

MEMORANDUM OF UNDERSTANDING

BETWEEN

CITY OF KEY WEST, FLORIDA

AND

NATIONAL MARINE SANCTUARY FOUNDATION
(NMSF)

This Agreement, made and entered into this date of _____, by and between the City of Key West, 3132 Flagler Avenue, Key West, Florida 33040 and the National Marine Sanctuary Foundation, 8601 Georgia Avenue Suite 510 Silver Spring, MD 20910 (NMSF).

WITNESSETH:

WHEREAS, the Foundation's mission is to develop conservation-based education and outreach programs designed to preserve, protect and promote National Marine Sanctuaries—and help use sanctuaries as the basis for a broader promotion of ocean conservation; and

WHEREAS, a cooperative agreement between the Foundation and Office of National Marine Sanctuaries (ONMS) is essential for achieving the Foundation's and ONMS's mission to preserve, protect, and manage marine sanctuaries as set forth in the National Marine Sanctuaries Act (NMSA); and

WHEREAS, the cooperative agreement to facilitate cooperative educational and outreach efforts between the National Oceanic and Atmospheric Administration (NOAA), National Ocean Service (NOS), ONMS, and the National Marine Sanctuary Foundation (NMSF) pursuant

to the Memorandum of Agreement 2001-548 signed by NOAA and NMSF on April 6th 2001 and renewed on September 4, 2014 through 2019; and

WHEREAS, the proposed federally funded grant includes fostering collaboration opportunities to develop regional and national partnerships to enhance sanctuary management and ocean conservation policies; and

WHEREAS, NMSF intends to undertake collaborative projects on behalf of national marine sanctuaries; and

WHEREAS, the NMSF has been granted the authority to spend \$220,000.00 of federally awarded funds for repair of the Truman Annex Seawall via a cooperative agreement grant #NA15NOS4290117; and

WHEREAS, the City of Key West City Commission has approved Resolution No. __-__ which approves the City of Key West accepting the NMSF cooperative agreement grant #NA15NOS4290117 and entering into this Memorandum of Understanding with the NMSF, obligating the City of Key West to coordinate the repair of the Truman Annex Seawall restoration.

THEREFORE, THE PARTIES HEREIN EXPRESSLY AGREE THAT:

1. Transfer of NMSF funds will occur within 30 days of receipt of the fully executed agreement by the City of Key West.
2. The City of Key West will coordinate the permitting, design and repair of the Truman Annex Seawall.
3. The City of Key West will release a copy of the RFP announcement to NMSF.

4. The City of Key West will provide a synopsis of the quotes received and the rational for selecting the vendor.

5. The City of Key West will begin spending the funds provided by NMSF upon issuance of a Notice of Award to the selected vendor and will expend the funds in their entirety by 6/30/2017, unless notified by NMSF in writing that a no-cost extension has been granted by the NGO to NMSF for award #NA15NOS4290117.

6. A final or interim report will be submitted within 30 days of the close of the grant award.

IN WITNESS WHEREOF, the parties hereto have executed this agreement on the day and date written above.

The City of Key West

National Marine Sanctuary Foundation

By: _____
Jim Scholl, City Manager

By: _____
Kristen J. Sarri, President & CEO

Attest:

By: _____
Cheryl Smith, City Clerk

By: _____
Allison Alexander, Vice President

U. S. DEPARTMENT OF COMMERCE Award Action Request	Award Number NA15NOS4290117
Recipient Name NATIONAL MARINE SANCTUARY FOUNDATION	Request Type No Cost Extension - Prior Approval Required Document ID: 2632530
Street Address 8601 GEORGIA AVE STE 510	Award Period 07/01/2015 - 06/30/2017
City, State, Zip Code SILVER SPRING MD 20910-3476 USA	Total Award Funding Federal: \$7,412,426.00 Non-Federal: \$0.00
Program Office NOS Office of National Marine Sanctuaries (ONMS)	Program Officer Joseph Faulkner 301-713-3125 joe.t.faulkner@noaa.gov
CFDA Number and Project Title 11.429: Education, Outreach, Conservation, and Heritage Partnerships with National Marine Sanctuaries	
Requested Extension Date 06/30/2017	
Justification NMSF requests an extension of time only to June 30, 2017, to complete work associated with award NA15NOS4290117. Delays with projects planned for these funds are mostly related to delays with outside partner groups who are not bound by funding timing related to a federal award. Additional specifics explaining the spend plan for the remainder of the original award period and the extension is included in the incorporated document. Please contact Allison Alexander at (301) 608-3040 x303 or allison@marinesanctuary.org.	
Award Action Request Status Accepted	
SUBMITTED BY Allison Alexander	DATE 11/08/2016
APPROVED BY Naabia Bannerman	DATE 11/30/2016

U. S. DEPARTMENT OF COMMERCE

GRANT COOPERATIVE AGREEMENT

FINANCIAL ASSISTANCE AWARD

AWARD NUMBER
NA15NOS4290117

RECIPIENT NAME National Marine Sanctuary Foundation

STREET ADDRESS 8601 Georgia Avenue, Suite 501

FEDERAL SHARE OF COST
\$7,412,426.00

CITY, STATE, ZIP CODE Silver Spring MD 20910-3438

RECIPIENT SHARE OF COST
\$0.00

AWARD PERIOD 07/01/2015-12/31/2016

TOTAL ESTIMATED COST
\$7,412,426.00

AUTHORITY (16 U.S.C. 1442 et seq.)

CFDA NO. AND PROJECT TITLE
11.429 Education, Outreach, Conservation, and Heritage Partnerships with National Marine Sanctuaries

This award offer approved by the Grants Officer constitutes an obligation of Federal funding. By accepting this award offer, the Recipient agrees to comply with the award Terms and Conditions checked below. If this was a paper issued award offer, please send two signed documents to the Grants Officer and retain one set of signed award documents for your files. If this award offer is not accepted without modification within 30 days of receipt, the Grants Officer may unilaterally withdraw this award offer and de-obligate the funds.

- Department of Commerce Financial Assistance Standard Terms and Conditions
- Government Wide Research Terms and Conditions
- Bureau Specific Administrative Standard Award Conditions
- Award Specific Special Award Conditions
- Line Item Budget
- 15 CFR Part 14, Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, Other Non-Profit, and Commercial Organizations
- 15 CFR Part 24, Uniform Administrative Requirements for Grants and Agreements to States and Local Governments
- OMB Circular A-21, Cost Principles for Educational Institutions
- OMB Circular A-87, Cost Principles for State, Local, and Indian Tribal Governments
- OMB Circular A-122, Cost Principles for Non-Profit Organizations
- 48 CFR Part 31, Contract Cost Principles and Procedures
- OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations
- Department of Commerce Pre-Award Notification Requirements for Grants and Cooperative Agreements
REF: 14.pdf
- Other(s)
This award is being made under a non-competitive Federal Funding Opportunity number NOAA-NOS-NMS-2015-2004380 posted at Grants.gov on 04/08/2015.

SIGNATURE OF DEPARTMENT OF COMMERCE GRANTS OFFICER

Janet Russell

TITLE

Grants Officer

DATE

08/11/2015

TYPE NAME AND SIGNATURE OF AUTHORIZED RECIPIENT OFFICIAL

Allison Alexander

TITLE

DATE

08/17/2015

Budget

National Marine Sanctuary Foundation Education and Outreach Partnership Projects with National Marine Sanctuaries

July 1, 2015-June 30, 2016

		DESCRIPTION				
a. Personnel	<i>Hourly Rate</i>	<i># of hours</i>	<i>Subtotal</i>			
<i>Full-time</i>						
Marchevia Allen , Accounting Assistant	15.38	1,640	\$25,223			
Katherine Anderson , Chief Financial Officer	58.00	750	\$43,500			
Allison Alexander , Vice President	45.00	1,500	\$67,500			
Paul Chetirkin , Videographer	37.50	2,000	\$75,000			
Joanne Delaney , Florida Keys Permit Coordinator	40.00	1,820	\$72,800			
LJ Fletcher , Director of Operations	34.62	1,480	\$51,238			
Cirse Gonzalez , National Outreach Coordinator	40.00	418	\$16,716			
Nicole Harris , Olympic Coast Education Specialist	20.00	2,008	\$40,160			
Craig Hollingsworth , Facility Manager, Nancy Foster Environmental Complex	24.75	2,080	\$51,480			
Kathy Hough , Olympic Coast Survey Technician	34.00	1,678	\$57,052			
Anthony Jacqueline , Maintenance Technician, Nancy Foster Environmental Complex	18.45	2,080	\$38,376			
Karlyn Langjahr , Olympic Coast Discovery Center Manager	23.15	1,662	\$38,475			
Beth Nuttall , Administrative Assistant	16.35	1,250	\$20,438			
Jason Patlis , Pres. & CEO	79.33	930	\$73,777			
Naomi Pollack , Ocean Guardian Coordinator	32.86	1,820	\$59,802			
Becca Samelson , Accountant	20.00	1,174	\$23,480			
Danielle Schwartzmann , Socioeconomist	42.50	2,000	\$85,000			

Kristin Stafford , Florida Keys Administrative Assistant	16.00	2,080	\$33,280		
Blake Terrill , Partnership Outreach Corodinator	20.00	2,000	\$40,000		
Craig Wanous , Florida Keys Eco-Discovery Center Manager	25.76	2,080	\$53,581		
Shannon Yee , Conservation and Policy Manager	30.00	1,000	\$30,000		
Katie Zacharikiw , Communications Assistant	16.83	1,000	\$16,830		
Chiara Zuccarino-Crowe , Tourism and Recreation Coordinator	36.00	2,000	\$72,000		
TBD , Communications Director	48.08	800	\$38,464		
TBD , Human Resources Manager	36.06	1,420	\$51,205		
TBD , Program Coordinator	23.00	1,315	\$30,245		
TBD , Social Media Coordinator/Writer/Editor	27.50	2,000	\$55,000		
<i>Subtotal Full-time personnel</i>			\$1,260,622		
<i>Part-time</i>					
Valerie Grussing , Cultural Resources Project Coordinator	40.00	200	\$8,000		
Christopher Hines , Executive Director, Gray's Reef National Marine Sanctuary Foundation	40.80	156	\$6,365		
Deborah Marx , National Register Site Evaluation Coordinator	40.00	600	\$24,000		
TBD , Flower Garden Banks Sanctuary Advisory Council Coordinator	30.00	1,040	\$31,200		
<i>Subtotal Part-time personnel</i>			\$69,565		
Total Personnel		Full-time personnel + Part-time personnel	\$1,330,187		
b. Fringe Benefits					
		34% of Full-Time Personnel	\$428,611		
		10% of Part-Time Personnel	\$6,957		
Additional Workman's Comp		Florida Workman's comp is greater than other states	\$6,664		
Total Fringe Benefits			\$442,232		
Total Personnel & Fringe			\$1,772,419		

c. Travel		# of trips	Avg. trip cost	<i>Subtotal</i>		
NMSF Staff Travel			See details in budget narrative	\$26,485		
Program specific travel				\$332,363		
Total Travel				\$358,848		
d. Equipment				\$0		
e. Supplies		Qty.	Cost	<i>Subtotal</i>		
Supplies for meetings, workshops, education programs, and conservation and heritage projects			See details in budget narrative	\$177,463		
Office supplies and office equipment maintenance		64.6% of NMSF budget for office supplies and office equipment maintenance		\$20,672		
Fund Management Database Annual Software License and User Fees		64.6% of NMSF cost for annual fund management software		\$18,992		
Total Supplies				\$217,127		
f. Contractual				<i>Subtotal</i>		
<i>Subcontracts</i>			See details in budget narrative	\$3,928,877		
<i>Subgrants</i>			See details in budget narrative	\$435,509		
Total Contractual				\$4,364,386		
g. Construction				\$0		
h. Other				<i>Subtotal</i>		
Shipping				\$9,050		
Printing and Graphics				\$89,150		

Stipends and Honoraria				\$50,150		
Mini-grants				\$182,200		
Meeting Expenses				\$106,540		
Educational Conferences				\$13,800		
Translation Services				\$4,000		
Permits				\$60,000		
Federal Award Compliance			64.6% of NMSF budget for Federal Award Compliance	\$45,220		
Rent & Utilities			64.6% of NMSF budget for rent & utilities	\$73,644		
Outreach and Site Support			64.6% of NMSF budget for Outreach and Site Support	\$65,892		
Total Other				\$699,646		
Total Direct Costs				\$7,412,426		
i. Indirect Charges				\$0		
BUDGET TOTAL				\$7,412,426		

National Marine Sanctuary Foundation
“Education, Outreach, Conservation, and Heritage Partnerships with
National Marine Sanctuaries”
BUDGET JUSTIFICATION

a. Personnel:

Funding in the amount of \$1,330,187 in salaries is requested. The personnel budget for this project is not large with respect to the scope of work, and the potential outcomes for collaboration between NMSF and NOAA Office of National Marine Sanctuaries. Base salaries included in this proposal reflect the estimated salaries to be approved by National Marine Sanctuary Foundation management.

Full Time Personnel

Marchevia Allen, Accounting Assistant will maintain online financial management system, liaison with project leaders; process vendor invoices; maintain financial records. Funds in the amount of \$25,223 are requested for 1,640 hours of support.

Katherine Anderson, Chief Financial Officer will lead financial management, reconcile accounts, prepare financial reports, assure compliance, maintain financial records. Funds in the amount of \$43,500 are requested for 750 hours of support.

Allison Alexander, Vice President will be the primary liaison between NMSF and ONMS for this project. She will oversee grant administration, ensure federal award compliance, draft reports, attend meetings, provide expertise, travel as required. Funds in the amount of \$67,500 are requested for 1,500 hours of support.

Paul Chetirkin, Videographer will collect, process and manage video and photographic data, and produce multimedia and social media products to promote awareness and protection of National Marine Sanctuaries. Funds in the amount of \$75,000 provide for 2,000 hours of support.

Joanne Delaney, Florida Keys Permit Coordinator will coordinate permit process at Florida Keys National Marine Sanctuary; manage coral restoration funds received from permit payments; negotiate permit rates with developers; travel as required. \$72,800 is requested for 1,820 hours of support.

LJ Fletcher, Finance and Operations Director will assist with all aspects of project management, provide regular interface between contractors and NMSF staff, manage online award management program, maintain financial records. Funds in the amount of \$51,238 are requested for 1,480 hours of support.

Cirse Gonzalez, National Outreach Coordinator will provide team leadership and coordination for communications and outreach efforts related to Office of National Marine Sanctuaries national program priorities; manage strategic partnerships; provide logistical support; travel as required. Funds in the amount of \$16,716 provide for 418 hours of support for Cirse Gonzalez to complete current employment with NMSF before moving to a different contract vehicle with NOAA ONMS.

Nicole Harris, Olympic Coast Education Specialist will develop, execute and oversee education programs at Olympic Coast National Marine Sanctuary, at the Olympic Coast Discovery Center,

in partnership with Feiro Marine Life Center, and in the field. Travel as required. \$40,160 is requested for 2,008 hours of support.

Craig Hollingsworth, Facility Manager, Nancy Foster Environmental Complex will Rendering general maintenance not limited to but including HVAC, electrical, mechanical, and plumbing. Maintain LEED Silver qualifications. Manage janitorial/landscape staff. \$51,480 is requested for 2,080 hours of support.

Kathy Hough, Olympic Coast Survey Technician will train others and conduct field surveys, and compile, analyze, and report data collected. Travel as required. \$57,052 is requested for 1,678 hours of support.

Anthony Jacquette, Maintenance Technician, Nancy Foster Environmental Complex will perform general janitorial duties and landscape maintenance at the Nancy Foster Complex in Key West, Florida. \$38,376 is requested for 2,080 hours of support.

Karlyn Langjahr, Olympic Coast Discovery Center Manager, will manage activities, program, and staffing for the Olympic Coast Discovery Center in Port Angeles, Washington, and will also provide volunteer coordination for Olympic Coast, since most volunteers at Olympic Coast volunteer at the OCDC. Also, Karlyn Langjahr will provide support for coordinating meetings of the Olympic Coast NMS Advisory Council. \$38,475 is requested for 1,662 hours of support.

Beth Nuttall, Administrative Assistant will provide clerical and administrative support for grant and contract projects, and solicit reports from partners. Funds in the amount of \$20,438 are requested for 1,250 hours of support.

Jason Patlis, President & CEO will serve as project coordinator, provide expertise, provide direction to contractors, attend meetings, and travel as required. Funding in the amount of \$73,777 is requested for 930 hours of support.

Naomi Pollack, Education Specialist will coordinate the Ocean Guardian School Program and provide logistics support for Ocean Guardian and B-WET conferences. Funds in the amount of \$59,802 are requested for 1,820 hours of support.

Becca Samelson, Staff Accountant will reconcile accounts, review expenses, ensure timely payment to vendors and subcontractors, and ensure compliance with internal audit policies. Funds in the amount of \$23,480 are requested for 1,174 hours of support.

Danielle Schwartzmann, Socioeconomist will conduct socioeconomic assessment and evaluations supporting the management of national marine sanctuaries, including market and non-market valuations, regulatory impacts assessments, and damage assessment case support. Funds in the amount of \$85,000 are requested for 2,000 hours of support.

Kristin Stafford, Florida Keys Administrative Assistant will provide clerical and administrative support for Florida Keys Eco-Discovery Center; maintain records; liaison with volunteers. \$33,280 is requested for 2,080 hours of support.

Blake Terrill, Partnership Outreach Coordinator will seek out new partnership opportunities for national marine sanctuaries, and coordinate participation in existing opportunities, with the purpose of expanding awareness of individual sanctuaries and the system as a whole. Travel as required. Funds in the amount of \$40,000 are requested for 2,000 hours of support.

Craig Wanous, Florida Keys Eco-Discovery Center Manager will manage operational functions of Florida Keys Eco-Discovery Center Manager; manage FKEDC staff; promote FKEDC throughout community; oversight of FKEDC volunteers; travel as required. \$53,581 is requested for 2,080 hours of support.

Shannon Yee, Conservation and Policy Manager will assist with project management, including education programs, develop workshop materials as appropriate, identify participants, conduct meeting/event follow up and outreach, travel as required. Funds in the amount of \$30,000 are requested for 1,000 hours of support.

Katie Zacharkiw, Communications Assistant will assist with project promotion, including web and social media, develop print materials as appropriate, liaison with project leads, travel as required. Funds in the amount of \$16,830 are requested for 1,000 hours of support.

Chiara Zuccarino-Crowe, Tourism and Recreation Coordinator, will coordinate communications and strategies to connect people with national marine sanctuaries through tourism and recreation opportunities; manage strategic partnerships with travel/tourism stakeholder groups; travel as required. Fund in the amount of \$72,000 are requested for 2,000 hours of support.

TBD, Communications Director will be based at NMSF will provide marketing, website and general communications support to all sanctuaries, including the development of a cohesive communications strategy for promoting and increasing awareness of the national marine sanctuaries. Funds in the amount of \$38,464 are requested for 800 hours of support.

TBD, Human Resources Manager will be selected to manage the new hire paperwork, benefits, timesheets, etc. of local and offside staff. Funds in the amount of \$51,205 are requested for 1,420 hours of support.

TBD, Program Coordinator will provide support to the Policy and Conservation Manager, assisting with education programs, workshops and outreach. Funds in the amount of \$30,245 are requested for 1,315 hours of support.

TBD-Social Media Coordinator/Writer/Editor will maintain and expand social media presence for national marine sanctuaries, coordinate social media with 14 national marine sanctuaries and the National Marine Sanctuary Foundation and other partners, and contribute as an author and editor to publications such as Sanctuary Watch, and other digital and print publications that help build awareness of national marine sanctuaries. \$55,000 is requested for 2,000 hours of support.

Part Time Personnel

Valerie Grussing, Cultural Resources Project Coordinator will coordinate logistics and reports and assist in planning with native Hawaiian groups to assess the maritime cultural landscapes of Hawaii and conduct an inventory of offshore sites. \$8,000 is requested for 200 hours of support. Valerie Grussing's work on the Hawaii Cultural Landscapes project will not begin until her current contract with another agency is exhausted.

Christopher Hines, Executive Director, Gray's Reef National Marine Sanctuary Foundation will direct and execute activities of the Savannah, Georgia based chapter of the National Marine Sanctuary Foundation, including negotiating partnerships, participating in community events, and

coalescing community support for the sanctuary, and managing digital communications. Funds in the amount of \$6,365 are requested for 156 hours of support.

Deborah Marx, National Register Site Evaluation Coordinator will prepare and submit National Register of Historic Places nominations for sites within sanctuaries or adjacent properties with strategic importance and coordinate review of NRHP-eligible or listed properties in the site nomination process. She will also coordinate with the National Park Service on NRHP and National Historic Landmark issues. Funds in the amount of \$24,000 are requested for 600 hours of support.

TBD, Flower Garden Banks Sanctuary Advisory Council Coordinator will work from the Flower Garden Banks NMS office in Galveston, Texas, to organize, coordinate, and provide support for the Sanctuary Advisory Council. Travel as required. \$31,200 provides support for a half-time personnel for 1,040 hours.

b. Fringe Benefits

Fringe benefits for the salaries of the personnel listed above were calculated at a rate of 34% for full time employees, and 10% for part time employees (who are not eligible for medical/dental/vision/life insurance benefits).

Employer payroll taxes and benefits are bundled together and charged back to each employee on a pro-rated basis according to salary. For the year starting 7-1-15, payroll taxes will be assessed at 10% of salary and include FICA, Medicare and unemployment. Benefits are 24% of salary and include health insurance (employer portion), life insurance, short and long term disability, earned vacation and medical leave. Rates are reviewed annually and revised as needed, based increases year to year are based on estimates of historical rate increases.

Full time fringe @ 34% \$428,611

Part time fringe @ 10% \$6,957

*Additional workman's comp for states with high workman's comp rates
Florida based employees (Hollingsworth, Jacquette, Stafford, Wanous) \$6,664*

c. Travel

Travel funds are requested in the amount of \$358,848 to support staff travel, and invitational travel to enhance and encourage participation in various education, outreach, conservation, and heritage programs. Please see addendum for NMSF standard formula for travel expenses. NMSF does not support the travel expenses of federal employees.

Travel for NMSF staff to observe and coordinate project work, and participate in working meetings is requested in the amount of \$26,485, which provides for approximately 18 trips.

\$1,500 is requested to support travel for Education Specialist Naomi Pollack for travel to Ocean Guardian School sites and workshops. This budget is expected to cover approximately 6 local/regional trips in central California at \$250/trip.

\$6,018 is requested to support travel for three contractors to Molokai, Hawaii to facilitate Nancy Foster Scholars Program Orientation Training.

\$8,500 is requested to support travel for four contractors to a national meeting of education coordinators at Naturebridge Conference Center in Port Angeles, Washington, traveling from the Washington, D.C. area. Funds support 4 trips at \$2,125 each.

\$1,128 is requested to support travel for Tourism and Recreation Coordinator Chiara Zuccarino-Crowe as required to support strategic opportunities to promote travel and tourism in national marine sanctuaries.

\$1,128 is requested to support travel for Partnership Outreach Coordinator Blake Terrill as required to support strategic partnership opportunities to promote the value of national marine sanctuaries to a broad audience.

\$3,584 is requested to support travel to two museum conferences to identify ways to enhance exhibits highlighting national marine sanctuaries according to current best practices and also identify new potential partners for permanent and traveling exhibits.

\$7,200 is requested to support invitational travel for non-federal employees to the MPA Federal Advisory Council Meeting in Tacoma, Washington. The meeting convenes stakeholders in marine protected areas from across the United States. The National Marine Sanctuary Foundation is a member of the MPA FAC. The funds will provide full or partial travel support for approximately five travelers.

\$9,000 is requested to support travel for videographer Paul Chetirkin to travel to various national marine sanctuaries from Monterey, Calif., to capture underwater and dry video for use in video productions that expand awareness of national marine sanctuaries. Funds support approximately 6 trips throughout the sanctuary system at approximately \$1,500 per trip.

\$3,000 is requested to support travel for socioeconomist Danielle Schwartzmann to travel to meetings and workshops to report and disseminate socioeconomic data to outside parties in support of promoting the value of national marine sanctuaries. Funds support approximately 2 trips at \$1,500 per trip.

\$4,400 is requested to support travel for National Register Coordinator Deborah Marx to accomplish the goals of her position. Funds support approximately 4 regional trips at \$1,100 each.

\$9,000 is requested to support travel for non-federal participants in a joint workshop conducted with the National Park Service in Wisconsin in October 2015 to convene stakeholders on evaluating and managing maritime cultural landscapes.

\$35,000 is requested to support travel for environmental and content expert partners for the new site nomination process, outreach programs, and strategic programs. External experts provide validation and context that add value to communications and outreach conducted by both the National Marine Sanctuary System and the National Marine Sanctuary Foundation. Funds support approximately 24 trips @ \$1,500 each.

\$15,000 is requested to support travel for sanctuary council and committee members, presenters, and contractors who provide logistical support. Funds provide full or partial travel support for approximately 10 people at \$1,500 per trip.

\$30,000 is requested to support travel reimbursements for non-federal participants in marine debris workshops. Marine debris is a prevalent program at several national marine sanctuaries, particularly in the West Coast and Pacific Island regions.

\$1,500 is requested for Channel Islands LiMPETS subcontractor to travel to annual MARINE conference to do presentation on new refined protocols, and trips to Monterey and San Francisco to train LiMPETS network coordinators on refined protocols.

\$1,500 is requested for Karlyn Langjahr, Olympic Coast Discovery Center Manager and volunteer coordinator, to travel locally/regionally in support of the goals of her position.

\$3,000 is requested for Nicole Harris, Olympic Coast Education Specialist, to travel locally/regionally in support of the goals of her position.

\$2,500 is requested for Kathy Hough, Olympic Coast Survey Technician, to travel locally/regionally in support of the goals of her position.

\$14,800 is requested to support non-federal participant travel in a Large Scale MPA workshop to be held in Honolulu, Hawaii, and the 7th Big Ocean partners meeting, also to be held in Honolulu.

\$1,545 is requested to support travel for the RCUH-HIHWNMS contracted staff in support of the goals of their positions. This budget provides for local and interisland travel.

\$1,500 is requested to support travel for one RCUH-Monument contracted staff to travel from Hawaii to a training in West Coast mainland USA.

\$68,700 is requested to support travel for the RCUH-Monument contracted staff in support of the goals of their individual positions. This budget provides primarily for inter-island travel, but also for limited travel to continental US and very limited international travel.

\$4,000 is for local/regional staff travel for Florida Keys based staff to execute and lead 25th anniversary community events in Key Largo and Key West in November 2015.

\$6,000 is requested for travel for the Florida Keys permit coordinator. This budget allows for 4 trips at \$1,500 per trip.

\$572 is requested to support local travel for the Flower Garden Banks Sanctuary Advisory Coordinator in the Galveston and Houston, Texas areas.

\$4,240 is for international travel for two non-federal training leaders to Indonesia for capacity building training workshops. Funds provide travel for two trainers.

\$10,000 is for travel stipends for approximately 10 participants in capacity building training workshops in Indonesia.

\$8,000 is for international travel for four non-federal training leaders to South Korea for capacity building training workshops.

\$5,000 is for travel stipends for approximately 5 participants in capacity building training workshops in South Korea.

\$65,000 is requested to support travel for RCUH-NMSAS contracted staff in support of the goals of their individual positions. This includes 5 trips for superintendent Gene Brighthouse between American Samoa and U.S. mainland at an estimated \$32,000. This also includes staff travel from American Samoa to U.S. mainland for education and research meetings and Capitol Hill Ocean Week conference at an estimated \$30,000, and interisland travel for staff estimated at \$3,000.

d. Equipment

None requested.

e. Supplies

Office Supplies and Maintenance \$20,672 are based on historical expense data incurred by NMSF, taking into account anticipated expenses based on current contracts and obligations. Office Supplies and Maintenance are necessary to maintain a basic standard of office operations. The request is for approximately 64.6% of NMSF total rounded line item for Office Supplies and Maintenance in FY15 of \$32,000.

Fund Management Database Annual Software License and User Fees \$18,992 are NMSF's anticipated fees for its funds management database, which allows us to maintain compliance with standard federal award conditions and 2 CFR Part 200 audit requirements, and provide a level of transparency to collaborators and partners that NMSF works with. The request is for 64.6% of NMSF annual expenses for this software and user fees, which includes \$15,000 annual license fee plus \$1,200 per month user fees.

All costs requested as a percent of NMSF budget are proportional to the amount of funding for each grant year. (i.e., the total funding request of this entire proposal is equal to approximately 64.6% of NMSF overall expenses based on 2015 budget, so the funding request is for approximately 64.6% of these particular line items.)

\$5,000 is for annual upgrades required for maintaining software licenses for existing interactive kiosks that interpret national marine sanctuaries at partner sites.

\$2,500 is for supplies for Nancy Foster Scholars Program Orientation Training. Costs are based on historic costs for similar kinds of workshops.

\$193 is for supplies for a national education meeting. Costs are based on historic costs for similar kinds of workshops.

\$5,000 is for replacement of interactive elements of NOAA Heritage exhibits that require maintenance.

\$10,000 is for photo, video, and audio supplies needed for underwater and land-based video shoots that will be featured in videos promoting national marine sanctuaries.

\$20,000 is for procurement of procurement of film footage and project materials associated with strategic programs.

\$1,000 is for supplies for the Sanctuary Advisory Council chairs meeting, including easels, markers, name tags, folders, note papers, stickers, etc.

\$35,000 Meeting, outreach and education tools and supplies, including supplies needed to conduct marine debris cleanups, such as wheelbarrows, trash bags, gloves, and data assessment supplies, and materials needed to attract volunteers to participate in clean ups.

\$1,000 Technical and videography supplies to create digital communication resources to promote Center of Excellence at Channel Islands National Marine Sanctuary.

\$1,000 is for education supplies for programs coordinated by Kathy Hough at Olympic Coast National Marine Sanctuary.

\$3,080 is to support supplies for a large scale MPA workshop and the 7th Big Ocean partners meeting, both to be held in Honolulu, Hawaii.

\$2,000 is to support duplication of teaching materials, including DVDs, that will be distributed to middle schools in O'ahu as part of the Navigating Change program to encourage lifelong stewardship of the environment.

\$1,000 is supplies for meeting with Google Streetview to map Kaho'olawe

\$720 is to support supplies for a meeting in Hawaii in Winter 2016 to present the Umu Kai Award to a community member who embodies a lifetime commitment to Hawaii's natural resources.

\$500 is to support interpretive materials and supplies to conduct trainings in partnership with Hawaii Volcanoes National Park in order to better promote Papahānaumokuākea's status as a UN World Heritage Site.

\$7,000 is to support supplies for educational programs at Mokupapapa Discovery Center in Hilo, Hawaii, including the bi-annual Educator's Roundtable, Teacher Institute Day, teacher in-service events, and host group visits and classes.

\$5,000 is for upgrades to the Pisces Navigating exhibit at Mokupapapa Discovery Center. The funds support new mechanical parts and video components that make the exhibit more interactive. The exhibit helps promote understanding of how research equipment is used to explore the deep.

\$33,500 is for electricity, water for one year to maintain operations of the Mokupapa Discovery Center in Hilo, Hawaii. Costs are based on historical costs for similar supplies.

\$4,000 is for supplies for two community events in Key Largo and Key West to promote the value of Florida Keys NMS during its 25th anniversary in November 2015.

\$5,120 is for supplies for various education programs at Monitor National Marine Sanctuary.

\$500 is for curriculum and training supplies for capacity building training workshops in Indonesia.

\$3,000 is for curriculum and training supplies for capacity building training workshops in South Korea.

\$1,350 is for supplies for B-WET affiliated education programs at Olympic Coast National Marine Sanctuary. \$550 is for B-WET Review Panel meeting supplies, and \$800 is for BWET award event supplies.

\$30,000 is for electricity, water for one year to maintain operations of the NMSAS Ocean Center in American Samoa. Costs are based on historical costs for similar supplies.

f. Contractual

A total of \$4,364,386 is requested to fund contracted vendors and subawardees that help fulfill the scope of this proposal.

Proposed Subcontracts \$3,928,877

Amy Cale Studios. A budget of \$60,000 will be provided for Amy Cale Studios to provide project management support for the maintenance and upgrades of existing kiosks, and the development and installation of new interactive kiosks. \$55,000 is budgeted for labor (approx. 1280 hours @ \$43/hr.) and \$5,000 for travel to kiosk locations.

Aquatic Source. A budget of \$48,000 will be provided to install filtration and otherwise maintain the dive tank at Thunder Bay National Marine Sanctuary that is the centerpiece of the Center of Excellence. The Center of Excellence for diving is used by community partners, including Alpena Combat Readiness Center, Alpena Community College, Alpena Public High School, and regional search and rescue agencies. Labor, \$30,000; Materials/Supplies, \$18,000.

California State University Monterey Bay. A budget of \$8,000 will be provided for CSUMB to place four interns at 10-week internships to work alongside research scientists at California national marine sanctuaries. Funds provide stipends for the interns. This project is a partnership with the COAST (Council on Ocean Affairs, Science, and Technology) program.

Camp Mokule'ia. A budget of \$18,000 will be provided to Camp Mokule'ia to provide an overnight place-based learning camp experience for 300 students as part of the Navigating Change program affiliated with Papahānaumokuākea Marine National Monument, with the goal to create lifelong stewards of the environment.

Capitol Exhibit Services. A budget of \$5,000 will be provided for Capitol Exhibit Services to produce the graphics used on the backslashes of interactive kiosks that interpret national marine sanctuaries at partner locations nationwide. An additional \$10,000 will be provided to support graphic exhibit updates for permanent and traveling exhibits based in Silver Spring, Md.

K.A. Colorado. A budget of \$17,600 will be provided for sculptor K.A. Colorado to create artistic markers that are georeferenced as part of a larger citizen-science effort in Nihau, Hawaii. \$12,000 is budgeted for labor, and \$5,600 for materials needed for creation and installation of the markers.

Josh Cotton. A budget of \$17,000 provides funds for Josh Cotton to provide interior painting services at Mokupapapa Discovery Center that will greatly expand the usable area of the center by the public.

Eric Evans. A budget of \$31,860 will be provided for Eric Evans to provide technology support at Olympic Coast National Marine Sanctuary. He will keep OCNMS computer operations running smoothly and efficiently, providing on-site support and troubleshooting as needed, and support IT administrative functions. Budget provides for 720 hours of support at \$44.25/hr.

F. Koehnen Ltd. A budget of \$262,900 will support the annual lease for the building where the Mokupapapa Discovery Center in Hilo, Hawaii is located. The entire budget is allotted to Other-rent. The Mokupapapa Center is a vital part of the outreach to the resident community and the hundreds of

thousands of visitors who vacation in Hawaii every year, to spread awareness of the resources of Papahānaumokuākea Marine National Monument and the entire National Marine Sanctuary System. It is a hub for educational activities involving local volunteers and hundreds of K-12 students and their teachers.

Kendziorski Construction. A budget of \$40,000 will be provided to begin rehabilitation for the dive tank area of the Center of Excellence for Diving at Thunder Bay National Marine Sanctuary. Funds will support labor (\$25,000) and materials (\$15,000) to repair and restore the decking around the dive tank, which enhances access to the tank, allowing more people in the community to utilize the resource.

Leslie Stone Associates plus TBD signage contractor. A budget of \$27,000 will be provided to Leslie Stone Associates and one or more additional subcontractors TBD to design, fabricate and install strategically-placed interpretive signs that help connect visitors and residents with sanctuary resources in specific communities.

Marquis PR. A budget of \$121,000 will be provided to Marquis PR to support West Coast and Pacific Islands media coordination to amplify the message of national marine sanctuaries. \$116,000 is provided for labor, and \$5,000 for regional travel.

Medical Foundation for the Study of the Environment. A budget of \$100,000 will be provided to MFSE, which operates the R/V Searcher, for a 13-day expedition into the Papahānaumokuākea Marine National Monument. The expedition will focus on intertidal monitoring using both Western and traditional Hawaiian research techniques. The per day vessel charter is \$7,500/day. The remaining \$2,500 covers administrative fees for MFSE.

Meridian Zero Degrees. A budget of \$13,400 will be provided for Meridian Zero Degrees to provide replacement hardware for interactive kiosks that interpret national marine sanctuaries at partner locations nationwide.

Newseum. A budget of \$45,000 will be provided to the Newseum in Washington, D.C. to be the venue for Capitol Hill Ocean Week, a three-day conference on ocean management policy organized by the National Marine Sanctuary Foundation. 550+ guests attend in person, and more than 6,000 view online broadcast. \$22,500 is for Room Rental of 7th floor for 3 days, and \$22,500 is for A/V requirements to live broadcast panel sessions online.

Precon Events. A budget of \$10,000 will be provided for Precon Events to provide pipe and drape as part of heritage events in Silver Spring, Md.

Pu'u O Hoku Ranch. A budget of \$20,000 will be provided for Pu'u O Hoku Ranch in Molokai, Hawaii, to provide conference facilities and lodging for 5 nights for Nancy Foster Scholars Program participants.

Research Corporation of the University of Hawaii. A budget of \$323,175 will be provided to RCUH to support five full time and two part time staff in support of the goals of Hawaiian Islands Humpback Whale National Marine Sanctuary. Funds support salary and benefits. NMSF requires to contract with RCUH instead of direct hire because of regulations pertaining to providing employee benefits in the State of Hawaii. Fringe charged at 34% of salary.

Full time staff included in contract (1.0 FTE each)

Shannon Lyday, Resource Protection Specialist	Salary \$53,300 Fringe \$18,122
Ka'au Abraham, Maui Liaison/Educ. Specialist	Salary \$38,520 Fringe \$13,097

Allison Ikeda, Fiscal Admin Assistant-Oahu	Salary \$38,484 Fringe \$13,085
Derek MacGuire, Maintenance	Salary \$31,199 Fringe \$10,608
Tracy Burke, Admin Assistant-Maui	Salary \$32,760 Fringe \$11,138
<i>Part time staff included in contract</i>	
Robert Petty, Volunteer Coordinator (0.8 FTE)	Salary \$28,880 Fringe \$9,792
TBD, IT Specialist (0.14 FTE)	Salary \$10,408 Fringe \$3,539
RCUH Overhead @ 3.3%	\$10,324

Research Corporation of the University of Hawaii. A budget of \$1,889,100 provides funding for 23 full time, 2 part-time, and 3 temporary contract employees to support the goals of Papahānaumokuākea Marine National Monument. Funds support salary and benefits. NMSF requires to contract with RCUH instead of direct hire because of regulations pertaining to providing employee benefits in the State of Hawaii. Fringe is charged at 30% Full Time, 9.65% Part Time, and 1.393% vacation contingency.

Full time staff included in contract (1.0 FTE each)

Ashlyn Borges-Smith, Policy Specialist	Salary \$37,080 Fringe \$11,641
Virginia Branco, Discovery Center Asst. Manager	Salary \$54,920 Fringe \$17,241
Timothy Brown, Aquarist	Salary \$36,050 Fringe \$11,317
Skye Correa, Discovery Center Manager	Salary \$74,070 Fringe \$23,253
Gardner Fujii, Graphics and Web Designer	Salary \$53,499 Fringe \$16,795
Jonathan Geyer, Web Application Developer	Salary \$64,487 Fringe \$20,244
Loren Godwin, Resource Protection Specialist	Salary \$74,160 Fringe \$23,281
Nakoa Goo, Discovery Center Program Coordinator	Salary \$36,054 Fringe \$11,319
David Graham, Data Integration Program Coordinator	Salary \$102,643 Fringe \$32,223
Brian Hauk, Marine Operations Specialist	Salary \$64,311 Fringe \$20,189
Etta Karth, Mokupapapa Outreach Program Specialist	Salary \$36,771 Fringe \$11,544
Alyssa Miller, Evaluation Specialist	Salary \$59,740 Fringe \$18,754
Dianne Parras, Communications Coordinator	Salary \$78,280 Fringe \$24,574
Justin Rivera, Policy and Permit Specialist	Salary \$52,530 Fringe \$16,491
Aimee Rodd, HR & Financial Admin	Salary \$66,950 Fringe \$21,018
Daniel Wagner, Research Specialist	Salary \$76,518 Fringe \$24,021
Yumi Yasutake, Kauai Outreach Programs Coordinator	Salary \$48,449 Fringe \$15,209
TBD, Regional Info Tech Specialist	Salary \$65,000 Fringe \$20,406
TBD, Policy and Program Specialist	Salary \$45,000 Fringe \$14,127
TBD, Education Specialist	Salary \$53,408 Fringe \$16,766
TBD, Program and Events Associate	Salary \$32,800 Fringe \$10,297
TBD, Native Hawaiian Program Coordinator	Salary \$70,000 Fringe \$21,975
TBD, Native Hawaiian Program Specialist	Salary \$48,000 Fringe \$15,069

Part time staff included in contract

Joseph Lecky, GIS Technician	Salary \$7,354 Fringe \$710
TBD, IT Specialist	Salary \$26,000 Fringe \$2,509

Temporary staff included in contract

Intertidal Cruise Monitoring	Salary \$5,000 Fringe \$483
Safety Divers	Salary \$13,500 Fringe \$1,303
Science/Media Interns	Salary \$4,000 Fringe \$386
Dive Pay	Salary \$14,137 Fringe \$1,364
RCUH Overhead @ 3.5%	\$63,880

Research Corporation of the University of Hawaii. A budget of \$104,794 provides funding for one FTE for the Big Ocean Initiative project, which uses the Papahānaumokuākea Marine National Monument as a model for large-scale MPAs. Funds support salary and benefits at 34%, with a 3.3% overhead rate for RCUH.

Nai'a Lewis, Big Ocean Initiative Coordinator	Salary \$75,645	Fringe \$25,719
RCUH Overhead 3.3%	\$3,460	

Research Corporation of the University of Hawaii. A budget of \$469,670 provides funding for six full time staff to support the goals of National Marine Sanctuary of American Samoa. Funds support salary and benefits. NMSF requires to contract with RCUH instead of direct hire because of regulations pertaining to providing employee benefits in American Samoa. Benefits charged at 34% of salary.

Full time staff included in contract (1.0 FTE each)

Gene Brighthouse, NMSAS Project Manager	Salary \$109,034	Fringe \$37,071
Veronika Mortenson, Education/Outreach/ Community Coord.	Salary \$45,157	Fringe \$13,353
Wendy Cover, Research Coordinator	Salary \$60,882	Fringe \$20,700
Isabel Gaoteote, Communication & Outreach Coord.	Salary \$41,995	Fringe \$14,278
Tanimalie Letuli, Facilities Manager	Salary \$38,854	Fringe \$13,210
Alma Roe-Cornejo, Administrative/Fiscal Assistant	Salary \$34,653	Fringe \$11,782
Administrative Costs	\$26,700	

Robert Rountree. A budget of \$7,828 will be provided for Robert Rountree to assist Karlyn Langjahr in operations of the Olympic Coast Discovery Center in Port Angeles, Washington. Budget provides 380 hours of support at \$20.60/hr.

TranSystems. A budget of \$160,000 will provide funds for a selected contractor to restore seawall bordering the Nancy Foster Environmental Complex in Key West, Florida. The budget for the repair is \$50,000 for general condition assessment, \$57,500 for formwork by the dive team, and \$34,000 for materials, and \$18,500 for contingencies.

University of Hawaii. A budget of \$2,000 provides use of the biological electron microscopy facility for specimen identification, analysis, curation, and publication in peer-reviewed journals. The microscope will be used specifically to identify black coral specimens.

Washington Service Corps. A budget of \$7,700 will be provided to support one Americorps member at Olympic Coast National Marine Sanctuary to support science education activities. \$6,400 is for personnel and \$1,300 is for local travel to Americorps functions and OCNMS field work sites.

TBD-Channel Islands Center of Excellence Outreach Support. A budget of \$2,750 will be provided for a subcontractor to develop materials including brochures, web presence, and conduct an event to promote the Center of Excellence at Channel Islands National Marine Sanctuary on Unmanned Technologies. Budget provides for 55 hours of support at \$50/hr.

TBD-Channel Islands Digital Communications Support. A budget of \$5,000 will be provided for a subcontractor to expand the efficiency of outreach on projects at Channel Islands National Marine Sanctuary, including preparing content for web posting, preparing posts for social media, developing other outreach content as needed for product development in cooperation with NMSF and Channel Islands education team. Budget provides for 100 hours of work at \$50/hr.

TBD-Channel Island LiMPETS Coordinator. A budget of \$13,500 will be provided for a subcontractor to coordinate the developing and testing of a new LiMPETS QA/QC procedures document, evaluate teacher and student experiences testing refined data collection protocols, present findings at Intertidal Monitoring Network meetings, support LiMPETS partners in implementing new field survey protocols, and summarize and analyze teacher and student surveys on using new protocols. Budget provides for 270 hours of work at \$50/hr.

TBD-Field Operations Support at Olympic Coast National Marine Sanctuary. A budget of \$3,000 will be provided to a subcontractor to provide a base operations along the outer coast of the Olympic peninsula, such as the Olympic Natural Resources Center in Forks, Wash., Quileute Oceanside Resort, or equivalent to support research, mapping, monitoring, education and outreach, and other field related projects.

TBD-Gray's Reef Sign Contractor. A budget of \$17,600 will be provided for a subcontractor to design, fabricate, and install signs at boat ramps and marinas in the Gray's Reef constituent area, to provide increased awareness of GRNMS to coastal Georgia residents.

TBD-Janitorial and Security Contracts for Mokupapapa Discovery Center. A budget of \$13,000 will be divided between two subcontractors. One subcontractor will provide janitorial services for the Mokupapapa Center to ensure that it is ready to be open daily to tourists, residents, and school groups. Another subcontractor will provide security/alarm services for the Center, which is important due to known break-ins at other national marine sanctuary locations, and the value of the exhibits within the Center.

TBD Maritime Heritage Wayside Exhibits. A budget of \$17,000 will be provided to one or more identified subcontractors to design, fabricate, and install wayside exhibits to interpret maritime heritage assets in national marine sanctuary communities. Proposed exhibits are Maritime Cultural Landscape of the Redwood Coast (Gulf of the Farallones NMS area), and Diamond Shoals Lightship (Monitor NMS area).

TBD-Ocean Guardian Program at OCNMS. A budget of \$4,800 will be provided to initiate the Ocean Guardian Schools program in Washington state. Budget provides 160 hours of support at \$25/hr.

TBD-Olympic Coast Fiber Optic Monitoring Report Writer. A budget of \$33,000 will be provided for a selected contractor to write and produce the final report on the analysis of the seafloor habitat and benthic community recovery for the 2000-2004 surveys of the Pacific Crossing cable routes. This will be one of the few studies on natural resource impacts of sub-marine cables to be completed. Subcontractor will conduct final statistical analysis of data and produce a written report of the results, as well as organize all data in preparation of the analysis and report.

Proposed Subgrants \$435,509

California State University Monterey Bay. A budget of \$40,000 will be provided for CSUMB to conduct a project focusing on the tracking of key species in and around national marine sanctuaries and marine zones within national marine sanctuaries. Project staff will assess the current activities regarding this science, prepare an assessment of the opportunity and value of monitoring animal movement using telemetry based systems, and assist in the design and installation of acoustic tracking arrays in national marine sanctuaries. \$25,000 will be budgeted to costs associated with staff time (personnel), \$5,000 for travel, and \$10,000 for other expenses, including meeting attendance and field work.

Cape Cod National Seashore. A budget of \$13,200 will allow Cape Cod National Seashore to install new interpretive signage highlighting Stellwagen Bank National Marine Sanctuary. Cape Cod National Seashore is the closest National Park to sanctuary waters, with more than 4 million visitors per year. Funds are for fabrication and installation of signs.

Hoh Tribe. A budget of \$10,000 will be provided for the Hoh Tribe, one of the four coastal treaty tribes of Washington, to support the Habitat Framework project, an effort of the Olympic Coast Intergovernmental Policy Council, which provides an effective and efficient forum for communication and exchange of information and policy recommendations regarding the management of marine resources and activities within the boundaries of Olympic Coast NMS.

Makah Tribe. A budget of \$10,000 will be provided for the Makah Tribe, one of the four coastal treaty tribes of Washington, to support the Habitat Framework project, an effort of the Olympic Coast Intergovernmental Policy Council, which provides an effective and efficient forum for communication and exchange of information and policy recommendations regarding the management of marine resources and activities within the boundaries of Olympic Coast NMS.

Mote Marine Laboratory. A budget of \$40,000 will provide the opportunity for two undergraduate student interns from American Samoa to complete a hands-on internship at Mote Marine Laboratory in Sarasota, Fla. The American Samoa students will be mentored by Mote researchers, giving the students the opportunity to learn scientific research, and science communication skills. The budget will be used \$10,000 for two round trip travel from American Samoa to Florida, \$12,000 for lodging for interns, \$8,000 for stipends for the two interns, and \$10,000 for staff support for mentors at Mote.

Quileute Nation. A budget of \$10,000 will be provided for the Quileute Tribe, one of the four coastal treaty tribes of Washington, to support the Habitat Framework project, an effort of the Olympic Coast Intergovernmental Policy Council, which provides an effective and efficient forum for communication and exchange of information and policy recommendations regarding the management of marine resources and activities within the boundaries of Olympic Coast NMS.

Quinault Nation. A budget of \$10,000 will be provided for the Quinault Tribe, one of the four coastal treaty tribes of Washington, to support the Habitat Framework project, an effort of the Olympic Coast Intergovernmental Policy Council, which provides an effective and efficient forum for communication and exchange of information and policy recommendations regarding the management of marine resources and activities within the boundaries of Olympic Coast NMS.

Sea Research Foundation. A budget of \$31,067 will allow Dr. Peter Auster to provide specialized expertise in marine community ecology for Stellwagen Bank National Marine Sanctuary. A technical expert is needed to form partnerships and advance biodiversity conservation and protection. Budget is entirely for personnel support.

South Carolina Aquarium. A budget of \$13,200 will provide South Carolina Aquarium, an important partner for Gray's Reef National Marine Sanctuary, funds to update and refresh the Gray's Reef exhibits at the aquarium in Charleston, SC.

TBD-Strategic Partnership Projects. A budget of \$258,042 is requested to support subgrants with to-be-identified partners who can help promote strategic priorities, most notably the sanctuary nomination process. Subgrantees will be able to coalesce community support necessary to build a potential future sanctuary nomination. This provides budget for 12 funded projects (2 identified per 6 quarters of grant term) at approximately \$21,500 each.

g. Construction

Construction is not part of the scope of this proposal.

h. Other

NMSF requests funds in the amount of \$699,646.

Shipping

\$8,800 for shipping the Gray's Reef NMS traveling exhibit to a new (to be identified location) and shipping the Flower Garden Banks NMS traveling exhibit to two new locations during the award term.

\$150 for disseminating outreach materials for Channel Islands Center of Excellence.

\$100 is for shipping meeting materials to the site of the Sanctuary Advisory Council Chairs meeting in preparation for the meeting.

Printing and Graphics

\$1,015 for printing in support of the Ocean Guardian Schools program, including banners and emblems for selected schools.

\$5,000 is for printing and materials production for heritage events, including t-shirts that identify volunteers, logo ink stamp, and print collateral for distribution.

\$1,000 is for printing of socioeconomic reports.

\$15,000 is for printing of documents, reports, and other collateral materials associated with strategic programs, including promotion of the sanctuary nomination process.

\$100 is for printing programs, agendas, and reports for dissemination at the Sanctuary Advisory Council Chairs meeting.

\$500 printing outreach materials for Channel Islands Center of Excellence.

\$280 is for creating a replica of a traditional element, given as the Umu Kai Award, and the engraving for the award, which recognizes lifetime achievement in Hawaiian conservation.

\$5,800 is for printing and production of campaign materials and event production needs for a campaign to build awareness of Papahānaumokuākea Marine National Monument. Vendors include AdWalls, 808 Create, and Rolyco.

\$3,000 is for production of materials that promote Mokupapapa Discovery Center.

\$700 provides budget to produce t-shirts for Mokupapapa Discovery Center volunteers, to create a sense of team identity and distinguish volunteers from guests.

\$23,000 is for graphics, production of materials to create a Children's Corner at Mokupapapa Discovery Center for kids ages 2-12. The Keiki Corner will provide kinesthetic, aural, and spatial learning area with interactive learning activities.

\$600 provides budget to print t-shirts for Papahānaumokuākea dive volunteers, to create a sense of team identity which helps retain volunteers in the program.

\$26,455 is for printing and graphics and materials production to support education activities and outreach events at National Marine Sanctuary of American Samoa.

\$1,200 is for printing materials to disseminate to promote and give out at two events to build community support for Florida Keys National Marine Sanctuary during its 25th anniversary in Nov. 2015.

\$5,500 is for printing and promotional materials for BWET environmental education programs and activities at Olympic Coast NMS.

Stipends and Honoraria

Funds for teacher stipends in the amount of \$3,150 are requested to support participation in Ocean Guardian workshops. Stipends boost participation in workshops, since teachers usually have to take unpaid leave to participate. This funding provides an opportunity for 21 teachers to participate, providing a modest stipend of \$150.

Funds for intern stipends in the amount of \$4,500 are requested to support interns working on Nancy Foster Scholars Program, in particular the Orientation and Training. This funding provides support for 3 interns @ \$1,500 each.

Funds for intern stipends in the amount of \$4,000 are requested to support interns working on socioeconomic data analyzation.

Funds for an internship stipend for the winner of the NOAA prize at the Hawaii Science Fair are requested in the amount of \$2,000. This will help provide an opportunity in marine science to a talented student that helps grow local capacity in science, and keep Hawaiian students in professional positions in Hawaii.

Funds for honoraria for a speaker for an education workshop at the Ha'eia Fishpond in Hawaii to convey a better understanding of traditional Hawaiian resource management are requested in the amount of \$500.

Funds for membership in the Hawaii Conservation Alliance are requested in the amount of \$11,000. The Hawaii Conservation Alliance is administered by the University of Hawaii, Office of Research Services. HCA membership is critical to maintaining strong partnerships with some of the most significant conservation organizations in Hawaii and the Greater Pacific, including the co-managers of Papahānaumokuākea Marine National Monument.

Mini-grants

Funds in the amount of \$84,000 are requested to support a competitive mini-grants program for schools in California, Maryland, Georgia, and New York. The Ocean Guardian Schools program anticipates being able to provide an estimated 21 schools with \$4,000 each to conduct projects that help teach students to protect and conserve local watersheds, the world's ocean, and special ocean areas like national marine sanctuaries. Funds in the amount of \$24,000 are requested to pilot the Ocean Guardian Schools program in Washington state, providing grants to 6 schools in the amount of \$4,000 each.

Funds in the amount of \$43,000 are requested to support a competitive mini-grants program for projects throughout the U.S. that conserve and protect the heritage of America, particularly projects related to maritime and scientific heritage.

Funds in the amount of \$13,200 are requested to support at least two grants to new partners who can develop projects that help expand awareness of the value of national marine sanctuaries.

Funds in the amount of \$18,000 are requested to provide marine debris mini-grants for shoreline cleanup activities to organizations throughout sanctuary constituency areas. Funds would provide 6 grants at approximately \$3,000 per grant.

Meeting Expenses

\$4,000 to provide rental space, a/v requirements, and refreshments for two Ocean Guardian School workshops.

Also includes \$15,500 for facility fees for the Naturebridge Conference Center in Port Angeles, Washington, home of Olympic Coast NMS, for one week for a national meeting for education programs in national marine sanctuaries.

\$8,800 is provided to support a meeting of sanctuary leadership, NMSF leadership, and sanctuary stakeholders.

\$6,000 is provided to Hotel Murano in Tacoma, Washington to support facility rental, refreshments, and a/v requirements for the MPA Federal Advisory Council meeting.

\$3,000 is for meeting rentals for socioeconomic stakeholder meetings facilitated by Socioeconomist Danielle Schwartzmann.

\$8,600 is for a joint meeting with sanctuary and national parks stakeholders in Wisconsin in October 2015 to share best practices in maritime cultural heritage resource protection.

\$8,800 is for the Sanctuary Advisory Council Chairs meeting to provide facility rental, meals, and a/v requirements for participants and guest presenters.

\$5,000 is for Marine Debris focused workshops, including facility rental, meals, and a/v requirements for participants and presenters.

\$3,000 is for facility rental and meeting supplies required to convene the Olympic Coast National Marine Sanctuary Advisory Council, consisting of representatives from stakeholder groups throughout the regional community, in order to ensure public input into management of the sanctuary.

\$5,000 is for facility rental and participant refreshments, and a/v requirements for the Large Scale MPA Workshop to be held in Honolulu, Hawaii.

\$2,500 is for Friends of Hawaii Volcanoes National Park for venue expenses for volunteer trainings. The trainings are for volunteers of both the Monument and the Park to learn interpretive skills for sharing the resources and value of U.N. World Heritage Sites, which both the Monument and the National Park are.

\$300 is for bi-monthly volunteer training at Mokupapapa Discovery Center in Hilo, Hawaii.

\$500 is requested for venue expenses for Permit Coordinators Workshop in Oahu, Hawaii in November 2015 to ensure understanding of permit process and procedures in the Monument.

\$3,000 is requested for meeting supplies for Northwest Hawaiian Islands Reserve Advisory Council. The full council meets 4 times annually, and the management plan subcommittee convenes an additional 4-6 times annually. This budget covers expenses for all 8-10 meetings.

\$4,000 is for venue rental expenses for two community events in Key Largo and Key West to build community support for Florida Keys NMS during its 25th anniversary in November 2015.

\$5,000 is requested for at least one meeting of international meeting of marine protected area managers in the Caribbean region for venue and meeting expenses.

\$8,800 is requested to support four quarterly meetings of the Stellwagen Bank National Marine Sanctuary Advisory Council, including venue rental, refreshments, and a/v requirements. Meetings will take place in August, November, February, and May.

\$5,000 is requested for logistical support for four Sanctuary Advisory Council meetings at Monitor National Marine Sanctuary.

\$3,740 is requested for venue rental for MPA capacity building training workshops to be held in Indonesia.

\$4,000 is requested for venue rental for MPA capacity building training workshops to be held in South Korea.

\$2,000 is requested for facility rental for a BWET award event to promote education programs to the Olympic Coast NMS constituent community.

Educational Conferences

Funds requested include \$2,200 requested for Education Specialist Naomi Pollack to participate in 4 conferences at an approximate cost of \$550 each to promote the Ocean Guardian Schools program as a model for watershed education in new areas. It also includes \$300 for the Monument Evaluation Specialist to attend a two-day workshop in Fall 2015 of the Hawaii Evaluation Workshop. It also includes \$800 for 2 registrations to the HIGICC (Hawaii Geographic Information Coordinating Council Annual Conference) to bring mapping and geospatial professionals together to share new information and tools in the mapping and geospatial sector. The request also includes \$10,000 to support registrations, field trips, logistics for the 2016 World Conservation Congress to be held in Honolulu, Hawaii. The request also includes \$500 for one RCUH-Monument contracted staff to register for a conference taking place on the West Coast of the mainland USA focusing on environmental regulations. Finally, \$800 is requested for two registrations for the Hawaii Geographic Information Coordinating Council Annual Conference.

Translation Services

Funds for translation services in the amount of \$4,000 includes translating text and video transcription from English to Native Hawaiian for video, print, and exhibit materials available at Mokupapapa Discovery Center in Hilo, Hawaii.

Permits

Funds for permits in the amount of \$60,000 are requested to support the required permits necessary for seawall repair work at the Nancy Foster Environmental Complex in Key West, Fla.

Requests to support Federal Award Compliance, Outreach and Site Support, and Rent and Utilities are based on historical expense data incurred by NMSF, taking into account anticipated expenses based on current contracts and obligations. Federal Award Compliance expenses are necessary to maintain and adapt compliance with federal award procedures outlined in 2 CFR Part 200 Uniform Guidance. Requests are for approximately 64.6% of rounded line item budgeted totals are as follows: Rent & Utilities (\$114,000); Outreach and Site Support (\$102,000); and Federal Award Compliance (\$70,000).

Appendix I: NMSF Policies and Billing Practices

Procurement Policy

NMSF solicits bids from vendors for all major expense items of at least \$50,000. NMSF solicits a minimum of three (3) bids and compares the bids on the basis of overall cost, quality and timeliness. When a pre-existing NMSF or NOAA relationship exists with a particular contractor or vendor, or in other limited instances, however, NMSF may choose that contractor or vendor without bidding out the product or service, provided that NMSF prepares a sole source justification explaining why a competitive bid is not warranted. Such justification must be approved by the President. Subcontracts, subgrants, and payments to vendors specifically listed in this agreement do not go through further procurement procedures, but are periodically informally reviewed for continued quality service. However, all vendors, subcontractors, and subgrantees are assessed for risk through the SAM database at the time of payment.

For expenses of at least \$20,000, a contract is required that delineates scope of work, payments, schedules, liabilities, etc. For certain limited instances, such as single payments that can be done with a purchase order, the requirement for a contract will be waived at the discretion of the President.

NMSF will be reviewing its procurement policy in the coming months to evaluate our current policies' compliance with requirements of 2 CFR Part 200 Uniform Guidance.

Travel Policy

The National Marine Sanctuary Foundation travel formulation is based on its own recorded historical cost data for travel to/from and between Washington, DC and the 14 sites within the National Marine Sanctuary System. This historical cost data was used as a basis for the following travel assumptions within this budget: \$300 per person per diem (inclusive of lodging, meals, car rental, local transportation, parking fees, etc.); average of \$600 per flight airfare. Mileage in personal automobiles is charged at the current IRS rate. Trips are calculated based on an average stay of two to three days, for a base estimate of \$1,500 per trip. However, NMSF makes actual payments of travel expenses based on submitted receipts, or using the set government per diem rate for the destination of travel. NMSF requests travelers for project programs use NMSF's designated travel agency for flight, hotel, and car rental arrangements except where the agency's service are not available or agency's posted rates are outside of budget. Regional and local trips are typically marked at a lower budget.

Personnel Billing Rates

The National Marine Sanctuary Foundation has established billing rates of its key internal staff that are connected to the projects outlined in the scope of this award as follows. These rates are based upon historical cost data, as billed to the Foundation during the calendar year 2015:

President & CEO: \$79.33/hour
Vice President: \$45/hour
Chief Financial Officer: \$58/hour
Director of Operations, \$34.62/hour
Conservation and Policy Manager: \$30/hour
Accountant: \$20/hour
Communications Assistant: \$16.83/hour
Administrative Assistant: \$16.35/hour
Accounting Assistant: \$15.38/hour

Fringe Benefits Policy

Employer payroll taxes and benefits are bundled together and charged back to each employee on a pro-rated basis according to salary. For the year starting 7-1-15, payroll taxes will be assessed at 10% of salary and include FICA, Medicare and unemployment. Benefits are charged to full-time employees only at the rate of 24% of salary and include health insurance (employer portion), life insurance, short and long term disability, earned vacation and medical leave. Rates are reviewed annually and revised as needed, based on actual costs.

Capitalization Policy

NMSF has placed into effect a capitalization policy where all property and equipment expenditures over \$5,000.00 and have a useful life of greater than one year are capitalized over their useful life, to a maximum of 5 years, using a straight-line depreciation method. Depreciation is expensed monthly. All property and equipment expenditures under \$5,000.00 are expensed in their period purchased.

FFATA Compliance

NMSF complies with required reporting by federal awardees to the Federal Funding and Accountability Transparency Act Subaward Reporting System (FSRS). NMSF reports subgrant and subcontract awards of \$25,000 or more through the FSRS online portal in the month following the receipt of official executed award. For example, if a subaward agreement is executed in February, the award is documented in the FSRS portal in March. NMSF retains PDF copies of reports submitted to FSRS.

Personnel Time Recording Policy

NMSF's policy on recording employee's time is as follows:

Each employee of NMSF is required to submit timesheets that designate the amount of time spent on each program or activity, and any hours taken as leave. Timesheets are submitted on the last day of each month.

Full time employees submit a time sheet on a monthly basis, and part-time employees will submit a time sheet twice a month, noting in no less than one hour increments the projects worked on in that time frame. Submitted time sheets must be in the format provided by the finance department, presented to the employee's direct supervisor, initialed by both the employee and the direct supervisor, and submitted to the President for final approval.