



CALL FOR LETTERS OF INTEREST

Natural Resources Canada's

Regional Adaptation Collaboratives Program

July 7, 2008



Natural Resources
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Ressources naturelles
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1 Background

The impacts of our changing climate are already evident globally and in every region of Canada. The scientific assessment led by Natural Resources Canada (NRCan), [*From Impacts to Adaptation: Canada in a Changing Climate 2007*](#), documents the significant implications for communities, infrastructure and ecosystems that climate change will present for Canada.

In December 2007, the Government of Canada [announced](#) a federal investment of \$85.9M for programming to help Canadians increase their capacity to adapt to a changing climate. This investment includes \$35M for NRCan to establish Regional Adaptation Collaboratives (\$30 M) and to develop Tools for Adaptation (\$5 M).

2 Regional Adaptation Collaboratives Program

Recognizing the importance of acting now to effectively respond to the impacts posed by a changing climate, NRCan is launching the *Regional Adaptation Collaboratives* (RACs) program. This document explains what the program is, and how to apply for program funding.

2.1 Program goal

The goal of the RACs program is to catalyze coordinated and sustained action to reduce vulnerability to a changing climate by advancing adaptation planning and decision-making.

A significant foundation of climate change impacts and adaptation knowledge and expertise resides in a number of organizations across the country. This foundation includes: the findings of scientific assessments (e.g., *From Impacts to Adaptation: Canada in a Changing Climate 2007*); the results of over 300 NRCan-supported research projects; scientific information and tools, such as climate change scenarios provided by federal departments to inform adaptation strategies; and a range of initiatives by other orders of government and non-governmental organizations to reduce Canada's vulnerability to the impacts of climate change.

A 'decision-maker' in the context of this program is a representative of an organization that will be or is already affected by the impacts of climate change, and who would be involved in taking action to reduce vulnerability to these impacts or take advantage of opportunities.

For example, decision-makers include those responsible for: long-term projects (e.g., infrastructure) and plans (e.g., land-use); products, services or policies that are sensitive to climate; carrying out statutory or legal requirements to protect communities or interests in the public good (e.g., emergency management).

In many cases, the foundation of knowledge and expertise that exists is sufficient to identify adaptation action that could be taken today. However, addressing issues of strategic regional importance can be complex, involving a range of stakeholders and diverse technical, socio-economic, and environmental considerations. In these cases, adaptation planning – that is, the process leading to a decision on whether and how to adapt

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to the current and potential impacts of a changing climate – creates a need for additional analytical and preparatory work.

The RACs program is designed to provide a mechanism to meet this need. The program will support focused collaboration at the regional level among government, non-government decision-makers, and technical experts to facilitate regional adaptation planning and decision-making.

A 'region' in the context of this program is the boundary agreed to by organizations working together on advancing adaptation solutions that address common interests and / or challenges related to the impacts of climate change.

NRCan's target is to support six (6) RACs under this program. Each RAC is expected to focus its work on adaptation issues of strategic regional importance that can be advanced during the lifetime of the federal program.

Types of activities that could be conducted by a RAC **in support of adaptation planning and decision-making** include:

- capacity building, outreach, and knowledge extension to assist stakeholders in recognizing their adaptation needs and achieving their adaptation goals, including activities such as the provision of information, data, and tools customized to local / regional needs;
- case study development to demonstrate the feasibility, costs, and benefits of adaptation options, including technologies for adaptation;
- coordination and management to ensure knowledge integration, efficient communication among partners, accountability in resource use, and achievement of RAC objectives;
- policy analysis / policy research to evaluate the role of current policies and management plans in facilitating or acting as barriers to adaptation, and explore options for designing policies and management approaches that are robust to a changing climate;
- risk and vulnerability assessment to identify populations and sectors that are particularly vulnerable to the impacts of climate change, and assist in prioritizing adaptive responses;
- stakeholder dialogue to support the collaborative development and evaluation of adaptation options and approaches to integrate adaptation into policy, planning, and operational practices;
- targeted, applied research to advance regional understanding of: specific risks and opportunities presented by a changing climate; technological, institutional, or behavioural changes that may be required to successfully adapt; and, the estimated costs (financial and non-financial) and benefits of implementing adaptation measures.

3 Program Funding and Administration

3.1 Funding

The overall budget for each RAC will consist of cash and in-kind contributions from a variety of sources (e.g., governments, private sector, foundations, etc.). Program funding will be available from NRCan to support the activities of a RAC as soon as financial arrangements with NRCan have been finalized in fiscal year 2008-2009. For fiscal years 2009-2010 and 2010-2011, each RAC will be eligible to receive a contribution from NRCan of between \$1 million and \$2 million per year.

Total federal assistance (i.e., funding from NRCan and all other federal cash or in-kind assistance) cannot exceed 50 percent of the total budget of each RAC. Matching funds can include cash and in-kind contributions.

In-kind contributions

An 'in-kind contribution' is a cash equivalent that is real and measurable. Eligible in-kind contributions are assets that are essential to the completion of RAC activities and would otherwise have to be purchased. Categories of in-kind contributions include: goods; services; facilities; staff time; use of, donation of or access to equipment or special materials; or other commodities for which no cash is exchanged, but which are necessary for the completion of activities.

The valuation of in-kind contributions must follow guidelines of the Treasury Board of Canada Secretariat. NRCan will provide applicants with detailed guidance on estimating the value of in-kind contributions in advance of the proposal development stage.

Expenses eligible for NRCan support

Eligible expenses – to be detailed by applicants at a later stage of the application process – must be directly related to the activities in the work plan of a RAC and include:

- salaries and benefits;
- professional, scientific and contracting services;
- travel, including meals and accommodation;
- printing services;
- data collection services, including processing, analysis and management;
- materials, supplies and equipment;
- computer software and computer support services;
- laptop and desktop computers approved on a case by case basis;
- library and bibliographic expenses;
- overhead costs approved on a case by case basis; and,
- reimbursement of the Goods and Services Tax, Harmonized Sales Tax and Provincial Sales Tax net of any tax rebate to which the recipient is entitled.

3.2 Program administration and governance

NRCan will administer the RACs program using contribution agreements to establish the conditions for its portion of RAC funding and to detail requirements that must be met each year, including, but not limited to, eligible expenditures, leveraging requirements, reporting and monitoring requirements, work planning, and, evaluation activities. Contribution agreements will also outline provisions for compliance with federal policies, such as those on official languages, confidentiality, and intellectual property. A sample contribution agreement is available upon request.

Federal funding to deliver on activities of a RAC will be provided through a contribution agreement between NRCan and the organization in charge of managing funding of RAC activities (i.e., one of the organizations proposing the RAC). In cases where this arrangement is not feasible, federal funding could be provided through contribution agreements between NRCan and organizations receiving funding to carry out specific RAC related activities. NRCan will work with RAC representatives to minimize the total number of contribution agreements under the RACs program.

Eligible recipients of contribution agreements include the following Canadian organizations:

- non-federal government agencies (provincial, territorial, regional, municipal, Aboriginal);
- businesses and industries and their professional associations;
- educational and academic organizations; and,
- not-for-profit, non-governmental organizations.

Management of a Regional Adaptation Collaborative

Each RAC will be required to have a committee to manage the activities and business functions of a multistakeholder, multidisciplinary collaborative. Aside from financial and decision-making responsibilities, this 'management committee' will monitor the progress of the RAC and oversee the achievement of objectives. Each management committee will include representation of NRCan and RAC funding contributors.

National Coordination

NRCan will establish and chair a national coordinating committee to support the work of RACs and facilitate cross-communication. The national coordinating committee will also include a representative of each RAC, as well as technical experts, as needed.

4 Application Process

NRCan has a two-stage process for selecting the RACs for program funding. In the first stage, groups of organizations interested in forming a RAC ('applicants') prepare a letter of interest and submit it to NRCan. NRCan requests that one organization submit the letter of interest on behalf of the group proposing the RAC. Applicants whose letter of interest passes the initial screening process will be invited to submit a full proposal.

4.1 Letters of interest

Organizations interested in seeking support for a RAC must first submit a letter of interest that clearly outlines:

- the focus of the proposed RAC and what it intends to accomplish within the duration of the program, including the specific question(s) to be addressed for each adaptation issue, the need and importance of undertaking the work, how it would build on efforts made to date, and how the work would help the region in preparing for the future;
- the roles and responsibilities of organizations participating in the proposed RAC, including identification of members with **clear roles in implementing future adaptation decisions within the region**;
- the total cost of the proposed RAC, including the total funding request to NRCan and expected sources of matching funds.

The template provided in Annex I details the information required and criteria that will be used in the assessment of a RAC. Use of the template is mandatory.

Prior to submission to NRCan, organizations proposing a RAC are required to send a copy of their letter of interest to the provincial / territorial adaptation contact(s) in their region (see list of contacts in Annex II). Confirmation of this correspondence must also be sent to NRCan.

All submissions of letters of interest must be delivered electronically to NRCan by close of business (5pm Pacific Daylight Time) on Friday, August 29, 2008. Documents with original signatures should be faxed to the number listed below.

Email: adaptation@NRCan.gc.ca

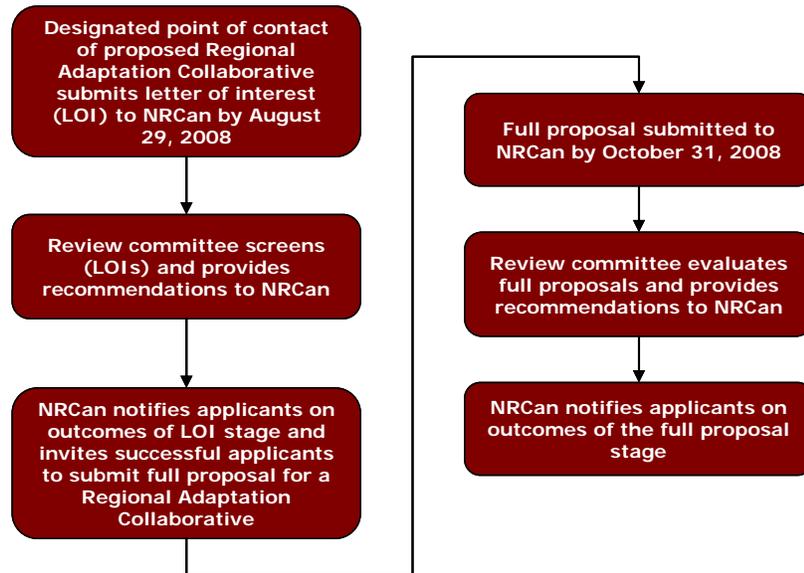
Fax: (613) 947-0126

A review committee will screen the letters of interest and provide recommendations to NRCan on which applicants should be invited to submit full proposals. NRCan reserves the right to request that applicants with complementary project ideas work together at the proposal stage.

4.2 Full proposals

Applicants whose letters of interest pass the initial screening process will be invited to submit a full proposal by October 31, 2008. NRCan will provide details on the proposal process and application guidelines at the time of this invitation.

Figure 1: RACs program application process



ANNEX I: Regional Adaptation Collaboratives (RAC) – LOI Template

Letters of Interest that do not meet the following parameters will not be considered:

- *Page limit: maximum 6 pages*
- *Font and margins: 11-point Arial, 2.54 cm margins*
- *Footer: to include name of the proposed RAC, page numbers*
- *Format: Word, WordPerfect or PDF*
- *No password protection*

NOTE: The review committee will assess sections 2 to 4. Applicants must provide sufficient information to allow for an assessment of each section, individually, and for an assessment of the contribution of each section to the entire proposed RAC in order to form a coherent package.

1. General Information

- 1. Name of proposed Regional Adaptation Collaborative.**
- 2. Designated point of contact.** *List the name, affiliation, and full contact information.*
- 3. Regional extent of the proposed RAC.** *Describe the boundaries (geographic, political) of the proposed RAC.*

2. Adaptation Priorities

Please complete the following sub-sections for each adaptation issue that the RAC proposes to address.

[This section as a whole should include enough detail to be able to assess whether applicants selected a manageable number of issues, and to what extent the issues selected align with the regional scope of the proposed RAC.]

Climate change adaptation issue 1 (2, 3, etc.)

- a) Description of the issue, including regional reach.** *[The assessment will focus on issue relevance, as indicated, for example, by the urgency, severity, and scale of the issue.]*
- b) Preliminary assessment of existing readiness to address the issue.** *[The assessment will include consideration of existing capacity, baseline knowledge and information, level of stakeholder engagement, existing government commitments / investments, etc.]*
- c) Issue-specific results expected over the course of the RACs program.** *[The assessment will consider factors such as the number, types, and importance of decisions influenced. Examples of 'results' in this context include: readiness of a new policy / program to be implemented, articulation of changes to existing planning processes, identification of options to adjust infrastructure, etc.]*

- d) Potential issue-specific results within five (5) years of the RACs program end-date.** *[The assessment will include potential for sustainability of results beyond the program end-date, and potential for enhancing regional capacity to address adaptation issues.]*

3. Collaboration

Please provide information on each organization of the proposed RAC. Insert additional sub-sections, as needed.

For each organization, describe its role(s) in the work of the proposed RAC (e.g., decision-maker, coordinator, technical advisor, activity leader, financial manager, etc.). As a reminder, a 'decision-maker' represents an organization that will be, or is already, affected by the impacts of climate change, and has a role to play in taking action to reduce vulnerability to these impacts.

[In addition to a focus on assessing the roles and capacities of each organization, the review committee will consider whether the identified organization(s) represent(s) an appropriate combination of decision-making authority and technical expertise to support the work of the proposed RAC.]

Organization 1. *[The assessment will consider the capacity of an organization to fulfill its proposed role(s) within a RAC, and the relevance of the proposed role(s).]*

Organization 2

Organization 3

4. RAC Activities and Budget

- a) Overview of activities.** *Provide an overview of the proposed RAC's main activity areas and the approximate timing of each. [The assessment will consider the relevance of proposed activity areas, and the feasibility of completing the work over the course of the RACs program.]*
- b) Total budget.** *Provide a cost estimate for each activity areas outlined above. Of the total budget estimate, indicate the funding requested from the RACs program. [Note that federal funding cannot exceed 50 percent of the total RAC budget, and that the NRCan program contribution must be between \$1million and \$2 million per year. The RACs program ends on March 31, 2011.]*
- c) Proposed sources of matching funds.** *Indicate the expected sources of non-federal funds. If preliminary estimates (\$) of non-federal contributions are available, please provide this information.*

Checklist

Did you complete all fields of the LOI template?

Have you sent a copy of your completed LOI to the provincial / territorial government contact(s) in your region? **Confirmation of this correspondence must be included with this LOI.**

ANNEX II: Adaptation Contacts – Provinces and Territories

Province / Territory	Affiliation	Name	Position	Contact information
British Columbia	Ministry of Environment	Jenny Fraser	Climate Change Adaptation Advisor	Ministry of Environment Climate Change Section 3rd Fl 2975 Jutland Rd Victoria, BC V8T 5J9 T: (250) 953-3812 Jenny.fraser@gov.bc.ca
Alberta	Alberta Environment	Harry Archibald	Adaptation Systems Advisor	Alberta Environment Air / Climate Change Systems 10th fl Oxbridge Place 9820 - 106 Street Edmonton, AB T5K 2J6 T: (780) 422-4578 harry.archibald@gov.ab.ca
Saskatchewan	Saskatchewan Environment	Greg Riemer	Senior Ecosystem Stewardship Specialist	Saskatchewan Environment Corporate Policy and Planning Branch 5th Flr, 3211 Albert Street Regina, SK S4S 5W6 T: (306) 787-8595 Greg.Riemer@gov.sk.ca
Manitoba	Manitoba - Ministry of Science, Technology, Energy and Mines	Neil Cunningham	Policy and Program Analyst	Manitoba - Ministry of Science, Technology, Energy and Mines T: (204) 945-8793 necunningh@gov.mb.ca

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Ontario	Ministry of Environment	Mary Anne Covelli	Director	Ministry of Environment Air Policy and Climate Change Branch 4th Flr, 135 Clair Ave. West Toronto ON M4V 1P5 T: (416) 314-2051 Maryanne.covelli@ontario.ca
Quebec	Ministère du Développement durable, de l'Environnement et des Parcs	Monique Plamondon	Analyste en changements climatiques	Ministère du Développement durable, de l'Environnement et des Parcs Bureau des changements climatiques 6e étage 675, boulevard René-Lévesque Est Québec QC G1R 5V7 T: (418) 521-3828 ext. 4528 monique.plamondon@mddep.gouv
New Brunswick	Department of Environment	Dean Mundee	Director	Environment - Climate Change Secretariat Marysville Place 20 McGloin Street Fredericton NB E3A 5T8 T: (506) 453-3925 dean.mundee@gnb.ca
Nova Scotia	Department of Environment and Labour	Kyla Milne	Program Administration Officer	Department of Environment and Labour T: 902) 424-0786 milnekm@gov.ns.ca

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Province / Territory	Affiliation	Name	Position	Contact information
Prince Edward Island	Environment, Energy & Forestry	Don Jardine	Director	Environment, Energy & Forestry - Pollution Prevention Jones Building 11 Kent Street Charlottetown, PEI C1A 7N8 T: (902) 368-5035 dejardine@gov.pe.ca
Newfoundland and Labrador	Environment & Conservation	John Drover	Director	Environment & Conservation Policy and Planning Division T: (506) 729-1090 jdrover@gov.nl.ca
Yukon	Department of Environment	Johanna Smith	Climate Change Coordinator	Department of Environment Environmental Programs T: (867) 633-7971 johanna.smith@gov.yk.ca
Northwest Territories	Department of Environment and Natural Resources	Jim Sparling	Manager, Climate Change Programs	Department of Environment and Natural Resources Environmental Protection Division T: (867) 920-6396 Jim_sparling@gov.nt.ca
Nunavut	Department of Environment	Lee Ann Pugh	Coordinator Climate Change	Department of Environment Environmental Protection T: (867) 975-7731 LPugh@GOV.NU.CA