organization A Organization B Organization B Subcontractor	J. Brown J. Black F. White T. Greene W. Lebrun	3 1 1 1 1	\$525 \$300 \$600 \$700 \$400					\$3575
1.3	Confirm requirements with users	15	Organization A Organization B Organization B Subcontractor	J. Brown J. Black F. White T. Greene	5 2 1 1	\$525 \$300 \$600 \$700					\$4525
1.4	Initiation Phase Complete						<b>Milestone #1 - Requirements Specification -Project Status Report</b>		<b>Feb 22nd, 2006</b>		
<b>2.</b>	<b>Design Phase</b>	<b>40</b>			<b>22</b>			<b>Feb 23, 2006</b>		<b>\$10,000</b>	<b>\$20,425</b>
2.1	Review design with end users	10	Organization A	J. Brown	5	\$600					\$3000

2.2	Architecture and data model review	10	Organization B	F. White	10	\$600					\$6000
2.3	Write architecture and design document	15	Organization B Subcontractor	F.White T. Greene	3 10	\$600 \$700					\$8800
2.4	Updated Design document from user feedback	5	Organization A	J. Brown	5	\$525					\$2625
2.5	Design Document Complete								April 12 <sup>th</sup> , 2006		
2.6	Design Phase Complete						Milestone #2 -Design Specification -Project Status Report		April 19 <sup>th</sup> , 2006		
<b>3.</b>	<b>Build Phase</b>	<b>150</b>			<b>140</b>				April 20 <sup>th</sup> , 2006		<b>\$100,000</b>
3.1	<i>Describe tasks</i>										
3.2											
<b>4.</b>	<b>Implementation Phase</b>	<b>40</b>			<b>30</b>				November 16, 2006		<b>\$10,000</b>
4.1	<i>Describe tasks</i>										
4.2											
<b>5.</b>	<b>Project Conclusion Phase</b>	<b>20</b>			<b>20</b>				Jan 11th, 2007		<b>\$15,000</b>
5.1	<i>Describe tasks</i>										
5.2											
	<b>Totals</b>	<b>287</b>			<b>232</b>				February 7 <sup>th</sup> , 2007		<b>\$155,825</b>

## BUDGET SUMMARY

*This budget summary table describes the project costs and the contributions per collaborating organization. The table conveys eligible expenses incurred by each organization and classification of each expense as a cash or in-kind contribution. A description of each "Project Expense" item should be provided in the "Project Expense and Description" cell. Additional columns can be added for more organizations.*

*The maximum amount of funding from GeoConnections is \$150,000 and must not exceed 50 percent of the project cost.*

### **Notes:**

- *Total federal government assistance cannot exceed 75% of the total cost of the project. This does not apply to federal project proponents. For Aboriginal organizations INAC funding for core services are not counted as Federal.*
- *An organization in Quebec whose operations are partially or fully funded by the province of Quebec may be subject to the Act Respecting the Conseil exécutif (L.R.Q., chapter M-30). Certain entities, such municipal bodies, school bodies or public agencies, must obtain an authorization, before signing any agreement with the Government of Canada. See Appendix E of this Announcement for the form related to Bill M-30.*
- *Ineligible Project Costs Include:*
  - *Costs related to the purchase, acquisition, or to the value of data are not eligible. Costs associated with any activities related to the collection of data are ineligible. Data collection activities cannot be claimed as in-kind even if the data is deemed critical to the success of the project and the data collection takes place within the project time frame.*
  - *Profit*
  - *Pre-project costs*
  - *Background Intellectual Property*
  - *Goods and Services Tax (GST), Provincial Sales Tax (PST) and Harmonized Sales Tax (HST) are ineligible for GeoConnections funding or as an in-kind contribution.*
  - *Hardware. Computers, GPS and surveying equipment cannot be amortized over the life of the project.*
- *Under the training line item, explain who is taking the training and where and why they are taking the training..*

<b>Budget Summary</b>								
<b>Project Expense and Description</b>	<b>Organization A</b>		<b>Organization B</b>		<b>Organization C</b>		<b>GeoConnections</b>	<b>Total Project Costs</b> Taxes (GST, PST and HST) not eligible
	<b>Cash</b>	<b>In-kind</b>	<b>Cash</b>	<b>In-kind</b>	<b>Cash</b>	<b>In-kind</b>		
<b>Labour</b> (including benefits – max 20%) <i>'In-kind' is for people already employed by an organization</i> <i>'Cash' is for new contracts; people hired for this specific project</i>								
<b>Software</b> <i>List all the software to be used and its purchase price/licensing amortized over the life of the software and the project duration. For example GIS Software cost \$5,000. Life of 5 years. Duration of project 1 year = \$1,000 allowed.</i> <i>'In-kind' is used if you already possess the software 'Cash' if you are buying the software for this project</i>								
<b>Training</b> <i>Explain who is taking the training, why the training is required, who is providing the training, and the number of days/hours of training</i> <i>Place it under 'Cash' if you are paying for the training from an organization not financially contributing towards the project</i>  <b>Note:</b> <i>Training must not exceed 15% of the total project cost.</i>								

<p><b>Materials, Supplies, Components</b>  <i>In-kind costs cannot be on-going operational costs; for example if your organization pays rent (or electricity or gas) for its office as part of on-going operations, it cannot be claimed as an in-kind contribution since the cost would be incurred regardless of this project.</i>  <i>Administrative costs (postage, courier, photocopying), costs for telecommunications (fax, telephone), meeting rooms, etc. can be claimed.</i>  <i>Overhead costs should be explained as they may be operational costs.</i></p>								
<p><b>Travel and Living</b>  <i>Travel expenses should be detailed. Invoices for transportation and accommodation will need to be provided for repayment.</i>  <i>Travel costs will be reimbursed according to the Treasury Board Travel Directive at <a href="http://publiservice.tbs-sct.gc.ca/pubs_pol/hrpubs/TBM_113/td-dv_e.asp">http://publiservice.tbs-sct.gc.ca/pubs_pol/hrpubs/TBM_113/td-dv_e.asp</a>.</i></p>								
<p><b>Subcontracts</b>  <i>Identify the subcontractor. Tasks and days effort should be identified in the project implementation plan.</i></p>								
<p><b>Other</b></p>								
<p><b>TOTAL COSTS</b></p>								
<p><b>Percentage</b></p>		%	%	%	%	%	%	100%

## **APPENDICES: ADDITIONAL RELEVANT INFORMATION**

*Additional relevant information can be included in this section. This can include, for example, strategic planning reports, project team member resumes, business cases, sustainability analyses, prototype details, reports on related projects and initiatives, and user-needs assessments.*

### L3 GEOSPATIAL DECISION SUPPORT SYSTEMS: ADDITIONAL PROPOSAL REVIEW CRITERIA

#### Proposal Review

Refer to Appendix D “Proposal Review Criteria” of the Announcement of Opportunity for the standard criteria applied to all projects. Proposals will be reviewed according to the evaluation criteria described in the Announcement of Opportunity in addition to the criteria described below. Each section from the proposal template will be reviewed.

Additional Review Criteria are as follows:

		Pass or Fail
A	<p><b>Collaborations</b> Does the project involve the collaboration of at least three organizations, including the project proponent and project collaborators? (Note that project collaborators provide in-kind or financial resources to the project supported by a letter of Collaboration)</p> <p>Yes=pass No=fail</p>	
B	<p><b>User Needs &amp; User Center Design</b> Have the needs of the end-user community been identified in a user needs assessment document and are they supported by references to documents, workshops etc. and is the end-user community actively engaged in project activities, including iterative testing and validation of the decision support system?</p> <p>Yes=pass No=fail</p>	
C	<p><b>Decision Support</b> Does the project clearly demonstrate a need for the GDSS system and outputs to support decision making for one of the <b>GeoConnections thematic area</b> priority issues?</p> <p>Yes=pass No=fail</p>	

D	<p><b>Proponent Mandate</b></p> <p>Does the project proponent have a mandated responsibility to lead the development of the GDSS for the <b>GeoConnections thematic area</b> priority issue (see Announcement of Opportunity document section 2.5 for guidance)?</p> <p>Yes=pass No=fail</p>	
---	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--