

Application Guide for Those Submitting Proposals to Support Implementation of the *Family Homes on Reserves and Matrimonial Interests or Rights Act*

Eligible Recipients

Contribution funding may be provided to the following classes of eligible recipients in support of the objectives of the First Nations Policing Program (FNPP), only if they have the legal capacity to enter into an agreement:

- A provincial, territorial, regional or local / municipal government or authority, including:
 - A “council of the band” within the meaning of subsection 2(1) of the Indian Act, R.S.C. 1985, c.I-5;
 - A government of an Aboriginal community (First Nation or Inuit) established by an act of Parliament or a legislature;
- A police service or a police governing authority (also known as a board, a police board, a designated board, or a police commission);
- An association or a not-for-profit legal person; and,
- A university or another post-secondary educational institution.

Expected Results and Outcomes

The contribution funding agreement signed as a result of this call for proposals process is intended to achieve the following expected results and objectives to support the government’s MRP Implementation Support Plan.

- Police services serving in First Nation communities will have access to training supports and educational materials in order to develop detailed operational policies and procedures dealing with the law enforcement aspects of the *Family Homes on Reserves and Matrimonial Interests or Rights Act*;
- Police officers serving in First Nation communities will be better positioned to respond to MRP-related calls for service in a lawful manner while respecting the unique needs and expectations of each community;
- Provincial / territorial governments involved in the delivery and oversight of police services will be positioned to leverage the MRP training and educational supports developed through this initiative;
- Communities electing to develop their own MRP laws, will have access to the educational materials and training supports being developed for police officers serving in their communities;
- Training supports, as well as liaison activities between the recipient with First Nations stakeholders, police services and provincial partners, will be made available in both official languages; and
- The recipient will be positioned to collect, and share with Public Safety Canada, evaluation and performance information related to the development and deployment of MRP police training supports.

Requirements for Submitting Proposals

Public Safety Canada requires that proposals submitted for funding for the MRP implementation support initiative include the following sections:

- (A) An applicant section which provides general organizational information which clearly demonstrates the overall performance of the organization in the past;
- (B) A four-year work plan that positions the recipient organization, partners, and the federal government to achieve the expected results and outcomes depicted in the Call for Proposals;
- (C) A four-year budget which depicts associated costs in keeping with the overall available funding and the work plan submitted;
- (D) A signed Declaration Section completed by organizational representatives with project signing authority; and
- (E) A completed Application Checklist.

Section A: Applicant information must include:

- Applicant organization information as depicted in the Application Form.
- A primary contact person and coordinates as depicted in the Application Form.
- Evidence that your organization is positioned to plan, manage and evaluate a national initiative and can provide information and services in both official languages.
- Evidence of past experience/projects relevant to the design and implementation educational materials and training supports related to law enforcement or justice in Aboriginal setting or similar projects. This evidence could be, but is not limited to: products, publications, research, policy advice, and services delivered to Aboriginal people, relevant to the *Expected Results and Outcomes* depicted in this call for proposals. Please provide a description of the projects, names of partners, when the project took place, the outcomes, and any other relevant documentation.
- A minimum of 3 testimonials or letters of support to demonstrate the readiness of your organization to carry out the work. These may be references from stakeholders, intended recipients of the project(s), or partners involved in past projects who received a service or deliverables relevant to Aboriginal public safety, on-reserve land management, or other project relevant to this initiative.

Section B: The Work Plan submitted must provide a detailed description of the steps to be undertaken to research, plan, design, implement, monitor, and evaluate all elements of this initiative during the four years of the project, including timelines, anticipated activities to be undertaken, deliverables, and expected results of the proposed activities.

- A description of the activities and estimated resources required for this initiative. This should include depicting partial or full-time equivalent human resources. Please describe the duties and provide the titles of the proposed human resources and your efforts to enlist Aboriginal persons for this work.
- Information on proposed approaches to leverage other existing or anticipated training resources and partnerships, with a view to maximizing the positive impact of the MRP police training support initiative.

Key Work Plan Components

- research related to MRP law enforcement implementation issues, throughout the duration of the initiative;
- assessment of the readiness of provinces and First Nations to implement the law enforcement aspects of the *Act* (e.g.: provinces will have to appoint superior court judges in order to use the provisions for *Emergency Protection Orders* depicted in the *Act*);
- liaison with subject matter experts such as the RCMP, the MRP Centre of Excellence, provinces and First Nation stakeholders to examine the MRP implementation environment;
- review of training content from sources such as the RCMP, provincial police training facilities, and Aboriginal stakeholders, relevant to the enforcement aspects of the *Act*;
- plan, develop and make available, educational materials and training supports to assist First Nation police services, First Nation communities, and provinces / territories with MRP implementation;
- selection and development of an appropriate learning medium or platform, such as on-line learning, to deploy training supports;
- explore, consider and identify access to a learning management system to host the training supports and educational materials developed for this initiative;
- information and recommendations to police services, provinces and communities to assist them in selecting MRP-related learning approaches;
- recommendations or ‘tool-kits’ for police services, provinces and communities to assist them in developing MRP-related operational policies, procedures and guidelines;
- liaison with, and collection of feedback from, First Nation stakeholders, police service providers, and provincial partners, with a view to updating MRP police learning supports and stakeholder engagement approaches in the second, third and fourth year of the initiative; and
- performance and evaluation information to demonstrate that the outcome, “*awareness and understanding of substantive matrimonial real property law and social context issues*”, has been achieved for the police training supports developed by the recipient. Examples of performance indicators are: the percentage of non-RCMP, FNPP police

services that are informed that MRP training materials are available, and the percentage of non-RCMP, FNPP police officers that find the MRP training supports helpful.

Section C: The Budget must provide a detailed cost breakdown of the proposed activities for each of the four years. The budget should clearly outline the projected expenditures and other sources of revenue, including in-kind support, where applicable.

Eligible Expenses

Reimbursement of expenditures incurred prior to the signing of a funding agreement will not be considered. After the execution of the agreement, the following categories of expenditures are considered eligible under the First Nations Policing Program, insofar as they relate directly to expenses incurred by the recipient for the work being undertaken by the recipient **related to the MRP implementation support initiative**:

- (i) Pay and benefits for individuals related to the project being undertaken. Pay and benefits include Mandatory Employment Related Costs (MERCs), private pension plan contributions, other employee benefit plans, and workers compensation programs.
- (ii) Administrative expenses, which must be defined in the agreement and may include: office telephone and fax; postage and courier costs; office supplies; office furniture; office equipment purchases and leases (such as photocopiers); printing; and translation services. Administrative expenses shall not exceed 15% of the total value of the Contribution Agreement.
- (iii) Expenses, which are deemed reasonable through a detailed budget review, necessary to fulfil the roles and responsibilities associated with members of a community participation / advisory body, including: travel (including: air fare, including airport fees; bus fare; train; car rental and gas; taxi; parking and tolls; hotel accommodation; meals, not exceeding the amounts set in National Joint Council guidelines; and kilometer rates for the use of privately owned vehicles, not exceeding the rates set in National Joint Council guidelines); training; room rentals; and, honoraria.
- (iv) Equipment, supplies and materials – other than those defined in (ii).
- (v) Expenses related to travel for individuals associated with the project, including: air fare, including airport fees; bus fare; train; car rental and gas; taxi; parking and tolls; hotel accommodation; meals, not exceeding the amounts set in National Joint Council guidelines; and kilometer rates for the use of privately owned vehicles, not exceeding the rates set in National Joint Council guidelines.
- (vi) Information technology and communications equipment and associated expenses.
- (vii) Rent and standard utilities such as heat, water, telephone, and custodial supplies for the maintenance of space.

- (viii) Professional fees related to the project objectives, including for the preparation of financial statements.
- (ix) Expenses related to communications, advertising and outreach material.
- (x) Expenses associated with the formal evaluation of the project.
- (xi) Honoraria. In Aboriginal communities in Canada, it is deemed culturally inappropriate to sell or pay for Indigenous knowledge as this knowledge cannot be owned by any one individual or institution. In Canada, Aboriginal communities define “honorarium” as a token of appreciation for services involving, or contributing to, cultural, traditional, or spiritual activities for which custom and/or propriety forbids a price to be set. Historically, persons were honored with a gift of food, clothing or other necessities. In contemporary times, monetary gifts may be presented if they are given in the spirit of a gift, and not that of a payment, in exchange for a service. Honoraria will be considered in line with accepted practices for a given region;
- (xii) Ceremonial items, such as tobacco and sweetgrass; and
- (xiii) Hospitality in the form of food and drink, excluding alcohol, for gatherings, training sessions where the majority of participants are from Aboriginal communities, and ceremonies.

Budget Distribution Example

The budget, and related work plan activities, will need to reflect considerations such as: the timing and scope of training content developed by partners such as the RCMP or other potential subject matter experts; the timing and number of First Nations that develop their own MRP laws pursuant to the Act; reactions of First Nation communities, representative organizations and individuals to certain provisions of the *Act* ; reactions of provincial governments to certain provisions of the *Act* such as the statute’s requirement for provinces to designate and appoint Superior Court judges; and case law resulting from courts hearing MRP cases.

1. *Implementation Project Staff and Operating Expenses* (approximately 55 % of the total budget): Project staff to plan, coordinate and oversee all elements of the project including procuring any required information technology or learning development expertise to assist in developing a detailed four-year work plan. The recipient may choose to consider new hires for the initiative and / or commit portions of existing full-time equivalents to the project. It should be clear in the proposal whether human resources are part of the current staff or anticipated new hires

This budget category of expenses should also include a portion of the existing organization’s operating costs which would be associated with this initiative (i.e.: equipment, facilities costs and operating expenses including office rent, phone, printing for the management of the initiative (not publications), computer time, fax, postage, light, heat, communications, specific equipment used for this initiative).

2. *Travel for project staff to consult stakeholders and monitor progress* (approximately **15 %** of the total budget): Project staff may be required to travel to the provinces where self-administered police services and municipal police agencies provide services to First Nations with FNPP program funding. Project staff will likely need to consult with provincial officials responsible for police training, police services, and Aboriginal organizations in order to explore opportunities to collaborate, design learning tools that can be made sustainable once the four-year project is complete, and monitor effectiveness. The proportion of funding for this activity will depend on variables such as the planned division of labour and work plan submitted by the successful recipient.

3. *Research* (approximately **10 %** of the total budget): To create and implement the detailed four-year work plan, the recipient may enlist in-house capacity to conduct research or may engage subject matter experts in areas such as Aboriginal land management, law enforcement training, and / or the broader context in which MRP implementation will take place. While provinces and individual police services are responsible for the detailed operational policies and procedures related to the implementation of any new statute, including MRP laws, some research support will be required. Research activities should include, but not limited to, ensuring that the training supports developed pursuant to a contribution funding agreement are properly developed and deployed given the fact that this federal statute addresses a legislative gap normally covered by provincial statutes and regulations.

4. *Program and training product development* (approximately **20 %** of the total budget): This category of expenditures will complement activities carried out directly by Implementation Project Staff in order to develop MRP related training supports and information to provide police services, First Nation communities and provincial partners. This may include, but is not limited to, the recipient enlisting the assistance of a third party organization(s) or individuals to:

- a) develop, or leverage existing, information technology supports and / or learning management systems;
- b) develop training tools, models and operational policy frameworks to incorporate content assembled by the recipient; and
- c) provide technical guidance and advice to the recipient in order to preserve and update content after the termination of the funding agreement on March 31, 2018.

In developing training products, the recipient may draw upon any public domain content developed for use by police services such as the RCMP. While the materials developed by the RCMP may be leveraged, the learning platform for self-administered police services, municipal police services and any non-RCMP agencies, will be separate from the learning platform used by the RCMP.

Costs associated with the development of training supports may also include: printing and desktop publishing of materials and products in limited quantities for police services and provincial officials; information technology support such as a laptop computer, presentation software, and projector to assist in developing, demonstrating and presenting learning tools to stakeholders; and translation costs.

It is anticipated that the vast majority of expenditures in this category will fund activities in the first year of the initiative.

Assessment Considerations

Once a complete proposal for funding package is submitted to Public Safety Canada, officials will review and assess the proposals by focusing on: the prospective recipient organization itself (*Section A*), the work plan (*Section B*), and the budget (*Section C*) submitted in the proposal. Once a proposal for funding is submitted, Public Safety Canada will use the following assessment considerations to select a suitable recipient of contribution funding:

- the likelihood that a recipient can achieve the expected results and outcomes in keeping with the federal government's objectives related to MRP implementation, as demonstrated in sections A,B, and C of the proposal package submitted;
- evidence of past accomplishments related to the *Contribution Agreement Objectives* and *Expected Results and Outcomes* described herein;
- evidence of support from relevant stakeholders, clients, key audiences and /or prospective partners;
- thoroughness and comprehensiveness of information submitted as outlined in this call for proposal;
- linkages of the project, activities and/or expected results with Public Safety Canada or Government of Canada priorities;
- where applicable, the level of involvement of other stakeholders, particularly provincial or territorial governments, Aboriginal representative organizations, and other organizations directly impacted by the project;
- for an application for funding from a recipient that has received contribution funding from the FNPP within the past 24 months, the Government of Canada will review the applicant's performance in managing previous FNPP agreements. This may include a file review, as well as a review of departmental risk assessments; and
- for an application for funding from a recipient that has received contribution funding from Aboriginal Affairs and Northern Development Canada within the past 24 months, Public Safety Canada may review the applicant's performance in managing previous funding agreements.

Submission of Proposal Documents and Contact Information

Proposals should be submitted to Public Safety Canada by September 12, 2014 in the following formats:

- 1) an electronic copy of the proposal package including information about the organization, work plan, budget, letters of support, and other documents deemed relevant by the applicant to:

mrpt-fbim@ps-sp.gc.ca or

- 2) a hard copy of the proposal package including information about the organization, work plan, proposed budget, letters of support, and other documents deemed relevant by the applicant to:

First Nation Policing Program
Public Safety Canada
269 Laurier Avenue West,
Ottawa, ON K1A 0P8

Please send any inquiries related to this call for proposals process to:

mrpt-fbim@ps-sp.gc.ca