

Gulf of Maine Council through Gulf of Maine Association
Operating Budget for Fiscal Year ending June 30, 2017 with Actual Results through April 2017 plus Estimate

	Revised GOM Association FY 2017 Budget end June 30, 2017	Actual GOM Association FY 2017 (period End 5/8/17)	Estimate GOM Association FY 2017 (May/June 17)	TOTAL Projection GOM Association FY 2017 (Total Year Est)	Fav/(Unfav) Act FY16 vs Budget
		(invoicing thru April 17)	(invoicing for May/June)		
US Federal Funding					
USGS Award Ending 10/31/16	44,151	42,740	-	42,740	(1,411)
Total US Federal Funding	44,151	42,740	-	42,740	(1,411)
Canada Federal Funding					
EC-GMI ending 03/31/2019	24,587	24,358		24,358	(228)
EC- AEI ending 03/31/2018	11,511	12,891	4,606	17,497	5,986
DFO ending 03/31/2017	15,000	15,000	-	15,000	-
Total Canada Federal Funding	51,098	52,249	4,606	56,855	5,758
GOMC Membership Dues	47,131	22,898	19,973	42,871	(4,260)
NH Fee Agreement	9,000	9,000		9,000	-
Contributions- Maine Community Foundation					-
Total Gulf of Maine Council Funding	56,131	31,898	19,973	51,871	(4,260)
Fiscal Agent Income					
NROC - US Federal	159,212	90,819	9,395	100,214	(58,999)
RARGOM-Membership/Registration	7,073	6,979	-	6,979	(93)
ECHANGE RATE LOSS/Interest Income		(1,022)	-	(1,022)	(1,022)
Estimated Income	317,664	223,663	33,974	257,637	(60,027)
EXPENSES					
Education					
Information Technology	12,400	7,775	2,700	10,475	1,925
Secretariat (Coordinator)	47,000	39,600	7,400	47,000	-
Secretariat (Meeting Expenses)	2,500	300	2,200	2,500	-
Monitoring/Research					
Ecosystem Indicator Partnership	54,984	54,405		54,405	579
Climate Network	9,450	10,636	4,003	14,639	(5,189)
Management & Administration					
Gulf of Maine Association	49,584	36,865	7,350	44,215	5,369
Fiscal Agent Services					
RARGOM	6,430	6,048		6,048	382
NROC	142,154	81,088	8,388	89,476	52,678
Total Expense	324,501	236,717	32,041	268,758	55,743
Net Operating Surplus/(-Shortage)	(6,837)	(13,054)	1,933	(11,121)	(4,284)
Gulf of Maine Council through Gulf of Maine Association					
Unrestricted Net Assets at June 30, 2016 (audited)	\$ 122,242			122,242	
Less: Dues carryforward included in above income	\$ (5,468)				
Net Operating Surplus at June 30, 2017	\$ (6,837)			\$ (11,121)	
Unrestricted Net Assets at June 30, 2017	109,937	0	0	111,121	

Gulf of Maine Association
Operating Budget for Fiscal Year ending June 30, 2018

Red print denotes unsecured sources - see dues summary for more detail

	2017 - 2018 GOM Association Budget end June 30, 2018	DRAFT 2018-2019 GOM Association Budget end June 30, 2019
INCOME		
US Federal Funding		
Total US Federal Funding	-	-
Canada Federal Funding		
EC GMI ending 3/31/19	13,108	5,567
EC- AEI ending 03/31/2018	3,220	-
DFO ending 03/31/2018	15,000	15,000
Total Canadian Federal Funding	31,328	20,567
Membership Dues		
Nova Scotia Dept. of Intergovernmental Affairs (\$20K CAD)	14,665	7,333
New Brunswick Environment & LG (\$10K CAD)	7,333	7,333
Massachusetts CZM	18,000	18,000
Maine Coastal Program	9,000	9,000
NH Fee Agreement	9,000	9,000
Total Gulf of Maine Council Funding	89,326	71,232
Fiscal Agent Income		
NROC - US Federal	3,136	-
RARGOM-Membership/Registration	7,840	7,840
Total Fiscal Agent Funding	10,976	7,840
Total Income	100,302	79,072
EXPENSES		
Education		
Information Technology	9,780	7,200
Secretariat (Coordinator)	47,000	47,000
Secretariat (Meeting Expenses)	2,500	2,500
Monitoring/Research		
Ecosystem Indicator Partnership	8,039	4,021
Climate Network	2,800	-
Management & Administration		
Gulf of Maine Association	20,704	11,954
Fiscal Agent Program Expense		
RARGOM	7,000	7,000
NROC	2,800	-
Total Expense	100,623	79,675
Net Operating Surplus/(-Shortage)	(320)	(603)
Detail of Shortage:		
Dues Shortfall/Excess	3,717	(601)
GOMA Association	\$ (4,037)	\$ (3)
Total Shortfall	\$ (320)	\$ (603)
Gulf of Maine Council through Gulf of Maine Association		
Unrestricted Net Assets at June 30, 2017 (Unaudited- Estimate)	\$ 111,121	110,801
Carryforward Dues	\$ -	-
Net Operating Surplus/(Shortage) FY 2017/2018	(320)	\$ (603)
Estimated Unrestricted Net Assets at June 30, 2018	110,801	110,197

Note: The above Unrestricted Net Assets for year end June 30, 2017 are estimated based on current year end projections and includes a projected Favorable Dues variance of \$5,839.

Gulf of Maine Council through Gulf of Maine Association
Membership Dues Summary
Dues Projections FY 17-18 & FY 18-19

Exchange Rate: 0.733

Red indicates unsecured

Dues/Contribution Agreement By Source:

	FY 17/18	FY 18/19
	<u>2017-2018 Dues</u>	<u>2018-2019 Dues</u>
Canada Federal -DFO	\$ 15,000	\$ 15,000
Nova Scotia Intergovernmental Affairs	\$ 14,665	\$ 7,333
New Brunswick Environment & LG	\$ 7,333	\$ 7,333
New Hampshire DES	\$ 9,000	\$ 9,000
Massachusetts CZM	\$ 18,000	\$ 18,000
Maine Coastal Program	\$ 9,000	\$ 9,000
	<u>\$ 72,998</u>	<u>\$ 65,665</u>
Excluding DFO/NH Agreements	\$ (24,000)	\$ (24,000)
Carryforward of FY16-17 unspent dues		
True Membership Dues	<u>\$ 48,998</u>	<u>\$ 41,665</u>

Note: These funds solely for Council Coordination

Allocation of Dues:

Council Coordination/Meeting expense	\$ 49,500	\$ 49,500	J. LeBlanc same as FY16/17 at \$47K, meeting exp at \$2.5K
Council Coordination Admin	\$ 8,352	\$ 8,352	
IT	\$ 9,780	\$ 7,200	Avg of \$800/mo for FY17-18, Avg of \$600/mo. For FY18-19
IT Admin	\$ 1,650	\$ 1,215	
Subtotal - Council Coordination/IT	<u>\$ 69,282</u>	<u>\$ 66,266</u>	
Excess/(Shortage) Dues	<u>\$ 3,717</u>	<u>\$ (601)</u>	

GOMC and Fiscal Agent Management and Administration - Gulf of Maine Association

7/1/17-6/30/18 DRAFT BUDGET

Original Reviewed and Approved by: Don Hudson

<u>Acct#</u>	<u>Account Name</u>	<u>Proposed Amount for 17-18 Budget</u>	<u>Explanations</u>	<u>FY 19</u>
4000	Federal Funding			
4010	Maine Funding			
4020	Massachusetts Funding			
4030	New Hampshire Funding			
4040	Nova Scotia Funding			
4050	New Brunswick Funding			
4060	Membership Dues			
4070	Corporate Funding			
4080	Individual Funding			
4090	Organizational Funding			
4100	Foundation Funding			
4700	Miscellaneous Funding			
4800	Management/Administration	16,667	Amount covered by Administration Revenue from Funding Agreements	11,951
4900	Interest Income			
	Total Income	<u>\$16,667</u>		<u>\$11,951</u>
6000	Contractors	5,000	Executive Director for period from July 1, 2017 through September 30, 2017	5,850
6000	Contractors	5,700	Bookkeeper from July 1, 2017 through December 31, 2017	4,800
6000	Contractors	3,750	Bookkeeper for period from January 1, 2018 through June 30, 2018	
6000	Contractors	0	September 1, 2017 - June 30, 2018 (TBD)	
6010	Accounting	4,950	Annual Review - Marshall & Libby (Full Audit is \$6,500)	
6030	Printing & Publications			
6070	Meals & Entertainment			
6080	Facility Rental			
6100	Legal Fees			
6110	Annual Fees	215	Annual Reports (\$35) Registrations (\$10); PO box fee (\$120); bank fees; Regis. Agent Fee (\$50)	215
6115	Insurance	1,089	Officers and Directors Liability Insurance - Coverage through 12/12/17 (\$1,089 premium per year)	1,089
6120	Web Hosting/Maintenance			
6130	Bank Charges			
6200	Grants/Action Plans			
	Total expenses	<u>\$ 20,704</u>		<u>\$ 11,954</u>
6800	Management/Administration			
	TOTAL EXPENSES	<u>\$ 20,704</u>		<u>\$ 11,954</u>
	Net Surplus/(Shortage)	<u>\$ (4,037)</u>		<u>\$ (3)</u>



**GOMC (Gulf of Maine Council on the Marine
Environment)**

**All Contractor and GOMA (Gulf of Maine
Association) Scopes of Work
Contracted through GOMA**

**For Fiscal Year July 1, 2017 – June 30, 2018
(Project based contracts span fiscal years)**

**Document for June 8, 2017 Gulf of Maine Association
Board of Directors Meeting**

**Prepared by Cynthia Krum, GOMA Executive
Director in Coordination with the GOMC and GOMA
Contract Managers**

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CORE SERVICES

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

Contract Length: July 1, 2017 – December 31, 2017 (6-month contract based on Secretariat recommendation)

Contract Amount: \$4,890 for 6 months (21% reduction from prior year)

Source of funds: GOMC Dues

Contract Manager: Prassede Vella

Contract review: Completed March, 2017 with recommendation for re-contracting

A. Hosting Tasks and Deliverables

For One Server (\$180 hosting fee for 10/1/2017- 9/30/18):

Note: Second server for ESIP will be terminated – can just use one server

- Routinely (daily) backup GOMC websites, databases and files.
- Periodically test backups to confirm that backups are complete.
- 12 month hosting of GOMC site

B. Information Technology Support, Programming and Systems Administration Tasks and Deliverables: (\$9,420)

Server Maintenance/Updates:

- 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)

Support

- Assist GOMC contractors and end-users to access and use GOMC's online products and services, e.g. email, listserves, online forms, databases, control panel software and applications.
- Promptly answer support-related issues submitted via phone or email, and if necessary address GOMC specific hardware and/or software problems.

Maintenance/Development/Design

- Overall - adding/updating search engine descriptions (metadata) for GOMC pages, and analyzing analytics to maintain and increase traffic
- Search engine optimization/review of Google Analytics for GOMC pages, and analyze analytics to maintain and increase traffic
- ESIP website
 - Updates to ESIP website content including adding monthly journals as available
 - Calls with ESIP Program Manager regarding updates.
 - Maintain, enhance and add data (unless major new data sets) to existing databases and app
- Climate Network:
 - Update and maintain site including Quarterly Outlook release (4 times annually)

- Upload and release outlook file (via constant contact); upload on Climate Network Page; archive previous version
 - o Calls with program manager
- Overall GOMC and GOMA
 - o Continually, maintain and add data and information (As-needed)

Reporting

- Regularly update the Contract manager on hardware and software maintenance related events. (As-needed)
- Provide IT updates to your contract manager
- Monthly work report

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

Contract length: July 1, 2017 – June 30, 2018

Contract Amount: \$47,000

Source of Funds: GOMC Dues

Contract Manager: Peter McLaughlin, Working Group Chair

Contract review: Completed March, 2017 with recommendation for re-contracting

Tasks, Products and Deliverables:

1. Internal Policy and Council Coordination

Task 1.1: Council 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:

- Coordinate development and updating of internal administrative and operational policies (e.g. Terms of Reference, Reference Handbook, etc.)
- Provide support to Working Group Chair and Secretariat Team as needed.
- Assist Working Group Chair in tracking and following up on status and progress of implementing GOMC decisions and action items.
- Assist Council and provide recommendations on the formation of new committees, *ad hoc* groups, or advisory groups, as needed.
- Provide orientation and support to current and incoming Secretariat as needed.

Task 1.2: Council Coordinator will facilitate development of the GOMC’s five-year Action Plan. Specific work elements of this task include:

- Coordinate process for developing the goals and outcomes to be included in the Action Plan.
- Coordinate and assist with preparation of write-ups highlighting accomplishments achieved during the previous Action Plan period.
- Prepare final GOMC Action Plan document in coordination with Working Group Chair, Council and Working Group.
 - o Coordinate layout and design.
 - o Write introductory and general sections of the document.
 - o Provide editing services as needed.

Task 1.3: Council Coordinator will facilitate development and updating of the GOMC’s two-year Work Plan. Specific work elements of this task include:

- Develop and disseminate templates, instructions and timelines for Working Group members to prepare two-year Work Plans.
- Coordinate process for development, approval, and ongoing updates to the GOMC Work Plan.
- Prepare final Work Plan document and post to GOMC website (updated as needed).

Products and Deliverables:

- GOMC Reference Handbook posted to GOMC website (updates as needed)
- GOMC Work Plan posted to GOMC website following approval by Council and Working Group (updates as needed)
- GOMC Action Plan goals and outcomes developed during June 2017 meeting
- GOMC accomplishments during prior Action Plan written up during fall 2017
- GOMC Five Year Action Plan complete by December 31, 2017

2. Administrative and Operational Meeting Support and Guidance

Task 2.1: The Coordinator will provide operational and administrative support and counsel for the Working Group Chair. Specific work elements of this task include:

- Assist Working Group Chair with organization of up to two (2) virtual Working Group meetings, up to ten (10) Secretariat Team conference calls, up to one (1) virtual Council meeting, and one in-person joint Working Group/ Council meeting.
 - Develop goals, agenda and logistics for the meetings.
 - Draft and finalize Working Group and Council meeting agendas in collaboration with the Working Group Chair.
- Prepare briefing packets for Council and Working Group meetings.
 - Disseminate requests for briefing documents and set deadlines for submissions, follow-up with reminders to gather materials needed for all applicable agenda items.
 - Work with Working Group Chair to draft briefing materials for items related to Council Coordination functions.
 - Produce PDF of briefing book with final agenda and meeting materials, and post to GOMC website in advance of the meetings.
- Compile presentations from presenters to ensure smooth flow of meetings.
- Track in-kind meeting participation time (number of participants and number of hours).
- Prepare less formal agenda and meeting materials as needed to ensure smooth facilitation of Secretariat Team calls. Circulate Secretariat Team meeting materials via email (no posting to GOMC website).

Products and Deliverables:

- Placeholder and final agendas for meetings
- Completed briefing packet - seven working days prior to meeting for WG and Council
- Council and Working Group meeting materials posted to GOMC website

Task 2.2: Attend and provide summaries for meetings per task 2.1 above. Prepare meeting summaries for each meeting, record action and decision items, and work with Working Group Chair to evaluate accomplishments at the end of the meeting.

Products and Deliverables:

- Prepare draft list of key action items / decisions within seven (7) days of the meeting's conclusion and distribute to the meeting body (Working Group, Council or Secretariat).

- Prepare a final draft list of key action items / decisions, with comments incorporated, along with any other related meeting documentation, and distribute to the Working Group and Council within two (2) weeks of the meeting's conclusion.

Task 2.3: Provide support to GOMC committees. If capacity permits, Council Coordinator may provide a limited amount of support to help facilitate one or more GOMC initiatives. Specific work elements of this task will be determined between the Working Group Chair and Council Coordinator.

Products and Deliverables:

- To be mutually agreed upon between the Working Group Chair and Council Coordinator.

3. GOMC Communications

Task 3.1: Council Coordinator will facilitate communication among the various GOMC organizational entities and partners and serve as the main point of contact. Specific elements of this task include:

- Maintain website content related to Working Group and Council meeting information, meeting materials, presentations, work plans, reports, and committee membership lists.
- Respond to inquiries from Council agencies, partners, stakeholders and the public.
- Prepare orientation package and materials for new Council, Working Group, and Committee members. Provide orientation and welcome to new members.
- Update website content and email listserves as needed.

4. GOMC Awards

Council Coordinator will coordinate GOMC Awards program. Specific work elements of this task include:

- Coordinate awards nomination and selection process.
 - Prepare nomination forms and conduct outreach to facilitate nominations.
 - Prepare summaries of award nominations received.
 - Provide technical assistance to those preparing nominations.
 - Develop and facilitate process for review and selection of nominations.
- Coordinate awards ceremony and reception in collaboration with Working Group Chair and Maine Coastal Program (event sponsor).
 - Coordinate production of awards plaques (provide design services as needed).
 - Coordinate logistics for event.
 - Write / edit talking points and speeches for awards ceremony as needed.
 - Prepare agenda / program book and other event logistics.
 - Prepare and circulate summary of award winners and photos to jurisdictions for public relations purposes following event.

Products and Deliverables:

- GOMC Award nomination forms developed and distributed
- GOMC Award winners selected
- GOMC Awards event coordinated with host jurisdiction
- Awards summary and photos to jurisdictions

5. GOMC Reporting

Council Coordinator will prepare reports regarding Council Coordination activities.

Products and Deliverables:

- Monthly work report to Working Group Chair and Gulf of Maine Association
- Mid-year progress and final year-end report for NH DES contribution agreements that directly fund Council Coordinator
- Annual report to GOMA summarizing in-kind contributions by GOMC members
- Other reports or highlighted GOMC lists of accomplishments if requested by Council

GOMA MANAGEMENT AND ADMINISTRATION

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

Contract Length: July 1, 2017 – August 31, 2017

Contract Amount: \$5,000

Source of Funds: Management and Administrative Fee

Contract Manager: Don Hudson, GOMA Chair

Contract Review: Completed March, 2017 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. Assist with preparation for annual independent audit or review to be carried out in fall, 2017.
2. Fund Accounting and Estimates:
 - Consult with Bookkeeper on fund accounting on an as needed basis.
 - Review management and administrative calculations and reserve account balances, cash-flow forecasts and propose and oversee management practices with GOMA.
 - Communicate with NROC Co-chairs, or fiscal agent leads as needed.
 - Track actual expenditures for all programs and each grant against budgets in coordination with Bookkeeper
6. Act as resource to Fiscal Agent lead contacts for contracting and invoicing for:
 - a. NROC
 - b. RARGOM
7. Oversee Payments:
 - Receiving invoices and contract manager approvals, coding, and submission of invoices, review summary list with amount and funding source for all invoices that are ready to pay from Bookkeeper (check against, contracts and grant requirements) and forward final list of checks to GOMA Board president or designee.
 - Oversee Bookkeeper filing of all invoices and approvals.
8. Internal Controls:
 - Provide recommendations, carry out, and make decisions regarding internal controls and GOMA policy, practices and documents.
9. Manage negotiation and receipt of contracts and invoicing for:

- Annual Dues: provide dues payment predictions and oversee bookkeeper's preparation of invoices and tracking receipt of payment. Oversee preparation of service agreements in lieu of dues.
- All other multiple funding sources received by the Association for the work of the Council and fiscal agent projects (federal grants, foundation grants, donations, meeting registration fees).

GOMC Funding Application Review

1. Review proposals written by committee members and oversee form preparation and submittal of grant applications, review application receipts.
2. Oversee tracking of proposal status and acceptance.

Grant Management from Grantors and to Grantees

3. Grant Contracts:
 - Negotiate all contracts from grantors including revised documents as needed.
 - Assure Association compliance with grant conditions.
 - Negotiate fund transfer methods such as contracts/contribution agreements if not part of a competitive bid process (includes coordinating with funders and answering questions)
 - Coordinate with Bookkeeper to submit all required contracting documents via online systems or manually. For all hard copy agreements, coordinate with Bookkeeper to ensure that all signature & notarized sections are completed, instructions for signor provided, and needed materials requested and attained (certificate of Good Standing, Vendor Forms, Form W-9, Account set up forms, etc.)
 - Oversee closing out of grants as needed.
4. Grant Management:
 - Coordinate with Committee Co-Chairs to gather extension request information if needed.
 - Coordinate with Bookkeeper to submit grant extensions, special award conditions, work-plan and budget approvals, progress and final reports, financial reports (follow all existing and new funder's compliance requirements).
5. Grant Reporting:
 - Provide deliverable information/reporting templates/timeline/ match documentation needs to GOMC contractors and Fiscal Agent leads for preparation of narrative progress and final reports.
 - Coordinate report submittal
 - Oversee Bookkeeper preparation and submittal of financial reports
6. Maintain and transfer (to new person/organization responsible) GOMA Executive Director registrations with online systems such as CCR, SAM, Dunn and Bradstreet, Grants online, Grants.gov, FSRS and FedConnect.
7. Master Spreadsheets: Provide information and oversee Bookkeeper preparation, management and maintenance of Master Spreadsheet for each individual federal award. Coordinate with Bookkeeper to track payments on contracts and awards. Forward Master Project Status Reports to Project Coordinators, Contract Managers as needed.

GOMA Business Coordination

1. Hold up to two (1) Executive Committee call if needed.
2. Prepare agendas, other documents and presentations as needed for GOMA meetings or calls.
3. Maintain Association Board of Directors membership, orient new members and update letterhead.
4. Prepare 1 Executive Committee meeting summary.

5. Maintain Board Record book at legal firm.
6. Negotiate fiscal agent agreements as needed and oversee agreements.
7. Gather and manage mail from P.O Box for the Association. In coordination with Bookkeeper maintain filing system and file retention (electronic) for all contractors, vendors, grantors, grantees and all financial files.
8. Manage transition to electronic files whenever possible.
9. Assist with organizational management transfer and provide electronic documents and existing hard copy files.

Contract Administration and Contractor Communications

1. Contract Management:
 - Communicate with contractor’s and contract managers concerning GOMA policies and practices.
 - Act as Contract Manager for the Bookkeeper
 - Provide orientation and support to Contract Managers as needed.
 - Assist Contract Managers with contract termination when necessary.
 - Coordinate Contractor/Contract Manager reviews. (March/April)
2. Contractor Selection
 - Retain applications and competitive review process documentation.
3. Contract Preparation:
 - Coordinate with Committee Co-chairs on timeline for completion of all Project Scopes of Work, start and end dates, project lead and contract signatory information.
 - Coordinate preparation of all Core Contractor (e.g. Council Coordination and Information Technology) and GOMA management Scopes of work.
 - Approve final Scope of Work and Budget for contract preparation and coordinate execution of all GOMA (contractor and grantee) contracts, amendments and extensions.
 - Make decisions on changes to contract template as necessary.
 - Prepare all contracts including Statement of Work provided by contract manager, contract amount, budgets, start and end-date, contractor and signatory information
 - Provide information and oversee Bookkeeper tracking of Contracts in spreadsheet and uploading data to FSRS as needed.

GOMC Meeting Participation and Working Group Chair Support

1. Participate in 1 Secretariat Committee calls, and prepare documents and presentations for calls as needed.
2. Provide GOMA information as needed to Working Group Chair.

Scope of Work for: Seacoast Balanced Accounting, LLC
Contract Title: Bookkeeping for the Gulf of Maine Association

Contract Length: July 1, 2016 – June 30, 2017 (need to decide if want 6-month contract)

Contract Amount: \$9,450 (\$5,700 July 1, 2017 – December 31, 2017)

Source of Funds: Management and Administrative Fee

Contract Manager: GOMA Executive Director

Contract Review: Completed March, 2017 with recommendation for re-contracting

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

TASKS/DELIVERABLES:

1. Manage and Maintain QuickBooks accounting system for GOMA (Gulf of Maine Association) and provide information to Executive director as needed.
 - Deliverable date: Ongoing
2. Compile financial, accounting and grant reports and forms including:
 - Master Spreadsheet for each individual federal award: Track payments on contracts and sub-awards in Excel including amount paid to date, and Balance Due on subcontracts. Include additional information such as: schedule for financial and progress report deadlines, start & end date, extension dates, match amounts if required, Federal Award Number and CFDA number. Deliverable date: Every month
 - Complete and submit all required financial reports for Federal Funds.
 - Provide general ledgers, profit and loss statements, and balance sheet.
 - Deliverable date: Balance sheet – monthly; P&L and general ledgers - quarterly or as needed.
 - Prepare Budget vs. Actual Results Analysis including cash flow position and unrestricted net asset balances.
 - Deliverable date: Quarterly
 - Financial and other forms for subaward filing and grant submittal (e.g. 424, 424A)
3. Assist with annual independent audit and tax form 990. Deliverable date – November 15, 2016
 - Prepare needed financial documents for yearly external audit and tax preparation (form 990 and A-133 single audit).
 - Participate in meetings and field work as necessary
4. Prepare 1099 forms. Deliverable date: January 31, 2016
5. Request and track receipt of all funds including:
 - Federal funds from all sources (draw-downs, checks and on-line payments) including invoicing, receiving, follow up when needed and status reporting. This includes changing/updating draw down procedures as required by funders.
 - Deliverable date: monthly drawdowns and status report with check-run; other items as needed
 - Funds from the Canadian Association (Executive Director will assist).
 - Deliverable date: As needed
 - Receipt of foundation grants, donations, meeting registration fees, and annual membership dues as needed including drawdown from PayPal account.
 - Deliverable date: As needed
6. Prepare Final Annual Operating Budget for next Fiscal Year and future year projections in coordination with Executive Director.
7. Deliverable date: Track application of actual indirect rate per budgets (vary based on funder limitations and year funding received).
 - Deliverable date: monthly with drawdowns and as needed
8. Make required filings/insurance negotiation such as annual reports with state and federal agencies as a 501(c)(3) nonprofit organization.
 - Deliverable date: May and as needed
Negotiate and secure officers and directors liability insurance. (Fall)assist with address change
9. Perform all payments and bank transactions:

- Prepare list of approved checks and draw-down spreadsheet to forward to Executive Director
 - Deliverable date: 1-2 days prior to check run
 - Prepare and send checks once each month with occasional additional checks if needed, make all required QuickBooks entries
 - Deliverable date: 7th of the month (or closest business day) and as needed
 - Reconcile bank accounts and forward bank reconciliations to Executive Director.
 - Deliverable date: monthly
10. Provide general ledgers, profit and loss statements, and balance sheet to Executive Director.
 - Deliverable date: Balance sheet – monthly; P&L and GL - quarterly
11. Maintain all online systems and registrations such as CCR, Dunn and Bradstreet, Grants Online, SAM, Grants.gov, FedConnect, and FSRS. Assist Executive Director with data entry.
 - Prepare schedule for registrations and follow needed deadlines; data entry and approval tracking especially for FSRS, grants.gov and Grants Online as needed
12. Funding Requests/Agreements:
- Review and edit draft budgets in proposals with information provided by Executive Director
 - Submit funding applications per funder requirements via grants online at direction of Executive Director
 - Prepare/provide required financial and other supporting documents (e. g. Board of Directors list, nonprofit status letter, federal forms
 - If hard copy, 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.)
 - Coordinate with Executive Director to ensure that all funding agreements are returned, signed and filed.
13. Provide written acknowledgement for contributions/sponsorships/meeting registration fees (RARGOM) as needed.
 Maintain spreadsheet of contract execution dates, contract length, funding source and contract amount and provide to Executive Director
 - Assist with contract preparation as needed.
14. Assist with maintenance of filing system and file retention (electronic) for all contractors, vendors, grantors, grantees and all financial files. Hard copy for invoices, approvals and receipts.
15. Other items as assigned in writing by Executive Director. Monthly work report and invoice submitted to Executive Director.

Grant Funded Projects

CLIMATE NETWORK

Scope of Work for: Natural Choices, LLC

Contract Title: Increasing Climate Risk Preparedness, Water Quality Management and Flooding Control by Enhancing Planning Use of Intensity/Duration/Frequency Extreme Rainfall Data Project Coordination

Contract Manager: Ellen Mecray

Time Period: April 1, 2017 – October 31, 2017

Amount of Contract: \$6,305 USD (\$2,800 in GOMA FY 17-18)

Funding Source: Environment and Climate Change Canada Atlantic Ecosystem Initiative 2015-2018

Contract Review: Completed March, 2017 with recommendation for re-contracting

A. Project Outreach and Coordination

April 1, 2017 – June 30, 2017

Activities

1. Provide support for and help promote the IDF webinar on April 19, 2017 hosted by the Climate Change Adaptation Community of Practice
2. Coordinate final upgrade to website involving additional reference points and counties

Deliverables/Completion Dates

1. Completion of webinar, follow-up and site upgrades (June 30, 2017)
2. Completion and approval of site upgrades (June 30, 2017)

B. Presentation on Extreme Precipitation

Activities

1. Organize and host a presentation on extreme precipitation (June 30, 2017)
2. Record session and post recording online (June 30, 2017)

Deliverables/Completion Dates

3. Completion of panel discussion and posted recording (June 30, 2017)

C. Extended Outreach and *Outlook* Distribution July 2017-September 2017 (\$2,800)

Activities

1. Conduct follow-up measures from the Council Working Group session
2. Develop briefing materials to enhance discussion of cross-border collaboration between the NEG/ECP Committee on the Environment and the Gulf of Maine Council
3. Distribute press stories to media in Atlantic Canada highlighting the *Gulf of Maine Region Climate Impacts and Outlook*
4. Provide text and images to promote *Gulf of Maine Outlook* in relevant organizational and industry newsletters
5. Document in-kind match and provide final year grant reporting

Deliverables/Completion Dates

1. Completion of Working Group session follow-up (September 30, 2017)
2. Completion of NEG/ECP materials (September 30, 2017)
3. Completion of summary report on outreach (September 30, 2017)

ECOSYSTEM INDICATOR PARTNERSHIP

Scope of Work for: Christine Tilburg

Contract Title: ESIP Program Manager for: Modeling multiple stressors and environmental pressures in the Bay of Fundy

Contract Manager: Kathryn Parlee

Time Period: April 1, 2017 – March 31, 2018

Amount of Contract: \$8,931 USD

Funding Source: Environment and Climate Change Canada Gulf of Maine Initiative 2016-2019 (year two)

Contract Review: Completed March, 2017 with recommendation for re-contracting

Tasks

Date: April 1, 2017 – March 31, 2018

1. Oversee contracts with project partners (e.g. Eastern Charlotte Waterways)
2. Provide information and assistance as needed to project partners
3. Review and assess sampling program and results from previous year
4. Provide QA/QC of sampling results for sampling program for current year
5. Review and approve water quality data reports for sampling program from current year
6. Prepare available and approved water quality data for uploading into the ESIP Indicator Reporting Tool.
7. Meetings with ESIP Co-chairs, ESIP Steering Committee, project partners and/or an ad-hoc ICUC Team to provide recommendations on potential project relevant ESIP ICUC outreach and/or possible ICUC photo locations
8. Regular updates to ESIP Steering Committee and ESIP Co-chairs
9. Regular meetings with the GOMC IT contractor to provide direction on maintenance and enhancement of ESIP web site and web tools
10. Coordinate contractor input and produce project status reports to GOMA for funding providers mid-year and year-end reporting requirements
11. Coordinate and report on all match for ECCC GMI project

Work Products and Deliverables

1. Contract SOWs and contractor reports – as needed
2. Assessment of sampling program for previous year and comments/recommendations for sampling program in current year
3. Water quality data report
4. QA/QC'd water quality data
5. ESIP ICUC outreach and photo site recommendations -
6. ESIP Steering Committee updates - monthly or as needed
7. ESIP Co-Chairs updates – monthly or as needed
8. GOMC IT calls – monthly or as needed
9. Project status reports including match documentation per agreement with ECCC– November and March

Scope of Work for: *Eastern Charlotte Waterways*

Contractor for: *“Modeling multiple stressors and environmental pressures in the Bay of Fundy”*

Contract Manager: Christine Tilburg, ESIP Program Manager

Time Period: April 1, 2016 – March 31, 2019

Amount of Contract: \$91,608 CAD

Funding Source: Environment and Climate Change Canada Gulf of Maine Initiative 2016-2019 (All three years)

Tasks**Date: August 15, 2016 – December 31, 2016**

1. Assess success of 2015 sampling program
 - a. Review laboratory performance
 - b. Review station location
- c. Review temporal distribution of sampling (dates and tidal cycles)
2. Develop 2016 sampling plan
3. Coordinate analysis with laboratory and oversee lab work for WQ variables sample analysis
4. Coordinate Clean Annapolis River Project (CARP) work in Annapolis Basin
5. Conduct environmental sampling in estuarine environments
6. Deliver samples to laboratory for analysis
7. Produce data report and digital file on water quality variables

Work Products and Deliverables

1. Completion of water quality sampling – September 30, 2016
2. Completion of water quality sample analysis – October 31, 2016
3. Water quality data report – November 30, 2016
4. Financial and work report to GOMA including match documentation (ECW and CARP) – December 31, 2016

Tasks**Date: April 1, 2017 – March 31, 2018**

1. Assess success of 2016 sampling program
 - a. Review laboratory performance
 - b. Review station location
 - c. Review temporal distribution of sampling (dates and tidal cycles)
2. Develop 2017 sampling plan
3. Coordinate analysis with laboratory and oversee lab work for WQ variables sample analysis
4. Coordinate Clean Annapolis River Project (CARP) work in Annapolis Basin
5. Conduct environmental sampling in estuarine environments
6. Deliver samples to laboratory for analysis
7. Produce data report and digital file on water quality variables

Work Products and Deliverables

1. Completion of water quality sampling – September 30, 2017
2. Completion of water quality sample analysis – October 31, 2017
3. Water quality data report – November 30, 2017
4. Financial and work report to GOMA including match documentation (ECW and CARP) – December 31, 2017

Tasks**Date: April 1, 2018 – March 31, 2019**

1. Work with ESIP staff to identify data needed for ecosystem stressor modelling
2. Hire staff member to complete modelling
3. Contact Bay of Fundy watershed groups to identify available data that fits model
4. Identify government scientists to identify available data the fits model
5. Arrange transfer of data to ECW staff

6. Populate model

Work Products and Deliverables

1. Collection of relevant data – November 30, 2018
2. Completion of modelling – March 31, 2019