

**Financial and Scope of Work Briefing Packet
for June 18, 2014 Gulf of Maine Association Meeting
for the work of
Gulf of Maine Council on the Marine Environment
and
Gulf of Maine Association
Fiscal Year July 1, 2014 – June 30, 2015**

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**Gulf of Maine Council through Gulf of Maine Association
Operating Budget for Fiscal Year ending June 30, 2014 vs Expected Results**

2012 -2017 Action Plan Goal and Activity numbers are highlighted in Purple

Approved on
September 6, 2013
by GOMA Board

	Total GOM Association FY 2014 Budget end June 30, 2014	Actual & Expected Changes	Expected GOM Association FY 2014 Results end June 30, 2014	Actual Results at May 31, 2014	% of expected	Remaining to spend in June 2014
INCOME						
US Federal Funding						
NMFS IV -yr 2	95,837		95,837			
NMFS IV -yr 3	390,000		390,000			
USGS Award end 9/2013	45,068		45,068			
USGS Award end 9/2014	43,163	3,099	46,262			
USGS/NOAA Order for Services		41,000	41,000			
NOAA/CPO -Year 2	80,587		80,587			
Total US Federal Funding	654,655		698,754			
Canada Federal Funding						
EC-AEI ending 03/31/2013		-1,202	-1,202			
EC-AEI ending 03/31/2014	50,000	-4,975	45,025			
EC-HOTO	15,000	29,551	44,551			
DFO ending 03/31/2013		-1,658	-1,658			
DFO ending 03/31/2014	15,000	-1,889	13,112			
Total Canada Federal Funding	80,000		99,828			
Membership Dues	61,000	-3,317	57,683			
Membership Dues -PY 2013	1,967	-1,967	0			
Nova Scotia Funding - Gulfwatch	4,856		4,856			
Nova Scotia Funding - GOM Report	2,335		2,335			
Maine Funding	2,563	1,000	3,563			
New Hampshire - Restoration	5,000		5,000			
Contributions-Royal Bank of Canada	100,000		100,000			
Contributions GOM Times Prior Year	1,155		1,155			
Registration Fees	2,850		2,850			
Fiscal Agent Income						
NRCC-NOAA/CSC for NRCC - US Federal	1,253,249	-534,850	718,399			
NRCC-NOAA/OCRM for NRCC - US Federal	82,992	-13,833	69,159			
RARGOM-Membership/Registration	19,250	-7,311	11,938			
Total Income	2,271,870	-496,351	1,775,519	1,384,587		
EXPENSES						
Education						
Information Technology (Cross-Cutting)	20,400		20,400	17,060	84%	3,340
Gulf of Maine Times (Cross-Cutting)	4,400		4,400	4,400	100%	0
Publication / Outreach	0	34,850	34,850	19,547	56%	15,303
Fund Development	33,000	-5,000	28,000	22,000	79%	6,000
Monitoring/Research (Goal #2)						
Gulfwatch (#2.1.1)	14,080	901	14,981	14,999	100%	
State of the GOM Report (# 2.2.3)	2,000	9,000	11,000	9,800	89%	1,200
Ecosystem Indicator Partnership (# 2.2.1)	86,088	13,765	99,853	91,612	92%	8,241
Climate Network (# 2.3.1,# 2.3.2,# 2.3.3)	88,766	9,495	98,261	96,449	98%	1,812
Habitat Restoration (Goal #1)						
Habitat Restoration (Grants) (#1.2.1)	433,798	-4,323	429,475	396,794	92%	32,681
Habitat Restoration (Coordinator) (#1.2.1)	80,000		80,000	75,280	94%	4,720
Management & Administration						
Secretariat (Coordinator)	47,000		47,000	42,783	91%	4,217
Secretariat (Meeting Expenses)	4,800		4,800	3,033	63%	1,767
Gulf of Maine Association	164,595		164,595	150,955	92%	13,640
Fiscal Agent Services						
RARGOM	17,500	-6,646	10,854	11,334	104%	
NRCC	1,221,490	-501,734	719,756	444,569	62%	275,187
Total Expense	2,217,917	-449,692	1,768,225	1,400,616	79%	368,106
Net Operating Surplus/(-Shortage)	53,953	-46,659	7,294	-16,029		

Gulf of Maine Council through Gulf of Maine Association

Unrestricted Board Designated Funds at June 30, 2013 - Audited	9,046
Unrestricted Net Assets at June 30, 2013 - Audited	103,319
Net Operating Surplus Expected at June 30, 2014 Estimate	7,294
Unrestricted Net Assets at June 30, 2014 Estimate	119,659

Gulf of Maine Council through Gulf of Maine Association Operating Budget for Fiscal Year ending June 30, 2015 with 2016 Budget Estimate

2012 -2017 Action Plan Goal and Activity numbers are highlighted in Purple

* Income from Unsecured Sources is highlighted in red

	Secured Funds GOM Association FY 2015 Budget end June 30, 2015	Unsecured Funds GOM Association FY 2015 Budget end June 30, 2015	Final GOM Association FY 2015 Budget end June 30, 2015	Draft GOM Association FY 2016 Budget end June 30, 2016
INCOME				
US Federal Funding				
USGS Award end 9/2014	23,888		23,888	
USGS NEW Award end 9/2015		89,582	89,582	35,418
USGS/NOAA Order for Services	40,000		40,000	
Total US Federal Funding	63,888	89,582	153,470	35,418
Canada Federal Funding				
EC-AEI ending 03/31/2015	47,000		47,000	
EC-Contributions		14,100	14,100	
DFO ending 03/31/2015		14,100	14,100	
Total Canada Federal Funding	47,000	28,200	75,200	0
Membership Dues	35,800	27,000	62,800	62,800
Registration Fees		1,200	1,200	
Fiscal Agent Income				
NROC-NOAA/CSC for NROC - US Federal	602,177		602,177	432,486
NROC-NOAA/OCRM for NROC - US Federal	174,740		174,740	
RARGOM-Membership/Registration	5,500		5,500	
Total Income	929,105	145,982	1,075,086	530,704
EXPENSES				
Education				
Information Technology (Cross-Cutting)	10,380	10,020	20,400	13,374
Fund Development	5,000	11,844	16,844	0
Monitoring/Research (Goal #2)				
Gulfwatch (#2.1.1)				
Unallocated - USGS to determine		40,362	40,362	12,222
State of the GOM Report (# 2.2.3)				
Ecosystem Indicator Partnership (# 2.2.1)	41,207	37,535	78,742	18,577
Climate Network (# 2.3.1,# 2.3.2,# 2.3.3)	54,435	0	54,435	
Habitat Restoration (Goal #1)			0	0
Management & Administration				
Secretariat (Coordinator)	23,500	23,500	47,000	47,000
Secretariat (Meeting Expenses)		1,200	1,200	
Gulf of Maine Association	82,880	16,552	99,432	43,851
Fiscal Agent Services				
RARGOM	5,000	0	5,000	
NROC	711,672	0	711,672	395,680
Total Expense	934,073	141,013	1,075,086	530,704
Net Operating Surplus/(-Shortage)	-4,969	4,969	0	0

Gulf of Maine Council through Gulf of Maine Association

Unrestricted Net Assets at July 1, 2014 - Estimate	119,659
Net Operating Surplus at June 30, 2015 Estimate	0
Unrestricted Net Assets at June 30, 2015 Estimate	119,659

**Gulf of Maine Council through Gulf of Maine Association
Operating Budget for Fiscal Year ending June 30, 2015 by Program**

	Information Technology	Fund Development	Council Coordination	US Association Management & Administration	Indicators & Environmental Reporting	Climate Network	Unallocated	Gulf of Maine Council TOTAL	Total Fiscal Agent Agreements	Gulf of Maine Association TOTAL
	Jul '14 - Jun '15	Jul '14 - Jun '15	Jul '14 - Jun '15	Jul '14 - Jun '15	Jul '14 - Jun '15	Jul '14 - Jun '15	Jul '14 - Jun '15	July '14 - June '15	Jul '14 - Jun 15	July '14 - June '15
Income										
US Federal Funding										
USGS -Yr 2					20,772			20,772		20,772
USGS -Yr 3					37,535		40,362	77,897		77,897
USGS-Order for services						34,000		34,000		34,000
Total US Federal Funding					58,307	34,000	40,362	132,669	0	132,669
Canada Federal Funding-EC					20,435	20,435		40,870		40,870
Membership Dues	20,400	16,844	47,000					84,244		84,244
Administration Income	3,701	3,055			11,811	9,065	6,054	33,687	65,745	99,432
Registration Fees			1,200					1,200		1,200
FISCAL AGENT INCOME										0
NOAA/CSC for NROC									551,359	551,359
NOAA/OCRM for NROC									160,312	160,312
RARGOM-Membership Dues									5,000	5,000
Total Income	24,101	19,899	48,200	0	90,553	63,500	46,416	292,670	782,416	1,075,086
Expenses										
Contractors	20,040	16,844	47,000	87,112	78,742	54,435	40,362	344,535	711,671	1,056,206
Independent Audit				9,500				9,500		9,500
Meeting Expenses			1,200					1,200	5,000	6,200
Liability Insurance & Annual Fees				2,820				2,820		2,820
Web Hosting & Maintenance	360							360		360
Administration Allocated	3,701	3,055	0	-99,432	11,811	9,065	6,054	0	65,745	0
Total Expense	24,101	19,899	48,200	0	90,553	63,500	46,416	358,415	782,416	1,075,086
Income over/(-under) expenses	0	0	0	0	0	0	0	-65,743	0	0

**Gulf of Maine Council through Gulf of Maine Association
Planned Contracts with Secured Funds (included in Contractor Scopes of Work)**

<u>PROGRAM CATEGORY/CONTRACT TITLE/CONTRACTOR NAME</u>	<u>Contract Amount</u>	<u>Secured Fund Source</u>	<u>Contract End Date</u>
<u>Education</u>			
Information Technology Support, Programming and Systems Administration- Yellahoose, LLC	10,380	Dues	12/31/2014
Information Technology Projects -Yellahoose, LLC	8,102	USGS-Yr2 =3,427; EC =4,675	3/31/2015
<u>Fund Development</u>			
Fund Development Coordinator - James Boyle (FY 2013-2014 contract extended through September, 2014)	5,000	Dues	9/30/2014
<u>Monitoring/Research</u>			
ESIP Program Manager - Christine Tilburg	35,540	USGS-Yr2=17,345; EC 18,195	1/5/2015
Climate Network Coordination, Product and Project Development and Communications and Outreach-Natural Choices, LLC	14,000	USGS-Order for Services	8/25/2014
Climate Network Coordinator -Natural Choices, LLC	18,000	EC	3/31/2015
Web/Database Systems Development for Climate Network Uday Kari	20,000	USGS-Order for Services	8/15/2014
<u>Management & Administration</u>			
Council Coordination -Joan LeBlanc	23,500	Dues	12/31/2014
Executive Director for the Gulf of Maine Association Krum Steele Consulting	31,006	Reimbursable Administration Income	12/31/2014
Finance Manager for the Gulf of Maine Association Lori Hallett	21,261	Reimbursable Administration Income	12/31/2014
Total Association Contracts included in Scope of Work	<u>186,789</u>		
<u>Other Committed Expenses</u>			
Independent Audit - Marshall & Libby, LLC	9,500	Reimbursable Administration Income	12/31/2014
Officers and Directors Liability Insurance Noyes, Hall & Allen Insurance	2,640	Reimbursable Administration Income	12/31/2014
	<u>198,929</u>		

**All Contractor Scopes of Work
For Work of the Gulf of Maine Council on the Marine
Environment
GOMA Fiscal Year July 1, 2014 – June 30, 2015
With Confirmed funding as of May 23, 2014
For June 18, 2014 Gulf of Maine Association Meeting**

**Prepared by Cynthia Krum, Gulf of Maine
Association Executive Director in coordination with
the Gulf of Maine Council on the Marine Environment
Committee Co-Chairs, Contract Managers and
GOMC Management and Finance Committee**

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<u>Monitoring/Research</u>	
ESIP Program Manager (\$35,540) <i>Christine Tilburg</i>	11
Climate Network Coordination, Product and Project Development, and Communications and Outreach (\$14,000) <i>Natural Choices, LLC</i>	14
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Web/Database Systems Development for Climate Network (\$20,000) <i>Uday Kari</i>	17
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Council Coordination (\$23,500) <i>Joan LeBlanc</i>	19
Executive Director for the Gulf of Maine Association (\$31,006) <i>Krum Steele Consulting</i>	22
Finance Manager for the Gulf of Maine Association (\$21,261) <i>Lori Hallett</i>	25

Notes:

- ***Six-Month Contracts*** - *Contracts funded by Dues or Management and Administrative fees are all 6 month contracts based on contracting only secured dues funding and predicted Management and Administrative funds for these contracts.*

EDUCATION

Scope of Work for: Yellahoose, LLC Contract Title: Information Technology Support, Programming and Systems Administration

Contract length: July 1, 2014 – December 31, 2014 (six months based on receipt of dues)

**Contract amount: \$10,380 (\$10,020 for core services + \$360 for annual hosting fee
10/1/2014- 9/30/15)**

Source of funds: GOMC Dues

Contract Manager: Prassede Vella

Contract review: Completed April, 2014 with recommendation for re-contracting.

Information Technology Support, Programming and Systems Administration Tasks and Deliverables:

Maintenance

- Maintain server computer hardware hosting Gulf of Maine Council websites, databases, email and files. (Ongoing)
- Maintain networks connecting servers host GoMC products to the WAN. (Ongoing)
- Update server computer hardware and networking as needed to ensure 24/7/365 availability. (Ongoing)
- Evaluate, update and test operating system and application software to ensure security patches and value-added feature enhancements are implemented. (Ongoing)
- Routinely (daily) backup GoMC websites, databases and files. (Ongoing)
- Periodically test backups to confirm that backups are complete. (Ongoing)
- Host the gulfofmaine.org website

Hosting

- Host the GOMC Websites

Support

- As-needed help GoMC contractors and end-users access and use GoMC's online products and services, like email, listserves, online forms, databases, control panel software and applications. (Ongoing)
- Promptly answer support-related issues submitted by phone or email, and if necessary address hardware and/or software problems. (Ongoing)
- Train committee co-chairs or contractors as needed in how to do website updates

Maintenance/Development/Design

- ESIP – Add content as requested such as:
 - Updates to website content including adding monthly journals when journal copy and images are available, meeting notes, edits to content. (Monthly and on-going)
 - Respond to ESIP requests to fix data links and tools.
 - Maintain, enhance and add data (geographic, time-series and location) to existing ESIP Reporting and/or Monitoring tools data sets.
- Media List
 - Update media list with contacts received from Outreach Committee or other contractors

- HRSC
 - Maintain and when necessary test and troubleshoot grant tracking system used by subcommittee. (As-needed)
 - Update habitat restoration web portal with content (dues dates and announcements, for example). (As-needed)
 - Add habitat restoration achievements and funding source recognition content.
 - Monitor automated reminders, and move these, in practical, into Constant Contact.
 - Add newly awarded restoration projects to tracking system, create users, and assign passwords.
- Climate Network
 - Maintain site, fix links (As needed)
- Overall GoMC
 - Continually, maintain and add data and information for GoMC committees and programs (As-needed)

Consulting

- Regularly update the Information Management subcommittee on hardware and software maintenance related events. (As-needed)
- Participate as-needed in meetings in-person and in telephone conference calls with GoMC and its committees and subcommittees. (As-needed)
- At Working Group meetings, if meeting time permits, present with the IM subcommittee an update on IT as used by GoMC and its committees and subcommittees. (TBD)

Scope of Work for: Yellahouse, LLC
Contract Title: Information Technology Projects

Contract length: July 1, 2014 – March 31, 2015

Contract amount: \$8,102 (ESIP - \$5,667; Climate Network - \$2,435)

Source of funds: EC and USGS

Contract Manager: Prassede Vella, Contract Facilitators (ESIP and Climate Network Co-chairs)

Contract review: Completed April, 2014 with recommendation for re-contracting.

Information Technology Projects Tasks and Deliverables

A. Ecosystem Indicator Partnership Project

USGS Component Schedule and Amount:

- Completion Date – September 30, 2014
- USGS \$3,427

Objective and Deliverables:

Technical Objective – Review and update ESIP web-tool functionality, as well as update ESIP web site and populate ESIP web-tools with new monitoring and indicator data sets.

Outputs include:

1. Regular calls with the ESIP Program Manager on IT/web needs – monthly or as needed
 2. Perform modifications or upgrades to the ESIP web site and web tools – as requested
- Current modifications or upgrades include:

- Add a ‘Search’ feature for the ESIP web pages – on or before September 1st
 - Improve the ‘About Site’ page – on or before September 1st
3. Upload indicator data for remaining Tier 1 indicators to the ESIP website and web tools
 - Coastal Development – on or before September 30th
 - Fisheries
 4. Maintain and provide monthly web site statistics

B. Ecosystem Indicator Partnership Project

EC Component Schedule and Amount:

- Completion Date – January 5, 2014;
- EC \$2,240

Objective and Deliverables:

Technical Objective – Review and update ESIP web-tool functionality, as well as update ESIP web site and populate ESIP web-tools with new monitoring and indicator data sets

Outputs include:

1. Regular calls with the ESIP Program Manager on IT/web needs – monthly or as needed
2. Perform modifications or upgrades to the ESIP web site and web tool – as requested
Current modifications or upgrades include:
 - Create new “stories” web pages on the ESIP website that will contain data and textual information on relationships between watershed attributes and estuarine condition in select watersheds – on or before January 2, 2015
 - Create a “stories” button on the ESIP website that links to the watershed “stories”- on or before January 2, 2015
3. Upload new indicator data/information to the ESIP website and web tools (specific indicators TBD) – on or before December 23, 2014
4. Upload new information materials or tools to the ESIP website – on or before December 23, 2014

B. Climate Network Project

EC Component

Schedule and amount:

- Completion Date – March 31, 2015
- EC \$2,435

Tasks/Deliverables:

1. Role the existing “training video” page into the “community toolkit,” expand the scope of the toolkit to multiple pages, and creating a separate page/tab for the new dashboard and web version of the Climate Impacts and Outlook.
2. Web page content expansion, incorporate more regional success stories and relevant media articles (provided by Climate Network) – and feature those more prominently.
3. Add graphical content as needed.

FUND DEVELOPMENT

Scope of Work for: James J. Boyle Contract Title: Fund Development Coordinator

**Contract length: December 2, 2013 – September 30, 2014 (extended three extra months)
Contract amount: \$5,000 in FY 2014 -2015 (Total contract amount was \$25,000; \$20,000 will be used for December 2, 2013 – June 30, 2014; \$5,000 applied for July – September, 2014)**

Source of funds: GOMC Dues

Contract Manager: GOMA Executive Director

Contract Facilitator: Don Hudson

Contract review: Completed April, 2014 with recommendation for extending current contract for 3 months.

A. Assist in identifying and securing public and private funding (75%-80%)

Tasks:

- identify, evaluate and select/recommend appropriate funding resources; and
- conduct initial outreach to foundation staff to determine level of interest and potential likelihood of funding; and
- introduce GOMA/Council members to foundation staff; and
- prepare proposals for public and private funding sources.

Deliverables:

1. Research and identify possible funding resources:

- Spreadsheet/table of potential public and private grant/funding sources per GOMA/Council priority areas (includes focus areas, deadlines for applications, funding range):

Deliverable dates to GOMA: First Draft – January 5, 2014; additional drafts -March 10 and May 25, 2014

2. Evaluate and prioritize appropriate funding resources

- Regularly updated document showing priority selection of funding sources for outreach and/or proposals. Product would list:
 - a. public grant sources, match with potential GOMC projects, funding limit, and time line/submittal date
 - b. foundations to approach for funding immediately and possibilities for the future, contact names, ‘ask’ range, match with potential GOMC projects, plans for foundation outreach (including GOMA board members, committee Co-chairs or committee contractor needs) and timing of proposals. Ongoing
 - c. long-term proposal submittal goals

Deliverable date to GOMA: First Draft – January 25, 2014; updated March 10, May 25

3. Provide schedule/ongoing needs for proposal preparation and submittal - Prepare highest priority proposals to public or private sources for submittal by GOMA based on Deliverable #2 document.

- Contact (preferably by phone or visit, but e-mail or “Letters of Inquiry” if necessary) at least 3 funding sources per week (12 per month, or approximately **72 contacts** over the term of the contract) to discuss GOMA priorities and establish mutual interests

- Running in tandem with the funder contacts, submit formal proposals public grant opportunities or to contacts expressing interest in the project-specific or general work of GOMA, at the rate of at least one proposal submission per week (or approximately 20 from January through June dependent on proposal size).

Deliverable date to GOMA: Report on those contacted, proposals written at February 10, March 10, May 25 and June 25, 2014 and September 30, 2014 (showing portion of expected contacts above)

B. Consult on and Assist with Endowment Development and Ecosystem Designation (20%-25%)

Tasks:

- identify, evaluate, select and begin making connections for mitigation funding, foundation and federal avenues for long term program or endowment funding; and
- develop and begin to implement strategy for a special body of water designation for the Gulf of Maine in the US; and
- develop and begin to implement strategy for a special body of water designation for the Gulf of Maine/Bay of Fundy in Canada.

Deliverables:

1. In coordination with the GOMA Executive Director, prepare
 - Strategy document including steps taken for special body of water designation in both Canada and US. **Deliverable date to GOMA: June 25, 2014 (progress report sent March 10, 2014)**
 - Report on steps taken and recommended next steps for long term funding/endowment including research on possibility for receiving mitigation funding. **Deliverable date to GOMA: June 25, 2014 (progress report sent March 10, 2014)**

MONITORING/RESEARCH

**Scope of Work for: Christine Tilburg
Contract Title: ESIP Program Manager**

GOMC Action Plan 2012 - 2017 activity number: 2.2.1

Contract length: July 1, 2014 – January 5, 2015

Contract amount: \$35,540

Source of funds: EC and USGS

Contract Manager: Matt Liebman

Contract review: Was completed April, 2014 with recommendation for re-contracting.

USGS Component - July 1, 2014 – September 30, 2014

USGS Amount: \$17,345 (3 months)

Tasks (USGS):

Technical Objective 1 – Ensure on-going coordination and implementation of EcoSystem Indicator Partnership (ESIP) activities that build on the existing Tier 1 indicators plan, advance the Tier 2 indicators plan, and support ESIP goals under the Gulf of Maine Council on the

Marine Environment (GOMC) 2012-2017 Action Plan. The focus will be on a) developing cross-cutting and/or interdependent indicators and b) communicating about indicators and presenting ESIP web-tools to targeted users.

Outputs include:

- Regular consultation with ESIP Steering Committee and ESIP co-chairs
- Coordination of indicator subcommittees and any additional ad hoc indicator working groups
- Collaboration with other GOMC committees relevant to ESIP and its indicators
- Provision of technical guidance and data/database quality assurance for indicator data and/or ESIP web tools
- Oversight, preparation and/or publication of updates/edits to the ESIP website
- Preparation and coordination of input for communication materials such as fact sheets, journal articles, handouts, social media posts or video productions, with appropriate committee and peer review.
- Preparation of materials to include in grant proposals
- Preparation of monthly progress updates on the status of activities and milestones of the ESIP work plan
- preparation of briefing materials and presentation on ESIP activities for the GOMC Working Group and Council
- Preparation of annual report highlighting ESIP activities, accomplishments, and the use and influence of ESIP data and tools (e.g. web trends, partnerships, etc.)
- Preparation of materials to fulfill requirements of existing and potential grants

Technical Objective 2 – Support and conduct external promotion of ESIP and its products and partner/collaborate externally with existing and/or potential indicator partners.

Outputs include:

- Preparation of presentation materials
- Carrying out of presentations, support opportunities for presentations by ESIP Steering Committee members, or where feasible, arrange for panels presentation by ESIP Network members
- Provision of technical guidance or expertise on ESIP and ecosystem indicators to external partners, as deemed appropriate by the ESIP Co-chairs/Steering Committee Preparation of summary reports from ESIP presentations about the audience, reactions and/or needs
- Preparation of summary reports from external partner meetings/workshops about current activities and ESIP linkages/opportunities

Deliverables (USGS):

Technical Objective 1:

1. Summary reports for ESIP Steering Committee and Indicator sub-committee meetings – monthly
2. Update of the ESIP website, including journal entries, social media posts or uploading of new communication materials – monthly
3. Video production and uploaded to the ESIP website highlighting ESIP web tools – by July 31st
4. Grant preparation material – as requested

5. Progress reports on accomplishments and status of activities and milestones of the ESIP Work Plan – monthly
6. Presentation materials for GOMC Working Group and/or Council meetings - 2 weeks prior to meetings
7. ESIP annual report – by July 31st
8. Reporting information for USGS grant requirements (to GOMA Executive Director) – by July 10th

Technical Objective 2:

1. Presentation materials – as requested
2. Summary reports for external meetings attended and ESIP presentations provided – monthly

EC Component - October 1, 2014 – January 5, 2015

EC Amount: \$18,195 (3 months, 5 days)

Tasks (EC):

Technical Objective 1: Collaboration with existing and/or potential indicator partners in both Canada and the U.S.

Outputs include:

- Identification and engagement of potential new indicator partners.
- Identification of potential indicators to monitor and track upstream activities influencing downstream conditions, indicator data needs, potential data sources and data gaps
- Conceptualization of relationships between watershed attributes and estuarine condition indicators
- Identification of potential ‘pilot’ sites for consideration in phase 2
- Identification of existing models linking upstream and downstream conditions for consideration in phase 2

Technical Objective 2: Data collection and integration

Outputs include:

- Work with project partners to compile and integrate available information on the selected indicators, where it has not already been compiled.
- Provision of technical guidance and datasets/database quality assurance for indicator data and/or ESIP web tools

Technical Objective 3: Dissemination of information/results

Outputs include:

- Preparation and oversight in uploading of indicator data/information to the ESIP web-sites (e.g. web-tools)
- Preparation and coordination of input for communication materials such as fact sheets, journal articles, handouts or social media posts, with appropriate committee and peer review
- Preparation of web materials or tools for disseminating project information/results
- Publication of communication/web materials to the ESIP website
- Preparation and presentation of project status and results at select meetings (e.g. ACAP Saint John, Bay of Fundy Ecosystem Partnership, Regional Association for Research on the Gulf of Maine, etc.)

Deliverables (EC):

Technical Objective 1:

1. Report highlighting relationships between watershed attributes and estuarine condition (text and conceptual diagrams), list of indicators selected, datasets required, data sources and data gaps – by January 2nd
2. Framework for selecting ‘pilot’ sites for watershed stories – by December 23rd

Technical Objective 2/3:

1. Compiled, quality assured and analyzed indicator data for select indicators completed and uploaded to the ESIP website and web-tools – by December 23rd
2. Create a watershed “stories” template that can be accessed through a button from the ESIP webpage and create a ‘pilot’ story – by January 2nd
3. ESIP journal article to highlight project activities – by January 2nd
4. Presentation materials – as needed
5. Summary reports from external presentations – within 3 weeks of a presentation
6. Preparation of materials to fulfill requirements of existing and potential grants – by January 5th

Scope of Work for: Natural Choices, LLC Contract Title: Climate Network Coordination, Product and Project Development, and Communications and Outreach

GOMC Action Plan 2012 - 2017 activity number: 2.3.1, 2.3.3

Contract length: April 28, 2014 – August 25, 2014

Contract Manager: Ellen Mecray

Contract amount: \$14,000 (a portion will be invoiced prior to June 30, 2014)

Source of Funds: USGS/NOAA

Contract review: Was completed April, 2014 with recommendation for re-contracting.

A. Product Development

Tasks:

Overall: In coordination with the Climate Network Co-chairs, develop a list of requirements for all products below.

1. Quarterly Outlook
 - Assist with scheduling content team calls and review/edit final content (2-3 calls in May/early June).
2. Quarterly E-bulletin
 - Lead development for quarterly E-bulletin (June) and prepare content.
3. Dashboard
 - Expand existing Content Team for Quarterly Outlook, to also serve needs of the dashboard
 - Coordinate Content Team calls (every two weeks after May 23, 2014).
 - Outline a timetable for populating the dashboard and track deadlines. Ongoing to dashboard deadline on August 15, 2014.

4. NExUS

- Share current list of Phase II improvements list with IT contractor
- Schedule monthly NExUS sub-team meetings (May, June, July) with IT contractor present to review improvements and iterate on improvements list
- Continue to add sector-specific content to needs assessment section, including notes from infrastructure, health, and emergency management sectors.
- Consider revisions, as needed, based on customer feedback
- Meet, as needed, with IT contractor to clarify content and progress towards Phase II completion by July 25, 2014

Deliverables/Completion Dates:

1. List of requirements/timelines for all products – May 9, 2014
2. Product development teleconference summaries – approximately twice a month/as needed (ongoing)
3. Participate in production and content for the of Quarterly Climate Outlook – final is due June 25, 2014
4. Prepare and broadly release E-bulletin and Outlook - immediately following submission (around June 25, 2014)
5. Initial Dashboard content to contractor - July 3, 2014
6. Track completion of Dashboard tasks – August 15, 2014
7. NExUS website content updated – July 25, 2014

B. Communications Plan and Outreach on Projects

Tasks:

Overall: In coordination with the Climate Network Co-chairs, develop a timeline for tasks below.

1. Lead development of a written communications plan for the Climate Network with target audiences, key messages, and methodologies including Constant Contact, media and social media
2. Lead outreach efforts for all Climate Network products including:
 - a. Review and content development for the Climate Network's website
 - b. Preparing press releases and distribution of the Quarterly Climate Outlook with the e-newsletter
 - c. Using the communications plan to extend the knowledge and use of the NExUS database and the dashboard (see focus groups as well).
3. Organize participants, develop agenda, and lead in-person or virtual (webinar format) focus groups to determine outreach focus, usability of all Climate Network products.
 - Includes holding focus group(s) to test the functionality and usability of the dashboard and evaluate usefulness of NExUS.
4. Serve as lead content developer for Climate Network responses to project development requests, on-going
5. Preparation of meeting notes, briefing packages, and Network activity summaries for Council and Working Group meetings (June 2014).

Deliverables/Completion Dates:

1. Final Climate Network Communications Plan – May 23, 2014
2. Press releases for e-bulletin and outlook – soon after June 25, 2014 deadline
3. Communications/outreach/focus groups (on-going per developed timeline)
4. Briefing notes and other information for GOMC meetings – due May 23, 2014

5. Develop Climate Network content for project development opportunities – ongoing through August 25, 2014

C. Overall

1. Provide information for reports to NOAA and USGS as requested by Gulf of Maine Association Executive Director, in concert with the contract manager.

Scope of Work for: Natural Choices, LLC Contract Title: Climate Network Coordinator

GOMC Action Plan 2012 - 2017 activity number: 2.3.1, 2.3.3

Contract length: August 26, 2014 – March 31, 2015

Contract Manager: Ellen Mecray

Contract amount: \$18,000

Source of funds: EC

Contract review: Was completed April, 2014 with recommendation for re-contracting.

A. Product Development

Tasks:

5. Quarterly Outlook
 - Assist with scheduling content team calls and review/edit final content for three (3) Quarterly Outlooks (6-9 calls in late August/early September; November/early December, 2014; February/early March, 2015).
6. Quarterly E-bulletin
 - Lead development for quarterly E-bulletin (September 2014, December/early January, 2014/2015 and March, 2015) and prepare content.

Deliverables/Completion Dates:

8. Product development teleconference summaries –as needed (ongoing)
9. Participate in production and content for the three Quarterly Climate Outlooks – final is due September 25, 2014; December 23, 2014; March 25, 2015)
10. Prepare and broadly release E-bulletin and Outlook - immediately following submission (around September 25, 2014; December 23, 2014; March 25, 2015)
11. Press releases for e-bulletin and outlook – soon after September, 2014 December/January, 2014/2015 and March, 2015 deadlines.

B. Communications Plan and Outreach on Projects

Tasks:

Overall: In coordination with the Climate Network Co-chairs, develop a timeline for tasks below.

6. Carry out elements of the Climate Network communications plan in June 2014.
7. Gather and, after CN Steering Committee review, work in coordination with the web support contractor to upload to the CN web page webinars, videos and PowerPoint presentations related to climate impacts and ecosystem-based adaptation.
8. Gather feedback regarding usability of Outlook:

- Hold focus group(s) with local decision makers for input on Quarterly Outlook. Organize participants, develop agenda, and lead in-person or virtual (webinar format) focus groups to determine outreach focus.
- Solicit feedback from readers (to help guide additional features over time and gauge the value of the resources offered).
- 9. Serve as lead content developer for Climate Network responses to project development requests - on-going.
- 10. Preparation of meeting notes, briefing packages, and Network activity summaries for Council and Working Group meetings – dates TBD.

Deliverables/Completion Dates:

1. Report on Communications Plan activities – October 25, 2014 and March 31, 2015
2. Reader response, Communications/outreach/focus groups (on-going per developed timeline)
7. Briefing notes and other information for GOMC meetings – **TBD**
8. Develop Climate Network webpage content and coordinate to upload - ongoing
5. Develop Climate Network content for project development opportunities – ongoing through March 31, 2014

C. Overall

1. Provide information for reports to EC as requested by Gulf of Maine Association Executive Director, in concert with the contract manager.

Scope of Work for: Uday Kari

Contract Title: Web/Database Systems Development for Climate Network

GOMC Action Plan 2012 - 2017 activity number: 2.3.1, 2.3.3

Contract length: April 28, 2014 – August 15, 2014

Contract Manager: Ellen Mecray

Contract amount: \$20,000 (a portion will be invoiced prior to June 30, 2014)

Source of funds: NOAA (transferred through USGS)

Contract review: N/A

A. Develop a useable public friendly web-based Dashboard of climate data (\$7,000)

Tasks:

9. Build framework and add content (provided by Contract Manager and Content Team) for multi-section Dashboard
 - Build upon the concepts in climate.gov and PaCIS (pacificcis.org/dashboard)
 - Participate in Content Team calls every two weeks to review development and make needed revisions (interactive improvement). Provide feedback and follow timeline provided by Content Team.
 - Develop container (HTML, CSS, Scripts etc.) and immutable graphics (logos, background etc.).
 - Provide for accessibility/future updating with open source code
 - Enter and edit content provided

- Sub-contract design work, ensure consistency with NOAA and GOM look/feel, provide mock-up and coordinate needed revision(s)
- Coordinate with Climate Network Coordinator, Gulf of Maine Council IT contractor and Contract Manager to determine final NOAA and GOMC uploads. Includes determining saving to hard drive, space needs, location and code transfer.

Deliverable/Completion Date:

1. Initial Framework (layout with minimal science content) for Review – May 23, 2014
2. Iterations for review by Content Team, every 2 weeks after May 23, 2014
3. Final draft for review, July 31, 2014
4. Completed multi-page Dashboard with Climate Data – August 1, 2014
5. Dashboard loaded to GOMC website and NOAA websites on or before August 15, 2014
6. All source codes delivered to NOAA and GOMC on or before August 15, 2014

B. Enhance neclimateus.org. (NExUS) Website (\$8,000)

Tasks:

1. Finalize NExUS enhancements.
 - Work with Content Team to prepare task order and timeline for Phase Two enhancements (all enhancements that can be made without architectural changes to the database design will be considered subject to budget). Enhancements will include but are not limited to: the home page, contact page, all existing worksheet interfaces will be scrubbed and refreshed; Graphic work for this project will be enhanced to include Canadian climate regions.
 - Complete Phase Two enhancements (see separate list from user feedback)
 - Work with Content Team to review all enhancements

Deliverable/Completion Date:

1. Task order list and progress report on enhancements to date – May 23, 2014
2. Participate in monthly calls w NExUS sub-team to review Phase II list and requests (May, June, July)
3. Make occasional calls with GOMC Climate Network Coordinator to review enhancements
4. Complete Phase II non-structural NExUS enhancements – July 25, 2014

C. Systems Architecture (\$5,000)

Tasks:

1. Prepare prioritized list with options for needed system architecture changes
2. With NExUS sub-team, determine if there are some desired systems architecture changes (for Dashboard and/or NExUS) that can be done within budget, and execute those changes.

Deliverable/Completion Date:

1. Catalog list of systems architecture changes, for future iteration. August 15, 2014

D. Reporting and invoicing

1. Please see Appendix B for reporting/invoicing schedule. All invoices will include a progress report.

Deliverable/Completion Date:

1. A final report will be due August 15, 2014.

MANAGEMENT & ADMINISTRATION

Scope of Work for: Joan LeBlanc Contract for: Council Coordination

Contract length: July 1, 2014 – December 31, 2014 (six months based on receipt of dues)

Contract amount: \$23,500

Source of Funds: GOMC Dues

Contract Manager: Steve Couture, Working Group Chair

Contract review: Completed April, 2014 with recommendation for re-contracting

A. Tasks, Products and Deliverables:

1. Policy and Council Coordination

Task 1.1: The Coordinator will serve as the primary point of contact. The Coordinator will be responsible for overall Council management and logistics, providing support and continuity for Council management and internal policy functions.

Specific work elements of this task include:

- Assist/coordinate development/update of internal administrative and operational policies (e.g. Terms of Reference, Reference Handbook, Publications Protocol, etc.)
- Provide support to Secretariat Team as needed.
- Coordinate with Working Group (WG) Chair and Committee Co-Chairs to ensure Council activities are in line with Action Plan priorities.
- Assist WG Chair in tracking and follow-up on status of decision implementation and progress on action items.
- Assist Council and provide recommendations on the formation of new committees, *ad hoc* groups, and advisory groups, as needed.
- Provide orientation and support to current and incoming Secretariat as needed.
- In coordination with WG Chair, coordinate process for filling vacant Committee Co-chair, or Council seats.
- Assist the Secretariat in carrying out an organizational assessment consistent with direction to be provided by Council at the June 2014 meeting.

2. Administrative and meeting support

Task 2.1: The Coordinator will provide operational and administrative support and council for the Working Group (WG) Chair. The Coordinator will assist the WG chair in the organization of three (3) Working Group meetings and one (1) Council meeting per year. The schedule for which meetings will fall within this six month contract has not yet been determined.

Specific work elements include:

- Develop goals for the meeting.
- Solicit agenda items and provide placeholder list that includes items from past meetings, call summaries, and any other Working Group and Council sources, to WG chair. Draft and finalize Working Group and Council meeting agendas in collaboration with the WG Chair.
- Prepare briefing packet –

- Disseminate request for briefing documents and set deadlines for submissions, follow-up with reminders to gather materials needed for all applicable agenda items.
- Work with WG Chair to prepare briefing materials for items related to Council Coordination functions.
- Collect materials submitted and compile according to final agenda. Produce PDF of briefing book. Post briefing packet and other meeting documents to the Council website in advance of the meetings.
- Compile presentations from presenters before start of meetings for smooth flow of presentations.

Products and Deliverables:

- Agenda placeholder lists and final agendas for three (3) Working Group and one (1) Council meeting.
- Completed briefing packet - seven working days prior to meeting
- Compile presentations from presenters as available

Task 2.2: Attend and provide summaries for three (3) Working Group meetings and one (1) Council meeting.

Note: The schedule for which meetings will fall within this six month contract has not yet been determined – this will be edited after the June 2014 GOMC meetings.

Products and Deliverables: Prepare meeting summaries for each meeting and record action and decision items and work with the WG Chair to evaluate accomplishments at the end of the meeting.

The Coordinator will prepare a list of key action items / decisions within two (2) weeks of the meeting's conclusion and distribute to the WG and Council. The Coordinator will also provide draft meeting summaries to the Working Group and Council for feedback. The Coordinator will prepare a final draft, with comments incorporated, and distribute to the WG and Council within four (4) weeks of the meeting's conclusion.

Task 2.3: Assist the WG chair in convening quarterly Management and Finance Committee (M&F) conference calls.

Products and Deliverables:

- Schedule call and check that a call-in bridge is available for that date and time.
- Draft and finalize agendas in collaboration with the WG Chair. Distribute agenda and materials to Committee members at least two (2) days in advance of call.
- Prepare call summaries, record final actions and decisions. Distribute summaries to M&F for feedback. Final draft summaries will be provided to M&F within two (2) weeks of the call, and then sent together with relevant supplementary materials to Working Group and Council.

Task 2.4: Provide support to the Secretariat Team including participating and providing advice as appropriate during monthly Secretariat Team calls in the role of Coordinator.

Products and Deliverables:

- Schedule call and check that a call-in bridge is available for that date and time.
- Draft and finalize agendas in collaboration with the WG Chair. Distribute agenda and materials to the Secretariat Team at least two (2) days in advance of call.

Task 2.5: Provide ongoing support and assistance to Committees.

Specific work elements for the Coordinator include:

- Assist Committee Co-Chairs in the scheduling and organization of Committee meetings as needed.
- Keep listserv and member information current.
- Assist Committee Co-Chairs with development and/or revision of Terms of Reference.
- Committee Reporting: Coordinate process for committee preparation of annual reporting, priority project write-ups, and / or other committee planning and reporting processes needed to track committee work plan progress in relation to the Action Plan. Compile reports into an annual summary to be provided to Council members (timing of report to be determined in collaboration with WG Chair).
- Track/oversee follow-up of action items and meeting deadlines.

Products and Deliverables:

- Up-to-date committee listserves - as needed
- Up-to-date committee Terms of Reference - as needed
- Committee reports consolidated into summary reports for Council.

3. GOMC Communications

Task 3.1: The Coordinator will facilitate communication among and with the various Council organizational entities and partners and serve as the main point of contact.

Products and Deliverables: The Coordinator will provide support for Council communications by:

- Maintaining specific website content related to WG and Council meeting information, meeting materials, presentations, work plans, reports, and committee membership lists.
- Regularly updating records in People Finder and listserves.
- Responding to inquiries from Council agencies, partners, stakeholders and the public.
- Preparing orientation package and materials for new Council, Working Group, and Committee members. Provide orientation and welcome to new members.

Products and Deliverables:

- Update website content, listserves, and Peoplefinder as needed.

4. Monthly Reports

Products and Deliverables: Provide a monthly work report to the WG Chair and to the Gulf of Maine Association.

Scope of Work for: Krum Steele Consulting
Contract Title: Executive Director for the Gulf of Maine Association

Contract length: July 1, 2014 – December 31, 2014

Contract Amount: \$31,006

Source of Funds: Management and Administrative fee

Contract Manager: Don Hudson, GOMA Chair

Contract Review: Completed April, 2014 with recommendation for re-contracting

Note: Tasks/deliverables below are for the Gulf of Maine Council on the Marine Environment, and fiscal agent arrangements with the Northeast Regional Ocean Council and Regional Association for Research on the Gulf of Maine.

Tasks:

Financial Management and Internal Controls

1. **Oversee Budget Preparation:**
 - Determine need (based on funding received), schedule and format for Final Annual Budget for current year, \ and budget summaries for presentations.
 - Review income and provide expense information for individual project budgets if determined there is a need for preparing Final Annual Budget.
 - Review preliminary drafts and final version of budgets and summaries with Finance Manager.
2. **Financial Reports:** Determine schedule and format, provide information and review Financial Reports for Management and Finance, Gulf of Maine Association (GOMA), Gulf of Maine Council (GOMC), Working Group and Fiscal Agent projects.
3. **Presentations:** Present Budgets in meetings of the Management and Finance Committee; GOMA Board of Directors; Council; and Working Group. Present to project leads and Fiscal agent leads as needed.
4. **Fund Accounting and Estimates:**
 - Consult with Finance Manager on fund accounting on an as needed basis.
 - Provide expenditure estimates and six-month prediction information to Finance Manager and review Budget vs. Actual Results Analysis.
 - Review indirect calculations and reserve account balances, cash-flow forecasts and propose and oversee management practices with Management and Finance, GOMA. Review bank reconciliations.
 - Communicate with committee co-chairs, contract mangers, program managers, fiscal agent leads as needed.
5. **Manage negotiation for contracts and invoicing for:**
 - a. **Annual Dues:** provide dues payment predictions and timing of invoicing. Prepare tasks/deliverables sections for service agreements in lieu of dues.
 - b. **All other multiple sources** received by the Association for the work of the Council and fiscal agent projects.
6. **Oversee Payments:**
 - Receiving, gathering contract manager approvals, coding, and submission of all invoices that are ready to pay to Finance Manager (check against, contracts and grant requirements) and forward final list of checks to GOMA Board president or designee.

7. Annual Audit: Oversee work of an auditing firm including appropriate filing of required audit documents and IRS Form 990 and assist in audit as needed.
8. Internal Controls: Provide recommendations, carry out, and make decisions regarding internal controls and GOMA policy, practices and documents.

Grant Application and Management from Grantors and to Grantees

1. Fund Development:
 - Provide oversight for Fund Development.
 - Assist with coordination of project development and other Fund development tasks as needed.
 - Coordinate fund development communication with GOMA Executive Committee.
 - Edit proposals, prepare budget justification and US Association references, coordinate preparation of financial support information and submittal of funding applications.
2. Review all contracts from grantors. Assure Association compliance with grant conditions.
3. Coordinate fund transfer methods such as contracts/contribution agreements (includes coordinating with funders and answering questions, preparing budget justifications and proposals including project tasks and deliverables in coordination with project managers, and sending to Finance Manager for processing funding/contribution agreements).
4. Coordinate with project managers and contractors to gather needed information and prepare narrative progress reports, requests for extensions to grantors and budget justifications for existing grants. Coordinate with Finance Manager for financial reporting in progress reports to grantors.
5. Oversee closing out of grants as needed.

GOMA Business Coordination

1. Coordinate 1-2 GOMA meeting dates, and arrange for a quorum and proxies.
2. Hold Executive Committee Calls as needed.
3. Prepare agendas, other documents and presentations as needed for GOMA meetings or calls.
4. Maintain Association Board of Directors membership, orient new members and update letterhead.
5. Edit two to four (1-2) GOMA Board Meeting Summaries prepared by Finance Manager; prepare Executive Committee meeting summaries.
6. Maintain Board Record book at legal firm.
7. Negotiate fiscal agent agreements as needed and oversee agreements.
8. Edit GOMA website as needed.

Contract Administration and Contractor Communications

1. Oversee Contract Preparation:
 - a. Coordinate and make decisions, in accordance with funding requirements and in response to new funding sources, with contract managers to prepare necessary documents and details for Scopes of Services, contract budgets and contract amendments.
 - b. Forward final information and appendices to Finance Manager for contract preparation and execution of all GOMA (contractor and grantee) contracts, amendments and extensions.
 - c. Make decisions on changes to contract language template as necessary.

2. Contract Management:

- Communicate with contractor's and contract managers concerning GOMA policies and practices.
- Act as Contract Manager for the Finance Manager and Fund Development Coordinator.
- Address contractor-contract manager issues and contractor-contractor issues. Coordinate with Working Group Chair and Management and Finance as needed.
- Recruit and decide on new Contract Managers, provide orientation and support as needed.
- Assist Contract Managers with contract termination when necessary.

3. Oversee Contractor Selection

- Assist Contract Managers in preparing Council contract position announcements and coordinate with Information Technology contractor for release.
- Coordinate committee co-chairs/contract managers to carry out competitive review process and contractor selection.
- Retain applications and competitive view process documentation.

Meeting Participation and Working Group Chair Support

1. Attend 1 Working Group (via teleconference or in person) and up to 1 Council meeting and prepare documents and presentations for meetings and answer questions as needed. Participate in 2 Management and Finance Committee and monthly Secretariat Committee calls and prepare documents and presentations for calls as needed. Assist with re-organization plans for GOMA if needed.
2. Provide information to aid Working Group Chair in decision making and organizational understanding.
3. Meeting Registration fees: Coordinate invoices, receipts, response to questions, and collection of payments at all meetings.
4. Review and edit all financial/GOMA related sections of meeting minutes.
5. Review Meeting location agreements and costs if GOMA is paying.

Products and Deliverables:

	Deadline
Receiving, checking against grant requirements, coding, and submission of invoices once a month (with limited occasional additional checks) to Finance Manager for check-preparation, email final check list to Board President for signing	1st of month
Coordinate timing and provide information for provisional and final budgets	November
Provide contract management for Finance Manager and Fund Development Coordinator	ongoing
Review Annual Audit	November
Assist with fund-development	ongoing
Coordinate Scopes of Work and contract negotiation in coordination with Contract Managers	as-needed
Prepare proposals/deliverables for on-going funding sources	as-needed
Make decisions regarding Association policies	as-needed
Prepare Progress reports for Grantors	as-needed
Prepare agenda, documents, participate in and review minutes for one US Association meetings, present budgets	December

Prepare documents and attend one Council and one Working Group Meeting	December
Participate in Management and Finance and Secretariat calls	Monthly
In Coordination with contract managers, finalize contractor Scopes of Work and contract conditions and coordinate contracts preparation	on-going
Provide information for documents to Finance Manager and present individual budgets (if needed) on Management and Finance	October/November,

Scope of Work for: Lori Hallett

Contract Title: Finance Manager for the Gulf of Maine Association

Contract length: July 1, 2014 – December 31, 2014

Contract amount: \$21,261

Source of Funds: Management and Administrative fee

Contract Manager: Gulf of Maine Association Executive Director

Contract Review: Completed April, 2014 with recommendation for re-contracting

Note: Tasks/deliverables below are for the Gulf of Maine Council on the Marine Environment, and fiscal agent arrangements with the Northeast Regional Ocean Council and Regional Association for Research on the Gulf of Maine.

Tasks:

Accounting & Financial Management

1. Manage and Maintain accounting system for the Association of US Delegates to the Gulf of Maine Council on the Marine Environment (GOMA).
2. Coordinate and assist with yearly external audit and tax preparation (form 990 and A-133 single audit). Includes - provide all requested documents and information, attend all required meetings, assist and host fieldwork, accounting at year-end including all required year-end adjustments and reconciliation of all accounts. Includes calculating unrestricted net-asset balance at year-end and in coordination with Auditors, calculating indirect rate Auditor indirect cost rate letter.
3. In coordination with Executive Director, prepare Annual Final Budget for current year only if significant additional funding sources are received. Prepare one Budget vs. Actual Results Analysis, track actual expenditures for all programs against budgets, and prepare one report.
4. Prepare and calculate cash flow position and unrestricted net asset balances. Prepare summaries for GOMA Executive Committee and ED when cash flow problem is anticipated or as needed.
5. Track application of actual indirect rate per budgets (some vary based on funder limitations and year funding received).
6. Complete and submit all required financial reports for Federal Funds and financial sections of progress reports including cumulative Federal Award amounts spent to date and required match information.
7. Make required filings with state and federal agencies as a 501c3 nonprofit organization.

8. Manage receipt of funds from all sources (draw-downs, checks and on-line payments) including invoicing, receiving, follow up when needed and status reporting (e.g. Federal grants, foundation grants, donations, meeting registration fees, annual GOMC dues). This includes changing draw down procedures as required by funders.
9. Manage and perform all bank transactions, write checks once each month with occasional additional checks if needed, make all required entries, and reconcile bank accounts and forward bank reconciliations.
10. Prepare all needed financial reports for Management and Finance meetings, GOMA Board meetings, Council meetings, Working Group meetings and committee meetings as needed for use in management decisions.
11. Provide general ledgers, profit and loss statements, balance sheet and bank reconciliations to Executive Director (bank reconciliations are also sent to GOMA Treasurer).
12. Submit above listed budgets, reports and documents to Executive Director as needed and coordinate with Executive director on budget and financial report needs.

Grant Management from Grantors and to Grantees

1. Ensure that all funding agreements are returned, signed and filed. For all hard copy agreements, ensure that all signature & notarized sections are completed, provide instruction for signor, and include and attain all requested materials (certificate of Good Standing, Vendor Forms, Form W-9, Account set up forms, etc.)
2. Submit all required documents via online systems or manually including grant applications, application receipt confirmations, tracking proposal status, grant acceptances, grant extensions, special award conditions, work-plan and budget approvals, progress and final reports, financial reports, extension requests (follow all existing and new funder's compliance requirements).
3. Maintain all online systems such as CCR, Dunn and Bradstreet, Grants online, Grants.gov and FedConnect.
4. Review grant submittal instructions for all grant applications, assist with budget justification preparation, prepare/provide required financial and other supporting documents (e.g. Board of Directors list, non-profit status letter, federal forms), and submit funding applications once approved by Executive Director and as required by funder.
5. Record cash and in-kind match amounts required by funders
6. Prepare, manage and maintain Master Project Status Reports for all sub-awards including grantee information, start & end date, extended date, Grant ID Number and corresponding Federal Award Number, Award Amount, amount paid to date, Balance Due, and approved final match amount Forward Master Project Status Reports to, Project Coordinators, Contract Managers quarterly and monthly to Executive Director
7. Provide written acknowledgement for contributions/sponsorships.

Contract and Organizational Administration

1. Conference Calls:
 - Participate in 1 Management and Finance Committee conference call for financial report and budget presentation if needed.
 - Participate in 1-2 US Association Board Conference calls/meetings via conference call and take meeting Summary. Present financial information to board.

2. Managing Contract Administration:

- Prepare and send all Association contracts and amendments after receiving information and approval to prepare from Executive Director. Track contract execution (send reminders as needed) and end-dates for all Association contracts and amendments.
- Review and verify Actual Contract Expenditures agree with contract.
- Print all invoices, compile and print approvals. Prepare Summary list and forward to Executive Director.

3. Mail and File Management:

- Manage all mail for the Association including postage (sometimes expedited). Maintain filing system and file retention (paper and electronic) for all contractors, vendors, grantors, grantees and all financial files.

Products and Deliverables:

Completion date

Prepare and deliver checks for approved payments for the Association once a month with limited additional checks on as needed basis.	7 th of each month
Month end closing of accounting system including all required monthly adjustments, indirect calculations, bank reconciliation, cash draw downs, and credit card payments	monthly
Prepare and deliver financial statements to the Executive Director	Quarterly
Prepare and deliver bank reconciliations to Executive Director and GOMA Treasurer	monthly
Prepare and deliver financial reports and summaries for Management & Finance Committee and GOMA and	October/November ,
Prepare and deliver required financial reports for all Government Funding	when required
Prepare and deliver financial statements to Program Managers and fiscal agent representatives via e-mail and to other program managers upon request	quarterly
Prepare Revised Budget for current fiscal year if needed.	November
Prepare projections of income reserve account balances (unrestricted and restricted), and indirect rates	October/November and
Year-end closing of accounting system	July 31
Assist and prepare for annual external audit	annually
Prepare and send all Association contracts	Annually and on-going
Prepare and store all hard copy files and files retained including contractor, vendor, grant and grantee files	Annually
Invoice for funds and track all payments received	As needed
Track check and credit card payments (via PayPal) and perform all banking on behalf of Association and RARGOM	As needed