FIRST NATIONS
NATIONAL REPORTING GUIDE
2002-2003

VOLUME II - REFERENCE

Applicable to Recipients funded under:
Comprehensive Funding Arrangements(CFA);
Alternative Funding Arrangements (AFA);
Financial Transfer Agreements (FTA);
Canada/First Nations Funding Agreements (CFNFA);
and DIAND/First Nation Funding Agreements (DFNFA).

Indian and Northern Affairs Canada   Affaires indiennes et du Nord Canada

Canada

VOLUME II - REFERENCE

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Web addresses

Where applicable, Internet addresses that provide supplemental information have been provided for each program.

Non-Registered On-Reserve Population - Tab B

Online data entry

First Nations may update their non-registered on-reserve data through the NRORP web site. This web site may be accessed from DIAND's Electronic Service Delivery page at http://www.ainc-inac.gc.ca/esd/index_e.html Contact your regional DIAND office for further instructions.

Environmental Assessment - Tab C

Please note: due to legislative changes to the *Canadian Environmental Assessment Act* and the proposed *Species at Risk Act,* the Environmental Assessment Report will be subject to change during the fiscal year.

Training Seminars

The Environment Directorate (part of Lands, Trusts and Surveys Branch) has developed training seminars as a means of delivering important environmental information and knowledge to DIAND personnel, Band Councils, First Nations members, businesses and corporations. At this time, courses are being delivered by designated colleges with participant, instructor and reference manuals. In the future, training material will be converted to an on-line format on DIAND`s Internet site as part of the Government On-Line initiative. Further information is available in Volume II, Tab C or through Steve Varrette, Environmental Manager, varrettes@inac.gc.ca.

Lands and Trust Services - **Tab D**

Band Governance

The Electoral Officer's Report for section 74 bands has been updated. For those First Nations that elect/select their council or representatives in accordance with their own custom election code, a Custom Election Code Report - Election Results has now been included in Tab D, Volume I. DIAND does provide training workshops for elections. For more information regarding the election process, the appeal mechanism and the reporting requirements, contact your DIAND regional office.

Resource Access Negotiations Program (RAN)

This program has been moved to Tab J - Economic Development. In the Comprehensive Funding Arrangement, this program will continue to be grouped with other LTS programs, however, all Economic Development initiatives, including RAN, will now be in the same section.

Education - Tab E

Post-Secondary Education - Revised Forms

Both the Register of Post-Secondary Education Students and the Register of Post-Secondary Education Graduates/Summary Total of Post-Secondary Education-funded Students have been completely reformatted to facilitate data accuracy and completeness. Although the form is 8½ X 11" in the guide, the forms now measure 8½ X14" which will be sent to First Nations in PSE call packages. In addition to regular data, the new form now asks to clearly identify:

< if the student is UCEP (University or College Entry Program)
< if the student is Inuit or Innu
< the date of birth and gender for new students and graduates
< for the name and number of the Administering Organization rather than First Nation.

Gathering Strength - Education Reform

This program is now included in the FNNRG. Education Reform was launched in 1998 as a component of Gathering Strength – Canada's Aboriginal Action Plan. The Education Reform resources are used to improve the quality of education in First Nation schools and the academic achievement of First Nation students. An Evaluation Form is included in Volume I.

First Nations and Inuit Youth Employment Strategy - Tab F
 Final Report Forms for all programs under the FNIYES have a new look. They have been designed in word-processing format in an effort to make them more user friendly. The sections on age and educational levels have been grouped rather than asking for individual ages and grades.
New Reporting Requirements include:
< Number of participants with disabilities. DIAND must report this to Human Resources Development Canada (HRDC), the lead department for the federal Youth Employment Strategy.
< What do participants do after completing the program: do they find work? do they return to school? DIAND must report on the post-program activities of youth participants to ensure this program continues to be funded.
< Although not required, a Participant Evaluation Form has also been included for all of the FNIYES programs. It has been developed in an effort to determine whether FNIYES programs are meeting participant needs. Participant's comments are critical to the design of the program.

Indian Government Support - Tab H
 Increased Support for First Nation Administration
To support the implementation of increased funding for First Nation administration by the equivalent of 5% of Band Support Funding (BSF) this year and for the next three years, a full update to the Indian Government Support data is required. A revised Band Support Funding Application for Grant form has been included in this year's Guide. Current Indian Government Support data will contribute to determining the way in which this additional funding may be provided to First Nations.

Funds may be provided as Band Support Funding if maximum funding levels based on the Band Support formula have not been reached. When BSF is at the maximum, as defined by the formulae, then other local administration support may include Indian/Inuit Management Development (IIMD) or Band Employee Benefits (BEB) funding.

Social Development: Social Support - Tab G
 Family Violence Shelters New Form
In order to adequately access this program, a new Family Violence Shelters Form has been developed which is similar to the Transitional Home Survey put out by Statistics Canada.

Capital - Tab I
 Housing and Infrastructure Assets website
First Nations may update their housing data and access previous year's data through the Housing & Infrastructure Assets web site. This web site may be accessed from DIAND's Electronic Service Delivery page at http://www.ainc-inac.gc.ca/esd/index_e.html . Contact your regional DIAND office for further instructions.

Economic Development - Tab J
 This year all DIAND Economic Development initiatives have been included in one section. The **Resource Partnerships Program** and **Regional Partnership Fund** have been added and the **Resource Access Negotiations (RAN) Program** has been moved from Tab D to this section.

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PURPOSE OF THE NATIONAL REPORTING GUIDE

This Reporting Guide sets out the format and content of reports to be submitted by First Nations in accordance with Comprehensive Funding Arrangements (CFA), Alternative Funding Arrangements (AFA), Financial Transfer Agreements (FTA), Canada/First Nations Funding Agreements (CFNFA), and DIAND/ First Nations Funding Agreements (DFNFA). For a summary of reports to be submitted by AFA/FTA/CFNFA/DFNFA First Nations, please refer to the Annual Return Management Report, Volume I: Forms, Tab L.

This Guide is to be used as a generic reference manual for DIAND's national program reporting requirements. Regional offices will provide the appropriate data collection forms, together with the applicable instructions, to meet their specific program reporting requirements.

HOW TO USE THIS GUIDE

The Guide is organized to help you locate information on reporting guidelines, due dates and procedures as quickly as possible.

This Guide is divided into two volumes:

Volume I: Forms ° contains all the necessary reporting forms and instructions by program reporting type.

Volume II: Reference ° a reference document that contains an overview of the program, key terms, a summary of reporting requirements, and data element definitions.

Data Element Definitions: Many of the data element definitions in this Guide have been clarified to provide clearer descriptions of what **should**, and **should not**, be included in the data collection reports. For example, definitions for nominal roll data on students who leave school have been revised to clearly outline the reasons for the student's departure from school. Included in the definitions is a **justification for collecting data elements.** First Nations invest a great deal of time and effort to collect and process data that they provide to DIAND. Certainly, First Nations should know why each data element is needed. Accordingly, each section of the Guide includes information regarding the purpose of various data elements. Using the data element "graduation" in post-secondary education as an example, the Guide states that this information is required to monitor the effectiveness and successes of the Post-Secondary Education Program. The **source** where the data element **originates** is also included. This helps clarify what documents to use when providing data and helps ensure that all First Nations provide DIAND data from a consistent source.

The Guide is designed to work in two ways:

â as a quick reference for First Nations administrators who are already familiar with reporting procedures and the forms used; and

ã as a background document for those First Nations administrators who are not familiar with reporting procedures or who need a refresher course.

Please **contact your DIAND regional office if you have any questions.** Information is also available on DIAND's Internet Home Page at: http://www.inac.gc.ca.

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WHO SHOULD USE THIS GUIDE?

This Guide is intended to be used by Indian, Inuit and Innu communities and their organizations that receive funds through various DIAND funding arrangements. Throughout the Guide, the terms "Indian" or "band" (as defined in the *Indian Act*) are used interchangeably with the term "First Nations."

PROGRAM	CFA	AFA	FTA/ CFNFA/ DFNFA
Non-Registered On-Reserve Population	#	#	#
Environmental Assessment	#	#	#
Lands and Trust Services **Includes:** Land Management and Transfers, Indian Registry, Band Governance For Resource Access Negotiations (RAN) Program see TAB J - Economic Development	#	#	#
Education **Includes:** Elementary/Secondary Education, Post-Secondary Education, Cultural Centres, Gathering Strength - Education Reform	#	#	#
First Nation & Inuit Youth Employment Strategy Program	#	#	#
Social Development *(Reimbursement of actual eligible costs)*	#		
Social Development *(Multi-year Agreements)*		#	#
Indian Government Support	#	#	#
Capital: - **Operation and Maintenance of Infrastructure Assets and Facilities,** - **Community Capital Facilities Service Delivery (Including Housing)**	#	#	#
Economic Development	#	#	#
Other Program Reporting - **Policing (Solicitor General of Canada)** - **Health (Health Canada)**	#	# #	# #

Annual Return Management Report for
     Alternative Funding Arrangements (AFA) /
     Financial Transfer Agreements (FTA) /
     Canada/First Nations Funding Agreements (CFNFA) /
     DIAND/First Nations Funding Agreements (DFNFA)
		#	#

If you have any questions, contact your DIAND regional office *(list is on page 11).*

WHY IS REPORTING NECESSARY?

DIAND currently collects administrative, financial, economic and socio-demographic data. The collection of timely and complete program data is essential for DIAND, as well as for First Nations. The collected information benefits and assists both First Nations and DIAND to effectively fulfill their respective obligations.

First Nation administrations are responsible to their communities and members for their activities in band governance and for administering services and programs. Consistent with self-government, First Nations have assumed greater responsibilities for program development and service delivery. As such, program data are an increasingly important tool supporting the decision-making processes of individual First Nations. In effect, DIAND's rationale for program reporting is increasingly becoming a First Nation's rationale.

For DIAND, the information received from First Nations is equally important. It is utilized to assess and report that
- funds have been used for the purposes intended;
- the terms and conditions of the funding arrangements have been met;
- there is sound management and financial control ensuring essential services are being/have been delivered to members of First Nations;
- overall results of expenditures in terms of the efficiency and effectiveness of programs and services are clearly documented and reported; and
- the effectiveness of expenditures in meeting the objectives of Canada's Social Policies.

DIAND collects program data to support 1) statutory requirements, 2) accountability, 3) resource allocation, 4) operational requirements (administrative needs), and 5) program planning, as well as for policy analyses.

Statutory or Other Government Requirements
All governments/governing bodies are required either by law, regulation or sometimes policy to file reports from time to time on certain events such as births, deaths and conditions. DIAND is required by the *Indian Act* (Chapter 1, Section 1), for example, to record in the Indian Register the names of individuals who are registered under the *Act*. Data on the type of residence, age and location are also collected for policy purposes. They help determine where and what level of resources will be required to meet the needs of Canada's Registered Indian population. In other cases, the information is reported directly to the appropriate authority, without DIAND's involvement. Fire losses, for example, must be reported to the appropriate authority and subsequently to Labour Canada (formerly the Dominion Fire Commissioner). Reporting information such as this is essential to plan future fire fighting and prevention strategies.

Resource Allocation and Performance Reporting
Data collected from First Nations are also used to justify and defend DIAND's budget and current level of resources. DIAND must demonstrate that resources have been allocated to regions, and subsequently to First Nations, in a fair and equitable manner. This is especially critical for those programs and services that are discretionary, such as capital, housing, operations and maintenance funds. DIAND's ability to acquire funds on behalf of First Nations and to report on achievements depends largely on receiving quality program data.

Accountability
All governing bodies are ultimately responsible and accountable to the members of the public they represent. Being accountable requires governing bodies to be answerable to their members for their decisions. First Nations have a responsibility to their members to make the most effective and efficient use of all funds allocated to the First Nation. Similarly, DIAND must demonstrate to the

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Canadian public, <u>through</u> the Minister, Parliament and agencies, such as the Auditor General of Canada, that all funds, including those allocated to First Nations, are being spent wisely and are achieving the desired policy objectives.

The collection of data from First Nations is, therefore, essential for both DIAND and First Nations to assess the results of program expenditures against operational, program and policy objectives. Accountability, also requires data collection processes, can provide a reporting framework for the long run. Although some information can be obtained from external sources such as Statistics Canada, First Nations are the primary source of data on population, assets on reserve, education, social assistance and housing, etc. In addition, the data can also be used to compare against similar data collected for the rest of Canada by agencies such as Statistics Canada.

It is important that both First Nations and DIAND know, for example, whether:
- < the elementary/secondary education graduation rate is increasing, decreasing or remaining constant; students in post-secondary education programs are graduating, in which fields, etc.
- < the proportion of on-reserve residents on social assistance is increasing, decreasing or remaining constant;
- < the First Nation has implemented a maintenance plan to safeguard capital assets; and
- < the First Nation is making progress in resolving its housing shortage.

Program Planning/Policy Analysis

First Nations and DIAND both have a stake in knowing whether funded programs and policies are having the desired effect and, if not, whether there is a need to devise other options to address the issues more adequately. Success or failure of policies and programs can, in many cases, only be judged by observing results and trends over time.

For example, a declining graduation rate in elementary/secondary education may prompt First Nations and DIAND to undertake new policies to improve the retention of students in elementary/secondary education. Similarly, information indicating an increasing dependency on social assistance may prompt the introduction of special efforts to improve the local economy.

Identifying trends, which are useful to both First Nations and DIAND, can only be detected by collecting uniform, consistent data. To accomplish this, it is imperative that all First Nations and administering authorities report the same information, at the same time and in the same format. If this is not done, the data could be disproportionate or unreliable.

Operational Requirements

First Nations need to have information to inform their community members about the effectiveness of programs, as well as to be able to adjust the programs to meet the specific needs of their members more efficiently and effectively. Working in partnership with First Nations, DIAND tries to ensure that all the information identified and collected through this Guide is beneficial for First Nations or tribal councils, as well as for DIAND, in effectively administering and managing funded programs.

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FUNDING ARRANGEMENTS AND AUTHORITIES

The department, through the Transfer Payments Directorate, develops and maintains key generic funding agreement models for use with First Nation communities which have not entered into their own self-government agreements. These funding agreements require First Nations to adhere to a common set of accountability requirements which address areas of high risk through transparency, disclosure and redress policies and emphasize local accountability for local decision making.

The generic funding agreements contain terms and conditions to manage the funding transferred in three ways:
- < General -requirement for an audit; provision for access to records; provision for reporting and data quality; provision for default and remedial management; requirement for representation and warranties and indemnification, etc.
- < Recipient specific - project specific requirements (for example, training, policy development or other capacity development activities).
- < Program specific - minimum program delivery and reporting requirements.

If you have any questions regarding departmental funding agreements, please contact your DIAND regional office on page 11 or the Director, Transfer Payments, at 819-997-0667.

Comprehensive Funding Arrangement
The CFA is a program-budgeted funding agreement that DIAND enters into with Recipients for a one year duration and which contains programs funded by means of **Contribution**, which is reimbursement of actual expenditures; **Flexible Transfer Payment**, which is formula funded and surpluses may be retained provided terms and conditions have been fulfilled; and/or **Grant**, which is unconditional.

For a generic template of the agreement in use (for reference and information purposes only) please see http://www.ainc-inac.gc.ca/pr/pub/comp_e.html

Alternative Funding Arrangements (AFA)
AFAs establish a different relationship between the Crown and recipients than what exists under CFAs. Specifically, AFA recipients may reallocate funds between program areas and redesign programs provided:
- < minimum program requirements are met;
- < capital is expended for capital purposes; and
- < any capital project designated as mandatory is completed.

AFAs provide increased authority over programs and funds to First Nations than do the conventional "comprehensive funding arrangement".

Financial Transfer Agreements (FTA)
FTAs also establish a different relationship between the Crown and recipients than what exists under CFAs and AFAs. Specifically, FTA are funding mechanisms that define minimum standards for a local accountability framework in order to transfer increased authority to First Nations over program design and delivery and the management of funds.

Recipients may reallocate funds between program areas and redesign programs to meet specific community needs. FTAs provide First Nations with the greatest flexibility.

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DIAND/First Nations Funding Agreement (DFNFA)
The DFNFA is a block-budgeted funding agreement that DIAND enters into with First Nations and Tribal Councils for a five year duration. The DFNFA is a funding agreement which defines minimum standards for a local accountability framework in order to transfer increased authority to First Nations over program design and delivery and the management of funds. First Nations may redesign programs to meet specific community needs, subject to maintaining minimum delivery standards, and may reallocate funds between program areas.

For a generic template of the agreement in use (for reference and information purposes only) please see http://www.ainc-inac.gc.ca/pr/pub/fundi_e.html

Canada/First Nations Funding Agreement (CFNFA)
The CFNFA is a block-budgeted funding agreement that DIAND and other federal government departments enter into with First Nations and Tribal Councils for a five year duration. The CFNFA is a funding agreement which contains a common set of federal government funding terms and conditions in the main body of the agreement, while schedules attached to the agreement contain terms and conditions specific to each federal department. The CFNFA defines minimum standards for a local accountability framework in order to transfer increased authority to First Nations over program design and delivery and the management of funds. First Nations may redesign programs to meet specific community needs, subject to maintaining minimum delivery standards, and may reallocate funds between program areas.

For a generic template of the agreement in use (for reference and information purposes only) please see http://www.ainc-inac.gc.ca/pr/pub/cana_e.html

If you have any questions regarding funding arrangements, please contact your DIAND regional office on page 11

TAB	CFA	AFA	FTA CFNFA DFNFA	Database / Program Reports (Summary)	First Nations Collection Period / Census Date	DUE DATES First Nations to Regions
B				**NON-REGISTERED ON-RESERVE POPULATION (NRORP)**		
	#	#	#	NRORP Band Population Report *(to verify and update individuals)* TPMS RR CODE: 0150	**December 31**	**February 16**
	#	#	#	NRORP Collection Form *(to add new individuals)* TPMS RR CODE: 0151	**December 31**	**February 16**
	#	#	#	NRORP Certificate Form TPMS RR CODE:0152	**December 31**	**February 16**
C				**ENVIRONMENTAL ASSESSMENT**		
	#	#	#	Environmental Compliance Report TPMS RR CODE: 0001	**Annually (previous fiscal year)**	**June 30**
	#	#	#	CEAA: Environmental Assessment Report TPMS RR CODE:0002 **Please Note:** Due to legislative changes to the *Canadian Environmental Assessment Act* and the proposed *Species at Risk Act*, the Environmental Assessment report will be subject to change during the fiscal year	**prior to approval of any project with potential environmental impact**	**Contact Region**
D				**LANDS AND TRUSTS SERVICES**		
				Land Management and Transfers		
	#	#	#	Quarterly Report on Rentals and Receivables TPMS RR CODE: 0004	**Annually or twice yearly**	**Contact Region**
	#	#	#	Summary Report of Land Management Transactions TPMS RR CODE: 0003	**Project-by-project**	**Contact Region**
				Indian Registration		
	#	#	#	Indian Registry Data Entry TPMS RR CODE: 0008	**Monthly**	**Contact Region**
	#	#	#	Indian Register Events Reports Summary TPMS RR CODE: 0007	**Monthly**	**Contact Region**
	#	#	#	Certificate of Indian Status Register TPMS RR CODE: 0012	**Monthly**	**Contact Region**
				Band Governance		
	#	#	#	Electoral Officer's Report (Section 74 bands) TPMS RR CODE: 0009	**Two weeks following every general election and by-election**	**Contact Region**
	#	#	#	Custom Election Code Report - Election Results		
				Resource Access Negotiations (RAN) Program - see Tab J - Economic Development		
E				**EDUCATION**		
				E1 - ELEMENTARY/SECONDARY EDUCATION		
	#	#	#	Nominal Roll Student Census Report TPMS RR CODE: 0022	**September 30**	**October 15**
	#	#	#	Annual Certification of Teachers and Curriculum TPMS RR CODE: 0023	**Annually beginning school year**	**Annually soon after beginning school year**
	#			Provincial/Territorial Educational Services Report TPMS RR CODE: 0024	**Annually**	**Set by Region**
	#	#	#	School Evaluation Report TPMS RR CODE: 0021	**Once every 5 years**	**Set by Region**
				E2 - POST-SECONDARY EDUCATION (PSE)		
	#	#	#	Register of PSE Students TPMS RR CODE: 0030	**November 3**	**December 31**
	#	#	#	Register of PSE *Graduates*/Summary Total of PSE Funded *Students* TPMS RR CODE: 0031	**Annually**	**December 31**
	#	#	#	Indian Studies Support Program (ISSP) TPMS RR CODE: 0033	**Annually**	**Set by Region**
				E3 - CULTURAL EDUCATION		
	#	#	#	Cultural Education Annual Activity Report TPMS RR CODE: 0025	**Annually**	**Set by Region**
				E4 - GATHERING STRENGTH - EDUCATION REFORM		
	#	#	#	Evaluation Report Initial Report TPMS RR CODE: 0225 Final Report TPMS RR CODE: 0226	**Annually**	**Initial: October 31 Final: July 31**

TAB	CFA	AFA	FTA CFNFA DFNFA	Database / Program Reports (Summary)	First Nations Collection Period / Census Date	DUE DATES First Nations to Regions
F				**FIRST NATIONS AND INUIT YOUTH EMPLOYMENT STRATEGY**		
	#	#	#	Evaluation Report: Science and Technology Camp Program TPMS RR CODE: 0038	**Annually**	**summer camp 15 Sept. school yrcamp 31Mar**
	#	#	#	Evaluation Report: Summer Student Career Placement Program TPMS RR CODE: 0040	**Annually**	**Sept. 15**
	#	#	#	Evaluation Report: First Nations Schools Co-operative Education Program TPMS RR CODE: 0035	**Annually**	**March 31**
	#	#	#	Evaluation Report: Work Experience Program TPMS RR CODE: 0034	**Annually**	**March 31**
				Participant Evaluation Form	*not required but used to determine whether programs meet participant needs*	
G				**SOCIAL DEVELOPMENT**		
				G1 - Social Assistance		
	#			Social Assistance Monthly Reports TPMS RR CODE: 0041	**Monthly**	**Contact Region**
		#	#	Social Assistance Annual Reports TPMS RR CODE: 0057	**Annually**	**May 31**
				G2 - National Child Benefit (NCB)		
	#	#	#	National Child Benefit (NCB) First Nations Annual Report on Reinvestment TPMS RR CODE: 0059	**Annually (previous fiscal year)**	**Contact Region**
				G3 - Social Support Services		
	#			Child and Family Services Maintenance Monthly Report TPMS RR CODE: 0045	**Monthly**	**15 days after months end**
	#			Child and Family Services Operational Report TPMS RR CODE: 0047	**Annually or 2X yearly**	**Contact Region**
			#	Child and Family Services Maintenance Monthly Report *(Reporting is only applicable when block funding for CFNFA/ DFNFA pilot projects have been approved.)* TPMS RR CODE: 0043	**Monthly**	**15 days after months end**
			#	Child and Family Services Operational Report *(Reporting is applicable only when block funding for CFNFA/DFNFA pilot projects have been approved.)* TPMS RR CODE: 0044	**Annually or twice yearly**	**Contact Region**
	#			Adult Services Monthly Report TPMS RR CODE: 0050	**Monthly**	**15 days after months end**
		#	#	Adult Services Annual Report TPMS RR CODE: 0050	**Annually (previous fiscal year)**	**May 31**
	#	#	#	National Strategy for Integration of Persons with Disabilities Annual Report TPMS RR CODE: 0051	**Annually (previous fiscal year)**	**May 31**
	#	#	#	Family Violence Projects Annual Report TPMS RR CODE: 0048	**Annually (previous fiscal year)**	**May 31**
	#	#	#	Family Violence Shelters Annual Report TPMS RR CODE: 0053	**Annually (previous fiscal year)**	**May 31**
	#	#	#	Community Social Services Projects Annual Report TPMS RR CODE: 0055	**Annually (previous fiscal year)**	**May 31**
	#	#	#	Day Care Facilities/ Head Start Program Annual Report TPMS RR CODE: 0046	**Annually (previous fiscal year)**	**May 31**
H				**INDIAN GOVERNMENT SUPPORT**		
				Band Support Funding (BSF)		
	#	#	#	Application for Grant Band Support Funding TPMS RR CODE: 0063	**Annually (previous fiscal year)**	**Contact Region**
	#	#	#	Eligible Unaffiliated Large Band Advisory Services Annual Report* TPMS RR CODE: 0061	**Annually (previous fiscal year)**	**Contact Region**
				Tribal Council Funding*		***Only Where Applicable**
	#	#	#	Application for Grant Band Support Funding* *(same form used for tribal councils)* TPMS RR CODE: 0062	**Annually (previous fiscal year)**	**Contact Region**
	#	#	#	Annual Report on Program Activities* TPMS RR CODE: 0064	**Annually (previous fiscal year)**	**Contact Region**
				Band Employee Benefits Program		
	#			Application for Band Employee Benefits Funding TPMS RR CODE: 0065	**Annually (previous fiscal year)**	**May 31**

| TAB	CFA	AFA	FTA CFNFA DFNFA	Database / Program Reports (Summary)	First Nations Collection Period / Census Date	DUE DATES First Nations to Regions
	#			List of Eligible Employees TPMS RR CODE: 0066	**Annually (previous fiscal year)**	**May 31**
	#	#	#	Pension Plan Funding Annual Report TPMS RR CODE: 0068	**Annually (previous fiscal year)**	**May 31**
		**Indian/Inuit Management Development [IIMD]**
	#	#	#	Program Proposal TPMS RR CODE: 0070	**Project-by-project**	**Contact Region**
I		**CAPITAL**
		**C1 - Operation and Maintenance of Infrastructure - Assets and Facilities
		Fire**
	#	#	#	Fire Protection Services Summary Report TPMS RR CODE: 0101	**Annually (previous calendar year)**	**March 31**
	#	#	#	Fire Losses Annual Report TPMS RR CODE: 0102	**Annually (previous calendar year)**	**March 31**
		**Housing and Infrastructure Assets**
	#	#	#	Housing and Infrastructure Assets Annual Report TPMS RR CODE: 0108	**Annually (previous fiscal year)**	**March 31**
		**Schools**
	#	#	#	Schools Annual Report TPMS RR CODE: 0111	**Annually (previous fiscal year)**	**March 31**
		**Capital Assets**
	#	#	#	Changes in Capital Assets Annual Report TPMS RR CODE: 0103	**Annually (previous fiscal year)**	**March 31**
	#	#	#	Completed ACRS Project Annual Report TPMS RR CODE: 0104	**Annually (previous fiscal year)**	**March 31**
	#	#	#	Asset Operation and Maintenance (O&M) Review Annual Report TPMS RR CODE: 0112	**Annually (previous fiscal year)**	**March 31**
	#	#	#	Maintenance Management Plan Annual Report TPMS RR CODE: 0105	**Annually (previous fiscal year)**	**March 31**
		**C2 - Community Capital Facilities Service Delivery (Including Housing)**
	#	#	#	Community-Based Housing Plan Annual Report TPMS RR CODE: 0123	**Annually (previous calendar year)**	**March 31**
		**Capital Projects:**
	#	#	#	Progress Report on Capital Projects TPMS RR CODE: 0120	**Monthly**	**Set by Funding Agreement**
	#	#	#	Certificate of Completion for Capital Projects TPMS RR CODE: 0121	**Project-by-project**	**90 days after completion**
	#	#	#	Five Year Capital Plan *Annual Update* TPMS RR CODE: 0122	**Annually (previous calendar year)**	**March 31**
J		**ECONOMIC DEVELOPMENT**
		**Community Economic Development Program (CEDP)**
	#	#	#	Economic Development Report TPMS RR CODE: 0131	**Annually (previous fiscal year)**	**June 30**
	#	#	#	Economic Development Log - Part I	**These log forms are not required for submission. *They are meant to assist First Nations, Inuit and Innu complete the Economic Development Report.***	
	#	#	#	Economic Development Log - Part II		
		**Opportunity Fund and the Resource Acquisition Initiative Program**
	#	#	#	Project Status Report TPMS RR CODE: 0132	**Project-by-project**	**12 months after startup**
		**Major Business Projects Program**
	#	#	#	Project Status Report TPMS RR CODE: 0133	**Project-by-project**	**1, 3 and 5 years after project startup**
		**Resource Partnerships Program**
	#	#	#	Project Status Report TPMS RR CODE: 0133	**Project-by-project**	**1, 3 and 5 years after project startup**
		**Resource Access Negotiations (RAN) Program**

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TAB	CFA	AFA	FTA CFNFA DFNFA	Database / Program Reports (Summary)	First Nations Collection Period / Census Date	DUE DATES First Nations to Regions
	#	#	#	End of Project Report Form (project results) TPMS RR CODE: 0136	**Annually (previous fiscal year)**	**June 30**
				Regional Partnership Fund		
	#	#	#	Project Status Report TPMS RR CODE: 0133	**Project-by-project**	**1, 3 and 5 years after project startup**
K				**OTHER PROGRAM REPORTING**		
	#	#	#	Policing (Solicitor General)	**Contact Region**	**Contact Region**
			#	Health Services Reporting and Auditing Guidelines (Health Canada)	**Contact Region**	**Contact Region**
L		#	#	**ANNUAL RETURN MANAGEMENT REPORT**	**Contact Region**	**Contact Region**

LIST OF DIAND REGIONAL OFFICES

ALBERTA REGION Indian and Northern Affairs Canada 630 Canada Place 970 Jasper Avenue EDMONTON AB T5J 4G2 Tel: (780) 495-2773 Fax: (780) 495-3228	**ATLANTIC REGION** Indian and Northern Affairs Canada 40 Havelock Street PO Box 160 AMHERST NS B4H 3Z3 Tel: (902) 661-6200 Fax: (902) 661-6237
BRITISH COLUMBIA REGION Indian and Northern Affairs Canada Suite 600 1138 Melville Street VANCOUVER BC V6E 4S3 Tel: (604) 775-5100 Fax: (604) 775-7149	**MANITOBA REGION** Indian and Northern Affairs Canada Room 1100 275 Portage Avenue WINNIPEG MB R3B 3A3 Tel: (204) 983-2475 Fax: (204) 983-0861
ONTARIO REGION Indian and Northern Affairs Canada Arthur Meighen Building 5th Floor 25 St. Clair Avenue East TORONTO ON M4T 1M2 Tel: (416) 973-5282 Fax: (416) 954-4326	**QUEBEC REGION** Indian and Northern Affairs Canada Jacques-Cartier Complex 320 east, St-Joseph Street Office 400 QUEBEC QC G1K 9J2 Tel: (418) 648-3270 Fax: (418) 648-2266
SASKATCHEWAN REGION Indian and Northern Affairs Canada 2221 Cornwall Street, 5th Floor REGINA SK S4P 4M2 Tel: (306) 780-5945 Fax: (306) 780-5733	**NORTHWEST TERRITORIES REGION** Indian and Northern Affairs Canada PO Box 1500 YELLOWKNIFE NT X1A 2R3 Tel: (867) 669-2627 Fax: (867) 669-2703
YUKON REGION Indian and Northern Affairs Canada Room 415C, 300 Main Street WHITEHORSE YT Y1A 2B5 Tel: (867) 667-3380 Fax: (867) 667-3387	**NUNAVUT** Indian and Northern Affairs Canada Qimugjuk Building 969, PO Box 2200 Iqaluit, Nunavut, X0A 0H0 Tel: (867) 975-4503 Fax: (867) 975-4560
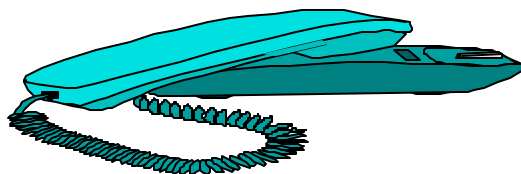
LIST OF REGIONAL OFFICE CONTACTS
REGIONS TO INSERT LIST OF REGIONAL CONTACTS

NON-REGISTERED ON-RESERVE POPULATION (NRORP)

Note: First Nations may update their non-registered on-reserve data through the NRORP web site. This web site may be accessed from DIAND's Electronic Service Delivery page at http://www.ainc-inac.gc.ca/esd/index_e.html Contact your regional DIAND office for further instructions.

OVERVIEW

The purpose of the Non-Registered On-Reserve Population data collection is to develop a common understanding of population trends in your community. Specifically, this initiative is aimed at collecting, consolidating, maintaining and sharing data on the non-registered individuals living on reserves/in communities.

Together with the Indian Register (IRS) data, a complete demographic picture will start to emerge and over time, trend analyses will help determine the magnitude and direction of reserve/community population growth.

Currently, the IRS only provides the "registered" segment of reserve/community populations, hence giving an incomplete understanding of demographic growth. Through this demographic data exchange initiative combined with IRS data, First Nations and DIAND will begin to develop a common understanding of possible demographic pressures faced by First Nations in their communities.

The NRORP data will be collected as of December 31. Every year around November 1, regional offices will submit to band councils a list of non-registered individuals (the **NRORP Band Population Report**) based on the previous year's data submissions. Band councils are to use this list to compile up-to-date data. At the same time, regions will send a copy of the **NRORP Certificate Form** and blank copies of the **NRORP Collection Form**.

First Nations' are to review the **NRORP Band Population Report**, verify that all the information is accurate, make changes if required and identify which individuals should not be on the list (deceased, moved off reserve, now registered). In addition, First Nations are required to update the **NRORP Collection Form** by adding non-registered individuals living on reserve who are not listed. By verifying, updating and adding to the original list provided, non-registered individuals who live on reserve will be counted (please refer to the definition for *Non-registered individuals* in the Key Terms section).

Please note that the above-noted procedures may change if First Nations are using Electronic Data Interchange (EDI) - see the **NRORP Data Handbook** for more information.

KEY TERMS

Count Date
The accuracy of statistics is greater when a single day is established for the enumeration event. Information is considered accurate as of that day, and all subsequent changes will be recorded on the next population report. **The collection date for collecting the non-registered on-reserve population data is December 31 of every year.**

NON-REGISTERED ON-RESERVE POPULATION (NRORP)

NRORP Band Population Report
The ***Non-Registered On-Reserve Band Population Report*** lists non-registered individuals living on reserve based on previous year submissions. This list is provided by the band and will be printed by the regional offices and sent to the respective band councils to use in compiling up-to-date data. *(Refer to First Nations National Reporting Guide: Volume I Forms for instructions and an example of this report.)*

NRORP Certificate Form
The ***Non-Registered On-Reserve Population Certificate Form*** is completed by the authorized band official once the non-registered on-reserve population data are updated and ready to be submitted to DIAND. This will certify that the data are accurate and complete. *(Refer to First Nations National Reporting Guide: Volume I Forms for instructions and a copy of the Certificate.)*

NRORP Collection Form
The ***Non-Registered On-Reserve Population Collection Form*** is used along with the Band Population Report. It serves to add non-registered individuals living on reserve/in the community who are not on the Band Population Report for that band. *(Refer to First Nations National Reporting Guide: Volume I Forms for instructions and a copy of the Collection Form.)*

Non-Registered Individuals
For the purposes the NRORP exercise, non-registered means those individuals who are not registered under the *Indian Act* and who ordinarily reside on reserve. Individuals awaiting registration while residing on reserve should also be included.

Generally, a place of ordinary residence is the place of habitation where a person usually sleeps and has his/her meals. A person who is temporarily away from the reserve for reasons of education, medical and seasonal work may also be considered a resident.

A person is considered an ordinary resident for NRORP purposes if he/she normally resides on reserve but is:
1) temporarily attending an educational institution and intends on returning to the community (e.g., individuals who go away to school and return home at the end of the school term);
2) employed seasonally or short term (e.g., people who work in the construction industry who are seasonally employed and would return home in the off-season);
3) in short-term institutional care (less than 6 months);
4) incarcerated for a short term (less than 6 months);
5) vacationing or visiting other reserves;
6) temporarily hospitalized or convalescing;
7) a child in joint custody who spends half their time with an on-reserve parent;
8) living on the Canadian side of a reserve that crosses an international border; and
9) serving in the military for a short duration (less than 6 months).

A person **is not** considered an ordinary resident if he/she is:
1) a worker who migrates to another location off-reserve on a permanent basis;
2) a student who was not normally resident on reserve before leaving to attend an educational institution;
3) residing permanently in an institutional home off-reserve;
4) incarcerated for an extended period of time (more than 6 months);
5) in the Canadian Forces resulting in an extended absence from the reserve (more than 6 months);
6) visiting the reserve for a short period of time;
7) residing in the United States or any country other than Canada;
8) a child in the custody of a parent who does not ordinarily reside on-reserve;

NON-REGISTERED ON-RESERVE POPULATION (NRORP)

9) a child in joint custody who spends more than half his/her time with the off-reserve parent; and

10) living on the United States side of a reserve that is divided by an international border with Canada.

> *NOTES*:
>
> *In cases where a community has a significant non-Aboriginal component as a result of economic development projects (i.e., condominiums, cottages, trailer parks, all or some of which may be on leased lands), First Nations, for the purposes of NRORP, will not be required to collect the population residing in these areas.*
>
> *The term "living on reserve" for the purposes of NRORP includes but is not limited to reserve(s) as defined by the Indian Act, federal and provincial Crown Lands and LSAs (lands set aside for Indian use). For the Northwest Territories and Yukon First Nations, "Resident", for the purpose of this exercise, is defined as a person actually living in the community. (For greater detail see the "Glossary of Terms" in Appendix 1 of the* **Non-Registered On-Reserve Population Data Handbook***.)*
>
> *The NRORP data are NOT intended to be used to define on-reserve residency for specific purposes and programs. Each funded program activity has clear definitions for on- and off-reserve residency that may differ from the NRORP definition. For program funding purposes, the individual program activity definitions for residency will continue to apply.*

WHAT NEEDS TO BE SUBMITTED AND WHEN?

Non-Registered On-Reserve Population Band Report *(to verify and update individuals)* **Due** annually on February 16 Volume I: Forms Tab B	**Non-Registered On-Reserve Population Collection Form** *(to add new individuals)* **Due** annually on February 16 Volume I: Forms Tab B	**Non-Registered On-Reserve Population Certificate Form** **Due** annually on February 16 Volume I: Forms Tab B

NON-REGISTERED ON-RESERVE POPULATION (NRORP)

DATA ELEMENTS DEFINITIONS AND SOURCE

This table describes the data to be collected. These data are important to First Nations for governance and community planning purposes. These data are also important to DIAND to better examine and address the potential demographic pressures faced by First Nations that derive specifically from the non-registered population on-reserve.

For some data, the source is a formal document such as a completion certificate, a school register, or a university transcript. For the Non-Registered On-Reserve Population data elements, the sources (where applicable) are noted in the following table.

Data Element	Description
Band Number	The number associated with a band. *Source: Band Name System*
Surname	The individual's family name.
Given Name	The individual's given name(s) - including all given names, in full.
Birth Date	The individual's birth date, give in the format: yyyy/mm/dd
Gender	The individual's gender, identified by either M or F.
On- Reserve (Y/N) ?	To indicate whether or not a non-registered individual is living on-reserve **(see non-registered individuals in Key Terms)** *Source: Band*
Reserve Number	The individual's reserve number. *Source: Indian Lands Registry System and Regions*
Notes	a) To identify an individual who has moved off the reserve b) To identify a newly registered or deceased individual and/or c) To provide additional information, such as an individual's alias *Source: Band*

> ***Note***: *Additional information on the NRORP data are found in the **Non-Registered On-Reserve Population Data Handbook**. Contact your regional DIAND representative for a copy of that handbook.*

ENVIRONMENTAL ASSESSMENT

Please Note: Due to legislative changes to the *Canadian Environmental Assessment Act* and the proposed *Species at Risk Act,* the Environmental Assessment Report will be subject to change during the fiscal year.

OVERVIEW

An Environmental Assessment is the analysis of the effects or changes that a project may have on the environment (or visa versa). Under the *Canadian Environmental Assessment Act* (CEAA), an environmental assessment is required before a *federal authority* (departments and agencies) exercises one of the following powers or performs a duty or a function in respect of a project, namely where a federal authority
< is the proponent of the project;
< provides financial assistance to enable a project to be carried out;
< sells, leases or otherwise transfers control or administration of land to enable a project to be undertaken;
< issues an authorization to enable a project to go forward.

PURPOSE

The *Canadian Environmental Assessment Act* requires that environmental effects of every project be determined as early in the planning stages as practicable. Environmental assessments are a powerful tool to help decision-makers achieve the goal of sustainable development. It provides a systematic approach for identifying the environment effects of proposed projects. By identifying adverse environmental effect before they occur, EAs allow decision-makers to modify plans so that the effects can be minimized or eliminated.

KEY TERMS

Environmental Assessment, in respect of a project, is an assessment of the environmental effects of the project that is conducted in accordance with Departmental Directive DD 20.3, *CEAA* and its accompanying regulations.

Federal Authority
Under the *CEAA*, a federal authority is;
< a federal Minister of the Crown,
< an agency or other body of the federal government that is ultimately accountable to Parliament through a federal Minister of the Crown,
< any federal department or department corporation set out in Schedule I or II to the *Financial Administration Act,*
< any other body prescribed in the regulations to the Act. This does not include Band Councils.

Environmental Effects are any change the project may have on the environment including any effect of any such change on health, socio-economic conditions, on physical and cultural heritage, of current uses of land and resources for traditional purpose by Aboriginal persons or on any structure, site or thing that is of historical, archeological, paleontogical or architectural significance

A **Follow-up Program** verifies the accuracy of the environmental assessment of a project and determine the effectiveness of any measures taken to mitigate the adverse environmental effects of the project.

ENVIRONMENTAL ASSESSMENT

Key Environmental Elements are the environmental parts or components that are identified as having scientific, social, cultural, economic or aesthetic value. These include ground and surface water; air quality; noise; land and soil; flora, fauna and the natural habitat; special places of cultural or heritage significance; health and safety concerns; socio-economic factors; and aesthetics or natural beauty.

Mitigation refers to eliminating, lessening or controlling the negative environmental effects of a project. This may include restoring environmental damage through replacement, compensation or other means.

Project, in relation to a physical work, is any proposed construction, operation, modification, decommissioning, abandonment or other undertaking in relation to that physical work or any proposed physical activity not relating to a physical work that is prescribed or is within a class of physical activities that is prescribed pursuant to regulations made under paragraph 59(*b*)

Public Registry is a system for providing convenient public access to documents relating to an EA.

Responsible Authority, in relation to a project, is a federal authority that is required pursuant to subsection 11(1) to ensure that an environmental assessment of the project is conducted.

Screening is an environmental assessment that is conducted pursuant to section 18 and that includes consideration of the factors set out in subsection 16(1).

Screening Report is a report that summarizes the results of a screening.

WHAT NEEDS TO BE SUBMITTED AND WHEN?

Environmental Compliance Report	**CEAA: Environmental Assessment Report**
DUE 90 days after the end of the fiscal year (June 30)	DUE *before* the start of any federal project or any project with potential environmental impact
Contact DIAND Regional Office	Volume I: Forms Tab C

First Nations councils must ensure that an environmental assessment process is followed for capital or other projects that have a potential environmental impact. Details of the process are available from your regional Department of Indian Affairs and Northern Development (DIAND) office and are outlined in the DIAND **Environmental Assessment Training Manual**. The following steps are followed in a typical environmental assessment:
<   Determine what elements of the proposed project should be included as part of an environmental assessment (also known as determining the scope of the project). In some instances, two projects that are interdependent, linked or close to each other can be considered as part of one environmental assessment.
<   Assess the environmental effects. This involves describing the project, the existing environment and possible project-environment interactions.
<   Make an initial assessment of the ways of mitigating or lessening the environmental effects, although mitigation measures can be more clearly defined as the assessment progresses.
<   Determine the significant environmental effects of the project, in order to demonstrate if the environmental effects are adverse and whether or not the adverse effects are significant or likely.
<   Based on all the above information, a detailed Environmental Assessment Report has to be prepared and submitted to DIAND. The report is reviewed and a decision is made, based on the

available data. If there is uncertainty about the outcomes of the project or sufficient public concern, a referral may be made to the Minister for further assessment.

The Environmental Assessment Report should include:
< a description of the project and the key environmental elements, a summary of the environmental effects (including cumulative effects) and an assessment of the significance of any adverse environmental effects;
< a description of the measures proposed to lessen or mitigate any environmental effects;
< comments received from the public, if applicable; and
< a recommendation on whether or not the project should proceed, as well as a detailed rationale for this decision.

The report may also include information on the rationale for the project, alternatives to the project, records of consultations with expert federal departments and a description of any necessary follow-up programs. For more information, contact your regional DIAND office.

TRAINING AWARENESS SEMINARS

The Environment and Natural Resources Directorate has developed training awareness seminars as a means of delivering important environmental information and knowledge to DIAND personnel, Band Councils, First Nations members, businesses and corporations

Training awareness seminars cover a variety of topics related to environmental issues. They include:
< Introduction to Community Planning
< Introduction to Environmental Management
< Introduction to Waste Management
< Introduction to Environmental Impact Assessment

Other training awareness seminars that are in the development include:
< Introduction to Environmental Site Assessment and Remediation Technologies

For more information about all the environmental training seminars presently available, please contact Steve Varrette, Environmental Manager, varrettes@inac.gc.ca

DATA ELEMENTS DEFINITIONS AND SOURCE

For Environmental Assessment data elements, the source is as prescribed in the *Canadian Environmental Assessment Act* (CEAA). The Act and Regulations as well as additional information can be found at the following online address: http://www.ceaa.gc.ca

Beyond the CEAA, you may want to consult the following sources:
< The Participant`s Manual for Environmental Assessment (DIAND Environmental Assessment Training Manual)
< The Responsible Authority`s Guide to the *Canadian Environmental Assessment Act*, prepared by the Federal Environmental Assessment Review Office (FEARO)

LANDS AND TRUST SERVICES

OVERVIEW

Land Management and Transfers
First Nations councils may be with or without delegated authority from the Minister to administer land transactions on designated and non-designated lands under sections 53 and 60 of the *Indian Act.*

First Nations councils **with** delegated authority must submit the following reports on land transactions:
- < an quarterly report that includes a detailed listing of rents collected or receivable. Rents not yet paid should be shown as "aged receivables," clearly indicating the amounts owing and the number of days since the last payment.
- < an annual summary of land transactions that lists all activities such as rental agreements entered into and approvals for development of facilities.

Bands **without** delegated authority under the *Indian Act* are required to provide an annual report on land transactions administered for the previous year. For more details on reporting requirements and deadlines, contact the DIAND regional office.

Indian Registration and Band Lists
The Indian Registry Administrator (IRA) is required to provide information at least on a monthly basis to assist DIAND in maintaining the accuracy of the Indian Registry **where First Nations have undertaken the Indian Registry program**. *The Indian Registry Reporting Manual* should be consulted for detailed instructions and information on reporting requirements. The Indian Registry Data Entry form and other forms (to provide amendments and summaries of Indian Registry data) should be used. Information requirements include up-to-date information on:
- < births;
- < age of majority;
- < marriages;
- < divorces;
- < confirmed deaths; and
- < any other additions or amendments to existing Indian Registry data.

Certificate of Indian Status Register
The Indian Registry Administrator (IRA) is required to provide information in the Certificate of Indian Status Register at least on a monthly basis to assist DIAND in maintaining the accuracy of the Indian Registry **where First Nations have undertaken the Indian Registry program**. The Certificate of Indian Status Register form should be used. Information requirements include up-to-date information on:
- < Responsibility Centre;
- < Name, Surname;
- < Registry Number;
- < Serial Number;
- < Date Issued;
- < Applicant's Signature;
- < Applicant's Address;
- < Who Issued the Certificate.

LANDS AND TRUST SERVICES

Band Governance

The Electoral Officer's Report for section 74 bands has been updated. For those First Nations that elect/select their council or representatives in accordance with their own custom election code, a Custom Election Code Report - Election Results has now been included in Tab D, Volume I. DIAND does provide training workshops for elections. For more information regarding the election process, the appeal mechanism and the reporting requirements, contact your DIAND regional office.

The Council shall, in the year of a band council election appoint an electoral officer, in accordance with section 2 of the *Indian Band Election Regulations*, where the band is governed by the electoral provisions in section 74 of the *Indian Act*, or in accordance with the Council's custom election codes.

Where the Council is governed by the electoral provisions in section 74 of the *Indian Act* and controls its own membership pursuant to section 10 of the *Indian Act*, provide to the electoral officer the voters list, a certified copy of the Band List and the last known addresses of all off-reserve members at least seventy-nine (79) days prior to the scheduled election; and

Where the Council is governed by the electoral provisions in section 74 of the *Indian Act* and does not control its own membership pursuant to section 10 of the *Indian Act*, provide to the electoral officer a copy of the Band List and the last known addresses of all off-reserve members at least seventy-nine (79) days prior to the scheduled election

For the **Resource Access Negotiations Program** please see Tab J - Economic Development.

KEY TERMS

Land Management and Transfers
First Nations with delegated authority must provide a detailed listing of rents collected or owing on a quarterly basis. All First Nations whether they are with or without delegated authority, are required to provide an annual report on the number and type of land transactions.

Indian Registration
Indian registration and the maintenance of information for band lists includes information on so-called "tombstone" events in the First Nations communities, including births, deaths, marriages and divorces. Regular information is also needed on adoptions, transfer of child custody, name changes, age of majority and changes in the Indian Registry category. This information is required to update the Indian Registry as operated under the authority of the *Indian Act*.

Certificate of Indian Status (CIS)
A Certificate of Indian Status, commonly known as a *Status Card*, is a document that verifies that the cardholder is a registered Indian. Certificates of Indian Status are usually issued by the region, district or band office charged with the maintenance of the Indian Register of the band list concerned.

Band Governance
Band governance is concerned with the election of band chiefs and council members, as regulated either under Section 74 of the *Indian Act* or in accordance with a First Nations's custom election code.

LANDS AND TRUST SERVICES

WHAT NEEDS TO BE SUBMITTED AND WHEN?

LAND MANAGEMENT AND TRANSFERS

Quarterly Report on Rentals and Receivables	**Summary Report of Land Management Transactions**
DUE annually or twice-yearly; date, intervals and format set by DIAND regional office	DUE on a project-by-project basis, date and format set by DIAND regional office
Volume I: Forms Tab D	Volume I: Forms Tab D

INDIAN REGISTRATION

Indian Registry Data Entry	**Indian Register Events Reports Summary**	**Certificate of Indian Status Register**
DUE monthly	DUE monthly	DUE Monthly
Volume I: Forms Tab D	Volume I: Forms Tab D	Volume I: Forms Tab D

BAND GOVERNANCE

RESOURCE ACCESS NEGOTIATIONS (RAN) PROGRAM

Section 74	**Custom Election Code**	
Electoral Officer's Report	**Custom Election Code Report**	**See Tab J - Economic Development**
DUE two weeks following every general election and by-election	DUE two weeks following every general election and by-election	
Volume I: Forms Tab D	Volume I: Forms Tab D	

DATA ELEMENTS DEFINITIONS AND SOURCE

First Nations are advised to contact their DIAND regional office (See Tab A of this volume) for data element definitions that are required for administrative, accountability and operational purposes. For Indian Registration and Band lists, please consult the *Indian Registry Reporting Manual*.

EDUCATION

Please note that the Education chapter is divided into four sections and separated by coloured paper.

For an overview of the Education programs and data collection exercises, as well as for definitions of data elements, please refer to Volume II: Reference, Tab E.

Additional information can be obtained from your DIAND regional office.
(Tab A of this volume)

ELEMENTARY/SECONDARY EDUCATION

OVERVIEW

The Department of Indian Affairs and Northern Affairs' (DIAND) objective is to ensure that all eligible Indians and Inuit have access to a quality and range of elementary/secondary education programs and services that are relevant to the social, economic and cultural needs and conditions of the individual First Nations and communities being served and that are comparable to those provided by the provincial public education system.

DIAND provides funding for the provision of elementary/secondary education to eligible students, registered Indians residing on reserve, and Inuit. These instructional services in federal schools, the reimbursement of costs for on-reserve students attending provincial and private schools and funding for instruction in First Nation schools and student support services including transportation, accommodation, guidance and counselling services and student financing. The Elementary/Secondary delivers the education program to students from 4- year- old Kindergarten through grade 12 (grade 13 in Ontario and secondary 5 in Quebec).

KEY TERMS

Nominal roll student census
The nominal roll system is an information database that provides a mechanism for the regions, districts and schools to undertake an annual census of Indian students living on reserve, and Inuit students, whose education is being funded by DIAND either directly or indirectly.

Educational assistance may be granted to non-Indians living on reserve if assistance is not available from municipal or provincial sources and provided such non-Indians fit into the "A to F" categories as described in the *Nominal Roll User Guide* and funding**,** in the opinion of the Minister of Indian Affairs and Northern Development, is justified.

Certification of Teachers and Curriculum
School principals, in schools administered by First Nations must make an annual report giving the names of teachers and attesting to their teaching qualifications, as well as certifying that the curriculum used meets provincial or territorial educational standards.

Provincial or Territorial Educational Services
The Department and/or First Nation Councils negotiate agreements with provincial school authorities concerning the capital and tuition funds required to provide space and educational services for eligible Indian students. In these cases**,** school boards invoice First Nation Councils/DIAND for the cost of educational services to First Nation students.

WHAT NEEDS TO BE SUBMITTED AND WHEN?

Nominal Roll Student Census Report	Annual Certification of Teachers and Curriculum	Provincial-territorial Educational Services Report	School Evaluation Report
DUE annually on October 15, based on a census date of September 30	DUE annually soon after beginning of school year. Contact DIAND regional office	DUE annually for current school year (date set by DIAND regional office)	DUE once every five years (date set by DIAND regional office).
See Volume I: Forms Tab E	See Volume I: Forms Tab E	See Volume I: Forms Tab E	See Volume I: Forms Tab E

ELEMENTARY/SECONDARY EDUCATION

First Nations are requested to provide a list of students registered in schools at the start of the school year so education funding requirements can be estimated by DIAND. All students not returning to school must also be reported with the reason for and the destination of their departure. The following information are examples of what to include on the Nominal Roll Student Census form:
- < student identification, including the registration numbers and the full name of each student;
- < date of birth, gender, status code and grade; and
- < details of residence, accommodation, transportation arrangements, special education needs, extent of Indian language instruction, band of financial responsibility, band of residence and reserve of residence.

School principals in elementary and secondary schools on First Nations reserves are required to fill out and sign an Annual Certification of Teachers and Curriculum at the start of each school year. A separate certificate should be provided for each school that includes:
- < a list of all teachers and their qualifications, including the name of the educational institution where he or she obtained a teaching degree or certificate; and
- < certification that all teachers and principals possess valid teaching certificates and/or permits, and that the school curriculum used in all grades meets the educational standards of the province or territory in which the school is located.

Provincial or territorial education services are provided in cases where First Nations students attend off-reserve schools. School boards invoice band councils for the cost of providing provincial or territorial educational services, and funds can be requested from DIAND to cover these costs on an annual basis. To verify how funds are spent and to request additional funds if necessary, band councils should provide:
- < copies of all school board invoices or bills for off-reserve educational services; and
- < a list of students attending provincial or territorial schools.

DIAND requires that band councils evaluate elementary and secondary educational services every five years. The evaluation must demonstrate that community and school objectives are being met. For more information on the evaluation process and requirements, contact the DIAND regional office. The main purpose of the evaluation is to:
- < review the school curriculum; and
- < assess the quality of instruction offered.

DATA ELEMENTS DEFINITIONS AND SOURCE

This table describes the data to be collected and provides a justification for their inclusion. The various data elements are also required for accountability, resourcing and operational purposes. For some data, the source is a formal document such as a completion certificate, a school register or a university transcript.

Data Element	Description
School Name (student attends)	This information will allow DIAND to evaluate the number of students attending a school. *Source: School Register*
School Address	*Source: School Register*
School Type	One of four categories: band operated, federally operated, provincially or privately operated. *Source: Region*
School Number	*Source: Region and School Register*
School Board Number	*Source: Region*
School Board Name	*Source: School Register*

ELEMENTARY/SECONDARY EDUCATION

Data Element	Description
Student Identifier	The number assigned to the student that identifies the band number, family number and child position number. For registered Indian students, this is the Indian Registry number. For non-registered students, this number is an arbitrary, unique identifier assigned by the Region. *Source: Student's Status Card and School Register*
Student Name (surname and given name)	Provide student's full name. *Source: Student's Status Card and School Register*
Date of Birth	*Source: Student's Status Card or School Register*
Status Code	Identifies the student's status as one of the following: 1 - Registered Indians On-reserve or Crown Land Indians 2 - Other (Previously A-F Students) 4 - Inuit 6 - Children of government employees 7 - Indians not yet registered but whose parents are registered 8 - Reinstated Indians *Source: Student's Status Card and School Register*
Sex	This information is required for identification and comparison purposes. *Source: School Register*
Grade	The grade in which the student is registered on the Nominal Roll census date. This information is required to monitor the effectiveness of elementary/secondary funding as well as for comparison to the Canadian population. *Source: School Register*
Residence	Identifies the student's residency (Student's parents' residence, ordinarily living on reserve). This information is required to ensure compliance to the program directives. *Source: First Nation Residency Records*
Accommodation	The type of accommodation provided to eligible students (i.e., room and board, private placement, etc.). *Source: Application for Accommodation Assistance*
District of Financial Responsibility	Region or district that is funding the student's education. *Source: Region*
Transportation	Transportation of students while attending school (i.e., regular or special). "Regular" refers to daily busing, public transit and other means. "Other" refers to seasonal transportation, the transport of persons with disabilities, noon lunch and weekend transport. *Source: School Register or Bus List*
Special Education	Services delivered to students with severe learning disabilities, emotional or physical conditions that require highly specialized and costly instructions and program material. *Source: Medical Certificate/Assessment*
Language(s) Spoken on School Entry, Language(s) of Instruction, Extent of Indian Language Instruction, Percentage of Indian Language Instruction	Language(s) spoken on entry and language(s) of instruction, including Indian, English, French, Innuktituk or some combination of these. Extent of Indian language instruction and percentage of Indian language instruction in school. This information is required for administrative, operational and comparison purposes. *Source: School Register*
Band of Financial Responsibility	Number of the band, tribal council or authority that is financially responsible for the education of the student, or would become responsible when the program is transferred. This information is required for administrative and operational needs.

ELEMENTARY/SECONDARY EDUCATION

Data Element	Description
Band of Residence	Number of the band on whose reserve the student ordinarily resides. This information is required for administrative and operational needs. *Source: First Nation Residency Records*
Reserve of Residence	Number of the reserve on which the student ordinarily resides (LTS reserve number). This information is required for administrative and operational needs. *Source: First Nation Residency Records*
Leaver	The REASON and DESTINATION of a student who no longer attends the school. **REASON:** **1 - Graduated** - student who has obtained the credits required by the province for secondary school certification. **3 - Transferred to Another School** - student living on reserve, who has transferred to another school (i.e., federal/band/provincial or private) and is still funded by DIAND. **4- Withdrew** - student who lives on reserve and is no longer attending school. **5 - Moved Off-reserve** - student who has moved off-reserve and is no longer eligible for DIAND funding. **7 - Deceased** This information is required to monitor the effectiveness of elementary/secondary funding as well as for comparability to the Canadian population. **DESTINATION:** **0 - Employed** **1 - Still in School** **2 - Occupational Skills** **5 - Post-Secondary Education** **7 - Unemployed** **9 - Whereabouts unknown/deceased** *Source: School Register/Transfer Slip*

POST-SECONDARY EDUCATION

OVERVIEW

The Department of Indian Affairs and Northern Development's (DIAND) aims to encourage and support the educational and/or career development opportunities of Indians and Inuit through post-secondary education and to support Indians and Inuit in preserving, developing and expressing their cultural heritage and Aboriginal language.

The post-secondary program supports the increased participation and success of registered Indians and Inuit in recognized post-secondary education programs. The program involves financial support for students enrolled in recognized university and college entrance preparation as well as recognized post-secondary programs, and funding to post-secondary institutions to support specialized programs for eligible registered/treaty Indian students.

Under the department's Post-Secondary Education Assistance Programs (Post-Secondary Student Support Program - PSSSP and University and College Entrance Preparation Program - UCEP). financial support is provided to eligible registered Indians and Inuits toward the costs of their post-secondary education. Indian and Inuit organizations managing these programs are responsible for reporting on identified student data.

The Register of Post-Secondary Education Students provides an annual report to DIAND with the following information:
< Indian Registry number, date of birth, gender and student's full name receiving post-secondary funding;
< the number of the post-secondary institution attended by each student, the area of study, the length of the program, the current year of study and the qualification being sought; and
< whether or not a student is in attendance part-time or full-time.

Band councils must also submit an annual Register of Post-Secondary Education Graduates that gives a breakdown of students who have completed their studies in the past year. The report includes:
< detailed student information on all graduates; and
< the actual total number of students who received post-secondary education funding in the previous year.

The Indian Studies Support Program (ISSP) contributes funding to Indian education organizations and Indian post-secondary institutions to develop and deliver special programs for Registered Indians.

All post-secondary institutions receiving ISSP funding must submit an annual report.

WHAT NEEDS TO BE SUBMITTED AND WHEN?

Register of PSE Students	Register of PSE Graduates / Summary Total of PSE Funded Students	Indian Studies Support Program (ISSP)
DUE annually on December 31, based on census date of November 1	DUE annually on December 31	DUE annually, date set by DIAND regional office
Volume I: Forms Tab E	Volume I: Forms Tab E	Volume I: Forms Tab E

POST-SECONDARY EDUCATION

DATA ELEMENTS DEFINITIONS AND SOURCE

This table describes the data to be collected. The various data elements are required for accountability and resourcing purposes. For some data, the source is a formal document such as a completion certificate, a school register, or a university transcript.

Data Element	Description
Indian Registration Number	Because only registered Indian and eligible Inuit/Innu individuals are entitled to PSE funding, this data element will confirm their registration. *Source: Student's status card*
Student's Full Name (first name and surname)	This information is required for administrative purposes to further identify the student. *Source: Student's status card or transcript*
Date of Birth Gender	This information is required for administrative purposes (Note: Birth date and gender are required for all students.) *Source: Student's status card or transcript*
Administering Organization	The number of the funding organization that is responsible for managing the allocation of funds for this student. This information is required for administrative purposes to clearly identify the organization responsible for managing the allocation of funds for the student. *Source: First Nation*
Institution Number	Number of institution as per the list of Post-Secondary Institutions provided by your regional office. This information is required for administrative and operational needs. *Source: Institution File*
UCEP	This information is required to better identify programs.
Graduation	Successful completion of post-secondary program from which the student is being funded for. This information is required to monitor the effectiveness of post-secondary funding to First Nations, in comparison with other Canadians. *Source: Transcript*
Major Area of Study	The major area of study that the student is enrolled in. This information is required to monitor the effectiveness of post-secondary funding to First Nations, in comparison with other Canadians. *Source: Transcript. For new students - letter of sponsorship and/or acceptance letter from PSE institution*
Qualification Sought	The type of degree, certificate or diploma sought by student. This information is required to monitor the effectiveness of post-secondary funding to First Nations, in comparison with other Canadians. *Source: Transcript. For new students - letter of sponsorship and/or acceptance letter from PSE institution*
Length of Program	The duration of the program (in years) as determined by the institution, required to complete the program on a continuing full-time basis. The duration of the program cannot exceed 5 years. This information is required to monitor the effectiveness of post-secondary funding to First Nations, in comparison with other Canadians. *Source: Transcript or institution*
Current Year of Study	The year of study in which the student is currently enrolled. The year of study in which the student is currently enrolled cannot be greater than the duration in years of the program. This information is required to monitor the effectiveness of post-secondary funding to First Nations, in comparison with other Canadians. *Source: Transcript*

POST-SECONDARY EDUCATION

Data Element	Description
Attendance	Whether the student is enrolled on a full-time or part-time basis. This information is required to monitor the effectiveness of post-secondary funding to First Nations, in comparison with other Canadians. *Source: Transcript. For new students - letter of sponsorship and/or acceptance letter from PSE institution*

CULTURAL EDUCATION

OVERVIEW

The Department provides financial assistance to Indian bands, tribal/district councils and Indian/Inuit non-profit corporations to preserve, develop, promote and express their cultural heritage, language, religion, philosophy institutions, inventions, art skills, instruments, and behaviours which distinguish one group from another. Cultural/Educational centres develop and operate cultural/educational programs for First Nation peoples to participate in and for the general public to experience.

WHAT NEEDS TO BE SUBMITTED AND WHEN?

Cultural Education Annual Activity Report
DUE annually, date set by DIAND regional office.
Contact DIAND regional office

GATHERING STRENGTH – EDUCATION REFORM

OVERVIEW

Education Reform was launched in 1998 as a component of Gathering Strength – Canada's Aboriginal Action Plan. The Education Reform resources are used to improve the quality of education in First Nation schools and the academic achievement of First Nation students.

In consultations, the Chiefs' Committee on Education (CCOE) of the Assembly of First Nations (AFN) and Indian and Northern Affairs Canada (INAC) identified four priority areas for resources in a national allocation methodology. The priorities are:
< strengthening management and governance capacity;
< improving the quality of classroom instruction;
< increasing parental and community involvement in education; and,
< aiding the School-to-Work transition for First Nation Youth.

In general, initiatives delivered by organizations are of two types. The school-based type, provides programs and services that are part of day-to-day operations, including instructional services, administrative support, curriculum adaptation, technology acquisition and maintenance, aboriginal language and culture instruction and after-school programs.

The second type of initiative provides programs and services to a group of schools. This includes programs and services such as program adaptation, curriculum design, special education support (i.e., psychological services, subject area specialists), research, school evaluation, library services and administration.

WHAT NEEDS TO BE SUBMITTED AND WHEN?

Initial Evaluation Report	Final Evaluation Report
Sections 1 through 10	**Updated Sections 1 to 9 (as necessary)** **Revised Section 10, Section 11**
DUE annually, on October 31 for the current school year.	DUE annually, on July 31 for the completed school year.
Volume I: Forms Tab E	Volume I: Forms Tab E

DATA ELEMENTS DEFINITIONS

The following table describes the data to be collected and justifies their inclusion.

Data Element (Section #)	Description
Funding Recipient (1)	Education authority or other organisation (1). This information is used for operational purposes.
Name, phone number and e-mail address of contact person (4).	The person who is the most familiar with the project (4). This information is used for operational purposes.
Project Goals and Objectives (5)	Expected results or achievements toward which the project is aimed. This information is required for project assessment. It provides First Nation project managers with a tool to maintain activities aligned with the project objectives.

GATHERING STRENGTH – EDUCATION REFORM

Data Element (Section #)	Description
Target Clientele (6)	The identification of the participants taking part in the project. This information is required for program assessment.
Gathering Strength Priority (7)	The priorities are: *Strengthening management and governance capacity* – Projects that facilitates the expansion of the managerial role, strategic planning, policy development and research. *Improving the quality of classroom instruction* – Projects that deal with programs and services for children with special education needs; Projects including research, design and implementation of programs to ensure the preservation and diffusion through school curricula of Aboriginal culture, history, language and dialects. Projects to support the installation, upgrading and maintenance of information technology systems. Professional Development and training to education professionals, managers and stakeholders. Student retention and achievement projects. Projects contributing to the improvement of student achievement and commitment towards educational pursuits. *Increasing parental and community involvement in education* – Projects to support strategies aimed at increasing parental and community involvement in First Nation education. *Aiding the School-to-Work transition* – Projects to ease the transition from school to work and enabled the appointment of qualified individuals to vital positions in the communities.
Type of project and duration (8)	*Direct services provided to students* refer to projects in which students are directly involved in the activities or benefit directly from the services. *Development or enhancement of organizational capacity to deliver services* refer to projects that provide tools or skills to the organization or its member to increase or improve the services. This information is required for program assessment.
Partners (9)	The identification of other organizations or businesses that work with you on this project. This information is required for project assessment.
Amount invested in the project (10)	For the initial report (due October 31), fill in the amount planned to be spent on the project. For the final report (due July 31), fill in the amount actually spent on the project. This information is required for program justification and accountability purposes.
Evaluation of the program (11)	Identify if the project attained its goals and objectives. Justify your answer with a brief project description and examples of activities or successes. This information is required for project assessment.

FIRST NATIONS AND INUIT YOUTH EMPLOYMENT STRATEGY

What's New

Final Report Forms for all programs under the FNIYES have a new look. They have been designed in word-processing format in an effort to make them more user friendly. The sections on age and educational levels have been grouped rather than asking for individual ages and grades.

New Reporting Requirements include:

< Number of participants with disabilities. DIAND must report this to Human Resources Development Canada (HRDC), the lead department for the federal Youth Employment Strategy.

< What do participants do after completing the program: do they find work? do they return to school? DIAND must report on the post-program activities of youth participants to ensure this program continues to be funded.

< Although not required, a Participant Evaluation Form has also been included for all of the FNIYES programs. It has been developed in an effort to determine whether FNIYES programs are meeting participant needs. Participant's comments are critical to the design of the program.

OVERVIEW

The Department of Indian Affairs and Northern Development (DIAND) First Nations and Inuit Youth Employment Strategy (FNIYES) is part of the federal government's Youth Employment Strategy Initiative. The FNIYES is designed to assist on-reserve First Nations and Inuit youth carve successful career paths for themselves. The goal of the strategy is to increase the number of young First Nations and Inuit youth who have access to work experience.

The Science and Technology Camp Program is part of is part of the DIAND's First Nations and Inuit Youth Employment Strategy. This program promotes science and technology as career choices by supporting science camps that will provide on-reserve First Nations and Inuit youth with first-hand experience in various science and technology disciplines. Eligible youth are elementary or secondary students living on reserve or in recognized communities.

First Nations/Inuit may be required to provide information such as:
< a short description of the program;
< skills learned by participants;
< comments/ success stories written by youth;
< total number of participants, including the number of youth with disabilities;
< age of participants;
< the education level of participants;
< financial information; and
< an assessment of the implementation and operation of the program.

The Summer Student Career Placement Program (SSCP) is part of the DIAND's First Nations and Inuit Youth Employment Strategy. This program focuses on youth by providing opportunities for career-related work experience and training to in-school First Nations and Inuit youth living on-reserve or in recognized communities during the summer months. The overall purpose is to assist students prepare for their future entry into the labour market. Registered full-time students from the preceding academic year who intend to return to school on a full-time basis in the next academic year are eligible.

First Nations/Inuit may be required to provide information such as:
< a short description of the program;
< information on the employers who participated in the program;
< skills learned by participants;
< comments/ success stories written by youth;
< total number of participants, including the number of youth with disabilities;

FIRST NATIONS AND INUIT YOUTH EMPLOYMENT STRATEGY

< age of participants;
< the education level of participants;
< financial information; and
< an assessment of the implementation and operation of the program.

The First Nations Schools Co-operative Education Program is part of DIAND's First Nations and Inuit Youth Employment Strategy. This program funds on-reserve schools to establish or expand co-operative education programs. The program provides opportunities for students in grades 7 through 13 to combine school-based learning with workplace and community experience. The overall purpose is to assist students prepare for their future entry into the labour market.

First Nations may be required to provide information such as:
< a short description of the program;
< information on the employers who participated in the program;
< skills learned by participants;
< comments/ success stories written by youth;
< total number of participants, including the number of youth with disabilities;
< age of participants;
< the education level of participants;
< post-program activities of participants;
< financial information; and
< an assessment of the implementation and operation of the program.

The Work Experience Program is part of DIAND's First Nations and Inuit Youth Employment Strategy. The program focuses on on-reserve First Nations and on Inuit youth in recognized communities who are out of school and unemployed, by providing opportunities to increase their basic job skills and give them practical work experience that will increase their future employability while enabling them to contribute to their communities.

First Nations/Inuit may be required to provide information such as:
< a short description of the program;
< information on the employers who participated in the program;
< skills learned by participants;
< comments/ success stories written by youth;
< total number of participants, including the number of youth with disabilities;
< age of participants;
< the education level of participants;
< post-program activities of participants;
< financial information; and
< an assessment of the implementation and operation of the program.

WHAT NEEDS TO BE SUBMITTED AND WHEN?

Evaluation Report: Science and Technology Camp Program	Evaluation Report: Summer Student Career Placement Program	Evaluation Report: First Nations Schools Co-operative Education Program	Evaluation Report: Work Experience Program
DUE annually, on September 15 for summer camp and March 31 for camps held during the school year	DUE annually, on September 15	DUE annually, on March 31	DUE annually, on March 31
Volume II: Forms Tab F	Volume II: Forms Tab F	Volume II: Forms Tab F	Volume II: Forms Tab F

FIRST NATIONS AND INUIT YOUTH EMPLOYMENT STRATEGY

DATA ELEMENT DEFINITIONS
The following tables describe the data to be collected and justify their inclusion.

SCIENCE AND TECHNOLOGY CAMP PROGRAM

Data Element	Explanation
Name of First Nation/ Community/Organization, Address, Contact Person	Name and contact information of group receiving funding. This information is used for operational purposes.
Description of Activities	A narrative describing the camps' activities. This information is required for program assessment.
What skills did participants learn?	A short description of the skills participants learned through participating in the program. This information is required for program assessment.
Comments/ Stories from Participants	Comments and/ or success stories written by at least two participants. Copies of Participant Evaluation Forms completed by youth can also be included. This information is required for accountability purposes.
Total Number of Youth Participating	The total number of males and females taking part in the Science and Technology Camp Program. This information is required for accountability purposes.
Number of Participants with Disabilities	The total number of youth participants with disabilities. This information is required for accountability purposes.
Age of Participants	The number of participants in each age category. This information is required for program assessment.
Education Level of Participants	The highest level of education achieved by the participants as of the previous June. Elementary includes grades K to 8, and Secondary includes grades 9 to 13. This information is required for program assessment.
Total Amount Spent on Program	The total dollar amount spent on the program from all sources. This information is required for accountability purposes.
DIAND Portion	The DIAND portion of the total amount spent on the program. This information is required for program justification and accountability purposes.
Feedback and Recommendations	An assessment of the implementation and operation of the program, including suggested changes that DIAND or the Aboriginal administering organization could make to improve the program. This information is required for program assessment.

SUMMER STUDENT CAREER PLACEMENT PROGRAM

Data Element	Explanation
Name of First Nation/ Community/Organization, Address, Contact Person	Name and contact information of group receiving funding. This information is used for operational purposes.
Description of Activities	A narrative describing the program activities. This information is required for program assessment.

FIRST NATIONS AND INUIT YOUTH EMPLOYMENT STRATEGY

Data Element	Explanation
Total Number of Organizational/ Business Partners	The number of organizations and businesses that supported the program through providing summer student placement opportunities. This information is required for program assessment.
What skills did participants learn?	A short description of the skills participants learned through participating in the program. This information is required for program assessment.
Comments/ Stories from Participants	Comments and/ or success stories written by at least two participants. Copies of Participant Evaluation Forms completed by youth can also be included. This information is required for accountability purposes.
Total Number of Youth Participating	The total number of males and females taking part in the Summer Student Career Placement Program. This information is required for accountability purposes.
Number of Participants with Disabilities	The total number of youth participants with disabilities. This information is required for accountability purposes.
Age of Participants	The number of participants in each age category. This information is required for program assessment.
Education Level of Participants	The highest level of education achieved by the participants as of the previous June. Secondary includes grades 9 to 13. This information is required for program assessment.
Total Amount Spent on Program	The total dollar amount spent on the program from all sources. This information is required for accountability purposes.
DIAND Portion	The DIAND portion of the total amount spent on the program. This information is required for program justification and accountability purposes.
Feedback and Recommendations	An assessment of the implementation and operation of the program, including suggested changes that DIAND or the Aboriginal administering organization could make to improve the program. This information is required for program assessment.

FIRST NATIONS SCHOOLS CO-OPERATIVE EDUCATION PROGRAM

Data Element	Explanation
Name of School, Address, Contact Person	Name and contact information of the school receiving funding. This information is used for operational purposes.
Description of Activities	A narrative describing the program activities. This information is required for program assessment.
Total Number of Organizational/ Business Partners	The number of organizations and businesses that supported the program through providing cooperative education opportunities. This information is required for program assessment.
What skills did participants learn?	A short description of the skills participants learned through participating in the program. This information is required for program assessment.
Comments/ Stories from Participants	Comments and/ or success stories written by at least two participants. Copies of Participant Evaluation Forms can also be included. This information is required for accountability purposes.

FIRST NATIONS AND INUIT YOUTH EMPLOYMENT STRATEGY

Data Element	Explanation
Total Number of Youth Participating	The total number of males and females taking part in the program. This information is required for accountability purposes.
Number of Participants with Disabilities	The total number of youth participants with disabilities. This information is required for accountability purposes.
Age of Participants	The number of participants in each age category. This information is required for program assessment.
Education Level of Participants	The highest level of education achieved by the participants as of the previous June. Elementary includes grades K to 8, and Secondary includes grades 9 to 13. This information is required for program assessment.
Post-program Activities	The number of participants who, at the end of the program, planned to return to school, had secured full-time employment, had secured part-time employment and/ or were planning to look for work. This information is required for accountability purposes.
Total Amount Spent on Program	The total dollar amount spent on the program from all sources. This information is required for accountability purposes.
DIAND Portion	The DIAND portion of the total amount spent on the program. This information is required for program justification and accountability purposes.
Feedback and Recommendations	An assessment of the implementation and operation of the program, including suggested changes that DIAND or the Aboriginal administering organization could make to improve the program. This information is required for program assessment.

WORK EXPERIENCE PROGRAM

Data Element	Explanation
Name of First Nation/ Community/ Organization, Address, Contact Person	Name and contact information of group receiving funding. This information is used for operational purposes.
Description of Activities	A narrative describing the program activities. This information is required for program assessment.
Total Number of Organizational/ Business Partners	The number of organizations and businesses that supported the program through providing work experience opportunities. This information is required for program assessment.
What skills did participants learn?	A short description of the skills participants learned through participating in the program. This information is required for program assessment.
Comments/ Stories from Participants	Comments and/ or success stories written by participants. Copies of Participant Evaluation Forms can also be included. This information is required for accountability purposes.
Total Number of Youth Participating	The total number of males and females taking part in the program. This information is required for accountability purposes.
Number of Participants with Disabilities	The total number of youth participants with disabilities. This information is required for accountability purposes.

FIRST NATIONS AND INUIT YOUTH EMPLOYMENT STRATEGY

Data Element	Explanation
Age of Participants	The number of participants in each age category. This information is required for program assessment.
Post-program Activities	The number of participants who, at the end of the program, planned to return to school, had secured full-time employment, had secured part-time employment and/ or were planning to look for work. This information is required for accountability purposes.
Total Amount Spent on Program	The total dollar amount spent on the program from all sources. This information is required for accountability purposes.
DIAND Portion	The DIAND portion of the total amount spent on the program. This information is required for program justification and accountability purposes.
Feedback and Recommendations	An assessment of the implementation and operation of the program, including suggested changes that DIAND or the Aboriginal administering organization could make to improve the program. This information is required for program assessment.

SOCIAL DEVELOPMENT

Please note that the Social Development chapter is divided into three sections and separated by coloured paper.

SOCIAL DEVELOPMENT: Social Assistance

OVERVIEW

First Nations people, like other Canadian citizens, are responsible for managing their own affairs and maintaining themselves to the extent that their resources permit. Some individuals and families are unable to provide for themselves and their dependents. Situations therefore exist in which assistance must be available to community members in need. Social Assistance is one type of income-supplement to eligible persons. Other income supports include Old Age Security, Child Tax Benefits, etc.

Social Assistance provides financial benefits and services to First Nations individuals and families who are in need. Need is determined by the application of a needs test and other eligibility requirements. The purpose of the program is to enable individuals and families to maintain health, safety, dignity and family unity.

In some cases, specialized employment and training counselling services are offered by First Nation councils for social assistance recipients to assist them find employment. Some First Nations may offer work opportunity projects to further assist recipients gain employment experiences.

First Nations councils are expected to administer social assistance funds to provide for basic and special needs in the community according to regional social assistance policy and procedure directives. They may also be asked to participate in program reviews from time to time according to the Department of Indian Affairs and Northern Development (DIAND) policy. More detailed information on policy directives and program review requirements can be obtained from the DIAND regional office.

WHAT NEEDS TO BE SUBMITTED AND WHEN?

First Nations councils are required to submit either monthly or annually **(depending on the funding arrangement)** Social Assistance Program Reports that provide statistics on social assistance expenditures and participants.

First Nations funded social assistance on a **reimbursement** basis:	First Nations funded social assistance through **fixed volume Alternative Funding Arrangements (AFA)**:	First Nations funded social assistance through **fixed volume Financial Transfer Agreements (FTA); Canada/First Nations Funding Agreements (CFNFA); and DIAND/First Nations Funding Agreements (DFNFA):**
Social Assistance Monthly Report This report will vary from region to region. Please contact your regional office for more details Volume I: Forms Tab G	**Social Assistance Annual Report** DUE annually on May 31 for the previous fiscal year ending March 31 Volume I: Forms Tab G	**Social Assistance Annual Report** DUE annually on May 31 for the previous fiscal year ending March 31 Volume I: Forms Tab G

DATA ELEMENTS DEFINITIONS AND SOURCE

This table describes the data to be collected and justifies their inclusion. Source documents (i.e., documents, usually maintained by First Nations, required to collect and back-up the data reported) are also identified.

Data Element	Description
Number of Families	Refers to the annual monthly average of the number of eligible families receiving social assistance by reason for requiring assistance. (Total annual social assistance cases divided by 12, where the cases are expressed in full monthly equivalents; e.g., count the case if the recipient is receiving social assistance for more than 14 days, otherwise do not count the case. Note: Exceptional circumstances do not apply to this definition. Please contact your regional office and note accordingly in the submission.) 1. Employable 2. Unemployable - Single Parent 3. Unemployable - Disabled 4. Unemployable - Other *Source: Budget and Decision Forms or First Nation equivalent*
Number of Persons in Families	Refers to the annual monthly average of the number of heads of households and dependants receiving social assistance by reason for requiring assistance. (Total annual social assistance cases divided by 12, where the cases are expressed in full monthly equivalents, e.g., count the case if the recipient is receiving social assistance for more than 14 days otherwise do not count the case. Note: Exceptional circumstances do not apply to this definition. Please contact your regional office and note accordingly in the submission.) 1. Employable 2. Unemployable - Single Parent 3. Unemployable - Disabled 4. Unemployable - Other *Source: Budget and Decision Forms or First Nation equivalent.*
Number of Singles	Refers to the annual monthly average of singles receiving social assistance by reason for requiring assistance. (Total annual social assistance cases divided by 12, where the cases are expressed in full monthly equivalents; e.g., count the case if the recipient is receiving social assistance for more than 14 days, otherwise do not count the case. Note: Exceptional circumstances do not apply to this definition. Please contact your regional office and note accordingly in the submission.) 1. Employable 2. Unemployable - Single Parent (not applicable) 3. Unemployable - Disabled 4. Unemployable - Other *Source: Budget and Decision Forms or First Nation equivalent*
Number of CMHC housing units on-reserve	Refers to the total actual number of CMHC housing units on reserve. *Source: First Nation Housing Inventory List or equivalent*

SOCIAL DEVELOPMENT: Social Assistance

Data Element	Description
Number of housing units occupied by SA recipients	Refers to the annual monthly average number of housing units on-reserve where rent is reimbursed by DIAND to social assistance recipients by type of housing unit. (Total annual number of housing units divided by 12). 　　1.　CMHC (Ministerial guaranteed housing) 　　2.　Non-CMHC (All other) *Source: Budget and Decision Forms or First Nation equivalent.*
Total annual rent expenditures funded to SA recipients ($000)	Refers to the total annual rent expenditures funded (only funds that are reimbursed by DIAND) to social assistance recipients by type of on-reserve housing unit. 　　1.　CMHC (Ministerial guaranteed housing) 　　2.　Non-CMHC (All other) *Source: Budget and Decision Forms or First Nation equivalent.*
Number of housing units for which fuel/utilities were paid	Refers to the annual monthly average number of housing units on-reserve for which fuel/utilities were paid. (Total annual number of housing units divided by 12.) *Source: Budget and Decision Forms or First Nation equivalent*
Total fuel, utilities and other shelter expenditures ($000)	Refers to the total annual fuel, utilities and other shelter expenditures (only funds that are reimbursed by DIAND) to social assistance recipients. *Source: Budget and Decision Forms or First Nation equivalent*
Number of person-months of employment created	Refers to the <u>total number of person-months</u> (e.g., 2 people x 10 month project = 20 person months of employment created) of training and/or employment under Social Assistance Transfer (e.g., Work Opportunity Program and/or ICHRS) for Social Assistance recipients (DO NOT count beneficiaries). This information is required for accountability and policy and planning purposes. *Source: Social Assistance Transfer Project Report*
Total number of dollars transferred to S.A.T. initiatives ($000)	Refers to the total annual amount of funds transferred from Basic Needs to Social Assistance Transfer initiatives. This information is required for accountability and resourcing purposes. *Source: Social Assistance Transfer Project Report*
Number of projects	Refers to the annual total number of social assistance work/training projects approved. This information is required for resourcing and policy purposes. *Source: Social Assistance Transfer Project Report*
Number of children	Refers to the average monthly number of children out of parental home (COPH) for AFA and non-AFA funding. (One child for one month equals *1 child month*. Number of children months divided by 12 equals the average number of children out of parental home.) This information is required for resourcing and policy purposes. *Source: Budget and Decision Forms or First Nation equivalent*

SOCIAL DEVELOPMENT: National Child Benefit (NCB)

OVERVIEW

The **National Child Benefit (NCB)** is a national initiative aimed at preventing and reducing the depth of child poverty in Canada. It was initiated in July 1998* and is comprised of the following components:

< an increase in the federal Canada Child Tax Benefit with the addition of the National Child Benefit Supplement for low-income families with children;

< in most provinces, territories and First Nation communities, adjustments to social assistance payments to low-income families with children equal to the amount of the increase in the National Child Benefit Supplement; and,

< use of offset social assistance dollars by provinces, territories and First Nations to fund reinvestment programs for low-income families with children.

It is expected that First Nations will develop reinvestment programs and services that meet the broad requirements set out in the Regional Management Framework for the National Child Benefit in First Nations.

WHAT NEEDS TO BE SUBMITTED AND WHEN?

First Nations councils funded through Comprehensive Funding Arrangements (CFA) are required to submit *monthly* data in accordance with regional requirements. Both CFA and fixed volume First Nations are to submit *annual* National Child Benefit Reinvestment Reports that provide statistics on expenditures, participants and projects. For further information please contact your regional office (Tab A of this volume).

First Nations funded social assistance on a **reimbursement basis (CFA):**	First Nations funded social assistance through **fixed volume Alternative Funding Arrangements (AFA)**:	First Nations funded social assistance through **fixed volume Financial Transfer Agreements (FTA); Canada/First Nations Funding Agreements (CFNFA); and DIAND/First Nations Funding Agreements (DFNFA):**
National Child Benefit (NCB) First Nations Annual Report on Reinvestment This report will vary from region to region. Please contact your regional office for more details Volume I: Forms Tab G	**National Child Benefit (NCB) First Nations Annual Report on Reinvestment** DUE annually on May 31 for the previous fiscal year ending March 31 Volume I: Forms Tab G	**National Child Benefit (NCB) First Nations Annual Report on Reinvestment** DUE annually on May 31 for the previous fiscal year ending March 31 Volume I: Forms Tab G

* Due to the implementation of the provincial family policy in 1997, reinvestment funds of First Nations in the Quebec Region have been accruing since December 1, 1997.

SOCIAL DEVELOPMENT: National Child Benefit (NCB)

DATA ELEMENTS DEFINITIONS AND SOURCE

This table describes the data to be collected and justifies their inclusion. As well source documents (i.e., documents, usually maintained by First Nations, required to collect and back-up the data reported) are also identified.

Data Element	Description
First Nation name	Refers to the name of the First Nation or Agency responsible for administering the NCB reinvestment program(s). This information is required for accountability purposes. *Source: Band Name System*
First Nation number	Refers to the First Nation's or Agency's number. This information is required for accountability purposes. *Source: Band Name System*
For the fiscal year	Refers to the year for which the report is being made. This information is required for accountability purposes. *Source: First Nation or Agency*

1. Reinvestment Funds

Data Element	Description
Name of reinvestment Program Developed (New or Continuing)	Refers to the name of the program and whether the program is new or continuing from the previous year. Type of reinvestment programs include child nutrition programs, readiness to learn programs, income support programs for families with children, earned income supplements for families with children, improved benefits for families on social assistance and other social services for low-income families with children, such as child care, that support attachment to the workforce or alleviate poverty. *Source: First Nation or Agency*
Annual amount of reinvestment fund	Refers to the funds available for NCB reinvestment programs. An NCB reinvestment fund is the money made available through the adjustment to social assistance payments in relation to the increased Canada Child Tax Benefit (National Child Benefit Supplement). *Source: Regional NCB Reinvestment Framework*
Purpose of program	Refers to a short description highlighting the objectives for each program. *Source: First Nation or Agency*
Results or accomplishments of program	Refers to a description of the results or accomplishments of the program as compared to the original objectives, whether the original purpose was met and which activities were successfully carried out. *Source: First Nation or Agency*

2. Number of Families And Children Benefiting Under Reinvestment Programs

Data Element	Description
Number of families	Refers to the number of families who benefited from the NCB reinvestment program(s). *Source: First Nation or Agency*
Number of children under 18	Refers to the number of children under the age of 18 who benefited from the NCB reinvestment program(s). *Source: First Nation or Agency*

3. Description of Reinvestment Programs

Data Element	Description
List of reinvestment program(s) developed and estimated funding allocation	Refers to the type and number of reinvestment program(s) developed, such as child/day care, child nutrition (e.g., school lunches), early child development, income supplements, employment supplements, improved benefits for families receiving social assistance or employment training. *Source: First Nation or Agency*

SOCIAL DEVELOPMENT: Social Support Services

OVERVIEW

Social support services are offered to community members to help them cope with problems that affect their social and emotional well-being. Services may include child protection and family counselling, adult care programs for people who are ill, or have a disability and for the elderly; shelters for victims of family or domestic violence; and other special community social support projects.

KEY TERMS

Child and Family Services
Child and family services usually include programs such as counselling and education to prevent family breakdown and the removal of children from their homes; child protection, foster care and adoption; and placements for children in group homes, institutions or special counselling programs. The circumstances under which child protection becomes necessary are defined through provincial or territorial legislation.

First Nations councils are required to submit monthly or annual reports on child and family services that provide details on child protection activities including:
< the number of children in care at the end of the month and the type of care placement, whether foster home, group home or other institution; and
< the number of days in care for each child, the daily costs and the total monthly cost for each placement.

Along with the monthly report, administering agencies are required to submit invoices for special purchase items for children.

An annual or twice-yearly report on child and family services is also required in the regions. Contact your DIAND regional office for more information about reporting requirements for the operation of child and family services. Periodic reports on child and family services include the following:
< a list of the services provided to prevent children from coming into care as well as the number of families participating in these services and the total number of children served;
< a list of local groups providing the services to prevent children from coming into care, such as family services and Native elders' committees;
< the number of public education and information sessions such as workshops and seminars, held on child and family welfare issues;
< a list of all the child protection services offered for children in care as well as children under legal supervision orders in their own homes; and
< the number of families and children affected by protection services, and the number of foster and adoption homes used over the last year.

Regions may also require documentation on each child to confirm eligibility for maintenance funding as per DIAND authorities (i.e., status Indian with on-reserve residence status at the time of apprehension).

Adult Care
Adult care services are provided by First Nations councils and are intended to give support to families in situations where individuals need special help due to age, illness, or disability. Services include institutional care, foster care and in-home care (primarily homemaking/home management, non-medical care) for the elderly and to those who are ill, or have disabilities.

SOCIAL DEVELOPMENT: Social Support Services

First Nations councils are required to provide a monthly or annual report on adult care services that outlines:
< the number of adults using special care services, including in-home care, institutional care or foster care;
< a list of adults in institutional care;
< details on the type and length of placement; and
< the cost of adult care services.

Along with the monthly report, administering agencies are required to submit invoices for special purchase items for adult care.

First Nations communities that undertake special programs to promote the integration of persons with disabilities are required to submit a yearly report to DIAND outlining their activities and accomplishments (National Strategy for the Integration of Persons with Disabilities). For more information, see below and/or contact the DIAND regional office.

National Strategy for the Integration of Persons with Disabilities
Since the start of the National Strategy for Integration of Persons with Disabilities (NSIPD) in 1991, DIAND has provided funds to First Nations to help them recognize and address the issues faced by on-reserve persons with disabilities.

First Nations receiving funding under the Strategy are required to submit yearly reports that give the name of the project and a short description that outlines the purpose, planned activities, schedule, required resources and accomplishments. The report should also indicate if the project is achieved in collaboration with other federal or provincial departments or other organizations.

Family Violence
Since the first Family Violence Initiative in 1988, DIAND has funded the operation of various types of emergency and transitional shelters for victims of family and domestic violence on First Nations reserves. First Nations councils that receive funding under the Family Violence Initiative and related programs are required to submit yearly reports that include the following information:
< The name of the project and a short description that outlines the original purpose, planned activities, schedule and required resources. Administering agencies should indicate if the project involved the establishment or operation of an emergency shelter under the Project Haven initiative, the payment of funds to provincial or private sector agencies for emergency shelter use by First Nations individuals and children, or the establishment of second-stage transitional housing units.
< A short description of project outcomes and accomplishments for the last fiscal year, should include the number of clients using the project.

An audited year-end financial statement is also required to show the total costs. Future allocations of family violence initiatives depend on the documented need for services. For more information on funding requirements and reporting guidelines, contact the DIAND regional office.

To obtain further information on family violence, including the Family Violence Initiative, please contact the National Clearinghouse on Family Violence at the following address:

National Clearinghouse on Family Violence
Health Canada, Health Promotion and Programs Branch, Health Issues Division
7th Floor, Jeanne Mance Building, Tunney's Pasture, Ottawa, Ontario K1A 1B4
tel(613)957-2938 or 1-800-267-1291, fax (613) 941-8930, TTY(613) 952-6396 or 1-800-561-5643
Internet Homepage: http://www.hc-sc.gc.ca/nc-cn

SOCIAL DEVELOPMENT: Social Support Services

Other Social Services:
< **Community Social Service Projects** is a regionally sponsored activity whereby funding is provided to First Nation communities for assessing and planning the operation of social services. Information requirements are regional specific, please contact the regional DIAND office.
< **Day Care Facilities/Head Start Program:** Prior to the implementation of Human Resources Development Canada's (HRDC) Day Care Program, DIAND funded a number of day care facilities on-reserve in British Columbia, Alberta and Ontario regions and a Head Start program in the Atlantic region. DIAND continues to fund these programs today. First Nation organizations receiving funding from DIAND for these programs report the following program information on an annual basis:
  < Band Name and Number;
  < Address of Centre(s)/Program(s) and Number of Spaces funded by DIAND; and
  < Total Number of Children in the Centre(s)/Program(s) during the year.

WHAT NEEDS TO BE SUBMITTED AND WHEN?

First Nations councils are required to submit either monthly or annual reports (depending on the funding arrangement and type of report) that provide statistics on social support services.

The following reports are required from First Nations- funded social support services **on a reimbursement basis.**

Child and Family Services Maintenance Monthly Report DUE monthly, 15 days after month end Volume I: Forms Tab G	**Child and Family Services Operational Report** DUE annually or twice yearly Volume I: Forms Tab G	**Adult Services Monthly Report** DUE monthly, 15 days after month end Volume I: Forms Tab G
National Strategy for Integration of Persons with Disabilities Annual Report DUE May 31 for previous fiscal year ending March 31 Volume I: Forms Tab G	**Family Violence Projects Annual Report** DUE May 31 for previous fiscal year ending March 31 Volume I: Forms Tab G	**Family Violence Shelter Annual Report** DUE May 31 for previous fiscal year ending March 31 Volume I: Forms Tab G
Community Social Services Projects Annual Report DUE May 31 for previous fiscal year ending March 31 Volume I: Forms Tab G	**Day Care Facilities/Head Start Program Annual Report** DUE May 31 for previous fiscal year ending March 31 Volume I: Forms Tab G	

SOCIAL DEVELOPMENT: Social Support Services

The following reports are required from First Nations- funded social support services through **fixed volume Alternative Funding Arrangements (AFA).**

Adult Services Annual Report DUE May 31 for previous fiscal year ending March 31 Volume I: Forms Tab G	**National Strategy for Integration of Persons with Disabilities Annual Report** DUE May 31 for previous fiscal year ending March 31 Volume I: Forms Tab G	**Family Violence Projects Annual Report** DUE May 31 for previous fiscal year ending March 31 Volume I: Forms Tab G
Family Violence Shelters Annual Report DUE May 31 for previous fiscal year ending March 31 Volume I: Forms Tab G	**Community Social Services Projects Annual Report** DUE May 31 for previous fiscal year ending March 31 Volume I: Forms Tab G	**Day Care Facilities / Head Start Program Annual Report** DUE May 31 for previous fiscal year ending March 31 Volume I: Forms Tab G

The following reports are required from First Nations- funded social support services through **fixed volume Financial Transfer Agreement (FTA), Canada/First Nations Funding Agreement (CFNFA)/DIAND/First Nations Funding Agreement(DFNFA) or Flexible Transfer Payments.**

Child and Family Services Maintenance Monthly Report *Reporting is applicable only in cases when CFNFA/DFNFA pilot projects have been approved* DUE 15 days after month end Volume I: Forms Tab G	**Child and Family Services Operational Report -** *Reporting is applicable only in cases when CFNFA/DFNFA pilot projects have been approved* DUE annually or twice yearly Volume I: Forms Tab G	**Adult Services Annual Report** DUE May 31 for previous fiscal year ending March 31 Volume I: Forms Tab G
National Strategy for Integration of Persons with Disabilities Annual Report DUE May 31 for previous fiscal year ending March 31 Volume I: Forms Tab G	**Family Violence Projects Annual Report** DUE May 31 for previous fiscal year ending March 31 Volume I: Forms Tab G	**Family Violence Shelters Annual Report** DUE May 31 for previous fiscal year ending March 31 Volume I: Forms Tab G
Community Social Services Projects Annual Report DUE May 31 for previous fiscal year ending March 31 Volume I: Forms Tab G	**Day Care Facilities / Head Start Program Annual Report** DUE May 31 for previous fiscal year ending March 31 Volume I: Forms Tab G	

SOCIAL DEVELOPMENT: Social Support Services

DATA ELEMENTS DEFINITIONS AND SOURCE

This table describes the data to be collected and justifies their inclusion. As well, source documents (i.e., documents, usually maintained by First Nations, required to collect and back-up the data reported) are also identified.

Data Element	Description
CHILD AND FAMILY SERVICES : MAINTENANCE	
Administering First Nation or Child and Family Services Agency	Refers to the name of the administering First Nation or Child and Family Service Agency providing service. This information is required to assess performance and to allocate funds. Name of FN or CFS Agency providing service. *Source: First Nation or CFS Agency*
Arrangement Number	Refers to the funding agreement number. This information is required for accountability purposes. *Source: Funding Arrangement*
Band Number	Refers to the beneficiary's (child) band number. This information is required for accountability purposes. *Source: Indian Registry System*
Beneficiary's Name	Refers to the name of the child who has been placed in the care of the agency. This information is required for accountability and resource allocation. *Source: Indian Registry System*
Beneficiary's Status Number	Refers to the Indian Registry Number of the child placed in the care of an agency. This information is required for accountability and resource allocation. *Source: Indian Registry System*
Beneficiary's Gender	Refers to the gender of the child who has been placed in the care of an agency. This information is required for accountability. *Source: Indian Registry System*
Beneficiary's Date of Birth	Refers to the child's date of birth. This information is required for accountability and resource allocation. *Source: Indian Registry System*
Name of Family or Institution	Family's name if different than beneficiary's or the name of the institution responsible for the child. This information is required for accountability and resource allocation. *Source: First Nation, CFS Agency or Indian Registry System*
Beneficiary's Parent / Guardian Name	Refers to the name of the child's parent/guardian. This information is required for accountability and resource allocation. *Source: First Nation, CFS Agency, or Indian Registry System*
Beneficiary's Parent / Guardian Residence - On-reserve (Y/N)	Refers to the residency of the child's parent/guardian. This information is required for accountability and resource allocation. *Source: First Nation or CFS Agency or Population Statistics Data*
Beneficiary's Child and Family Service Status	Refers to the child' CFS placement status: 1. (V)oluntary Care Ward 2. (T)emporary Ward 3. (P)ermanent (Crown) Ward *Source: First Nation or CFS Agency*
Type of Service	Refers to the type of care, by code, in which the child is placed: Indicate type of care service by code: 3100-Institutional Care 3101-Foster Home 3102-Group Home *Definitions are listed below. This information is required for accountability and resource allocation. Source: First Nation or CFS Agency*

SOCIAL DEVELOPMENT: Social Support Services

Data Element	Description
3100-Foster Care	Care provided in a family setting by persons who are not the parents of the child and where placement was made by an agency, such as a band, DIAND, or a provincial child welfare authority. This includes care provided without reimbursement, but excludes care in a family where adoption is clearly the intent. *Source: First Nation or CFS Agency*
3101-Group Homes	Care provided to a small group of 5 to 10 children in a setting where normally the permanent full-time staff is a couple operating in a setting which provides a family atmosphere. Group homes serve the needs of those children who either do not require, or cannot use, the close relationships of a foster family. They do not include either subsidized foster homes used for emergency care or to keep a large family unit together or small residential units which are essentially institutional in nature. *Source: First Nation or CFS Agency*
3102-Institutional Care	Care provided in a setting where one or more groups of children occupy the premises and permanent full-time staff work on a shift basis. It may provide care and treatment for children with emotional problems. It is distinguished from a group home by the fact that permanent full-time staff work on a shift basis. *Source: First Nation or CFS Agency*
Date of Placement	Refers to the start date of the child's placement in care by an agency. This information is required for accountability and resource allocation. *Source: First Nation or equivalent CFS Agency form*
Date of Departure	Refers to the discharge date when the child will no longer be under agency care. This information is required for accountability and resource allocation. *Source: First Nation or equivalent CFS Agency form*
Daily Rate	Refers to the daily rate for service provided. This information is required for accountability and resource allocation. *Source: First Nation or equivalent CFS Agency form*
Special Funds	Refers to other money allocated to cover such things as clothing and travel expenses. This information is required for accountability and resource allocation. *Source: First Nation or equivalent CFS Agency form*
Number of Days	Refers to the total number of days in the month the child has been placed in the care of an agency. This information is required for accountability and resource allocation. *Source: First Nation or equivalent CFS Agency form*
Total Amount	Refers to the total cost for the child's care (i.e., the number of days are multiplied by the daily rate then add special funds). This information is required for accountability and resource allocation. *Source: First Nation or equivalent CFS Agency form*
Total Expenses	Refers to the Summary of the "Total Amount" by type of service. This information is required for accountability and resource allocation. *Source: First Nation or equivalent CFS Agency form*

CHILD AND FAMILY SERVICES: OPERATIONS

List of Services Provided	Refers to the Type of Service provided by the First Nation or the CFS Agency, such as prevention, protection, adoption and/or alternate care. This information is required to assess performance and for resource allocation. *Source: First Nation or CFS Agency*
Number of Families Served	Refers to the number of families who were served under the following types of services: prevention, protection, adoption and/or alternate care. This information is required to assess performance and for resource allocation. *Source: First Nation or CFS Agency*

SOCIAL DEVELOPMENT: Social Support Services

Data Element	Description
Number of Children Served	Refers to the number of children within the families served under the following: prevention, protection, adoption and/or alternate care. This information is required to assess performance and for resource allocation. *Source: First Nation or CFS Agency*
Number of local child and family service committees	Refers to the number of local committees which deal with Child and Family Services. This information is required to assess performance and for resource allocation. *Source: First Nation or CFS Agency*
Number of Elders' Committees/ Consultations/ Meetings	Refers to the number of Elders' committees and the number of consultations and/or meetings held by Elders. This information is required to assess performance and for resource allocation. *Source: First Nation or CFS Agency*
Number of Public Information / Education Workshops	Refers to the number of public information/education workshops provided by First Nation or CFS Agency. This information is required to assess performance and for resource allocation. *Source: First Nation or CFS Agency*
Number of Foster Care Homes	Refers to the number of homes providing foster care. This information is required to assess performance and for resource allocation. *Source: First Nation or CFS Agency*
Number of Adoption Homes	Refers to the number of homes suitable for the placement of children for adoption. This information is required to assess performance and for resource allocation. *Source: First Nation or CFS Agency*

ADULT CARE

Data Element	Description
Administering First Nation or Services Agency	Refers to the name of the administering First Nation or agency providing the service. This information is required to assess performance and to allocate funds. *Source: Adult Care Placement Form or First Nation equivalent*
Arrangement Number	Refers to the funding arrangement number. This information is required for accountability purposes. *Source: Funding Arrangement*
Band Number	Refers to the beneficiary's (adult) band number. This information is required for accountability purposes. *Source: Indian Registry System*
Beneficiary's Name	Refers to name of the adult placed in care. This information is required for accountability and resource allocation. *Source: Indian Registry System*
Beneficiary's Status Number	Refers to the Indian Registry Number of the adult in care This information is required for accountability and resource allocation. *Source: Indian Registry System*
Beneficiary's Gender	Refers to the gender of the adult placed in care. This information is required for accountability and resource allocation. *Source: Indian Registry System*
Name of Family or Institution (if appropriate)	Refers to the name of the family, if different than the adult in care or the name of the institution responsible for the adult. This information is required for accountability and resource allocation. *Source: Adult Care Placement Form, Indian Registry System or First Nation equivalent*
Date of Birth	The beneficiary's date of birth. This information is required for accountability and resource allocation. *Source: Indian Registry System*

SOCIAL DEVELOPMENT: Social Support Services

Data Element	Description
Parent/Guardian Name	Refers to the full name of the parent/guardian. This information is required for accountability and resource allocation. *Source: Adult Care Placement Form or Indian Registry System*
Parent/Guardian Status Number	Refers to the Indian Registry Number of the parent/guardian of the adult in care. This information is required for accountability and resource allocation. *Source: Indian Registry System*

Type of Service	Refers to the type of service by code:
	    3115-In-Home Care
	    3116-Institutional Care
	    3118-Foster Care
	This information is required for accountability and resource allocation.
	Source: Adult Care Placement Form or First Nation equivalent

3115-In-Home Care	Homemaking and personal care services (non-professional and non-medical) provided to an individual who still resides at home. *Source: Adult Care Placement Form or First Nation equivalent*
3116-Institutional Care:	Funding for care in **Type I** and **Type II** institutions, which may be located on-reserve and off-reserve. Individuals must be assessed according to provincial standards to determine the level of care required. Residents of institutions are generally elderly or with disabilities and in need of supervision and assistance.
TYPE I	"is that required by a person who is ambulant and/or independently mobile, who has decreased physical and/or mental faculties, who requires primarily supervision and/or assistance with activities of daily living and provision for meeting psycho-social needs through social and recreational services. The period of time which care is required is indeterminate and related to the individual condition".
TYPE II	"is that required by a person with a relatively stabilized (physical or mental) chronic disease of functional disability, who, having reached the apparent limit of his recovery, is not likely to change in the near future, who has relatively little need for the diagnostic and therapeutic services of a hospital but who requires availability of personal care on a continuing 24-hour basis, with medical and professional nursing supervision and provision for meeting psycho-social needs. The period of time during which care is unpredictable but usually consists of a matter of months or years". *Source: Adult Care Placement Form or First Nation equivalent*
3118-Foster Care	Care provided in a family setting by persons who are not immediately related to the individual requiring the adult foster care. *Source: Adult Care Placement Form or First Nation equivalent*
Date Beginning Placement	Refers to the start date when the adult was placed in care. Note: For placements continuing from previous months, give the first day of the month as the first day of placement if the adult is still receiving services at time of the report, leave the departure date blank. This information is required for accountability and resource allocation. *Source: Adult Care Placement Form or First Nation equivalent*
Date of Departure	Refers to the date on which the adult was discharged or will no longer require services. This information is required for accountability and resource allocation. *Source: Adult Care Placement Form or First Nation equivalent*
Daily Rate	Refers to the daily rate for service provided. This information is required for accountability and resource allocation. *Source: Adult Care Placement Form or First Nation equivalent*
Special Fund	Refers to the money allocated to cover such things as clothing and travel expenses. This information is required for accountability and resource allocation. *Source: Adult Care Placement Form or First Nation equivalent*

SOCIAL DEVELOPMENT: Social Support Services

Data Element	Description
Number of Days	Refers to the total number of days in the month that the adult has been in care. This information is required for accountability and resource allocation. *Source: Adult Care Placement Form or First Nation equivalent*
Total Amount	Refers to the total cost of care for each adult. Calculate the "total amount" by multiplying the total number of days by the daily rate and then adding any "special funds". This information is required for accountability and resource allocation. *Source: Adult Care Placement Form or First Nation equivalent*
Total Expenses	Summary of the "Total Amount". This information is required for accountability and resource allocation. *Source: Adult Care Placement Form or First Nation equivalent*

FAMILY VIOLENCE: PROJECTS

Data Element	Description
First Nation Name	Refers to the name of the First Nation overseeing the project. This information is required for accountability purposes. *Source: Indian Registry System*
First Nation Number	Refers to the First Nation's number This information is required for accountability purposes. *Source: Indian Registry System*
Name of Project (New or Continuing)	Refers to the project, such as a Project Haven emergency shelter or other type of emergency shelter. Other types of emergency shelters may include private or provincial agencies. This information is required for accountability purposes. *Source: First Nation or Agency Annual Report*
Purpose of Project	Refers to a description about the original project as well as the project's specific objectives. This information is required for accountability purposes. *Source: First Nation or Agency Annual Report*
Activities	Refers to a description about the project's planned activities. This information is required for accountability purposes. *Source: First Nation or Agency Annual Report*
Schedule	Refers to a description about the project's activities time frame or schedule. This information is required for accountability purposes. *Source: First Nation or Agency Annual Report*
Resources	Refers to a description about the project's resources required to carry out each activity. This information is required for accountability purposes. *Source: First Nation or Agency Annual Report*
Results or Accomplishments of Project	Refers to a description of the results or accomplishments of the project compared to the original project plan. Include information on whether the original purpose was met, which activities were carried out and any changes to the original schedule or resource requirements. Identify information on how many people benefited from the project, including the number of women and children who used the services provided. This information is required for accountability purposes. *Source: First Nation or Agency Annual Report*

FAMILY VIOLENCE: EMERGENCY SHELTERS

Data Element	Description
First Nation Name	Refers to the name of the First Nation funded/overseeing the project. This information is required for accountability purposes. *Source: Indian Registry System*

SOCIAL DEVELOPMENT: Social Support Services

Data Element	Description
Band Number	Refers to the First Nation's band number. This information is required for accountability purposes. *Source: Indian Registry System*
Name of Shelter	Refers to the name of the emergency shelter. This information is required for accountability purposes. *Source: First Nation or Agency Monthly Summary Report*
Project Haven	It can either be Project Haven emergency shelter or an "Other" type of emergency shelter which is run by a private or provincial agency. This information is required for accountability purposes. *Source: First Nation or Agency Monthly Summary Report*
Funding	This information is required for policy purposes. *Source: Shelter Financial Records*
Shelter Operator	Refers to the Administering organizations that runs the shelter. This information is required for policy purposes.
Shelter services	Identifies the services provided by the shelter as outlined by the Statistics Canada Transitional Survey. Required for policy and accountibility purposes. **Transition Home\Shelter:** Short or moderate term (1 day to 11 weeks) secure housing for abused women with or without children or youth. **Second Stage Housing:** Long-term (3-12 months) secure housing for abused women with or without children. **Safe Home Network:** Subsidiary very short term (1-3 days) housing for abused women with or without children, in private homes. **Satellite:** Short (3-5 days) secure respite (temporary relief) for abused women with or without children. These shelters are usually linked to a transition home or another agency for administrative purposes. **Women's Emergency Shelter:** Short-term (1-21 days) respite (temporary relief) for abused women with or without their children. **Emergency Shelter:** Short-term (1-3 days) respite (temporary relief) for a wide population range, not exclusively abused women. May provide accommodation for men as well as women. This type of facility may accommodate residents who are not associated with family violence but are without a home due to an emergency situation (e.g., eviction for non-payment of rent). Other than residential (room and board) services, these shelters offer few additional client services. **Rural Family Violence Prevention Centres:** Alberta only. Short (1-10 days) secure respite (temporary relief) for abused women with or without children. **Interim Housing:** Manitoba only. Subsidized housing for abused women and their children (1 week to 6 months) provided through Manitoba Housing. There are no funding or staffed positions for this type of housing. **Family Resource Centre:** An Ontario government initiative, which provides services that are identical or similar to transition homes. Must at least provide a residential service. **Other:** Includes all other residential facilities offering services to abused women with or without children. These services may not be exclusive to abused women. Includes Women's Resource Centres (residential only), mental health shelters.
Total number of units	Refers to the total number of units in each emergency shelter. This information is required for accountability purposes. *Source: First Nation or Agency Monthly Summary Report*
Total number of beds for all units	Refers to the total number of beds for all the units in each emergency shelter. This information is required for accountability purposes. *Source: First Nation or Agency Monthly Summary Report*

SOCIAL DEVELOPMENT: Social Support Services

Data Element	Description
Total number of Bands served by the shelter	Refers to the total number of bands located in proximity to the emergency shelter where residents of the bands would normally use the shelter. This information is required for accountability purposes. *Source: First Nation or Agency Monthly Summary Report*
Total number of families receiving shelter	Refers to the actual number of families receiving shelter during the year. This information is required for accountability purposes. *Source: First Nation or Agency Monthly Summary Report*
Total number of women and children receiving shelter	Refers to the actual number of persons, including dependants, receiving shelter during the year. This information is required for accountability purposes. *Source: First Nation or Agency Monthly Summary Report*
Total number of bed nights spent in shelter	Refers to the actual number of nights that family members remained in the shelter and required a bed during the year. This information is required for accountability purposes. *Source: First Nation or Agency Monthly Summary Report*
Total number of persons receiving information or counselling but who do not stay overnight	Refers to the actual number of persons receiving information or counselling, but who do not stay overnight during the year. This information is required for accountability purposes. *Source: First Nation or Agency Monthly Summary Report*
Total annual project costs	Refers to the total annual operating costs required to operate the emergency shelter. This information is required for accountability purposes. *Source: First Nation or Agency Monthly Summary Report*
If the shelter opened during this fiscal year	
Actual or estimated start-up date	Refers to the actual or estimated start-up/operating date of the emergency shelter. This information is required for accountability purposes. *Source: First Nation or Agency Monthly Summary Report*
Start-up Cost: one-time cost associated with setting up the shelter.	Refers to the one-time cost associated with setting up the emergency shelter. This information is required for accountability purposes. *Source: First Nation or Agency Monthly Summary Report*

NATIONAL STRATEGY FOR THE INTEGRATION OF PERSONS WITH DISABILITIES

Data Element	Description
Name of Project (New or Continuing)	Refers to the name of the project. Also indicate whether the program is new or continuing. This information is required for accountability purposes. *Source: Yearly Report submitted by the First Nation*
Costs	Refers to the overall costs of the project. If the project is achieved in collaboration with other departments or organizations, this field will identify each partner's financial contribution. This information is required for accountability purposes. *Source: Yearly Report submitted by the First Nation*
Objective of the project	Refers to the overall objectives of the project in terms of activities, schedules, resources, and other departments/organizations taking part in the project. This information is required for accountability purposes. *Source: Yearly Report submitted by the First Nation*
Results or accomplishments of project	Refers to the results or accomplishments of the project as compared to the original project plan. Include information on whether the original purpose was met, which activities were carried out and any changes to the original schedule or resource requirements. This information is required for program justification and accountability purposes. *Source: Yearly Report submitted by the First Nation*

SOCIAL DEVELOPMENT: Social Support Services

DAY CARE FACILITIES / HEAD START PROGRAM

Data Element	Description
Total number of day care centres or programs funded by DIAND	Refers to the total number of operating day care facilities or Head Start Programs that are funded by DIAND. This information is required for accountability purposes. *Source: First Nation*
Number of day care places funded by DIAND	Refers to the total number of day care or Head Start places that are funded by DIAND. This information is required for accountability purposes. *Source: First Nation*
Name of centre, address, etc.	Refers to the complete mailing address of the day care facility or Head Start program. This should include the facility's or program's full name, address and postal code. This information is required for accountability purposes. *Source: First Nation*
Number of children served in day care during year	Refers to the total annual number of children placed in day care facilities or a Head Start program(s) during the year. This information is required for accountability purposes. *Source: First Nation*

INDIAN GOVERNMENT SUPPORT

WHAT'S NEW - Increased Support for First Nation Administration

To support the implementation of increased funding for First Nation administration by the equivalent of 5% of 2000-2001 Band Support Funding this year and for the next three years, a full update to the Indian Government Support data is required. Current Indian Government Support data will contribute to determining the way in which this additional funding may be provided to First Nations.

Funds may be provided as Band Support Funding **if** maximum funding levels based on the Band Support formula have not been reached. When BSF is at the maximum, as defined by the formula, then other local administration support such as Indian/Inuit Management Development or Band Employee Benefits funding may be used as applicable under current policy. Updated Tribal Council data is required as well to complement this assessment of First Nation administration funding.

OVERVIEW

Formula-based **Band Support Funding** is a grant that supports chief and council allowances, travel expenses and First Nation government administration overhead costs. Band Support Funding can be used by First Nations to cover the over head costs of basic services and programs including:
< lands and trusts services;
< education;
< economic development
< administration of social development;
< infrastructure and maintenance;
< major and minor capital projects; and
< band government.

Tribal Council Funding is provided to formally incorporated Tribal Councils for advisory services (financial management, band government, economic development, community planning, technical services and associated administrative costs) to the tribal councils' member bands. With a mandate from their First Nation membership, Tribal Councils may also deliver programs and services, following established program requirements. Please note that Tribal Council Funding allocations remain frozen at 1996-1997 levels unless the Tribal Council undertakes a completely new function funded by DIAND or changes membership composition.

Band Advisory Funding Policy: Unaffiliated large First Nations (First Nations with an on-reserve registered population of 2,000 or more who are not now or who do not intend to be affiliated with a tribal council) are eligible to receive funding for advisory services to avail themselves of advisory services in the specified professional areas described in the Band Advisory Funding Policy.

Careers Initiative is funding for First Nations to specifically assist them in managing their staff training and development portfolio. The funding is approximately 2% of total First Nation band support funding and 2% of the administration portion of the tribal council funding formula.

Band Employee Benefits Program (BEBP): band councils or tribal councils are eligible to receive funding to pay their share of the employer's pension plan or other benefits in accordance with the conditions and funding ceilings set by the Band Employee Benefits Program (BEBP) Qualifying First Nations May also receive 2% of the eligible employee salary component for "other employee benefits".

For any DIAND-funded program under which First Nations employ continuing part-time or full-time staff, the band council or tribal council can apply for band employee benefits funding from DIAND. DIAND's policy states that bands and tribal councils are eligible to receive this funding to pay their

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share of the employer's pension plan or other benefits in accordance with the conditions and funding ceilings set by the Band Employee Benefits Program (BEBP).

Bands and tribal councils that apply for BEBP funding must refer to the appropriate guidelines for procedures and directives. These guidelines are available from DIAND's regional offices.

The Application for Band Employee Benefits Funding includes the following information:
< number of employees in each program area and their salaries;
< amounts for employer and employee contributions for private pension plans and the Canada/Quebec pension plans; and
< a breakdown of employer contributions according to the total benefits payable under DIAND-funded program activities.

Each application for band employee benefits funding must be accompanied by a list of eligible employees for whom DIAND will pay the employer's share of benefits. The list of eligible employees shows:
< the name and occupation of each employee;
< the name of the program for which the employee works;
< the source of the employee's salary;
< the amount of the salary; and
< the breakdown of contribution amounts for the employee and the employer in pension and group insurance plans.

Applications for funding new benefit plans will continue to be accepted. However, funding for these new plans cannot be approved until the department has received confirmation from the Office of the Superintendent of Financial Institutions (OSFI) that the plan is deemed to be registered by both OSFI and Revenue Canada (Taxation). Contact your DIAND regional office for more information.

Indian/Inuit Management Development [IIMD] is funding for projects that aim to encourage and sustain improved First Nation government management practices in order to utilize human and financial resources more effectively.

Programs and activities undertaken by First Nations to improve their management capacity, obtain management advisory support services, develop improved management advisory support services, or develop improved management systems may be funded under the Indian/Inuit Management Development (IIMD) Program.

First Nations councils or governments who wish to apply for funding under the IIMD Program need to prepare detailed project proposals that describe their training needs. Specifications for these funding proposals may vary from region to region. For more information on specifications and guidelines, please contact your DIAND regional office.

KEY TERMS

Band Employee Benefits include pension plans and/or group insurance plans (and may also include other optional benefits) offered to employees of First Nations or Tribal Councils. DIAND's policy stipulates that eligible First Nations and Tribal Councils may be provided funding to pay the employer's contribution for these benefits under the Band Employee Benefits Program (BEBP) up to specified limits. Employers can apply for this funding for all eligible employees (see below). BEBP funding does not cover pension plan costs for anyone providing services under a service contract, members of boards of directors, employees working on capital projects or anyone working for a revenue-generating organization.

INDIAN GOVERNMENT SUPPORT

Costs of employees of a Child Welfare Agency are included in the calculations of Child Welfare "Operations"

An **Eligible Employee** is one who is performing services of a "public" nature, funded by DIAND, HC or other government departments and whose salary is derived from DIAND, HC or some other funding source.

WHAT NEEDS TO BE SUBMITTED AND WHEN?

BAND SUPPORT FUNDING

Band Support Funding Application for Grant DUE annually Contact Regional Office	**Unaffiliated Large Band Advisory Services: Annual Report** DUE annually Contact Regional Office

TRIBAL COUNCIL FUNDING*   *only where applicable

Band Support Funding Application for Grant (Although Tribal Councils are to use this form when applying for funding, Tribal Council Funding is not provided as a grant.) DUE annually Contact Regional Office	**Program Activities Annual Report** DUE annually Contact Regional Office

BAND EMPLOYEE BENEFITS PROGRAM (BEBP)

Application for Band Employee Benefits Funding (CFA only) DUE May 31 for previous fiscal year ending March 31 Volume I: Forms Tab H	**List of Eligible Employees (CFA only)** DUE May 31 for previous fiscal year ending March 31 Volume I: Forms Tab H	**Pension Plan Funding Annual Report** DUE May 31 for previous fiscal year ending March 31 Volume I: Forms Tab H

INDIAN/INUIT MANAGEMENT DEVELOPMENT (IIMD) PROGRAM

Indian/Inuit Management Development (IIMD) Program Funding Proposal   DUE on a project by project basis   Volume I: Forms Tab H

INDIAN GOVERNMENT SUPPORT

DATA ELEMENTS DEFINITIONS AND SOURCE

This table describes the data to be collected and justifies for their inclusion. The various data elements are required for accountability and resourcing purposes **For the Indian Government Support program (Band Employee Benefits) data elements, the sources for all data elements are the pension plan and employee payroll documents kept by First Nation band officials.**

BAND EMPLOYEE BENEFITS FUNDING:

Data Element	Description
Employer's Name	Name of First Nation or tribal council providing employment.
Fiscal Year	The time between one yearly settlement of financial accounts and the next.
Underwriter / Administrator	The name of the underwriter, usually an insurance company.
PBSA Number	The five-digit number assigned by Office of the Superintendent of Financial Institutions (OSFI) when the plan is registered under PBSA.
CCRA Registration Number	The number assigned by Canada Customs and Revenue Agency (CCRA) following approval under the *Income Tax Act.*
Funding	Indicate whether funding is new or ongoing.
Employee/Employer Data	For each program listed provide the number of person years (PYs) and salary.
Employer Contributions	The employer contributions to pensions and CPP/QPP for each program listed.

LIST OF ELIGIBLE EMPLOYEES:

Data Element	Description
Employer Name	Name of First Nation or tribal council providing employment.
Period	Indicate fiscal year.
Employee Name	This information is required for accountability and resourcing purposes.
Occupation	Employee's occupation/job title.
Program	Program area where individual is employed.
Source of Salary	Source of individual's salary, such as DIAND, Health Canada or some other funding source.
Salary	The individual's salary in dollars. This information is required for accountability and resourcing purposes.
Pension Plan Employee %__ Employer %__	The percentage breakdown between employee/employer pension plan contributions.
Group Insurance Employee %__ Employer %__	The percentage breakdown between employee/employer group insurance contributions.

CAPITAL

Please note that this chapter is divided into two sections and separated by coloured paper

OPERATION AND MAINTENANCE OF INFRASTRUCTURE - ASSETS AND FACILITIES . . . . **section 1**

COMMUNITY CAPITAL FACILITIES SERVICE DELIVERY (INCLUDING HOUSING) . . . . **section 2**

For an overview of the Capital program and data collection exercise, as well as for definitions of data elements, please refer to Volume II: Reference, Tab I.

Additional information can be obtained at your local DIAND regional office (See Tab A of this volume).

OPERATION AND MAINTENANCE OF INFRASTRUCTURE
Assets and Facilities

Note: First Nations may update their housing data and access previous years data through the Housing & Infrastructure Assets web site. This web site may be accessed from DIAND's Electronic Service Delivery page at http://www.ainc-inac.gc.ca/esd/index_e.html. Contact your regional DIAND office for further instructions.

OVERVIEW

The Operation and Maintenance of Infrastructure Program is one component of DIAND's strategic objective to assist First Nations to build healthy and sustainable communities. The objective of the program is to provide funding to assist First Nations to acquire, construct, operate and maintain basic community facilities and services such as water and sewage, roads, electrification, schools, community buildings and fire protection. The program ensures that these facilities and community services meet recognized standards and are comparable to the services provided to nearby communities by provincial and municipal governments.

Capital Asset Management System (CAMS) is an automated system that records information for the Operation and Maintenance of Infrastructure sub-activity. The Capital Asset Management System is comprised of three systems. They are the Capital Assets Inventory System (CAIS), Asset Condition Reporting System (ACRS) and Capital Management Database (CMDB).

Capital Asset Inventory System (CAIS) is a sub-system of CAMS, which contains base level information on capital assets such as location of asset, asset type, asset quantity, year of construction, etc. It is also attached to a cost database that is updated yearly to reflect Consumer Price Index (CPI) changes. Combining CAIS and the cost database allows asset Operation and Maintenance (O&M) and replacement costs to be calculated.

Asset Condition Reporting System (ACRS) stores the results of asset inspections that are carried out on 20% of the inventory annually. Asset remediation/recapitalization needs identified during inspections to correct deficiencies are also stored in the system.

Capital Management Database (CMDB) holds site level information on the adequacy of basic community services such as fire protection, solid waste disposal, road access and electrification. It also stores data on housing conditions and the adequacy of water and sewer services to the homes, both in terms of the delivery and the quality/standard of the services.

The **Housing and Infrastructure Assets Web-site** was introduced to First Nations in October, 1999, for updating and accessing the Housing and Infrastructure Assets portion of their Capital data via the Internet.

The Electronic Data Interchange (EDI) webpage initiative presents a significant opportunity to improve the data collection process for regions and First Nations. The purpose of EDI is to move from paper-based data collection to the exchange of electronic data. Eventually, this EDI alternative will eliminate the need for regions to input the data manually and could improve the timeliness of data submissions as First Nations are able to update the information throughout the year rather than at the year-end.

For complete information on updating Housing and Infrastructure Assets data electronically, please contact your regional office.

OPERATION AND MAINTENANCE OF INFRASTRUCTURE
Assets and Facilities

Services available:
   a. For those communities operating under the new **Housing Policy**, housing funding can be used for a wide-range of activities including new construction, renovations, administration, insurance, training, debt servicing and maintenance.
   b. **Housing Subsidy Funding to First Nations** for constructing and renovating on-reserve housing.
   c. **Capital Construction Funding:** for planing, designing, constructing and maintaining education and other community facilities.
   d. **Facilities Maintenance Funding** for assisting First Nations with the cost of operating and maintaining educational facilities and other community infrastructure facilities.
   e. **Funding for Advisory Services and Program Support**
      1. Housing Management
      2. Band Community Housing Planning
      3. Technical Assistance for Housing
      4. Training
      5. Housing Inspections
      6. Maintenance Management
      7. Fire Safety

KEY TERMS

FIRE
Fire Protection means the protection of life and the safety of persons and property from fire. It includes everything relating to preventing, detecting, containing and extinguishing fires and alerting people to fire's presence.

The following definitions may be used in conjunction with fire protection services.
Suppression, commonly referred to as fire fighting, refers to extinguishing and controlling fires.

Prevention refers to those activities carried out to prevent fires from occurring (e.g., participation of a community in fire prevention week, distribution of literature to homes, the inclusion of fire protection messages in the local media and fire prevention contests). Note: Although they are closely related activities, the term "prevention" excludes the more specific definitions for "inspection" and "education."

Inspection refers to fire inspection services and is of two types. The first includes the periodic examination of buildings by a trained and qualified inspector to determine if construction, maintenance and operation conform to applicable fire safety codes, standards and requirements. The second includes the inspection of homes and smaller buildings of simple design and construction. This inspection is usually carried out by a trained member of the community fire brigade or department.

Engineering includes the services of a qualified professional engineer to examine building plans and specifications; inspect building projects in progress; and/or participate in the takeover of a building to ensure the structure, services, fire detection and fire fighting systems conform to applicable drawings, specifications, codes, standards and regulatory requirements.

Education includes training programs designed to inform community members, normally children and seniors, about applicable fire protection matters including prevention and emergency response. The "Learn Not To Burn" curriculum is a typical example of the type of program included in a well-managed education plan.

HOUSING AND INFRASTRUCTURE ASSETS
Information is required from First Nations about changes in housing, housing infrastructure and community services. These data are provided to DIAND's regional offices once a year. This information is required to demonstrate a measure of progress and accountability to Parliament as well as for planning purposes to determine outstanding requirements. The data are used in the computerized Capital Management Database (CMDB). The regional offices of DIAND will provide a copy of the previous year's report to bands for corrections and additions. Please note that housing must, at a minimum, meet National Building code standards.

A **housing unit** is any self-contained dwelling unit on a reserve or settlement with at least one bedroom. It is considered to be a main residence, rather than a seasonal or vacation home, whether or not it is presently occupied or needing renovation or repair. A housing unit can be a detached or semidetached house, a mobile home, a row house or a multi-unit residence such as an apartment, condominium, duplex or triplex, where each unit is counted separately.

Special purpose units are self-contained houses that provide on-site care facilities. Examples are: children's aid homes, halfway houses, shelters for homeless people, homes for single mothers, shelters for those experiencing family violence, homes for drug and alcohol rehabilitation programs, residences for physically or mentally disabled adults or children, and nursing homes.

Community Services identify the type of electrical services, road access availability, solid waste disposal services and fire protection services provided to the community.

Housing Conditions refer to:
- < the number of housing units that require replacement, minor and/or major renovations, indoor plumbing; and/or
- < the number of housing units that are adequate.

Water Servicing identifies the types of water delivery systems used by the housing units on the site.

Water Quality/Quantity are categories used to identify the quality and quantity of the water supply to the housing units on the site.

Sewage Servicing identifies the sewage disposal systems used by the housing units on the site.

Sewage Effluent consists of categories used to identify whether sewage effluent from housing units on the site is disposed of properly.

SCHOOLS
Information is required from First Nations concerning the number of classrooms and special purpose rooms in schools on the reserve. These data are used in the computerized Capital Assets Management System (CAMS). The regional offices of DIAND will provide a copy of the previous year's report to bands for corrections and additions.

CAPITAL ASSETS
Detailed information on changes in capital assets is required from First Nations each year to update the computerized Capital Assets Management System (CAMS).

OPERATION AND MAINTENANCE OF INFRASTRUCTURE
Assets and Facilities

Capital Assets are permanent resources in the community such as houses, schools, community buildings, roads, electricity, sewage disposal, water delivery systems and equipment. There are five categories of assets:

1. buildings;
2. utilities (includes water supply and disposal equipment such as water mains, community wells, hydro-electricity, street lights, diesel generators, landfills, refuse sites and incinerators);
3. grounds (includes grass, trees, sidewalks and parking compounds);
4. transportation (includes any form of transportation infrastructure such as roads, bridges, ditches, and ferries); and
5. vehicles (includes fire, garbage, water and sewage trucks).

Operation and Maintenance of Capital Assets is the performance of work or services and the provision of materials and energy to ensure the day-to-day proper functioning of an asset (e.g., the work activities and associated chemicals and fuel to run a water treatment plant).

Capital Funding is any money that is received by First Nations to identify, plan, design, construct, renovate or purchase capital assets.

A **facility** is anything that is built or installed to serve a specific need in a First Nations community. For example, a recreation hall is a facility because it provides a place for people to meet. Facilities form part of the infrastructure of a community.

Infrastructure refers to capital assets that are long-term resources held in common for the benefit of the entire community. Infrastructure includes bridges, roads, wells, water and sewage systems and electricity.

Capital Projects involve the planning, building, renovation or improvement of a community's capital assets. To receive funding for a capital project, First Nations must submit a project cost estimate, schedule and implementation plan according to the requirements of their funding arrangement. Reports are required for projects worth $1 million and over.

A **capital plan** lists the capital projects over a five-year period. Capital plans give the estimated costs of new capital projects and show which projects are the most important. These projections should be updated every year to reflect any changes that take place.

Reporting Requirements: Completed ACRS Project

First Nations are asked to provide information and assistance to inspectors contracted by the bands and/or tribal councils with DIAND funding who gather information on the condition of capital assets. Inspectors provide a report for the centralized Asset Condition Reporting System (ACRS). They are usually provided in advance with summary information on existing assets by DIAND's regional offices. This summary information includes asset numbers, extension numbers and the number of ACRS projects.

A report on the condition of capital assets is due once per year for each fiscal year. Details on reporting procedures and deadlines are available from DIAND's regional offices.

Reporting Requirements: Asset Operation and Maintenance (O&M) Review

First Nations are required to provide information on Asset O&M effort as rated by inspectors through the ACRS process, or as rated annually by First Nations' maintenance personnel for asset groups that did not receive ACRS inspections. **This reporting requirement is applicable only to First Nations funded under CFA or First Nations funded under AFA, but whose O&M budget is administered outside of the AFA agreement.**

OPERATION AND MAINTENANCE OF INFRASTRUCTURE
Assets and Facilities

WHAT NEEDS TO BE SUBMITTED AND WHEN?

FIRE		HOUSING AND INFRASTRUCTURE ASSETS (H&IA)	SCHOOLS
Fire Protection Services Summary Report DUE March 31 for previous calendar year Volume I: Forms Tab I	**Fire Losses Annual Report** DUE March 31 for previous calendar year Volume I: Forms Tab I	**Housing and Infrastructure Assets Annual Report** DUE March 31 for previous year ending March 31 Volume I: Forms Tab I	**Schools Annual Report** DUE March 31 for previous year ending March 31 Volume I: Forms Tab I

CAPITAL ASSETS			
Changes in Capital Assets Annual Report DUE March 31 for previous year ending March 31 Volume I: Forms Tab I	**Completed ACRS Project Annual Report** DUE March 31 for previous year ending March 31 Volume I: Forms Tab I	**Asset Operation and Maintenance (O&M) Review AnnualReport** DUE March 31 for previous year ending March 31 Volume I: Forms Tab I	**Maintenance Management Plan Annual Report** DUE March 31 for previous year ending March 31 Volume I: Forms Tab I

DATA ELEMENTS DEFINITIONS AND SOURCE

This table describes the data to be collected justifies their inclusion. The various data elements are required for administrative, accountability and operational purposes.

For some data, the source is a formal document such as a completion certificate, a school register or a university transcript. *For example, in Housing and Infrastructure, the source for data on the number of new housing units completed is a completion certificate signed by a qualified building inspector. This means data on the number of new housing units completed is gathered by counting the number of completion certificates. If 10 completed housing units are reported, there must be 10 completion certificates on file.* **For the Operation and Maintenance of Infrastructure (Assets & Facilities) program data elements, the source for the data elements is as noted on the following tables.**

FIRE
Fire Protection Services Summary Report: The following table describes the data to be collected explains their inclusion. As well, a source has been identified to aid First Nations with the data collection.

Data Element	Description
First Nation Name	Allows DIAND to link the report to the First Nation.
First Nation Population	This information would be obtained from the population statistics count as of August 1. Required for administrative and operational purposes. *Source: Population Statistics Policy*

OPERATION AND MAINTENANCE OF INFRASTRUCTURE
Assets and Facilities

Data Element	Description
Number of Housing Units	Number of self-contained dwellings with at least one bedroom. Considered to be a main residence (as opposed to a seasonal or vacation home). Required for administrative and operational purposes. *Source: Band Manager / Band Administration*
Provision of Fire Protection Services	Whether the fire protection is provided by volunteer brigade or municipal agreement. Required for planning and accountability purposes. *Source: Band Manager / Band Administration*

Fire Losses Annual Report: The information listed below is required for statutory and operational purposes. It is collected to monitor the number of fires and resulting losses on a national level.

Data Element	Description
Address	*Source: Fire Incident Report*
Number of People Injured (divide into adults and children)	*Source: Fire Incident Report*
Number of Deaths - Adult	*Source: Fire Incident Report*
Number of Deaths - Children	*Source: Fire Incident Report*
Number of Buildings Damaged	Used to maintain DIAND's knowledge base on capital assets on reserves. *Source: Fire Incident Report*
Number of Buildings Destroyed	Used to maintain DIAND's knowledge base on capital assets on reserves. *Source: Fire Incident Report*
Losses in Dollars	Used to maintain DIAND's knowledge base on capital assets on reserves. *Source: Fire Incident Report*

HOUSING AND INFRASTRUCTURE ASSETS: Required for resourcing and policy purposes. It is also used for long-term capital planning and reporting to Parliament, central agencies and DIAND's senior management
Housing Conditions

Data Element	Description
First Nation Name (Band Name)	Official name of a First Nation and allows DIAND to identify the First Nation. *Source: Band Council Resolution*
Reserve Name	Official name of this site. It is the name used in the Department's Indian Land Registry System for this site. *Source: Band Council Resolution*
Number of Houses that Need Major Renovations Because They Failed to Meet the National Building Code Standards	This could include, but is not limited to, repairs to: - extensive structural faults such as rotting or sagging foundations, faulty roof or chimney; - unsafe outside steps or stairways in need of replacement; - interior structural problems (e.g., falling plaster from walls and ceilings);and - defective plumbing and/or electrical wiring has to be replaced or upgraded. *Source: Housing Inspectors Report/Band Housing Co-ordinator*
Number of Houses Requiring Replacement	Refers to the number of housing units that: - are no longer habitable as a result of, for example, fires or natural disasters, or; - are declared unsafe or unfit for human habitation by a certified inspector because they no longer meet basic quality standards and cannot be economically renovated to an acceptable condition. *Source: Housing Inspectors Report/Band Housing Co-ordinator*

OPERATION AND MAINTENANCE OF INFRASTRUCTURE
Assets and Facilities

Data Element	Description
Number of Houses Meeting the Minimum National Building Code Standards, But Requiring Minor Renovation	These are not renovations to fix structural defects, but are normal preventive maintenance or repairs and upgrading, such as replacing doors, windows, painting, etc., to maintain the useful life of the unit. *Source: Housing Inspectors Report/Band Housing Co-ordinator*
Number of Houses Requiring Basic Indoor plumbing Facilities	Refers to houses that do not have an indoor toilet, an assured supply of hot and cold running water, a bath or a shower. *Source: Housing Inspectors Report/Band Housing Co-ordinator*

Water Delivery System

Data Element	Description
Water Delivery Systems	Number of houses receiving one of the following types of water delivery systems: **Piped** - The number of housing units with water service provided by a piped pressurized system. A **piped water** system has mains and should also have fire hydrants. **Community Well** - The number of housing units with water service provided by a **community well**. Several housing units with pipes connected to a well should be considered as a **community well**, because the piping is only a service connection. **Individual Well** - The number of housing units with water service provided by an **individual well**. **Truck A** - The number of housing units with water services provided by a truck. The houses have plumbing and are equipped to accept the trucked water service (i.e., cistern and pressured system). **Truck B** - The number of housing units with water service provided by a truck and stored in 45 gallon barrel drums. The truck water service is considered adequate, but the houses have not been plumbed to accept the service (i.e., cistern and pressurized system). **Other** - The number of housing units with water service provided by other means. **No Service** - The number of housing units with **no water service**. *Source: Housing Inspectors Report/Band Housing Co-ordinator*
Water Supply	Number of housing units with the following water supply categories: **Category 1** - The number of housing units with a pressurized water supply that satisfies the health related requirements of the latest edition of the Guidelines for Canadian Drinking Water Quality and in volumes for various requirements of the DIAND Levels of Service Standard (LOSS). **Category 1A** - The number of housing units with a pressurized water supply that SATISFIES the various requirements of the DIAND Levels of Service Standard (LOSS), BUT DOES NOT satisfy the health related requirements of the latest edition of the Guidelines for Canadian Drinking Water Quality. **Category 2** - The number of housing units with a water supply that satisfies the health related requirements of the Guidelines for Canadian Drinking Water Quality, BUT DOES NOT satisfy the volume requirements of the DIAND Levels of Service Standard for adequate hygiene and safety purpose. Typically a Truck Water B service would be classified as a Category 2 service. **Category 2A** - The number of housing units with a water supply that DOES NOT satisfy the health related parameters of the Guidelines for Canadian Drinking Water Quality, and DOES NOT satisfy the volume requirements of the DIAND Levels of Service Standard (LOSS) for adequate hygiene and safety purposes. **Category 3** - The number of housing units with no service that meets water supply requirements. Note: **The number of housing units with no water servicing should be equal to the number of housing units classified as Category 3 for Water supply.** *NOTE: A water system should not be deemed inadequate because aesthetic objectives, as defined by the Guidelines for Canadian Drinking Water Quality, are exceeded. A water supply system should also not be deemed inadequate because of*

OPERATION AND MAINTENANCE OF INFRASTRUCTURE
Assets and Facilities

Data Element	Description
	poor operator technique, neglect or improper operation. *Source: Housing Inspectors Report/Band Housing Co-ordinator/ Environmental Health Officers*

Sewage System

Data Element	Description
Sewage System	Number of housing units with the following sewage system services: **Piped** -The number of housing units with waste water disposal provided by a piped system. **Community Septic Field/Tank** -The number of housing units with waste water disposal provided by a **community septic** tank and field. **Individual Septic Field/Tank** -The number of housing units with waste water disposal provided by an **individual septic** tank and field. **Septic Truck** -The number of housing units with waste water disposal provided by a **septic truck**. **Other** -The number of housing units with waste water disposal provided by **other** means. **No Service** -The number of housing units with **no waste water disposal service**. *Source: Housing Inspectors Report/Band Housing Co-ordinator*
Sewage Disposal System	The number of housing units with the following sewage disposal categories: **Category 1** -The number of housing units whose household sewage is discharged to a collection and/or treatment system that is consistent with provincial/territorial practice, the latest edition of the Guidelines for Effluent Quality and Wastewater Treatment at Federal Establishments and the DIAND Levels of Service Standard (LOSS), and does not constitute an environmental threat. **Category 2** -The number of housing units whose sewage is discharged to a collection and/or treatment system that is INCONSISTENT with provincial/territorial practice, the latest edition of the Guidelines for Effluent Quality and Wastewater Treatment at Federal Establishments and the DIAND Levels of Service Standard (LOSS), and poses a health or environmental threat. **Category 3** -The number of housing units with no service that meets sewage disposal requirements. Note: **The number of housing units with no sewage servicing should be equal to the number of housing units classified as Category 3 for sewage effluent.** *NOTE: A sewage system should not be deemed inadequate due to poor operation technique, neglect or improper operation.* *Source: Housing Inspectors Report/Band Housing Co-ordinator /Environmental Health Officers*

Housing Units

Data Element	Description
Number of Houses Completed	The total number of housing units constructed during the reporting period. *Source: Completion Certificate*
Number of Houses Used for Special Purposes	Refers to self-contained housing, used as a principal residence, which includes the number of on-site care services and facilities, related to residents' common physical, social and emotional condition or disability. Examples include Children's Aid Home, homes for ex-prisoners (halfway house), homeless persons shelter, unwed mothers home, victims of family violence home, alcohol and drug abusers home, physically or mentally disabled adults or children home, families of hospital patients residence and senior citizens' nursing home. **Special Purpose** housing units are excluded from the **Total Units** count. *Source: Band Housing Authority/Band Housing Coordinator*

OPERATION AND MAINTENANCE OF INFRASTRUCTURE
Assets and Facilities

Data Element	Description
Number of Houses Deleted	The total number of housing units lost due to fire, natural disasters, etc. or demolished due to poor condition during the reporting period. *Source: Band Housing Authority/Band Housing Co-ordinator*
Number of Houses with Renovations Completed	Refers to the total number of housing units renovated during the reporting period. *Source: Band Housing Authority/Band Housing Coordinator*
Total Number of Housing Units on the Reserve	Refers to the <u>actual</u> total number of housing units on the reserve. *Source: Band Housing Authority/Band Housing Co-ordinator*

Community Services

Data Element	Description

Electrification	**Electrification** is a field used to indicate the type/level of community electrification service provided to this site. Available choices are:
	    1 - **Grid**
	    2 - **Diesel Generated, Full Service**
	    4 - **Other Generated, Full Service**
	    0 - **No-Service**
	    3 - **Diesel Generated, Restricted Service**
	    5 - **Other Generated, Restricted Service**
	Note: Electrification service provided to the community and identified by codes 1, 2 and 4 are considered **adequate**; those identified by codes 0, 3 and 5 are considered **inadequate**.
	Source: Band Housing Authority, Band Housing Co-ordinator, Band Directors of Public Works, Band Managers

Road Access	**Road Access** refers to the adequacy of road access within this site. Available choices are: 0 - **Inadequate** 1 - **Adequate** *Source: Band Housing Authority, Band Housing Co-ordinator, Band Directors of Public Works, Band Managers*
Solid Waste Disposal	**Solid Waste** is a field used to indicate the adequacy of the solid waste disposal facility used by this site. Available choices are: 1 - **Adequate**: Household solid waste disposal is defined as adequate if the solid waste from the housing unit is disposed to a facility that is consistent with provincial/territorial practice and DRM 10-7/42 (under revision) and does not constitute a health or environmental threat. 2 - **Inadequate**: Household solid waste disposal is defined as inadequate if the solid waste from the housing unit is disposed to a facility that is inconsistent with provincial/territorial practice and DRM 10-7/42 (under revision) and poses a health or environmental hazard. 3 - **No Service Provided** ***Note: A solid waste facility should not be deemed inadequate due to poor operator technique, neglect or improper operation.*** *Source: Band Housing Authority, Band Housing Co-ordinator, Band Directors of Public Works, Band Managers*

Fire Protection	**Fire Protection** is a field used to indicate the adequacy of the fire protection service at this site. Available choices are:
	1 - **Verified**: Service which is *verified* by a site survey conducted by a fire protection specialist and which either:
	    - meets Levels of Service Standard - Fire Protection Services (DIAND Corporate Manuals System, Vol. 1, Part 1-1, Appendix A) and is provided with a staffed and trained fire department; or
	    - has a substitute mutual aid or Municipal Type Agreement which provides the required

OPERATION AND MAINTENANCE OF INFRASTRUCTURE
Assets and Facilities

Data Element	Description

	material and staff.
	2 - **Not Verified**: Service that:
	  - is *not verified* by a site survey conducted by a fire protection specialist; and/or
	  - does not meet Levels of Service Standard - Fire Protection Services (DIAND Corporate Manuals System, Vol. 1, Part 1-1, Appendix A) and/or
	  - does not provide a staffed and trained fire department; and/or
	  - does not have a mutual aid or Municipal Type Agreement to provide the required material and staff.
	3 - **No Service Provided**
	Source: Fire Protection Specialist inspection reports

Contract	**Contract** is a field used to indicate if a fire protection contract or a mutual aid contract exists between this site and an outside agency. Available choices are: - YES/ NO **NOTE: If Contract is YES, then the Contractor field MUST be filled in.** *Source: Fire Protection Specialist inspection reports/Band Director of Public Works/Band Administrator*
Contractor	**Contractor** is the name of the outside agency providing fire protection or mutual aid services to this site. Maximum number of characters allowed is 20. Note: **If "Contract" equals YES, this section must be filled in.** *Source: Fire Protection Specialist inspection reports/Band Director of Public Works/Band Administrator*

SCHOOLS
Schools Annual Report: This information is required for resourcing and policy purposes. Used for long-term capital planning and reporting to Parliament, central agencies and DIAND's senior management.

Data Element	Description
Date of Last Fire Inspection	**Inspection** refers to fire inspection services and includes the periodic examination of buildings by a trained and qualified inspector to determine if construction, maintenance and operation conform to applicable fire safety codes, standards and requirements. This inspection is usually carried out by a trained member of the community fire brigade or department.
Number of Classrooms Used by Each Category	*Source: Building Certificates/Log Books/ School Register*
Number of Special Purpose Classrooms Available	*Source: Building Certificates/Log Books/ School Register*

CAPITAL ASSETS
Changes in Capital Assets: This information is required for operational, resourcing, planning and accountability purposes. It is also used to allocate resources, develop responses to ministerial and public inquiries, and to maintain DIAND's knowledge base.

Data Element	Description
Asset Name	*Source: CAIS*
Asset Number	The four-digit number code assigned to all assets. *Source: Existing Assets - CAIS*
Asset Extension Number	Indicates how many assets have the same asset number. Each will have a different extension number. *Source for Old Assets: CAIS* *Source for New Assets: DIAND*

OPERATION AND MAINTENANCE OF INFRASTRUCTURE
Assets and Facilities

Data Element	Description
Class	Numeric code 0-9 that corresponds to an asset class. *Source: CAIS*
Sub-class	Code A-Z that corresponds to the asset sub-class. *Source: CAIS*
Reserve Name	The name of the reserve where the asset is located. *Source for Old Assets: CAIS* *Source for New Assets: Band Administration*
Quantity	The quantity of the asset. *Source for Old Assets: CAIS* *Source for New Assets: Band Administration*
Capital Cost	This includes the acquisition and construction cost. *Source: CAIS*
Description or Use of Asset	This is in order to match the asset code to the asset. *Source: CAIS*
Category	Five categories are available: A - Buildings B - Utilities C - Grounds D - Transport E - Vehicles *Source: Capital Asset Inventory System*
Status of the Asset	Indicates whether the asset has been added, deleted, or modified. If so, provide details.

CAPITAL ASSETS
Completed ACRS Project Annual Report: This information is required for operational, resourcing, planning and accountability purposes. It is used to allocate resources, develop responses to ministerial and public inquiries and to maintain DIAND's knowledge base.

Data Element	Description
ACRS Project Number	This is the number assigned to the project.
Remarks	Describe condition of the asset.

CAPITAL ASSETS
Asset Operation and Maintenance (O&M) Review Annual Report: This information is required for planning and accountability purposes. It is used to develop capacity building plans and responses to ministerial and public inquiries and to report to the Auditor General.

Data Element	Description
ACRS O&M Rating	Rating of O&M effort by ACRS inspector.
Annual O&M Rating	Annual rating of O&M effort by the First Nation's maintenance personnel
Remarks	Describe O&M effort rating of an asset group or of the entire site.

COMMUNITY CAPITAL FACILITIES SERVICE DELIVERY
(Including Housing)

KEY TERMS

Progress Report on Capital Projects
Regular progress reports are needed on capital projects undertaken by First Nations when funding is through a funding arrangement that requires progress reports. These are required for the cash management policy to ensure that further advances are justified. Progress reports usually must be received by DIAND for the next payment to be released.

Certificate of Completion on Capital Projects
A Certificate of Completion showing that a capital project is finished must be completed at the end of every capital project. This is required before funding for operation and maintenance can be provided.

The Certificate of Completion should be filed with the overall project completion report within six months of project completion. It must be signed by the project manager after inspection by a CMHC-approved building inspector (for housing projects) or by another qualified inspection authority (for public buildings or facilities where public health and safety are involved).

Inspection reports or certificates by these authorities should be attached to the completion certificate.

Five Year Capital Plan
First Nations are required to submit an annual update of their Five Year Capital Plan. This list provides a projection for upcoming capital projects and forms the basis for the region's capital funding in the following fiscal years.

WHAT NEEDS TO BE SUBMITTED AND WHEN?

COMMUNITY-BASED HOUSING PLAN	CAPITAL PROJECTS:		
Community -Based Housing Plan Annual Report DUE March 31 for previous calendar year Volume I: Forms Tab I	**Progress Report on Capital Projects** DUE monthly or as per funding agreement Volume I: Forms Tab I	**Certificate of Completion for Capital Projects** DUE within 90 days after capital project is completed Volume I: Forms Tab I	**Five Year Capital Plan** *Annual Update* DUE March 31 for previous calendar year Volume I: Forms Tab I

DATA ELEMENTS DEFINITIONS AND SOURCE

This table describes the data to be collected and provides a justification for their inclusion. The various data elements are required for administrative, accountability and operational purposes.

For some data, the source is a formal document such as a completion certificate, a school register, or a university transcript. *For example, in Housing and Infrastructure, the source for data on the number of new housing units completed is a completion certificate signed by a qualified building inspector. This means data on the number of new housing units completed is gathered by counting the number of completion certificates. If 10 completed housing units are reported, there must be 10*

COMMUNITY CAPITAL FACILITIES SERVICE DELIVERY
(Including Housing)

completion certificates on file. **For the Operation and Maintenance of Infrastructure program data elements, the source for the data elements is as noted on the following table.**

CAPITAL PROJECTS
Progress Report on Capital Projects over $1 Million: The following table describes what data are collected and explains their inclusion. As well, a source has been identified to aid First Nations with the data collection.

Data Element	Description
Project Number	Required for operational, resourcing and accountability purposes. *Source: Project Proposal*
Project Title	Required for operational, resourcing and accountability purposes. *Source: Project Proposal*
Project Start Date	Required for operational, resourcing and accountability purposes. *Source: Project Manager*
Progress Report for the Period	Required for operational, resourcing and accountability purposes. *Source: Project Manager*
Completion Date	Required for operational, resourcing and accountability purposes. *Source: Project Manager*
Work Progress Compared to Original Project Schedule (Time)	Required for operational, resourcing and accountability purposes. To assess project schedule (time) performance. *Source: Progress Report Form Sub-total*
Work Done to Date (%)	To report work progress (%) in each phase to date (design, construction, commissioning or start-up). *Source: Project Manager*
Work Planned to Date (%)	To indicate work planned (%) in each phase by this date (design, construction, commissioning or start-up). *Source: Project Proposal*
Variance between Work Done and Work Planned to Date (%)	To assess time performance and control project schedule. *Source: Project Manager*
Actual Expenditures to Date ($)	To report expenditures ($) in each phase to date (design, construction, commission, continuing or start-up). Required for operational, resourcing and accountability purposes. *Source: Project Manager*
Budgeted Expenditures to Date ($)	Required for operational, resourcing and accountability purposes. To indicate planned budget ($) in each phase to date (design, construction, commissioning or start-up). *Source: Project Proposal*
Variance between Actual and Budgeted Expenditures to Date ($ %)	Required for operational, resourcing and accountability purposes. To assess cost and performance. *Source: Project Proposal*
Explanation of Variances between Planned and Completed Work (time and cost)	Required for operational, resourcing and accountability purposes. To assess time and cost performance and control cash flow accordingly. *Source: Project Proposal*
Source of Funds (for the capital project)	Required for operational, resourcing and accountability purposes. To control cash flow. *Source: Project Proposal*

ECONOMIC DEVELOPMENT

OVERVIEW

The Economic Development Program includes the following:
> **Community Economic Development Program**
> **Opportunity Fund**
> **Resource Acquisition Initiative Program**
> **Major Business Projects Program**
> **Resource Partnerships Program**
> **Resource Access Negotiations**
> **Regional Partnership Fund**

As a departmental funding requirement, all funding recipients are required to submit an annual Economic Development Report or a Project Status Report that outline in a quantitative and qualitative manner the performance results that have been achieved.

The Community Economic Development Program (CEDP) is one of the major DIAND's economic development program. The overall philosophy of CEDP is to encourage and establish community control over economic development.

CEDP is designed to provide long-term employment and business development opportunities to First Nations, Inuit and Innu by giving them the means to effectively manage skill development programs, economic institutions and business enterprises.

CEDP has two components for which funding is provided: **Community Economic Development Organizations (CEDOs)** and the **Regional Opportunities Program (ROP)**.
The annual Economic Development Report summarizes the results from these activities in the following areas:
< training and employment;
< business support;
< resource management support; and
< other economic development-related activities.

The objective of the **Opportunity Fund** is to provide "equity gap" funding to eligible recipients in order that they or one of their constituents can attract joint venture partners or secure conventional debt financing to take advantage of a business opportunity.

The **Resource Acquisition Initiative Program** objective is to assist First Nations, Inuit and Innu to establish viable resources businesses that will create employment and reduce social dependency through the acquisition of natural resource permits and licences, and/or funding resource sector and ancillary business opportunities.

The **Major Business Projects Program** will provide financial assistance to eligible First Nation, Inuit and Innu businesses via their respective Community Economic Development Organizations. The objective of the program is to enable the recipient to use the funding to lever conventional debt financing for business start-ups or expansions in order to pursue a major industrial, commercial or resource-based business opportunity.

The purpose of the **Resources Partnership Program** is to increase First Nation, Inuit, or Innu participation in major resource development. The Resources Partnership Program objective is to support First Nation, Inuit and Innu governments, organizations, and community-owned and controlled enterprises to strategically plan, negotiate and implement Joint Working Agreement leading to economic benefits from major regional resource-based development projects.

ECONOMIC DEVELOPMENT

The **Resource Access Negotiations Program** provides financial assistance for First Nation, Inuit and Innu communities to assist with resource-related negotiations. The objective of the program is to assist First Nation, Inuit and Innu communities to:
< access off-reserve natural resources;
< participate in the management of off-reserve natural resources;
< benefit from major projects through business, employment and other opportunities; and
< dispose of reserve natural resources
through projects that are environmentally sound and consistent with community needs and the principles of sustainable development.

The **Regional Partnership Fund** has been established to secure First Nation, Inuit, Innu participation in and expand economic benefit from regional economic infrastructure initiatives. The program is intended to combined both public sector and non-public sector investment for initiatives that will change the economic structure of an area and stimulate the local economy by providing for new businesses and generating significant employment opportunities for members in the several communities.

KEY TERMS

Community Economic Development Program
The first component of CEDP is Community Economic Development Organization (CEDO) are managed by and accountable to First Nations, Inuit and Innu communities, and assume the delivery of programs and services previously provided by the department.

CEDOs can be created by any of the following groups: tribal councils, bands and Inuit and Innu communities. Tribal councils, bands, Inuit and Innu communities are responsible for setting policies, retaining control over CEDO services and ensuring that quality of service and accountability are maintained.

The objectives of the CEDO program are to: assist in developing community economic strategic plans; provide advisory services; plan business or resource development projects; provide contributions, repayable contributions or loans to community members for training, business and/or resource development projects; take or hold equity positions in private or community enterprises; and provide job-related training, employment programs and management of financial and technical services.

The second, and relatively minor, component of CEDP is the Regional Opportunities Program (ROP), which for historical reasons is only funded in Saskatchewan, Ontario, Quebec, N.W.T. and the Atlantic. The goal of ROP is to provide the means to take maximum advantage of regional-wide economic opportunities through: establishing sectoral development advisory and extension services; accessing/participating in federal-provincial economic agreements; or making use of the programs and services of the federal sector departments. ROP can also fund policy research projects that are specific to the region, through political treaty organizations.

Keeping accurate records of individual economic events throughout the year will help prepare this annual report.

Detailed statistics on the results of the current and upcoming fiscal years must be compiled in the following areas:
< the number of training participants (whether or not they are social assistance recipients) and jobs obtained as a result of training;
< total number of training days;

< indirect training funds levered by the Community Economic Development Organization (CEDO);
< number of existing/new businesses that received technical support;
< the number of businesses started or expanded and the number of jobs created;
< indirect funds levered by the CEDO to support business expansions and new business startups;
< the number of resource projects that received technical support;
< the number of jobs created as a result of financial or technical support for resource management;
< the amount of indirect funds levered by CEDO to support resource management activities;
< the number of other economic development activities the recipient is involved in and the number of jobs created as a result of these activities; and
< the amount of indirect funds levered by the CEDO to support other related activities.

Maintaining accurate records

To assist First Nations, Inuit and Innu peoples, an example of log forms *(which can be photocopied, modified and developed in electronic formats)* are also included in this document. The log forms are a means of recording the individual data and First Nations, Inuit and Innu peoples **do not** need to submit them with the Economic Development Report.

Regional and national combined information will be made available for First Nations, Inuit and Innu use. Your DIAND regional office will the forms and additional information. A sample of this form is included in this Guide.

Project Funding and Investments
Project funding and investments for economic development are contributions intended to support economic development in training and employment, business support, resource management support and other economic development related activities.

Training and Employment
The key aspects of training and employment usually involve the transfer of concrete skills to increase employment options. Examples include courses in accounting, small business development, computers or other technical areas.

Business Support
Business support includes providing repayable and non-repayable contributions, loans and/or technical support to new and existing First Nations, Inuit and Innu businesses. A "business" may be engaged in manufacturing, construction, transportation, agriculture, aquaculture or services. Key indicators for improved business support are increases in the number of new businesses, business expansions and jobs created.

Resource Management Support
The resource sector includes mining, mineral extraction, forestry, sawmills, fishing, hydro generation, wind-power generation and tourism. Resource management for economic development involves financial or technical support to these sectors, including any activity related to co-management or resource access negotiation.

Other Economic Development-Related Activities
This section should include activities such as winter road management (in regions where winter roads are operated as economic development activities). Also include expenditures on seminars, conferences, consultant studies and other related economic development activities.

ECONOMIC DEVELOPMENT

Opportunity Fund and the Resource Acquisition Initiative Program
Eligible projects are business/resource projects that will establish or expand a viable business which will create sustainable jobs, enhance community wealth and reduce social dependency.

Eligible recipients include First Nation, Inuit and Innu Community Economic Development Organizations (CEDOs) that:
< have submitted an acceptable business plan;
< can substantiate an opportunity to establish a viable business/resource business and demonstrate the need for an equity contribution to complete the financing package;
< have the organizational development capacity with a proven record in business development; and
< have a record of regular and acceptable reporting.

The total of DIAND's contribution can not exceed the recipient's equity contribution nor can the total of all federal departments' economic development contributions exceed 40 % of the total project costs. Where the total federal contribution is between 25 - 40 % , the project assessment should demonstrate why the contribution of this size is being recommended.

Neither contributions from the federal government (excluding CEDO cash equity) and/or other assets without a readily marketable cash value shall be considered as the recipient's equity when calculating the eligible matching contribution portion.

Major Business Projects Program
Eligible projects are for-profit business and resource projects that will establish or expand a viable business thus creating community wealth and sustained economic growth which will provide significant benefits including: the creation of sustainable jobs and reduced social dependency; training opportunities and transferable workforce skills; the development and/or enhancement of commercial infrastructure; and secondary small business development and related economic spinoffs.

Eligible recipients include First Nation, Inuit and Innu proponents, via their respective CEDOs, that:
< have submitted an acceptable business plan;
< can substantiate an opportunity to establish a viable business and demonstrate the need for an equity contribution to complete the financing package; and
< can demonstrate sufficient knowledge and experience to meaningfully manage or participate in the proposed venture.

CEDOs must have the organizational development capacity with a proven record in business development and a record of regular and acceptable reporting.

Funding will be considered for projects whereby the total project value is greater than $2 million and the required equity contribution exceeds $500,000. All projects will be subject to the following conditions:
< DIAND's contribution cannot exceed the equity contribution of the First Nation, Inuit or Innu proponent;
< DIAND's contribution cannot exceed $3 million;
< the total of all federal contributions (repayable and non-repayable) cannot exceed 25 percent of the total project value;
< 10 percent of the proponent's equity contribution must be cash;
< the project proponent must demonstrate that DIAND funding is essential in order for the project to move forward. The DIAND contribution will not exceed an amount sufficient to complete the project financing package.

ECONOMIC DEVELOPMENT

When calculating the eligible matching contribution, unencumbered assets relative to the purpose of the business, cash and non-cash assets with a readily marketable cash value will be considered recipient equity. Contributions from the federal government excluding CEDO cash equity, will not be considered in the calculation of the proponent's equity.

Resources Partnership Program
Eligible Recipients include, First Nation, Inuit and Innu governments, organizations, and community-owned and controlled enterprises who have submitted, via their respective Community Economic Development Organization (CEDO) where applicable, to the appropriate DIAND regional office, a proposal containing the following information:
< a description of the proposed regional resource development project, including the total cost and time frames;
< a demonstration of anticipated or confirmed partners (i.e. province/territorial governments, developer(s)) willing to support First Nation, Inuit and Innu involvement in the large-scale resource development (except when requesting funding for early strategic planning activities, see next section);
< a demonstration of commitment from proponent/applicant in the form of equity and/or in-kind contribution;
< anticipated or confirmed support to be leveraged from partners;
< a detailed project budget including **all** funding sources; and
< a listing of the expected outcomes and benefits (i.e. investment in community, revenues to community, training, job creation, business development, infrastructure development).

This Resource Partnership Program (RPP) will co-fund strategic planning and negotiations activities leading to the creation of a Joint Working Agreement (JWA). This program will also fund early implementation of the JWA to a limited extent. Activities funded must have a direct benefit to First Nations, Inuit and Innu. Specific activities include:
I)   Stage One: strategic planning
   These activities are internal planning activities within the First Nations, and occur prior to the involvement of partner(s) in the negotiations. Specifically, strategic planning activities include:
   T   partnerships opportunity identification;
   T   consensus building; and
   T   priority setting for regional and community economic development.

II) Stage two: Joint Working Agreement Negotiations Activities
   These negotiation activities lead toward a Joint Working Agreement. Specifically, activities include:
   T   participation in government-industry collaborative planning mechanisms;
   T   negotiation with private sector and/or province/territory for a joint working agreement leading to increased participation in a major resource development;
   T   negotiations of government-industry collaborative implementation mechanisms;
   T   negotiations of government-proponent collaborative implementation mechanisms.
   T   administration related to the negotiations of joint working agreement;
   T   project feasibility studies;
   T   technical analyses;
   T   economic infrastructure need analyses;
   T   human resource and skills training needs analyses and planning;
   T   environmental impact assessment, when required to obtain licence/permit; and
   T   business plans and market analyses

This program is opportunity-driven. Funding allocations depend on regional opportunities for first Nation, Inuit or Innu participation in resource development, and types of projects funded will vary by region, depending on the types of resource sectors that are being developed.

ECONOMIC DEVELOPMENT

RPP funds projects that lead to increased First Nation, Inuit and Innu participation in large-scale natural resource developments in energy, mining, forestry, irrigation, eco-tourism, fisheries and agriculture sector partners. Projects are co-funded by provinces/territories and/or private sector partners.

The RPP provides funding as follows:
< **Priority** will be given to projects that are deemed to have regional impact and a wide-range of benefits (e.g. employment, skills transfer, infrastructure, resource royalty-sharing, small business development) to a number of First Nation, Inuit and Innu people or communities;
< **Leverage** of private sector and/or provincial/territorial governments funding or "services in kind" is a key eligibility criterion. The proposal must demonstrate willingness of partners (developer(s) and/or provincial/territorial government) to participate and show anticipated or confirmed funding/support (cash or in-kind contribution);
< The total **federal government funding** cannot exceed 50 percent of the total cost of eligible activities, with the exception of early strategic planning;
< For **early strategic planning only**, (before negotiations of a Joint Working Agreement) the RPP will fund up to 90 percent of the cost, and cost-sharing by province/ territory and developer(s) is not mandatory. Recipient to fund at least 10 percent of the costs;
< The program may provide funding for **more than one phase** of a project; upon demonstration of satisfactory completion of a phase of the project, proponent can apply for funding for future eligible activities.

Funding is provided to the eligible recipients by way of a funding agreements: where the funding type is a contribution, by way of amendments to existing annual agreements or new Contribution Agreements. Flexible Transfer Payments (FTP) will not be used to flow funds. Agreement must display objectives of funding and reporting requirements.Proponents of approved projects will be expected to enter into funding agreements with the following minimum terms and conditions:
< objectives to be achieved;
< provision that any money paid in excess, unexpended balances, disallowed expenses and any funds not disbursed for the purpose of the contribution agreement constitute debts due to the Crown;
< disclosure of the involvement of any former public servants and whether the Treasury Board post-employment guidelines apply;
< provision that all applicable federal environmental legislation and policies will be conformed with;
< full disclosure of all sources and purposes of financial assistance received by the recipient for the project; and
< recipient will provide an activity report describing activities carried out, impacts and benefits generated, and objectives achieved, and, if requested, a copy of completed work (i.e., report, agreement, study) funded by the program.

Resource Access Negotiations (RAN) Program
Eligible recipients include: Indian bands, Inuit and Innu communities and settlements, tribal councils and other institutions which have been mandated by their bands or communities to carry out activities on their behalf and which have a record of regular and acceptable reporting.

Eligible projects include:
< "Major project negotiating activities", with developers of off-reserve resource projects near reserves or communities and related parties in order to gain employment, business and other economic benefits.
< "Investment negotiating activities" for the sale, lease, disposition or development of band- or community-controlled lands and natural resources which have not been subject to development in the past, in order to gain employment, business and other economic benefits.

ECONOMIC DEVELOPMENT

< "Resource access negotiating activities", with provinces, territories and other resources owners or users, to access off-reserve natural resources in order to gain employment, business and other economic benefits.
< "Resource management negotiating activities and pre-negotiation planning activities", with provinces, territories and other resources managers to participate in the management of off-reserve natural resources in order to gain employment, business and other economic benefits.

Among other things, applications should include: a description of proposed resource development project, including its purpose; the name and address of the other negotiating party(s); the project work plan; project benefits and the time-frame in which they will occur; the project budget, including all funding sources; project cash flow; an explanation as to how the project fits into the applicant's community/organization plan and why the applicant believes the negotiations will succeed; a list of other funding sources that have been approached to fund the project; the applicant's past initiatives and expenditures which demonstrate a commitment to the project, and how the applicant will manage the work.

For further information on RAN program eligibility, level of funding, assessment criteria and reporting of results, please review the RAN Program Guidelines that are available at your DIAND regional office.

Regional Partnerships Fund
Eligible recipients include those identified under the Canadian Aboriginal Economic Development Strategy authorities e.g. Bands, Community Economic Development Organizations, Tribal Councils, Inuit and Innu economic organizations, etc..

Eligible recipients must submit an acceptable proposal containing, at minimum, the following information:
< describing the proposed major regional economic development initiative, including the total cost and time frames;
< describing the roles and responsibilities of the First Nation, Inuit and Innu proponent;
< describing the partner(s) and demonstrating that partners (i.e. province/territorial governments, developer(s)) are willing to support First Nation, Inuit and Innu involvement in the major regional economic development initiatives;
< showing that DIAND funding will effectively lever financial contributions from other governments;
< including a detailed project budget together with **all** funding sources;
< listing the expected outcomes and benefits i.e. revenues to community such as taxation, negotiated royalties, taxes, transferable workforce skills development and workforce experience, sustainable employment, business development, community and regional economic infrastructure development; and
< describing the partnership agreement in place, or being developed.

The Regional Partnerships Fund (RPF) will provide community and regional economic infrastructure development to First Nations, Inuit and Innu proponents of major regional economic development partnerships where the expected economic benefits will contribute to the long-term growth and sustainability of First Nations, Inuit and Innu communities and commercial enterprises that will result from the strategic investment. The range of resulting benefits to the First Nation, Inuit and Innu communities to be considered include:
< business development;
< short term and sustainable employment;
< transferable workforce skills development and workforce experience; and
< community revenues e.g. taxation, negotiated royalties, taxes.

Partnerships must include non-federal partners with a preference for private sector participation.

ECONOMIC DEVELOPMENT

The initiative will deliver economic development benefits, such as employment, contracting opportunities, economic infrastructure, etc. which are regional in application.

The initiative effectively levers financial contributions from other governments (including First Nation, Inuit and Innu, provincial/territorial and municipal governments) and/or the private sector to assist First Nations, Inuit and Innu participation and benefits.

A partnership agreement should already be in place or in the process of being finalized, in order to manage project priorities and funding arrangements with the project partners.

The degree of DIAND funding will be determined on a case by case basis and **will not exceed 66 percent** of the total project value. Funding may vary depending on project circumstances, expected benefits, and the findings of the cost/benefits analysis. Priority will be given to:
< projects which are regional in scope i.e. that have positive economic benefits for two or more First Nation, Inuit and Innu communities;
< projects including private sector participation

WHAT NEEDS TO BE SUBMITTED AND WHEN?

COMMUNITY ECONOMIC DEVELOPMENT PROGRAM (CEDP)	OPPORTUNITY FUND and the RESOURCE ACQUISITION INITIATIVE PROGRAM	MAJOR BUSINESS PROJECTS PROGRAM (MBPP)
Economic Development Report DUE annually on June 30 for the previous fiscal year ending March 31. Volume I: Forms Tab J	**Project Status Report** DUE 12 months after project start-up Volume I: Forms Tab J	**Project Status Report** DUE one, three and five years after project start-up. Volume I: Forms Tab J
RESOURCE PARTNERSHIP PROGRAM (RPP)	**RESOURCE ACCESS NEGOTIATIONS PROGRAM (RAN)**	**REGIONAL PARTNERSHIP FUND (RPF)**
Project Status Report DUE one, three and five years after CEDO has received funding. Volume I: Forms Tab J	**End-of-Project Report Form (Project Results)** DUE June 30 for the previous fiscal year ending March 31 Volume I: Forms Tab J	**Project Status Report** DUE on June 30 or 90 days after the full disbursement of the contribution on the first year, and on June 30 on the third and fifth year. Volume I: Forms Tab J

ECONOMIC DEVELOPMENT

DATA ELEMENTS DEFINITIONS AND SOURCE

This table describes the data to be collected. The various data elements are required for administrative, accountability and operational purposes. For some data, the source is a formal document such as a completion certificate, a school register, or a university transcript. For the Community Economic Development Program, the Opportunity Fund/Resource Acquisition Initiative Program, Major Business Projects Program, the Resource Partnership Program, and the Regional Partnership Fund, the source for the data elements is as noted on the following tables. For the Resource Access Negotiations (RAN) Program, the source for the data elements is the RAN project proposal and related documents. For further information; see the *RAN Program Guidelines*

COMMUNITY ECONOMIC DEVELOPMENT PROGRAM (CEDP)
2002-2003 Economic Development Report

Data Element	Description
A. IDENTIFICATION AND AGREEMENT TYPE	
	Source: DIAND funding arrangement and First Nation records
Recipient Name	Name of recipient (band/tribal council/other organization).
Contact	The economic development contact person.
Position	The title of the economic development contact person.
Recipient Number	The band/tribal council/other organization identifier number used on the funding agreement.
Agreement Type	Funding Agreement/Arrangement is one of five types: 1 - Comprehensive Funding Arrangement (CFA) 2 - Alternative Funding Arrangement (AFA) 3 - Financial Transfer Agreement (FTA). 4 - Canada/First Nations Funding Arrangement (CFNFA) 5 - DIAND/First Nations Funding Arrangement (DFNFA)
B. FINANCIAL SUMMARY - *Revenues*	*Source: First Nation financial statements*
DIAND, CEDP (CEDO/ROP)	Funds provided by the Department of Indian Affairs and Northern Development Community Economic Development Program (CEDP) for community economic development and where applicable, the regional opportunities program.
DIAND, OPP Fund/RAI	This should include any Opportunity Fund and/or Resource Acquisition Initiative project funding provided by DIAND in 2002-2003.
DIAND, Other (including RAN)	Funds provided by other DIAND programs for purposes to be utilized for economic development initiatives. Also include funds provided by DIAND for Resource Access Negotiations.
HRDC, Pathways	Funds provided by Human Resources Development Canada for skills training and development.
IC	Funds provided by Industry Canada (e.g., ABC (Aboriginal Business Canada program), FedNor, FordQ, WED, etc.) which flowed directly to the recipient for economic development program initiatives.
Other Federal	Funds provided by other federal agencies or departments.
Provincial/Territorial/ Municipal	Funds provided by provincial, territorial or municipal sources for economic development program initiatives.
Band Funds	Funds transferred from trust funds or other First Nations/Inuit programs and entities excluding programs specifically mentioned above.
Other	Funds that are not included in any other category.
B. FINANCIAL SUMMARY - *Expenditures/Investments:*	*Source: First Nation financial statements.*

ECONOMIC DEVELOPMENT

Data Element	Description
Administration/ Operations	Includes all expenditures for salaries, travel, rent, utilities, etc. for staff members directly employed in the delivery of the economic development program and services for the recipient for economic development initiative.
Project Funding	Includes expenditures on administrative/operations, training and employment, business support, resource management support and other economic development-related projects.

C. STATISTICAL INFORMATION	Source: First Nation Log Book (or equivalent documents)
Training and Employment Results	Includes results relating to all people who were placed in training or employment as a result of training and employment activities. Training refers to practical education in some task and/or profession. A lack of training is the principal barrier to employability. Employment is a key barometer of economic development.
Number of People Placed in Training Programs	The number of people placed in training programs, including: those employed at the time of training, unemployed and not in receipt of Social Assistance at the time of training and those in receipt of Social Assistance at the time of training.
Number of People Continuing in Employment After Training	The number of people who were employed at the beginning of training and remained employed after training was completed.
Number of Unemployed People Placed in Employment After Training	The number of people who were unemployed at the beginning of training, but secured employment after the training program ended.
Number of Social Assistance Recipients Placed in Employment After Training	The number of people who were recipients of social assistance when training began, but secured employment when the training was completed.
Total Number of Training Days	Total number of days devoted to training during the year for all those who participated in training programs.
Business Support Results	Includes results pertaining to First Nation, First Nation member and/or Inuit/Innu-owned and controlled businesses that expanded or were established during the year.
Total Number of Businesses Assisted During the Year (Expansion)	The number of existing businesses which received technical support. The number of existing businesses expanded and the number of jobs created through these expansions. Also the total indirect funds levered by the recipient which supported existing business to expand.
Total Number of Businesses Assisted During the Year (New Starts)	The number of new businesses that received technical support. The number of new businesses established and the number of jobs created by new businesses. Also the total indirect funds levered by the recipient that supported the creation of these new businesses.
Resource Management Support Results	For this report, resource management includes activities in mining, mineral extraction, forestry, sawmills, fishing, hydro generation, wind power generation and tourism. All activity related to co-management or resource access negotiation should be included here.
Total Number of Resource- Related Projects Assisted	The number of resource-related projects that received technical support and the number of jobs created through these projects. Also the total indirect funds levered by the recipient that supported resource related projects.
Other Economic Development- Related Activities	Includes activities such as winter road management (in regions where these are operated as economic development activities). Also includes expenditures on seminars, conferences, consultant studies and other related development activities.

ECONOMIC DEVELOPMENT

Data Element	Description
Number of other Economic Development Related Activities	The number of other economic development- related activities that received technical support and the number of jobs created through these other related activities the recipient is involved in, which meet the above criteria.

OPPORTUNITY FUND / RESOURCE ACQUISITION INITIATIVE / MAJOR BUSINESS PROJECTS PROGRAM (**EDOF, RAI, MBPP**)
Project Status Report

Applicant Information	*Source: Project Summary Report*
CEDO	This is the name of the First Nation, Inuit and Innu Community Economic Development Organization that received an Opportunity Fund and/or a Resource Acquisition Initiative Program contribution or through which the Major Business Projects Program was delivered.
CEDO Address	Current address of the CEDO.
Proponent	The name of the project proponent which received the contribution via the CEDO.
Proponent Address	Current address of the project proponent.
Project Name	The name of the project that received the contribution.
Project Information	
Business Description	Brief description of the project including the sector (e.g., Agriculture, Fishery, Forestry, Arts and Crafts, Tourism, Mineral/Mining, Oil and Gas, Trapping, Communication or Other) in which the business is involved, the product/service provided.
Ownership	Describe the ownership structure of the business entity, (i.e., percentage of Aboriginal/Non-Aboriginal ownership).
Business Location	Describe whether the business is located on or off-reserve, or in an Inuit or Innu community.
DIAND Contribution ($)	Identify the amount of funding received from DIAND and indicate the program (Opportunity Fund or Resource Acquisition Initiative) through which the funding was accessed.
Date Project Received DIAND Funding	Provide the date that the CEDO received the DIAND contribution for the project.
Business Financial Information	*Source: Audited Financial Statements*
Projected vs. Actual Sources of Funding	Provide a comparative analysis of the projected and actual sources of project funding**.**
Projected vs. Actual Uses of Funding	Provide a comparative analysis of the projected and actual uses of project funding**.**
Project Status	*Source: Audited Financial Statements*
Is the Project operational	Indicate whether or not the project is operational and, if yes, provide a narrative describing the benefits to date (i.e., skill enhancement among employees, jobs created for Aboriginals previously on social assistance, access to new markets, etc.).
Number of Jobs Created	Total number of new jobs (e.g., Aboriginal, Non-Aboriginal, full-time, part-time) created by this business
Number of Jobs Maintained	Total number of jobs maintained (e.g., Aboriginal, Non-Aboriginal, full- time, part-time) by this business.
If the Project is not operational	Provide an explanation if the project is no longer operational.
Report Completed	Sign, print your name, organization and date the Project Status Report form.

ECONOMIC DEVELOPMENT

Data Element	Description
RESOURCE PARTNERSHIP PROGRAM (RPP)	
Project Status Report	
Applicant Information	
Applicant Name/Project Title	This is the name of the First Nation, Inuit and Innu Community Economic Development Organization that received that has received proposal funding.
First Nation (s)	Name of proponent that received the contribution.
Date Disbursed	Date that the funds were disbursed.
Amount Disbursed	Amount of funds received by proponent.
Proposal Description	*Source: Project summary form*
Brief Description	Brief description of major resource development, including total cost and time frame:
Activities	Describe the activities for which the funding has been approved and the expected outcomes and benefits.
Partners	Identify partners and describe their commitment.
Project Status	
Status	What is the status of the initiative funded.
Objectives	What objectives have been achieved.
Impact and Benefits	Describe the impacts and benefits of the project (projected)
Report Completed	Sign, and date.
REGIONAL PARTNERSHIP FUND (RPF)	
Project Status Report	
Applicant Information	
Applicant Name/Project Title	This is the name of the First Nation, Inuit and Innu Community Economic Development Organization that received that has received proposal funding.
First Nation(s)	Name of proponent that received the contribution.
Date Funds Received	Date that the funds were received by the proponent.
Amount Received	Amount of funds received by proponent.
Proposal Description	*Source: Project summary form*
Brief Description	Brief description of the major regional infrastructure project or initiative this funding request is related to, including total cost and time frame (duration of the project).
Activities	Describe the activities for which the funding has been approved and the expected outcomes and benefits.
Conditions	List the conditions imposed to the project prior to disbursement.
Partners	Identify partners and describe their commitment.
Project Status	
Status	What is the status of the initiative funded.
Objectives	What objectives have been achieved.
Conditions Imposed	Report on the status of the conditions imposed to the project (when approved)
Joint Working Agreements	Report on the status of the Joint Working Agreements/Partnership Agreement (if applicable).
Report Completed	Sign and date.

OTHER PROGRAM REPORTING
(Including Policing and Health Transfer Services)

POLICING (SOLICITOR GENERAL)
Comprehensive Funding Arrangement (CFA)
Alternative Funding Arrangement (AFA)
Fixed Volume Financial Transfer Agreement (FTA) /
Canada/First Nations National Funding Agreement (CFNFA) /
DIAND/First Nations National Funding Agreement (DFNFA)

First Nations councils that have agreements with the Solicitor General to provide policing services on reserves are responsible for ensuring that policing meets provincial regulations and standards. As well, they must ensure that constables have appropriate provincial certification.

Band councils are required to submit an annual report on policing that includes:

- < a list showing the number of constables employed; and

- < the certification status for each constable.

The Solicitor General may also require other information. For more details on reporting requirements and deadlines, contact your DIAND regional office (See Tab A of this volume).

HEALTH (HEALTH CANADA)
Canada/First Nations National Funding Agreement (CFNFA)

First Nations who have joint DIAND/Health Canada agreements are required to submit reports as outlined in the Health Services' Reporting and Auditing Guidelines (Health Canada) listed in Volume I: Forms, Tab K.

Applicable to recipients funded under Canada/First Nations Funding Agreements (CFNFA), formerly Financial Transfer Agreements (FTA)

For more details on reporting requirements and deadlines, contact your DIAND regional office (Tab A of this volume).