

GeoConnections

**Announcement of Opportunity
for
Canadian Data Suppliers**

**Publishing Thematic Data
For Decision-Making in Priority Areas**

IC-Announcement code: 06AIC300

Announcement Summary

Introduction

GeoConnections is a national partnership program to evolve and expand the Canadian Geospatial Data Infrastructure (CGDI). The CGDI provides Canadians with on-demand access to location-based information (e.g. maps, satellite images) and related services and applications in support of sound decision making. Under its current mandate, GeoConnections is focusing on four priority thematic areas: public health, public safety, environment and sustainable development, and matters of importance to Aboriginal Peoples.

What can be applied for?

Under this Announcement of Opportunity (AO), 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 6.1.1.).

Under this AO, 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 four thematic areas: public health, public safety, environment and sustainable development, and matters of importance to Aboriginal Peoples.

Thematic data must support decision-making in one or more of the following issues:

- *Public Health: Facilitating **Disease Surveillance** or **Population Health Analysis***
- *Public Safety/Security: Assisting with the **Management of Consequences** and **Situational Awareness of Disaster Effects***
- *Environment/Sustainable Development: Facilitating **Integrated Land/Fresh Water/Marine Management** including **Land/Water-Use Planning, Environmental Assessment** and/or **Indicator Monitoring***
- *Matters of Importance to Aboriginal Peoples: **Land and Resource Management** and **Community Response Systems**.*

See Section 2.3 and Section 2.5 for further details and definitions of terms and concepts.

This Announcement of Opportunity will focus on publicly-accessible thematic data. GeoConnections recognizes that security and privacy of data and issues of trust around sharing information may be barriers to accessing and publishing sensitive (i.e. non-public or restricted) data. To address these issues, GeoConnections is concurrently supporting the development of technologies, approaches and policies that will address privacy, security and trust issues. Future Announcements of Opportunities will provide funding to publish sensitive data with measures in place to address these issues.

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. See Section 4 for more detail.

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 for more detail. Projects should take place between January 2007 and September 2007.

What is the process?

GeoConnections is soliciting **full proposals** from eligible organizations. These proposals will be evaluated against the criteria found in Appendix B. Note that proposals should be written and must be submitted by the proponent, and not a collaborator or private contractor. Costs related to development of the proposal are the responsibility of the proponent. **Submission of a full proposal to GeoConnections does not guarantee funding.**

The proponent must submit three (3) hard copies of the project proposal, including all appendices, and a CD-ROM with an electronic copy of all files to the GeoConnections contact identified below.

See Section 3 for more details.

What are the deadlines?

Proposals (3 hard copies and CD-ROM) must be received no later than close of business (17:00) Eastern Standard Time, October 30, 2006.

Who do I contact for more information?

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

Julie Béland
Manager
Value Management Office
GeoConnections

Room 626, 615 Booth Street
Ottawa, Ontario, K1A 0E9
Canada
Telephone: (613) 947-5009
Facsimile: (613) 947-2410
Email: jbeland@nrcan.gc.ca

For this AO, all **technical** enquiries related to **Aboriginal Matters or Environment & Sustainable Development** should be directed in writing, preferably by e-mail to:

Rhian Evans
CGDI Content Analyst
GeoConnections

Room 622, 615 Booth Street
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For this AO, all **technical** enquiries related to **Public Safety & Security or Public Health** should be directed in writing, preferably by e-mail to:

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CGDI Content Analyst
GeoConnections

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1 OBJECTIVE

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.

The main objectives of this opportunity are to:

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

For this opportunity, data must be:

- Thematic
- Distributed closest to the authoritative source
- Published with metadata and standards-based internet services

The reader unfamiliar with these terms and concepts is provided with definitions in Section 2.3.

Funding for thematic data projects will be based on proposals that meet the requirements of GeoConnections' user needs assessment activities. Projects must support decision-making for one or more of the priority issues described in Section 2.5.

This Announcement of Opportunity will focus on publicly-accessible thematic data. GeoConnections recognizes that security and privacy of data and issues of trust around sharing information may be barriers to accessing and publishing sensitive (i.e. non-public or restricted) data. To address these issues, GeoConnections is concurrently supporting the development of technologies, approaches and policies that will address privacy, security and trust issues. Future Announcements of Opportunities will provide funding to publish sensitive data with a technical architecture in place to address privacy and security issues.

2 BACKGROUND

2.1 GeoConnections

GeoConnections is a national partnership program led by Natural Resources Canada to build, maintain and support the use of the Canadian Geospatial Data Infrastructure (CGDI). The CGDI is an on-line resource that enables Canadians to use and combine geographic information (e.g., maps, satellite images) over the Internet to gain new insights and aid in decision making.

2.2 Canadian Geospatial Data Infrastructure (CGDI)

The Canadian Geospatial Data Infrastructure provides Canadians with on-demand access to geospatial information through an interoperable, standards-based network built by 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 apply 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 on-line mapping applications. With these four key components, the CGDI serves as a common foundation for key government information systems, as well as for third-party service delivery.

The following URL provides in-depth information about the CGDI:

http://www.geoconnections.org/publications/tvip/Vision_E/CGDI_Vision_final_E.html

2.3 Distributed Thematic Data Content

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 resides closest to the 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.

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, distributed thematic datasets and web services combined are what GeoConnections terms 'distributed thematic data content'. For the purposes of this Announcement we will consistently use the term 'thematic data'.

The following URL's provide in-depth information about distributed thematic data content:

- *A Developers' Guide to the CGDI: Developing and publishing geographic information, data and associated services*
http://www.geoconnections.org/publications/Technical_Manual/html_e/cgdiindex.html
- *CGDI Online Training* http://www.geoconnections.org/publications/training_manual/e/

2.4 Project Proponents

GeoConnections is mandated to support decision making and focus on the needs of users in the four priority areas. For the purposes of this announcement, suppliers of geospatial data and information are targeted.

Project proponents must be suppliers; however, developers from the private sector may be required to collaborate with suppliers to complete the project. Please refer to Section 4 of this announcement for further details.

2.5 Priority Areas and User Groups

The thematic data requirements of users **must be considered when applying for this opportunity**. In particular, as mandated by the 2005 Federal Budget, GeoConnections will support decision making on a broad range of issues within four thematic areas: public health, public safety and security, sustainable development and the environment, and matters of importance to Aboriginal Peoples.

This announcement of opportunity seeks thematic data that supports the specific priorities identified by GeoConnections described below. Note that proponents should specify **the priority area(s)**, to which their data best corresponds.

2.5.1 Public Health

Effective partnerships are needed to develop and apply the CGDI in a manner that serves public health professionals across the country. Public health is a GeoConnections priority for three reasons. First, health and well being are significant in the everyday lives of Canadians. Second, geomatics offers tremendous potential to improve the efficiency with which different health jurisdictions across the country interact. And third, there is a spatial component to the majority of health data, and an appreciation of associating health data with other types of data (e.g. environmental data, socio-economic data). The use of geomatics by epidemiologists, population health specialists and others within this community is still

nascent. However, specific areas within the public health arena could use geomatics, geographic information and the CGDI to improve delivery and bridge information silos.

This Announcement of Opportunity solicits thematic data that support decision-making in two areas, **Disease Surveillance** and **Population Health**:

Disease Surveillance: Within the realm of disease surveillance, geospatial capabilities are limited due to a lack of both information sharing and standardized data. Access to published public health data is needed to support public health practitioners who require geographic information to make informed decisions (e.g. planning immunization strategies). For example, near-real time data that indicates disease activity and related data on health infrastructure locations is vital.

Population Health: Multiple factors (such as socio-economic status, demography, and environment) shaping the public health paradigm are important to decision-makers in addressing the health of populations. With these varied information needs, the public health community requires access to timely and relevant geospatial information to effectively address, prioritize, and manage populations at risk.

The principal need identified by the public health community in addressing these priority areas is the development of metadata (see Section 2.3 for definition) that describes data collections, products and services in order for public health practitioners to discover relevant and authoritative quality data. Where possible, data should not only be spatially referenced, but also include time stamps, disease-type stamps and resulting baselines/indicators as a part of metadata.

In addition, the public health community requires access to spatially-referenced datasets and databases that support disease surveillance and population health. This Opportunity seeks data content that will use CGDI-endorsed data standards to enable public health-related data to be integrated with geospatial applications.

2.5.2 Public Safety

To prepare for threats in an all-hazards environment, which have the potential to undermine our safety and security, Canadians must coordinate resources and efforts within our communities, neighbouring regions, and other countries. There is an increasing need for inter-jurisdictional co-operation and horizontal sharing of information to deal effectively with public safety and security. Location-based information is a key resource for coordinating and assisting agencies to make crucial decisions related to planning and response to events affecting public safety and security.

The key areas of interest for this Announcement of Opportunity, within the public safety and security field, are thematic data that supports situational awareness and assists with the management of consequences.

Situational awareness: Thematic data will support situational awareness to enable the end-user community to prepare, plan, manage, respond and recover from threats to public safety and security. Situational Awareness

data can be provided either from resources on the ground, (typically local residents/first responders/media), imagery sources, or sensor systems in the field.

Assisting with the Management of Consequences: Emergencies often require inter-jurisdictional information sharing. Public safety and security agencies need to exchange location-based information with neighbouring jurisdictions and other levels of government (local, provincial, federal, international) in order to effectively coordinate emergency management efforts. When these datasets reside with different organizations across the public safety and security community, access to data in times of emergency may not be easy. Furthermore, not all public safety and security agencies may have access to the authoritative datasets they require. The management of consequences would be better supported with access to authoritative and standardized distributed datasets that can be integrated into a common operational picture to provide meaningful information for decision support.

This opportunity will focus on thematic data related to **fires and floods** that support Situational Awareness and Assisting with the Management of Consequences.

2.5.3 Sustainable Development and the Environment

There is growing recognition that Canada needs an integrated approach to effectively manage and sustain its lands and waters. An integrated environmental approach shares the following characteristics:

- Inherently based on a region such as an ecosystem, landscape, watershed, coastal zone, administrative area, planning region or zone, or proposed development site;
- Requires the collection and/or combining of diverse economic, social, and environmental data sets from government, academic, private sector and non-government organization sources;
- Presents an opportunity to aid decision making with authoritative information and tools to assess impacts and trade-offs
- Offers greater possibilities to influence decision-makers and achieve environmental sustainability over the long term (unlike a single environmental theme approach)

An integrated land/water management approach often contains specific objectives for the state of a region at a future point of time. The process may also contain land or sea scale provisions for assessing cumulative effects of development for land use planning purposes. Resulting benchmarks or thresholds establish a context within which environmental assessments of projects may take place. The use of indicators for land/sea-scape level monitoring provides a mechanism for evaluating the state of land and water components against these benchmarks and may contribute to evaluating progress towards meeting future objectives.

The CGDI is a mechanism that can support all stages of implementing such integrated land/water frameworks. This announcement encourages data suppliers to make data accessible through CGDI-endorsed web services that aid integrated land / fresh water /

marine management decision making processes. Specifically, it solicits datasets that facilitate:

- **Land/water-use planning** within an integrated management context (this includes creation of integrated community sustainability plans at the local or regional level); or
- **Environmental assessments**; or
- Monitoring through the use of **environmental or sustainable development indicators**.

Proponents should show how their data would feed into a legislative, policy or regulatory need that supports integrated land / fresh water / marine management decision making processes. Proponents are encouraged to identify the legislation / policy / regulations that their data feeds and describe the anticipated benefits.

2.5.4 Matters of Importance to Aboriginal Peoples

Aboriginal¹ 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.

The key area of interest for this Announcement of Opportunity, with respect to matters of importance to Aboriginal Peoples, is thematic data that supports **Land and Resource Planning** and **Community Response Systems**.

Land and Resource Planning for many Aboriginal communities includes the recognition and incorporation of traditional value systems into land management practices and systems. With self-government agreements, comprehensive and specific land-claim agreements, and other federal initiatives such as the *First Nations Land Management Act*, being negotiated regularly between Aboriginal communities and Canada, land and resource management is becoming increasingly important. Sound practices for incorporating both traditional and western knowledge systems are vital in assisting decision making in Aboriginal communities. This opportunity encourages data custodians to make data in support of Land and Resource Planning available through CGDI-endorsed web services.

Community Response Systems in Aboriginal communities such as those required for emergency response or for health surveillance often cross jurisdictional boundaries. For these systems to work effectively, they require accurate and timely information to be shared across jurisdictions. Effective

¹ Aboriginal includes First Nations, Métis and Inuit.

and efficient Community Response Systems are a necessity as Aboriginal populations are increasing or otherwise changing which in turn impact on community resources. For Community Response Systems efforts to be effective, information must be assembled in a manner that is reliable, cohesive, and consistent. With infrastructure data for Aboriginal communities residing with various agencies, it is a serious challenge for communities to find appropriate means of integrating required data in order to make informed decisions. This opportunity encourages data custodians to make infrastructure data for Aboriginal communities available through CGDI-endorsed web services.

3 APPLICATION PROCESS

Project development and deployment consist of the following principal stages:

- 3.1 Proposal Preparation and submission
- 3.2 Proposal evaluation and project selection
- 3.3 Development of formal agreement for selected projects
- 3.4 Phased project deployment, delivery, and monitoring

3.1 Proposal Preparation and Submission

All eligible project proponents are invited to submit a project proposal for consideration under this AO (see Section 4). The intent of the project proposal is to explain the project in sufficient detail to allow GeoConnections staff to evaluate the proposal comprehensively. *Preparation and submission of a proposal is not a guarantee of funding.*

Project proponents are responsible for preparing and submitting the proposals, which may include Letters of Collaboration. However, project proponents may consult GeoConnections for advice during this process.

Proposals may be submitted in either English or French.

Proposals should follow the proposal template that is attached as Appendix A.

The proposal should stand alone as it will be evaluated on its merits only. Proponents may include additional information as appendices to the proposal. If the project involves collaborators, Letters of Collaboration must be submitted with the proposals.

The proponent must submit three (3) hard copies of the project proposal, including all appendices, and a CD-ROM with an electronic copy of all files to GeoConnections.

Proposals (hard copies and CD-ROM) must be received no later than close of business (17:00) Eastern Standard Time, October 30, 2006. Proposals must be directed to:

Julie Béland
Manager
Program Management Office
GeoConnections

Room 626, 615 Booth Street
Ottawa, Ontario, K1A 0E9
Telephone: (613) 947-5009
Facsimile: (613) 947-2410
Email: jbeland@nrcan.gc.ca

3.2 Proposal Evaluation and Project Selection

A team of evaluators will evaluate project proposals. Evaluations will be based on the criteria listed in the Appendix B of this AO. GeoConnections will invite the proponents of selected proposals to enter into formal agreements. Proponents whose proposal evaluations score below a passing mark will not be considered for formal agreements and will be notified promptly. Projects selected for funding will be based on rank and funding availability.

3.3 Development of a Formal Agreement

GeoConnections will work with the selected project proponents to develop formal contribution agreements. These agreements will describe the terms of the collaboration with GeoConnections. These are not contractual documents; rather they set out mutual expectations such as work schedules, tables of deliverables, associated milestone dates, a communications plan, and financial details.

3.4 Project deployment, delivery and monitoring

Project will deploy as described in a detailed project plan, outlining milestones, duration, tasks, human resources (organization, team member name, role/title per diem and days of effort/person), deliverables, start/end dates and costs, to be included in the proposal. Refer to section 9 of this AO for reporting and monitoring requirements.

4 ROLES AND RESPONSIBILITIES

GeoConnections promotes collaboration, particularly those that support project delivery through the private geomatics sector, 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 expertise. GeoConnections is responsible for evaluating proposals, preparing agreements, providing advice, monitoring progress, evaluating deliverables, and authorizing payments. GeoConnections, **in collaboration with the project proponent**, is also responsible for promotion and communication of the project and its results.

4.2 Project Proponent

The project proponent assembles the project proposal, leads and coordinates all project activities, and acts as a single point of contact with GeoConnections on project issues. The project proponent may be a government department or agency (local, provincial/territorial, or federal), Crown corporation, academic institution, private sector, non-government or Aboriginal organization. **Project proponents must be suppliers** of geospatial data (or information derived from geospatial data) and they should have clear business or policy requirements for fulfilling this role. The project proponent should have both a mandate and the resources to coordinate the project and maintain the data and/or services beyond the project's completion. Project proponents shall work collaboratively with GeoConnections to promote/communicate about the project and its results.

4.3 Collaborating Organizations

In addition to the project proponent, thematic data projects may, as necessary, involve collaborating organizations. Collaborating organizations contribute in some way to the project and must have a specific level of commitment. Collaborators may be government departments, Crown corporations, academic institutions, Aboriginal organizations, non-profit organizations, or private-sector companies. They must have some vested interest in the project and contribute to it financially, whether with cash, an in-kind investment, or both. The collaborator's contribution and commitment to the project must be specified in a Letter of Collaboration, and must be included with the proposal submission.

4.4 Contractor(s)

As necessary, projects may include a 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 project proponent.** Project proponents are responsible for all aspects of contracting and are therefore governed by any contracting rules and restrictions of their own organizations.

5 RESPONDING TO USER NEEDS

A "user-group" 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. More specifically, GeoConnections defines a "user-group" as a group of users who share common concerns or problems and who might have common requirements of the CGDI.

The user-group comprises the people/organizations that will benefit directly from the project and become the main users of the thematic data. These end-users, or a subset of them, have an ongoing need for the data and possess the resources to use the data when the project finishes. The proponent is encouraged to communicate with their user-group for advice.

Part of determining user needs is developing a profile of the user-group. (i.e. who specifically will be using the thematic data?) User profiling narrows the audience to ensure

the end product is relevant to a particular community. Documents which result from user needs assessments or user profiles may be provided as annexes to project proposals.

Project proponents should have a clear mandate to lead development, maintain and make accessible the thematic data and to serve the intended end-users. Proponents should demonstrate a plan for sustaining the project results.

Furthermore, to ensure that the demand for the thematic data extends beyond the project, the following should be demonstrated:

- the agency that will maintain the thematic data, metadata and access service has an existing, active governance structure and mandate to house the data and maintain it;
- the agency has demonstrated its commitment by identifying resources and/or personnel to maintaining the thematic data, metadata and access service;
- where a third party undertakes the long-term maintenance of the data, metadata and/or access service, on behalf of a data custodian, a binding agreement ensuring sustainability should be in place.

Project proposals should clearly describe the issue that the thematic data helps address, and demonstrate how access to distributed data responds to the needs of end-users.

6 USING AND CONTRIBUTING TO THE CGDI

6.1 Leveraging the CGDI

As much as possible, projects should take advantage of the CGDI's capabilities by leveraging existing and emerging CGDI technology. The CGDI is by its nature very technical. However, numerous resources exist to support proponents in taking advantage of it. If you have any questions about leveraging the CGDI, see Section 11 for GeoConnections contact information.

Projects should build on investments in the CGDI that early contributors and developers have made. Proposals should demonstrate how a project will extend and/or be integrated within the CGDI.

6.1.1 CGDI-endorsed Standards and Specifications

Thematic data projects must be based on the endorsed standards and specifications of the CGDI. The CGDI is enabled by a set of web services. These web services are based upon internationally-recognized web service interface specifications, primarily developed by the Open Geospatial Consortium (OGC). These specifications are designed to ensure interoperability* between the many organizations and users of the CGDI.

*Interoperability: the ability of one system's components to be utilized by another system and vice versa, through the implementation and use of open standards and specifications.

Compliance with CGDI implies use of the endorsed standards listed below:

Standard or Specification	Acronym	Function
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
Geographic Markup Language	GML	Data encoding allowing neutral data exchange
Styled Layer Descriptor	SLD	Data presentation
Filter Encoding	n/a	Data query
Geodata Discovery Service	n/a	Metadata search - ISO 19115, FGDC-CSDGM 1998, OGC Catalogue Service, Z39.50 Geo Profile
Geodata Resource Registry	n/a	Metadata registry
Web Map Context Document	n/a	Data visualization

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

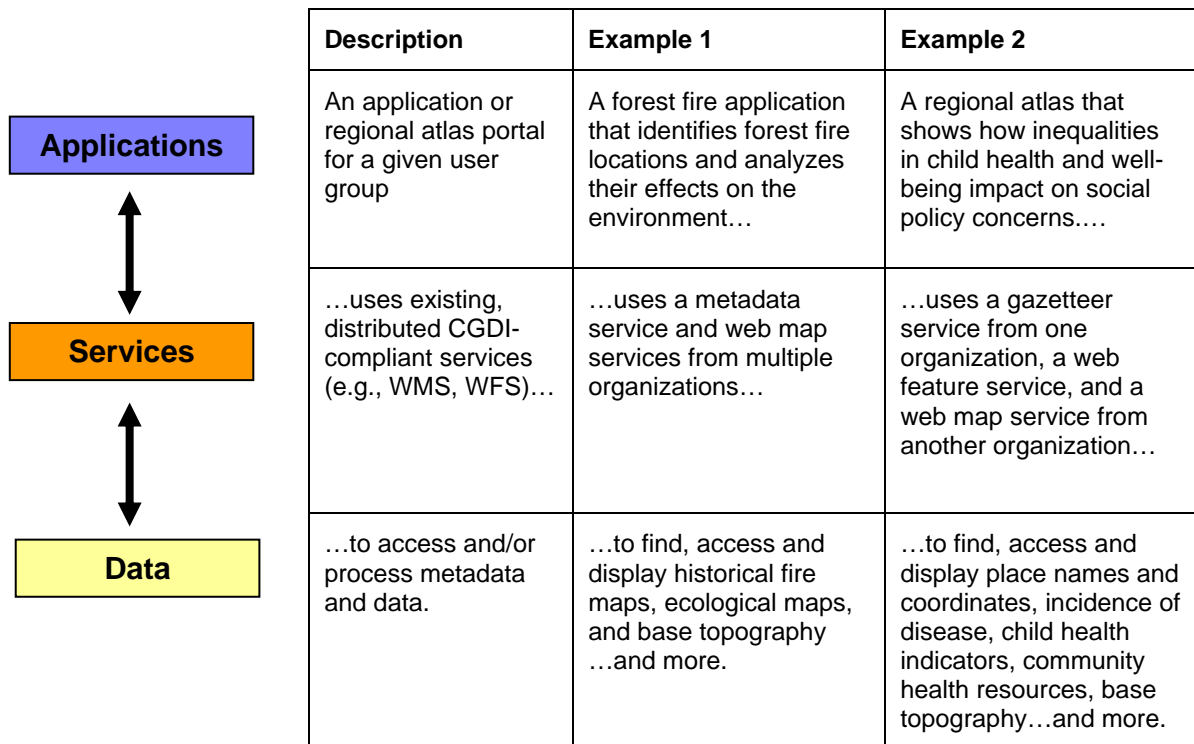
Details on the latest specifications are available on the GeoConnections website at: <http://www.geoconnections.org/en/communities/developers/standards>

GeoConnections may require testing for interoperability and conformance with CGDI standards and specifications.

6.1.2 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, thematic data projects will contribute data through CGDI services, as illustrated below:



For detailed information on the architecture of the CGDI, refer to the documents available at: <http://www.geoconnections.org/en/communities/developers/architecture/fa=architecture.welcome>.

6.1.3 CGDI Development Network

Project teams should participate in and make use of the CGDI Development Network for compatibility testing of standards and specifications, and for interoperability assessments. Project teams are also encouraged to contribute concepts and information to the CGDI Development Network for use by other members of the Network, to demonstrate the project results in workshops and seminars, and to promote the use of the CGDI within their communities of practice. Access the CGDI Development Network at <http://www.geoconnections.org/en/communities/developers/index.html>.

6.2 Contributing Data and Services to the CGDI

Projects will connect thematic data and services to the Canadian Geospatial Data Infrastructure (CGDI), in accordance with CGDI-endorsed standards and specifications. **Proposals should contain a list of data and services resulting from the project that will be published to the CGDI.**

Where possible, projects should support the integration of disparate 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/ and a developers' guide at:

http://www.geoconnections.org/publications/Technical_Manual/html_e/cgdiindex.html.

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 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 potential impact of each risk.

See the proposal template in Appendix A for the Risk Assessment table.

8 FINANCIAL INFORMATION

8.1 Funding

GeoConnections will only fund cost-shared projects. In cost-shared projects, the proponent and its partners agree to either contribute cash towards the work or absorb part of the project cost by contributing 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).

The maximum funding requested from GeoConnections per project must not exceed \$75,000 and must not exceed 50 percent of the total project cost.

A proposed project can depend on another funding program, pending written confirmation from that program that funding has been approved.

8.2 Eligible Project Costs

8.2.1 Labour

For the purposes of this announcement, labour costs represent the actual salaries paid to personnel. Staff already employed by an organization is considered an in-kind contribution. New personnel hired for the project are considered a cash contribution. Labour also includes employee benefits up to a maximum of 20 percent.

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 software essential to the project will be considered. GeoConnections' contribution cannot exceed 50% of the cost related to software. The remainder must be contributed by the project proponent or project collaborators. The cost to purchase software during the project will be considered as cash or in-kind contribution, up to a maximum 20% of the total project cost.

8.2.3 Data Publishing

Costs associated with publishing data to CGDI services are eligible. These costs may include those to implement data servers, to prepare data for publishing, or both. These costs cannot include charges to collect 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.

8.2.5 Travel and Living Expenses

Limited travel and living expenses will be considered with justification. Proposals should detail the basis and cost of all required travel.

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.

8.2.6 Subcontracts for services

For any subcontractors, cost-breakdown information should be detailed in the proposal. GeoConnections may request a copy of contracts with 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 for GeoConnections funding or as an in-kind contribution.

8.3.3 Pre-project

No payment shall be made for costs incurred to prepare or submit a project proposal or project agreement 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 being contributed by the proponent, are not eligible. Costs associated with any activities related to the collection of data are ineligible.

8.3.5 Background Intellectual Property

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

8.3.6 Hardware

GeoConnections funds cannot be used to purchase hardware such as computers, GPS, etc.

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, capital costs are ineligible.

8.4 Total Allowable Federal Assistance

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 Projects Originating from the Province of Quebec

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 as 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 C 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.

8.6 Private-sector Involvement

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

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 deliverables 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 or teleconference involving all key project participants and the GeoConnections project authority.

9.2.2 Interim Progress Review Meetings

Interim progress-review meetings may 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

GeoConnections recommends a maximum of four (4) milestones.

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 tasks.

An advance payment may be made at the start of the project based on submitted and approved cash-flow requirements for start-up costs during the project's first three (3) months. Advance payments are intended to help get the project off the ground in cases where cash flow is limited. A 10% hold back provision will apply to contributions when advances are issued.

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;
- Identify the project benefits, especially regarding priority issues and the community of practice;
- Discuss challenges (technical and policy) encountered;
- Discuss CGDI standards, and technology that were utilized;
- Outline plans for follow-on activities, projects and availability of new services; and
- Describe communications activities, including public and internal (strategic) communications undertaken to date and planned.

9.6 Registration of Results

Any new thematic data and services resulting from this project must be registered with the GeoConnections Discovery Portal. Government of Canada departments and agencies must provide content in both official languages. The registration of results is mandatory and will be quality assured by GeoConnections. Registration will be reviewed for compliance before the final payment is made. <http://geodiscover.cgdi.ca/gdp/index.jsp?language=en>. We highly recommend that all suppliers make their metadata available in English and French.

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.

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

Proponents are required to obtain GeoConnections' approval prior to issuing, printing, or publishing any publicity material. Material should be submitted to the GeoConnections project authority. GeoConnections 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 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 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.

11 CONTACTS

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

Julie Béland	Room 626, 615 Booth Street
Manager	Ottawa, Ontario, K1A 0E9
Program Management Office	Canada
GeoConnections	Telephone: (613) 947-5009
Government of Canada	Facsimile: (613) 947-2410
	Email: jbeland@nrcan.gc.ca

For this AO, all **technical** enquiries related to **Aboriginal Matters or Environment & Sustainable Development** should be directed in writing, preferably by e-mail to:

Rhian Evans	Room 622, 615 Booth Street
CGDI Content Analyst	Ottawa, ON K1A 0E9
GeoConnections	Telephone: (613) 947-0464
Government of Canada	Facsimile: (613) 947-2410
	Email: rhian.evans@nrcan.gc.ca

For this AO, all **technical** enquiries related to **Public Safety & Security or Public Health** should be directed in writing, preferably by e-mail to:

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

APPENDIX A

Proposal Template

Template to respond to GeoConnections' Opportunity for Canadian Organizations Publishing Thematic Data for Decision-Making

IMPORTANT NOTES

Refer to the Announcement of Opportunity associated with this proposal 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.

Proposals may be submitted in either English or French. GeoConnections is available to assist proponents in the development of their proposals.

The proponent must submit three (3) hard copies of the project proposal, including all appendices, and a CD-ROM with an electronic copy of all files to GeoConnections. See section 3 for more details.

If you wish to be considered for GeoConnections funding under this opportunity, you must ensure that your proposal (hard copies and CR-ROM) is received by GeoConnections no later than close of business (17:00) Eastern Standard Time, October 30, 2006.

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

Proposals must follow this template. Proposals 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.

Title of proposed project
Project Proponent Organization

Date proposal sent 30, 10, 2006
Proposal is valid until *day, month, 2006*
Funding opportunity code 06AIC300

Project Summary

Title of Project	<i>Complete title of the proposed project</i>	
Proponent Name	<i>Name of the manager and organization name</i>	
Proponent Contact Information	<i>Complete contact information (name of contact, full mailing address, telephone and fax numbers, e-mail address)</i>	
Start Date of Project	<i>Start date of project</i>	
End Date of Project	<i>End date of project</i>	
Duration of Project	<i>Duration of proposed project, in months</i>	
Project Cost	<i>Total project cost, in dollars</i>	
GeoConnections Funding	<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>
Abstract	<i>Brief description (150 words or less), in plain language, of the proposed project. Include a summary of objectives, data and services to be made available, how it meets user requirements and sustainability.</i>	
Collaborators		Financial Contribution
<i>Names of each collaborating organization</i>		<i>Corresponding financial contribution (cash or in-kind) of each organization, expressed as a percentage of the total project cost</i>

TABLE OF CONTENTS

Insert the table of contents here.

1 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 dataset(s) and the intended results of the project. Describe the data custodian and supplier, data and related services to be made available. Describe web services to be implemented, data access mechanisms and any standards that the data adheres to.

1.1 Project Scope

Clearly define the scope of the project including its geographic region. Identify the thematic areas (identified below) to which the project belongs and explain how the project results will support data needs within that/those thematic areas.

- *Public Health: Facilitating **Disease Surveillance** or **Population Health Analysis***
- *Public Safety: Assisting with the **Management of Consequences** and **Situational Awareness on Disaster Effects***
- *Environment/Sustainable Development: Facilitating **Integrated Land/Fresh Water/Marine Management** including **Land/Water-Use Planning**, **Environmental Assessment** and/or **Indicator Monitoring***
- *Aboriginal Issues: Facilitating **Land and Resource Management** and **Community Response Systems**.*

1.2 Anticipated Benefits

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?

1.3 Users needs

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. Please refer to section 2.5 in the announcement of opportunity for more information on responding to user needs.

2 Organization Description

Describe your organization: when your organization was founded, your business mandate, organizational structure and current products and services. Specifically describe the authority the organization has over the use and sustainability of the proposed distributed thematic data content. Corporate profiles can be included in the Appendix.

2.1 Sustainability and Commitment

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.

2.2 Feasibility

Identify and evaluate potential challenges or risks in completing and/or sustaining the project, its severity (high, medium, or low), the probability of the risk occurring (high, medium, or low) and the mitigation strategies for dealing with each risk. 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. Describe any policy issues related to data access (i.e. licensing, intellectual property, copyright, security, privacy etc). If there are policy issues describe how they will be addressed. Please fill out this table and add any other applicable risks.

Risk	Severity	Probability	Mitigation
Business risks			
Technical/technology risks (complexity)			
Commitment risks			
Institutional challenges (departmental, organizational, partnerships)			
Resource risks (financial or human) such as the availability of qualified personnel and experience			

Policy issues			
Project dependencies			

2.3 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.

Name:	
Organization:	
Role :	
Responsibilities:	
Key Skills:	

3 Using the CGDI / Data Content

3.1 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.

Standard or Specification	Acronym	Function	Proposed Distributed Thematic Data Content
Web Map Service	WMS	Data visualization from distributed data stores in a variety of formats and projections.	Example: Fish Habitat Sites
Web Feature Service	WFS	Data access, insertion, update, and extraction	
Geographic Markup Language	GML	Data encoding allowing neutral data exchange	
Styled Layer Descriptor	SLD	Data presentation	
Filter Encoding	n/a	Data query	
Geodata Discovery Service	n/a	Metadata search – ISO 19115, FGDC-CSDGM 1998, OGC Catalogue Service, Z39.50 Geo Profile	
Geodata Resource Registry	n/a	Metadata registry	

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 testing for interoperability and conformance with CGDI standards and specifications.

3.2 Data Content

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

Data Theme	Spatial Domain	Scale	Attributes	Current Data Structure	Metadata Exists	Time Period of Content	Data Content Standards Used
<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>

4 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 (status reports)*
- *Communication and feedback mechanisms (with community of practice, among collaborators, and with GeoConnections)*
- *Milestones and deliverables (below)*

Although the schedule of work is left to the discretion of the project proponent, the details should be clearly identified within this section. 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.

The implementation plan should include a project calendar or Gantt chart identifying the project phase, associated tasks, effort in days, due date, and related time period.

4.1 Project Implementation Table

- *Column 1 “MS” - should indicate the milestone number to which the project activities relate.*
- *Column 2 “Phase Name” - should indicate the project phase(s), described in the implementation plan, to be covered by the milestone.*
- *Column 3 “Activities Line Item Costs” - should indicate the activities for the phases including a cost breakdown by line item including non-labour costs.*

- *Column 4 “Organizations” - should indicate the project team organizations responsible for the activities covered by the milestone.*
- *Column 5 “Team Members” - should indicate the actual personnel assigned to carry out the tasks described for the milestone.*
- *Column 6 “Effort Days” - should indicate the level of effort in days for each person.*
- *Column 7 “Deliverables” - should indicate the actual outputs to be delivered at the milestone.*
- *Column 8 “Delivery Date” - should indicate the proposed date for delivery of the milestone.*
- *Column 9 “Cost” - should indicate the cost (whether funded by cash or in-kind contribution) of the activities to be carried out for the milestone. (Note: The total of all amounts shown in this column should equal the total project cost)*

MS	Phase Name	Activities Line Item Costs	Organizations	Team Members	Days effort/pers	Deliverables	Delivery Date	Cost
1	<i>Data Preparation</i>	<i>- identify data - identify data standards -identify policy and IT infrastructure issues -web services</i>	<i>Organization A</i>	<i>JD, JK, LM, KM, SO, JK</i>	<i>2, 2, 2, 2, 1, 1</i>	<i>- Description of data and standards -- Milestone report</i>	<i>April 1, 2006</i>	<i>\$1,000</i>
2	<i>Data Development</i>	<i>- metadata for data -metadata for services -metadata for organizations -implementation of data exchange standards</i>	<i>Organization A Organization B</i>	<i>JK, SM, LO, SO</i>	<i>20, 10, 15, 5</i>	<i>- metadata documenion - Milestone report</i>	<i>May 15, 2006</i>	<i>\$5,000</i>
3	<i>Testing</i>	<i>-interoperability and web service testing -metadata quality control</i>	<i>Organization A</i>	<i>JM, SM</i>	<i>30, 10</i>	<i>- test reports - Milestone report</i>	<i>July 1, 2006</i>	<i>\$7,450</i>
4	<i>Complete</i>	<i>- final report -launch -register results on GeoConnections Discovery Portal in both official languages</i>	<i>Organization A</i>	<i>JD, JK, LM, KM, SO, JK</i>	<i>20, 5, 5, 5, 2, 1</i>	<i>- Final report - Promo material - Registration of results with Discovery Portal -project presentaion</i>	<i>Sept. 7, 2006</i>	<i>\$5,000</i>

4.2 Collaborating Organizations

If appropriate 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.*
- *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.*

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).

5 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 of this Announcement of Opportunity.

Projects should be no longer than 8 months in duration and must finish no later than September 30, 2007

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.

Funding provided per dataset/database is in the range of \$10,000 to \$30,000. If there is more than one dataset, no more than \$75,000 per organization will be provided.

See eligible project costs (8.2) and ineligible project costs (8.3) in this Announcement of Opportunity.

5.1 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.

The maximum amount of funding from GeoConnections is \$75,000 and must not exceed 50 percent of the project cost.

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 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.

Budget Summary						
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	
Labour (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>						
Software <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>						
Training <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> Note: <i>Training should not exceed 15% of the total project cost.</i>						

<p>Materials, Supplies, Components <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>Travel and Living <i>Travel expenses should be detailed. Invoices for transportation and accommodation will need to be provided for repayment.</i> <i>Meals and incidentals will be reimbursed as per Treasury Board Travel Directive at http://publiservice.tbs-sct.gc.ca/pubs_pol/hrpubs/TBM_113/td-dv_e.asp.</i> <i>A kilometric rate which includes gas and vehicle usage is used for private transportation.</i></p>						
<p>Subcontracts <i>Identify the subcontractor. Tasks and days effort should be identified in the work breakdown.</i> <i>Copies of contracts with consultants or other contracted services must be included and supported by invoices for repayment.</i></p>						
<p>Other</p>						
<p>TOTAL COSTS</p>						
<p>Percentage</p>		%		%		%
						100%

5.2 Labour Costs Summary

This table summarizes all labour costs of the project. The line (row) total takes the per diem labour rates for each person assigned to the project (including government employees) and multiplies it by the number of days effort per person. Explain how the per diem rate has been calculated excluding profit.

Organization A				
Role	Name	# Days	Per Diem	Total
Project Manager	P. Brown	10	\$100	\$1,000
change	J. Blue	30	\$90	\$2,700
Programmer	S. King	40	\$80	\$3,200
Sub-total				\$6,900.00
Organization B				
Role	Name	# Days	Per Diem	Total
Quality assurance and testing	M. Main	10	\$75	\$750
change	K. Lone	20	\$80	\$1,600
Sub-total				\$2,350.00
Organization C				
Role	Name	# Days	Per Diem	Total
Evaluation and feedback	P. Mush	10	\$70	\$700
Project Advisor	S. Gord	10	\$80	\$800
Sub-total				\$1,500.00
TOTAL				\$10,750.00

6 Appendices: Additional Relevant Information

Additional relevant information such as project team resumes, existing business case, sustainability analyses, prototypes, and reports on relevant projects as well as user-needs assessments can be included in this section.

APPENDIX B

Evaluation Criteria

Proposal Evaluation

Proposals will be evaluated according to specific evaluation criteria.

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 proposal addresses that particular criterion. These statements are described, for each of the criteria, below under "Evaluation Criteria Statements".

Note: The proposal evaluation committee will assess proposals using only the information provided in the proposal. 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 proposal 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 proposal 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.

Each of the criteria has equal weight. 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. The maximum possible score for a proposal is 100% and the minimum possible score is 0%.

Proposals that do not achieve an average score of at least 70% will not be considered for funding. In addition, proposals that do not receive at least a "B" score in any of Priority Area, Data Custodian, Sustainability and Commitment and Data Content sections will not be considered for funding.

1. Priority Area

Based on the information provided in the proposal under the **Project Scope, Data Content, Anticipated Benefits** and **Users Needs** sections, select the statement below that best reflects your evaluation of the proposed project.

The proposed project:

- A. does not address one of the four thematic areas.
- B. addresses one of the four thematic areas, but does not address a priority issue
- C. addresses one or more of the identified priority issues within a thematic area.
- D. addresses more than one of the priority issues within a thematic area and is likely to create significant long-term benefits.

2. Data Custodian

Based on the information provided in the proposal under the **Organization Description** section, select the statement below that best reflects your evaluation of the proposed project.

The project proponent:

- A. is not the data custodian and has no authority to publish the data
- B. is not the data custodian but has the authority to publish the data
- C. is the data custodian and has the authority to publish the data.
- D. is the data custodian and has the authority to publish the data and the authority is documented (e.g. in a charter or within a data accountability matrix).

3. Sustainability and Commitment

Based on the information provided in the proposal under the **Sustainability and Commitment** section, select the statement below that best reflects your evaluation of the proposed project.

The project proponent:

- A. has no real plan for the maintenance and operation of the thematic data/web services/metadata beyond the end of the project
- B. has a plan for the maintenance and operation of the thematic data/web services/metadata beyond the end of the project but does not have the commitment of an organization with a business case and mandate for such
- C. has a commitment for the maintenance and operation of the thematic data/web services/metadata beyond the end of the project, including the commitment of an organization with a business case and mandate for such.
- D. has a business case and mandate for the maintenance and operation of the thematic data/web services/metadata beyond the end of the project, and has demonstrated long-term planning and resources for sustaining the thematic data/web services/metadata in response to user needs.

4. Feasibility

Based on the information provided in the proposal under the Feasibility, Project Team and Project implementation plan sections, select the statement below that best reflects your evaluation of the proposed project.

The proposed project:

- A. is not feasible.
- B. is feasible but has no real or realistic plans for risk mitigation.
- C. is feasible with a reasonable chance of success. The project methodology is described, has reasonable plans for risk mitigation and the project proponent has the resources to carry out the project.
- D. is feasible with a high likelihood of success. The project is based on proven methodologies, has proven plans for risk mitigation that are based on a thorough risk assessment and has assigned the appropriate resources to carry out the project.

5. Cash and In-kind Leverage

Based on the information provided in the proposal under the Project Summary, Financial Information and Budget Summary sections, select the statement below that best reflects your evaluation of the proposed project.

Review the financial information provided in the proposal. Taking into account both the requested GeoConnections contribution (as a percentage of the total project cost) and the cash contribution (as a percentage of the total project cost) to be made by the project proponent and collaborators, select the value type (I, II, III, or IV) in the following table that best represents the combination of the GeoConnections share and the cash leveraged for the project.

		GeoConnections Contribution (% of total project cost)				
		50 - 45	45 - 35	35 - 20	< 20	
Proponent Collaborator Contribution (% of total project cost)	and Cash Contribution (% of total project cost)	0 - 10	I	II	II	II
		10 - 25	II	II	III	III
		25 - 35	II	III	III	IV
		> 35	III	III	IV	IV

Select the statement below that best reflects your evaluation of the proposed project.

The proposed project shows:

- A. leverage of type "I"
- B. leverage of type "II"
- C. leverage of type "III"
- D. leverage of type "IV"

6. Use of CGDI Standards

Based on the information provided in the proposal under the Using the CGDI section, select the statement below that best reflects your evaluation of the proposed project.

The proposed project:

- A. does not implement any CGDI-endorsed services, standards or specifications.
- B. implements one CGDI-endorsed service, standard or specification
- C. implements two CGDI-endorsed services, standards or specifications
- D. implements three or more CGDI-endorsed services, standards or specifications

7. Data Content

Based on the information provided in the proposal under the Data Content and Project Description sections, select the statement below that best reflects your evaluation of the proposed project.

The proposed project:

- A. does not register any metadata and does not provide access to data
- B. registers metadata for discovery but does not provide access to data
- C. registers metadata for discovery and provides direct access to data (i.e. ftp) through the CGDI.
- D. registers metadata for discovery and provides access to data through CGDI-endorsed web services (ie. WMS, WFS) through the CGDI.

APPENDIX C

Form to be completed with respect to Bill M-30 *An Act respecting the Ministère du Conseil exécutif,* R.S.Q., c. M-30.

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 GeoConnections.

Project Title:

Name of Entity (Organization):

Program:

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

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

If an agreement is signed between the 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 are 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 negotiation 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.