June 14, 2023

Atlantic Coastal Cooperative Statistics Program
1050 N. Highland St. Ste. 200 A-N
Arlington, VA 22201

Dear ACCSP:

The Potomac River Fisheries Commission (PRFC) is pleased to submit its proposal for the Fiscal Year 24 ACCSP Request for Proposal, titled "FY24: Electronic Trip-Level Reporting for the Potomac River Fisheries Commission Commercial Fisheries Sector" for your consideration. The continued maintenance of this project enabled PRFC to continue to expand its electronic catch reporting leveraging the ACCSP eTrips application while simultaneously improving accuracy, timeliness, and level of detail for catch reporting throughout the Potomac River.

PRFC has made significant progress in the first three years of this project to include the initial groups of testers gaining access to eTrips, PRFC developed training, initial ACCSP-PRFC interface development, Oracle Cloud Infrastructure (OCI) Infrastructure as a Service (IaaS)/Platform as a Service (PaaS) procurement, and the development of the new Sport & commercial Application Integrated Licensing (SAIL) tool.

The Year 4 proposal is an exciting opportunity for ACCSP and PRFC to maintain momentum as a larger portion of the PRFC license holders switch to eTrips for their catch reporting and improved data interfaces are constructed for bi-directional data management between SAFIS and SAIL. Thank you for your consideration and please reach out to Marty Gary with any questions.

Sincerely,

Martin L. Gary
Executive Secretary
(804)456-6935
martingary.prfc@gmail.com

Proposal for Funding made to:
Atlantic Coast Cooperative Statistics Program
Operations and Advisory Committees
150N. Highland Street, Suite 200 A-N
Arlington, VA 22204

Potomac River Fisheries Commission

FY24: Electronic Trip-Level Reporting for the
Potomac River Fisheries Commission
Commercial Fisheries Sector

Submitted by:
Martin L. Gary
Executive Secretary
Potomac River Fisheries Commission
222 Taylor Street
Colonial Beach, VA 22443
martingary.prfc@gmail.com

Applicant Name:	Potomac River Fisheries Commission
Project Title:	**Electronic Trip-Level Reporting for the Potomac River Fisheries Commission (PRFC) Commercial Fisheries Sector**
Project Type:	Maintenance Project

(No change in scope of work, continued emphasis on Electronic Data Reporting using eTrips, increasing participation, and integration with PRFC databases)

Principal Investigator:	Martin L. Gary, PRFC Executive Secretary
Project Manager:	Martin L. Gary, PRFC Executive Secretary
Requested Award Amount:	**$207,512.00** for the year three maintenance project. This is intended to scale both participation and supporting IT infrastructure.
Requested Award Period:	One year after receipt of funds
Objective:	This is the fourth year of the project to report trip-level catch and effort data, using the ACCSP eTrips tools, from Commercial license holders who fish within the jurisdiction of the Potomac River Fisheries Commission (PRFC) continuing in the 2024 seasons, which begins in July 2024 for the FY24 licenses and January 2024 for the CY24 licenses.

Need:

ACCSP and its partner agencies have established the collection of trip-level data as the standard which all agencies should strive to reach and maintain. Over 60 years ago, PRFC began collecting catch and effort data from commercial shellfish (oyster and crab) and finfish permit holders, which are submitted weekly. Storage of the data in electronic databases has taken place since the late 1980s. Since that time, more details regarding the catch have been collected in terms of targeting specific locations, species, and gear. The data are reported at the trip-level on a daily basis and are submitted weekly to PRFC and provided to ACCSP twice annually for the previous calendar year.

The fourth year of the project will work to increase the use of census-style reporting by expanding the use of ACCSP eTrips technology among a group of PRFC Commercial license holders and evaluating the efficacy of this method compared to traditional methods.

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Participating license holders will use ACCSP eTrips tools to report their catch and effort in PRFC managed waters. In Year 4, the plan is to transition all eTRIPS users to electronic catch reporting only. Only allowing paper reports provided to PRFC to be submitted by PRFC staff for the waterman who do not use eTRIPS. Electronic harvest reporting has been discussed in the proceedings of meetings of advisory committees to the PRFC and the Commission itself for several years, and numerous harvesters have expressed an interest and willingness to participate. Many commercial constituents are already participating in electronic harvest reporting in Maryland or Virginia and are eager for similar opportunities to report electronically for PRFC.

Results and Benefits:
During the third year of the project, trip-level reporting to collect catch and effort data from commercial permit holders - harvesters is a goal for all ACCSP partners. On average, on an annual basis (Table 1):

Table 1: Average Count of License Holders and Daily Catch Reports for FY22 & CY22

Gear	License Holders	Daily Catch Reports
Oyster	204	1462
Crab	426	10082
Fish	339	12970

Presently, the PRFC staff collect, organize, validate, obtain corrections, and enter the catch data for each License Holder - Harvesters, which is a rather labor-intensive effort that potentially induces errors and is time consuming; therefore, the data stored and available for decision making reports can be lagging. **The anticipated benefits use of ACCSP eTrips are faster data entry with less errors and less staff hours required.**

Data Delivery Plan: During the fourth year of the project, ACCSP eTrips will continue to collect all catch data reports either directly entered by commercial harvesters or entered on their behalf by PRFC staff. PRFC will look at new ways to incentivize watermen to adopt eTrips vice submitting paper reports, and will look to streamline monitoring, control, and reporting to ACCSP using the PRFC SAIL application. PRFC will leverage the ACCSP eTrips database API to synchronize eTrips catch data with the new PRFC cloud-based Sport & commercial Application Integrated Licensing tool (SAIL) that was deployed for use in 2023 and currently holds ALL the catch data records that are NOT being entered directly into ACCSP eTrips by the commercial harvesters. The PRFC staff will be entering catch data for some of the paper reports that are submitted to PRFC by the commercial harvesters (see Task 2 in the Approach).

Biological Sampling Priority
PRFC's managed fisheries include five of the species identified in the FY24 Biological Sampling Priority Matrix, these include: #1 ranked Black Sea Bass, #6 ranked Atlantic

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Metadata: Below is a list of metadata that PRFC will be capturing via SAIL/eTrips and providing to ACCSP as part of this project.

Meta Data Field	Definition
Trip Type	Type of fishing trip
Coast Guard #	Coast Guard vessel registration #
State Reg #	State vessel registration #
Vessel Name	
Permit ID	Permit ID #
License Nbr	License # (PRFC Specific)
Fisherman	Legal Name
Corporate Name	Corporate Name, if applicable
Trip Start Date	Start date of trip
Trip Start Time	Start time of trip
Trip End Date	End date of trip
Trip End Time	End time of trip
State	State of trip
End Port	End port of trip
Submit Method	Method of submission for trip data
Submitted By Participant	If submitted by someone else
Nbr Of Crew	# of crew on trip
Area Code	Code for the area of the trip
Sub Area Code	Code for the sub area of the trip
Local Area Code	Code for the local area of the trip
In State	State of trip origin
Fishing Hours	Hours fished during trip
Gear Code	Code for gear used during trip
Gear Name	Name for gear used during trip
Gear Quantity	Quantity of gear used during trip

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Gear Sets	Sets of gear used during trip
Depth	Depth of gear used during trip
Latitude	Latitude of gear used during trip
Longitude	Longitude of gear used during trip
Common Name	Common name of species fished during trip
Unit Measure	Measure of species caught during trip
Reported Quantity	Quantity of measure of species caught during trip
Market Code	Market code sold to during trip
Grade Code	Grade of species caught during trip
Disposition Code	Disposition of species caught during trip
Sale Disposition Flag	If species caught were sold
Catch Source	Source of catch of species sold
Nbr Fish	Number of caught sold during trip
Comments	Used to capture TAG#s and other relevant data for catch and trip
Cf Iss Agency	PRFC
Validating Agency	PRFC
Confirmed Validating Agency	PRFC
Vendor App Name	Name of application used to capture information

PRFC will continue transmitting data twice per year for all catch reports submitted for the prior year but excluding the records that have been entered into ACCSP eTrips. This will be discontinued once two consecutive reports show 100% consistency with data from ACCSP eTrips.

Approach:
During the fourth year of the project, PRFC will be fully transitioned from the legacy Microsoft (MS) Access databases and Operator interface code that require all license issuing and catch data reporting performed by PRFC staff. The new PRFC cloud-based SAIL application will be live and the focus will be on enhancing its capabilities and integrations with ACCSP eTrips database. This enhanced integration will result in increased timeliness and accuracy of trip report data processed by PRFC being available in the SAFIS DB. PRFC will continue to expand its participation rate and update/improve training processes and materials. Additionally, PRFC will maintain a contract with a Software Development provider company or consultant to continue to maintain relevant interfaces and continue to develop the upgraded cloud application.

During Year 4, PRFC will be in maintenance for the following items:

1. Task 1 Identification of License Holder Participants: Continued Identification of commercial harvesters to participate:

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In Year 4 of the project, continue to expand participation in using eTrips by commercial harvesters. It is expected that all harvesters with interest will be using eTrips in this phase, but that continued outreach and marketing will be necessary to those who are holdouts. Additionally, new innovative methods to get harvesters access to and using eTrips will be explored, i.e. kiosks. The commercial harvester community is comprised of a mix of limited entry and open access fishery participants. Though the number varies year to year, approximately 1,400 commercial harvesters are candidates, and based upon the most recent license metrics, the target would be an additional 30% = 840 participants in year three for ACCSP eTrips. The participants will be volunteers. This would provide a large portion of the existing license holders (50%) and each Gear category. These numbers are manageable for the purpose of refining the SAIL application and the integration interfaces between eTrips and SAFIS tools, developing enhanced training guides & gaining feedback for future participant expansion.

2. Task 2 eTrips installation & training; data entry: ACCSP eTrips installation and training for commercial harvesters. It is anticipated that on average, four (4) hours will be provided to each harvester to support on data entry, submission and use of mobile devices and software. Included within the four hours are staff hours for making presentations at meetings, developing/updating "cheat sheet" guides, and identifying enhancements and overall process improvement. In addition to the harvesters, the PRFC staff will enter a sampling of a variety of paper catch reports into ACCSP eTrips:

   In Year 4, this item is expected to be complete but with ongoing adjustments and training as required based on harvester feedback and issue tracking. The PRFC staff will augment the commercial harvesters ACCSP eTrips submissions to ensure a more comprehensive data set is being processed for the purpose of identifying enhancement requests for the ACCSP eTrips tools and the data can be successfully processed (downloaded, modified / corrected, and uploaded).

3. Task 3 MS Access Operator Interface Maintenance: Maintenance of MS Access required interfaces until ACCSP eTrips collected is data is verified as 100% matching with PRFC records:
   a. Download ACCSP eTrips data from ACCSP
   b. Maintain an Operator Interface to validate downloaded data
   c. Upload verified data to ACCSP

   In Year 4, this function will be completely developed and no longer necessary to support. **All support will instead be to the new Sport & commercial Application Integrated Licensing tool (SAIL) to enhance its capabilities and align with eTrips and SAFIS reporting.**

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4. Task 4 Software Development: During year four of the project, PRFC intends to expand its modern database platform: SAIL. SAIL is a cloud-based application with a more consistent Operator Interface and is able to be upgraded more efficiently. The requirements will be documented, and the selected vendor will continue to develop and implement. **This effort will look to grow SAIL's capabilities from the original MS Access Database to a modern, scalable, web first tool that can more effectively capture and report on PRFC catch information in real time using advanced analytics.**

5. Task 5 Maintain Oracle Cloud Database: During Year 4 of the project, PRFC will continue to procure cloud-based resources with a focus on providing cost savings up-front and long term during the sustainment and maintenance phases.

6. Task 6 Develop & Maintain Oracle web-based applications: Continue development and maintenance of web based PRFC SAIL applications to perform PRFC office automation functions:
   a. Process License issue and renewal requests
   b. Print Licenses and associated tags, flags, and catch report forms, etc.
   c. Processing paper catch reports
   d. Reporting interface – currently there are approximately 25 unique reports with many that have sub-options
   e. Database Utility interface – currently there are approximately 13 unique operations required to modify lookup tables, set/re-set sequencing, and perform database integrity checks and repair
   a. Perform modifications as necessary to resolve technical problems
   b. Perform updates as necessary to support new requirements

   The current (historical) PRFC data was exported, reformatted, and imported into the new SAIL database system. **In Year 4, innovations and advanced processing will be a focus on quality of data improvements. Examples of innovations to be reviewed for implementation include Optical Character Recognition (OCR) for hand submitted reports by non-eTrips harvesters, photo OCR submission by non-eTrips harvesters, data analytics and reporting for better data quality monitoring, and Machine Learning/Artificial Intelligence (ML/AI) implementation trained on historical catch patterns to identify and flag potential catch data errors.**
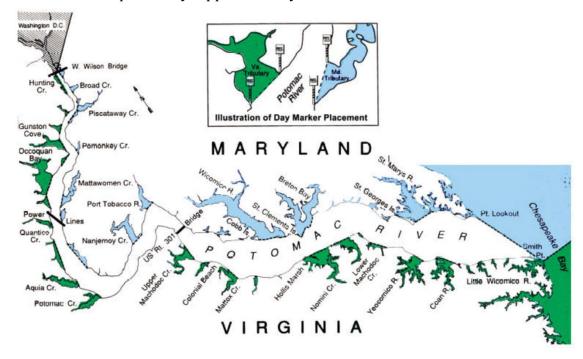
7. Task 7 Commercial Harvesters increased participation: Continue to increase the number of commercial harvesters using the ACCSP eTrips-tools:

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The goal would be to have 100% of the commercial harvesters using the ACCSP eTrips tools in Year 4, where able, and supported by PRFC staff, where not.

To facilitate the effort to meet these goals:

    i. Provide direct support as needed using PRFC staff via phone or in-person
    ii. Presentations at various Committee meetings with demonstrations and open for questions
    iii. Creating short "tri-fold" instructions specific to various topics
    iv. Creating short YouTube video tutorials specific to various topics
    v. Utilize existing ACCSP support products (e.g., videos, tech support and other)
    vi. Incentivizing future participation by using various strategies, such as:
        1. Successful strategies used by other jurisdictions (e.g., Rhode Island license endorsement)
        2. Establishing a fee for having the PRFC staff perform the ACCSP eTrips data entry such as a flat fee - $100 per License Holder per year
        3. Fee per Gear Type - $25 for each gear type license
        4. Fee per Week per Gear Type - $5 for each weekly report for each gear type license

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Geographic Location: Jurisdictional waters of the Potomac River Fisheries Commission. From the Woodrow Wilson Bridge (District of Columbia Demarcation) downriver to the confluence of the Chesapeake Bay. Approximately 100 nautical miles.

Illustration of Day Marker Placement

ACCSP Funding Proposal: Electronic Trip-Level Reporting for the PRFC Commercial Fisheries Sector
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Milestone Schedule:

Task # / Month	Project Period Month											
	1	2	3	4	5	6	7	8	9	10	11	12
T1: Identification of License Holder Participants	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
T2: eTrips installation & training; data entry	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
T3: MS Access Operator Interface Maintenance	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
T4: Software modifications	X	X	X	X	X	X	X	X	X	X	X	X
T5: Maintain Oracle Cloud Database	X	X	X	X	X	X	X	X	X	X	X	X
T6: Develop & Maintain Oracle web-based applications	X	X	X	X	X	X	X	X	X	X	X	X
T7: Commercial Harvesters increased participation	X	X	X	X	X	X	X	X	X	X	X	X

Project Accomplishments Measurement:
The results of this project will provide the basis to improve the accuracy and timeliness of catch and effort estimations, and could subsequently inform science, stock assessments, and management policies.

The results will help determine the scope of the effort to migrate to a more robust database system that is more accessible to the Commercial License Holders.

PRFC in Year 1 completed one task fully and made progress on many others.
1. Year 1 Task 5 Completed: Established contract for the software development work required to complete Tasks 3 through 6.

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PRFC in Year 2 completed five tasks for the year, with several repeating each cycle.
1. Year 2 Task 1 Completed: Identified and trained 20% of license holders with most moving to full time electronic catch reporting.
2. Year 2 Task 2 Completed: Developed eTrips installation and training guides/data for use by the license holders.
3. Year 2 Task 3: Completed all maintenance on the Access Database and have shut it down with full time operations shifting to SAIL.
4. Year 2 Task 4: Completed initial round of software modifications to support the reporting and synchronization between the Access DB and SAIL.
5. Year 2 Task 5 Completed: Maintained contract for the software development work required to complete Tasks 3 through 6. Established Oracle Cloud Infrastructure (OCI) account and procured the Infrastructure-as-a-Service (IaaS) for use in SAIL.
6. Year 2 Task 6 Completed: Completed initial development on the OCI hosted, SAIL application. Iterated through team and volunteer issues to.

PRFC in Year 3 completed five tasks for the year, with several repeating each cycle.
1. Year 3 Task 1 Completed: Identified and trained remaining 80% of license holders, of those interested and able to adopt eTrips.
2. Year 3 Task 2 Completed: Finalized eTrips installation and training guides/data for use by the license holders.
3. Year 3 Task 3: Completed closeout of Access Database and successfully operated full time in SAIL.
4. Year 3 Task 4: Completed initial round of software modifications to support the reporting and synchronization between the ACCSP SAFIS DB and SAIL.
5. Year 3 Task 5 Completed: Maintained contract for the software development work required to complete Tasks 3 through 6. Maintained, secured, and advanced Oracle Cloud Infrastructure (OCI) architecture to optimize costs and operations of SAIL.
6. Year 3 Task 6 Completed: Completed development of API and Direct DB integrations between SAIL DB and ACCSP SAFIS DB to streamline trip data timeliness and accuracy.
7. Year 3 Task 7 Completed: Initial rollout of incentives for harvesters to adopt eTrips implemented and adjusted based on feedback.

PRFC will continue to monitor progress and accomplishment using the following goals and measurements.

Task	Goal	Measurement

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T1: Identification of License Holder Participants	Identification of remaining commercial harvester holdouts and continued marketing/engagement for enrollment in eTrips electronic catch reporting.	Records updated to reflect they have been contacted and notified about the opportunity and its benefits.
T2: eTrips installation & training; data entry	100% of identified eTrips participants who request training/support receive in person or electronic training/support. Updated training materials and classes based of eTrips users feedback.	Participant records updated to note whether training has been provided and support provided.
T3: MS Access Operator Interface Maintenance	Full archival of Access DB with not reach back required for operations and integrations in support of ACCSP.	Access DB is unmodified/accessed.
T4: Software modifications	Requirements updated on evolving ACCSP SAFIS integration and implementation.	Verification that RTM is completed and updated.
T5: Maintain Oracle Cloud Database	100% of cloud-based services procured and available.	Verification by PRFC staff that cloud services are invoiced and available.
T6: Develop & Maintain Oracle web-based applications	100% of year 4 requirements identified, developed, and delivered. Analysis completed and requirements generated for advanced technologies to be integrated into SAIL capabilities.	Completed RTM showing Year 4 requirements marked as complete and verification by PRFC staff.
T7: Commercial Harvesters increased participation	Marketing materials developed and presented at regular meetings and in routine communications. Incentives identified and presented to the PRFC Commissioners for approval. At least one	Verification by PRFC staff that materials were sent and communicated during meetings. Documented minutes showing discussions at Commissioner meeting.

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	incentive applied to PRFC catch report submission for harvesters not using eTrips.	

Project Funding Justification for Continuance / Transition Plan:

PRFC is requesting the same level of funding as the previous two years due to the amount of work and license holders still not using electronic catch reporting. While great achievements have been made over the previous two years, there is still a good amount of effort to synchronize the PRFC SAIL catch report information with SAFIS in a way that does not cause harm to overall data quality. Additionally, there are a large number of license holders that will take significant outreach and training to get them onboard with using eTrips as a replacement for the paper forms. PRFC has detailed plans to address both of these factors in Year 3.

Funding transition is expected for this project beginning in Year 6 when funding is reduced based on maintenance project rules. PRFC is working to complete all development and activities by Year 7 to minimize funding necessary to keep SAIL and eTrips usage. PRFC will leverage new state resources and existing IT budgets to cover SAIL OCI expenses and additional routine maintenance costs.

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BUDGET FOR PROPOSAL PLANNING – FY2024

Description	Calculation	ACCSP Cost	PRFC Cost	Total Cost
Personnel (a)				
Principle Investigator	60 ACCSP / 100 PRFC hours @ $60.42/hr	$3,625.00	$6,042.00	$9,667.00
Data Administrator	200 ACCSP / 1880 PRFC hours @ $23.97/hr	$4,794.00	$45,064.00	$49,858.00
Data Management Specialist	600 ACCSP / 1480 PRFC hours @ $13.46/hr	$8,076.00	$19,921.00	$27,997.00
Personnel Subtotal		**$16,495.00**	**$71,027.00**	**$87,522.00**
Fringe (b)				
Principle Investigator	16% of salary	$576.00	$19,398.00	$19,974.00
Data Administrator	47% of salary	$2,264.00	$21,284.00	$23,548.00
Data Management Specialist	47% of salary	$3,790.00	$9,348.00	$13,138.00
Fringe Subtotal		**$6,630.00**	**$50,030.00**	**$56,660.00**
Travel (c)				
n/a				
Travel Subtotal		**$0.00**	**$0.00**	**$0.00**
Equipment (d)				
Oracle Cloud Database:				
a. Autonomous DB 1 instance, 744 hrs/month, 24 hours/day 1 OCPU 1 TB Storage Includes APEX	$1,118.41/month x 12 months	$13,421.00	$0.00	$13,421.00
b. Compute VM AMD Standard Flex 1 instance, 744 hrs/month, 24 hours/day 2 OCPU	$59.31/month x 12 months	$712.00	$0.00	$712.00

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16 GB Memory 100 GB Storage				
c. Block Storage 1 TB Balanced Performance 10 VPU 25000 Max IOPS 480 MBps Max Throughput	$42.50/month x 12 months	$510.00	$0.00	$510.00
Equipment Subtotal		**$14,643.00**	**$0.00**	**$14,643.00**
Supplies (e)				
n/a				
Supplies Subtotal		**$0.00**	**$0.00**	**$0.00**
Contractual (f)				
In-house Consultant/Developer	100 ACCSP / 20 PRFC Hours @ $106.09/hr	$10,609.00	$2,121.80	$12,730.80
Vendor/Developer	1250 ACCSP / 150 PRFC Hours @ $127.31/hr	$159,135.00	$19,096.20	$178,231.20
Contractual Subtotal		**$169,744.00**	**$21,218.00**	**$190,962.00**
Other (h)				
n/a				
Other Subtotal		**$0.00**	**$0.00**	**$0.00**
Totals				
Total Direct Charges (i)		$207,512.00	$142,275.00	$349,787.00
Indirect Charges (j)	n/a	$0.00	$0.00	$0.00
Total (sum of Direct and Indirect)		**$207,512.00**	**$142,275.00**	**$349,787.00**
Percentage		**59%**	**41%**	**100%**

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BUDGET NARATIVE
(Funding Period, FY24)

Project:	Electronic Trip-Level Reporting for the Potomac River Fisheries Commission (PRFC) Commercial Fisheries Sector
Project Period:	1 March 2024 – 28 February 2025
1 Year Funding:	$207,512.00
Prepared By:	Martin L. Gary, PRFC Executive Secretary

Personnel (Salaries) $16,495.00: Three PRFC employees' salary time will be covered using these funds. The three employees are: Principle Investigator, for 60 hours ($3,625.00); Data Administrator, for 200 hours ($4,794.00), and a Data Management Specialist, for 600 hours ($8,076.00).

In-Kind $121,057.00: The three PRFC employees proposed in this effort spend most if not all of their remaining hours working on catch report data and the tool. For each employee, their salary + Fringe costs not covered by the ACCSP grant is considered In-Kind by the PRFC. For this proposal Principle Investigator (100 hours, $6,042.00 + $19,398.00 Fringe), Data Administrator (1880 hours, $45,064.00 + $21,284.00 Fringe), and Data Management Specialist (1480 hours, $19,921.00 + $9,348.00 Fringe) sum up to $121,057.00 or 34% of total expense for Year 4.

Fringe Benefits $6,630.00: The current PRFC fringe benefit cost is set per employee at: Principle Investigator at 16% of Salary ($576.00), Data Administrator at 47% of salary ($2,264.00), and Data Management Specialist at 47% of salary ($3,790.00). The Principle Investigator falls within the fringe guidelines set forth by NOAA, however, a full breakdown of how the Fringe Benefits are calculated below (PRFC does not have a NICRA established).

		Principle Investigator	Data Administrator	Data Management Specialist
Fringe Benefits Details				
Gross	Annually	$125,664.00	$49,859.00	$28,000.00
	Hourly	$60.42	$23.97	$13.46
Fringe	Health	$17,090.00	$16,099.00	$8,717.00
	Retirement	$1,684.00	$6,781.00	$3,808.00
	Life		$668.00	$375.00
	Disability	$600.00		$238.00
	Def Comp	$600.00		
	Total	**$19,974.00**	**$23,548.00**	**$13,138.00**
	Per Hour	$9.60	$11.32	$6.32
	Rate	16%	47%	47%
ACCSP Project Hours				

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FY 2024 Hours / Year:		2080		
	ACCSP Hours	60	200	600
	Fringe Cost	$576.17	$2,264.23	$3,789.81
	ACCSP Cost	$3,624.92	$4,794.13	$8,076.92
	PRFC Hours	100	1880	1480
	PRFC Fringe	$19,397.83	$21,283.77	$9,348.19
	PRFC Cost	$6,041.54	$45,064.87	$19,923.08

Travel $0.00: N/A

Equipment $14,643.00: Oracle Cloud Infrastructure (OCI) resources are procured to host the PRFC interface between ACCSP and PRFC's SAIL application on a monthly basis. PRFC plans to procure Oracle Autonomous Database, with APEX, to host the SAIL application and provide the primary data interface between PRFC and ACCSP catch and report information. Additionally, a cloud Compute Virtual Machine, and additional block storage will all be required to host the application business logic, interface connection management, and user interface. All cloud services will be procured in full for the year in order to lock in cloud discounts for reserved usage.

Supplies $0.00: N/A

Contractual $169,744.00:

In-house Consultant – Ray Draper: $10,609.00
Updating the existing PRFC Access based application will require the knowledge and expertise of the consultant/developer Ray Draper. Ray has designed and developed the entire PRFC application from the ground up over the last 15 years and will be the primary developer of the ACCSP interface. This work will be in a maintenance phase and requires part-time development work, estimated at 100 hours total, and PRFC has contracted with Ray at a rate of $106.09 an hour to perform these services.

Talent & Technical Solutions Corporation (TTSC): $159,135.00
Developing the new PRFC SAIL application, procuring cloud services and infrastructure, and assisting with the PRFC-ACCSP integration will be handled by TTSC. PRFC has contracted with TTSC at a rate of $127.31 an hour and expects the work to support T3, T4, T6, and T7 to take 12 months of part-time work and an estimated 1,250 hours.

Other $0.00: N/A

Potomac River Fisheries Commission (PRFC)   16
ACCSP Funding Proposal: Electronic Trip-Level Reporting for the PRFC Commercial Fisheries Sector
Bold Comments indicate sections that help with the ranking process
Highlighted text indicates changes from the first submission

Summary of Proposal for Ranking

Project Details
Proposal Type: Maintenance

Primary Program Priority:
Catch and Effort (10 points / 100%): 100% of interested license holders will be providing electronic catch reporting and PRFC staff will enter the rest by hand to ensure accuracy.

Metadata (2 points): All metadata collected and supplied has been defined in this proposal.

Project Quality Factors
Multi-Partner/Regional impact including broad applications (5 points): PRFC's migration to eTrips and electronic catch reporting will benefit ACCSP and all regional partners in ensuring they have access to accurate, timely data on PRFC monitored species.

Contains funding transition plan (4 points): A detailed justification and funding transition plan is laid out in the proposal. PRFC sees a large need to continue funding at current levels in Year 4 with reduced funding in the out years and a transition to routing IT budgets and other state grants.

In-kind contributions (2 points): PRFC has provided a breakdown of the in-kind contributions made in support of this program and show that PRFC is providing 41% In-kind contributions. The contributions are significant and cover all the time for three personnel that manage and oversee the current catch reporting system.

Improvement in data quality/quantity/timeliness (4 points): Transition to eTrips and PRFC's new SAIL application will greatly increase the timeliness of reporting from bi-annually to almost real time. This will reduce manual entry and ensure much high-quality data is available for review by PRFC and other members.

Potential secondary module as a by-product (4 points): This project has led to the development of SAIL which will greatly streamline PRFC operations and interactions with ACCSP's SAFIS.

Impact on stock assessment (3 points): Regional management organizations that perform stock assessments will have better data to operate from as a direct result of this proposal and continued funding for PRFC's efforts.

Other Factors
Achieved Goals (3 point): PRFC has achieved a great number of its goals over the last three years and has plans to achieve more in Year 4 with this proposal.

Data Delivery Plan (2 points): A detailed data delivery plan has been included for review. PRFC will continue to work with ACCSP to increase speed of delivery as more electronic catch reports are captured and interfaces stood up.

Potomac River Fisheries Commission (PRFC)   17
ACCSP Funding Proposal: Electronic Trip-Level Reporting for the PRFC Commercial Fisheries Sector
Bold Comments indicate sections that help with the ranking process
Highlighted text indicates changes from the first submission

Level of Funding (1 points): PRFC has requested a smaller level of funding compared to FY22 as an acknowledgement for the large decrease in funding given up in Year 1 to help support other projects. It is projected that funding will decrease starting in Year 4 through 7.

Properly Prepared (1 point): PRFC followed all applicable ACCSP and RFP guidelines in preparing this document along with feedback gleaned from previous years proposal.

Merit (3 points): The Electronic Catch Reporting proposal is vital to the continued evolution of PRFC and ACCSP regional partners in implementing innovated processes for increasing data capture, quality, and timeliness.

Biological Sampling Priority: PRFC's managed fisheries include five of the species identified in the FY24 Biological Sampling Priority Matrix, these include: #1 ranked Black Sea Bass, #6 ranked Atlantic Menhaden, #7 ranked Cobia, #9 ranked Spanish Mackerel, and #22 ranked American eel.

Potomac River Fisheries Commission (PRFC)   18
ACCSP Funding Proposal: Electronic Trip-Level Reporting for the PRFC Commercial Fisheries Sector
Bold Comments indicate sections that help with the ranking process
Highlighted text indicates changes from the first submission

APPENDIX A: BUDGET – FY2021 – APPROVED BY ACCSP

Description	Calculation	Cost
Personnel (a)		
Principle Investigator	60 hours @ $55.50/hr	$3,330.00
Data Administrator	200 hours @ $20.50/hr	$4,100.00
Data Management Specialist	600 hours @ $11.50/hr	$6,900.00
Fringe (b)		
Principle Investigator	14% of salary	$455.55
Data Administrator	51% of salary	$2,092.93
Data Management Specialist	49% of salary	$3,401.46
Travel (c)		
n/a		
Equipment (d)		
Oracle Cloud Database:		
a. MySQL DB Services 1 instance, 31 days/month, 24 hours/day 50 GB storage 50 GB backup	$21/month x 8 months	$168.00
b. Java Cloud Service Enterprise Edition 1 instance, 31 days/month, 24 hours/day	$550/month x 8 months	$4,400.00
c. Cloud Infrastructure 1 instance, 31 days/month, 24 hours/day 50 GB storage	$33/month x 8 months	$264.00
Supplies (e)		
n/a		
Contractual (f)		
In-house Consultant/Developer	501 hours @ $100/hr	$50,100.00
Vendor/Developer	1,080 hours @ $130/hr	$140,400.00
Other (h)		
n/a		
Totals		
Total Direct Charges (i)		$215,612.00
Indirect Charges (j)	n/a	$0.00
Total (sum of Direct and Indirect) (k)		$215,612.00

Potomac River Fisheries Commission (PRFC)   19
ACCSP Funding Proposal: Electronic Trip-Level Reporting for the PRFC Commercial Fisheries Sector
Bold Comments indicate sections that help with the ranking process
Highlighted text indicates changes from the first submission

BUDGET NARATIVE
(Requested Funding Period, FY21)

Project: Electronic Trip-Level Reporting for the Potomac River Fisheries Commission (PRFC) Commercial Fisheries Sector

Project Period: 1 March 2021 – 28 February 2022

1 Year Funding: $215,425.44

Prepared By: Martin L. Gary, PRFC Executive Secretary

Personnel (Salaries) $14,759.90: Three PRFC employees' salary time will be covered using these funds. The three employees are: Principle Investigator, for 60 hours ($3,429.90); Data Administrator, for 200 hours ($4,223.00), and a Data Management Specialist, for 600 hours ($7,107.00).

Fringe Benefits $5,950.00: The current PRFC fringe benefit cost is set per employee at: Principle Investigator at 14% of Salary ($455.55), Data Administrator at 51% of salary ($2,092.93), and Data Management Specialist at 49% of salary ($3,401.46). The Principle Investigator falls within the fringe guidelines set forth by NOAA, however, a full breakdown of how the Fringe Benefits are calculated below (PRFC does not have a NICRA established).

		Principle Investigator	Data Administrator	Data Management Specialist
Gross	Annually	$ 111,000.00	$ 41,000.00	$ 23,000.00
	Hourly	$ 55.50	$ 20.50	$ 11.50
Fringe	Health	$ -	$ 15,418	$ 8,333
	Retirement	$ 13,086	$ 4,945	$ 2,696
	Life	$ 1,499	$ 566	$ 309
	Disability	$ -	$ -	
	Def Comp	$ 600	$ -	$ -
	Total:	$ 15,185	$ 20,929	$ 11,338
	Per Hour:	$ 7.59	$ 10.46	$ 5.67
Hours / Year:	2000			
	Rate:	14%	51%	49%
		$ 7.59	$ 10.46	$ 5.67
	Hours:	60	200	600
		$ 455.55	$ 2,092.90	$ 3,401.40
	Total Cost:	$ 3,330.00	$ 4,100.00	$ 6,900.00

Potomac River Fisheries Commission (PRFC)   20
ACCSP Funding Proposal: Electronic Trip-Level Reporting for the PRFC Commercial Fisheries Sector
Bold Comments indicate sections that help with the ranking process
Highlighted text indicates changes from the first submission

Travel $0.00: N/A

Equipment $15,372.00: Oracle Cloud Infrastructure (OCI) resources are procured to host the PRFC interface between ACCSP and PRFC's MS Access application on a monthly basis. Additionally, PRFC's modernized application runs on the OCI infrastructure as well.

Supplies $0.00: N/A

Contractual $179,343.60:

    In-house Consultant – Ray Draper: $40,788.00
    Updating the existing PRFC Access based application will require the knowledge and expertise of the consultant/developer Ray Draper. Ray has designed and developed the entire PRFC application from the ground up over the last 15 years and will be the primary developer of the ACCSP interface. This work will require five (5) months of part-time development work, estimated at 396 hours total, and PRFC has contracted with Ray at a rate of $103 an hour to perform these services.

    Talent & Technical Solutions Corporation (TTSC): $138,555.60
    Developing a new PRFC database, procuring cloud services and infrastructure, and assisting with the PRFC existing application integration will be handled by TTSC. PRFC has contracted with TTSC at a rate of $123.60 an hour and expects the work to support T3, T4, T6, and T7 to take 12 months of part-time work and an estimated 1,121 hours.

Other $0.00: N/A

Potomac River Fisheries Commission (PRFC)   21
ACCSP Funding Proposal: Electronic Trip-Level Reporting for the PRFC Commercial Fisheries Sector
Bold Comments indicate sections that help with the ranking process
Highlighted text indicates changes from the first submission

APPENDIX B: BUDGET – FY2022 – APPROVED BY ACCSP

Description	Calculation	Cost
Personnel (a)		
Principle Investigator	60 hours @ $57.57/hr	$3,429.90
Data Administrator	200 hours @ $21.12/hr	$4,223.00
Data Management Specialist	600 hours @ $11.85/hr	$7,107.00
Personnel Subtotal		**$14,759.90**
Fringe (b)		
Principle Investigator	14% of salary	$455.55
Data Administrator	51% of salary	$2,092.93
Data Management Specialist	49% of salary	$3,401.46
Fringe Subtotal		**$5,949.94**
Travel (c)		
n/a		
Travel Subtotal		**$0.00**
Equipment (d)		
Oracle Cloud Database:		
d. MySQL DB Services 1 instance, 31 days/month, 24 hours/day 1 OCPU 16 GB RAM 50 GB storage 50 GB backup	$58/month x 12 months	$696.00
e. Java Cloud Service Enterprise Edition 1 instance, 31 days/month, 24 hours/day 2 OCPU	$461month x 12 months	$5,532.00
f. Cloud Infrastructure 1 instance, 31 days/month, 24 hours/day 2 X9 OCPU 32 GB X9 RAM 50 GB storage	$164/month x 12 months	$1,968.00
g. Oracle APEX 1 instance, 31 days/month, 24 hours/day 2 OCPU 1 TB Storage	$598/month x 12 months	$7,176.00
Equipment Subtotal		**$15,372.00**
Supplies (e)		
n/a		
Supplies Subtotal		**$0.00**

Potomac River Fisheries Commission (PRFC)   22
ACCSP Funding Proposal: Electronic Trip-Level Reporting for the PRFC Commercial Fisheries Sector
Bold Comments indicate sections that help with the ranking process
Highlighted text indicates changes from the first submission

Contractual (f)		
In-house Consultant/Developer	396 hours @ $103/hr	$40,788.00
Vendor/Developer	1,121 hours @ 123.60/hr	$138,555.60
Contractual Subtotal		**$179,343.60**
Other (h)		
n/a		
Totals		
Total Direct Charges (i)		$215,425.44
Indirect Charges (j)	n/a	$0.00
Total (sum of Direct and Indirect) (k)		$215,425.44

Potomac River Fisheries Commission (PRFC)   23
ACCSP Funding Proposal: Electronic Trip-Level Reporting for the PRFC Commercial Fisheries Sector
Bold Comments indicate sections that help with the ranking process
Highlighted text indicates changes from the first submission

BUDGET NARATIVE
(Approved Funding Period, FY22)

Project: Electronic Trip-Level Reporting for the Potomac River Fisheries Commission (PRFC) Commercial Fisheries Sector

Project Period: 1 March 2022 – 28 February 2023

1 Year Funding: $215,612.00

Prepared By: Martin L. Gary, PRFC Executive Secretary

Personnel (Salaries) $14,330.00: Three PRFC employees' salary time will be covered using these funds. The three employees are: Principle Investigator, for 60 hours ($3,330.00); Data Administrator, for 200 hours ($4,100.00), and a Data Management Specialist, for 600 hours ($6,900.00).

Fringe Benefits $5,950.00: The current PRFC fringe benefit cost is set per employee at: Principle Investigator at 14% of Salary ($455.55), Data Administrator at 51% of salary ($2,092.93), and Data Management Specialist at 49% of salary ($3,401.46). The Principle Investigator falls within the fringe guidelines set forth by NOAA, however, a full breakdown of how the Fringe Benefits are calculated below (PRFC does not have a NICRA established).

		Principle Investigator	Data Administrator	Data Management Specialist
Gross	Annually	$ 111,000.00	$ 41,000.00	$ 23,000.00
	Hourly	$ 55.50	$ 20.50	$ 11.50
Fringe	Health	$ -	$ 15,418	$ 8,333
	Retirement	$ 13,086	$ 4,945	$ 2,696
	Life	$ 1,499	$ 566	$ 309
	Disability	$ -	$ -	
	Def Comp	$ 600	$ -	$ -
	Total:	$ 15,185	$ 20,929	$ 11,338
	Per Hour:	$ 7.59	$ 10.46	$ 5.67
Hours / Year:	2000			
	Rate:	14%	51%	49%
		$ 7.59	$ 10.46	$ 5.67
	Hours:	60	200	600
		$ 455.55	$ 2,092.90	$ 3,401.40
	Total Cost:	$ 3,330.00	$ 4,100.00	$ 6,900.00

ACCSP Funding Proposal: Electronic Trip-Level Reporting for the PRFC Commercial Fisheries Sector
Bold Comments indicate sections that help with the ranking process
<mark>**Highlighted text indicates changes from the first submission**</mark>

Travel $0.00: N/A

Equipment $4,832.00: Oracle Cloud Infrastructure (OCI) resources are procured to host the PRFC interface between ACCSP and PRFC's MS Access application on a monthly basis. Additionally, PRFC's modernized application runs on the OCI infrastructure as well.

Supplies $0.00: N/A

Contractual $190,500.00:

In-house Consultant – Ray Draper: $50,100.00
Updating the existing PRFC Access based application will require the knowledge and expertise of the consultant/developer Ray Draper. Ray has designed and developed the entire PRFC application from the ground up over the last 15 years and will be the primary developer of the ACCSP interface. This work will require five (5) months of part-time development work, estimated at 501 hours total, and PRFC has contracted with Ray at a rate of $100 an hour to perform these services.

Talent & Technical Solutions Corporation (TTSC): $140,400.00
Developing a new PRFC database, procuring cloud services and infrastructure, and assisting with the PRFC existing application integration will be handled by TTSC. PRFC has contracted with TTSC at a rate of $130 an hour and expects the work to support T3, T4, T6, and T7 to take 12 months of part-time work and an estimated 1,180 hours.

Other $0.00: N/A

Potomac River Fisheries Commission (PRFC)   25
ACCSP Funding Proposal: Electronic Trip-Level Reporting for the PRFC Commercial Fisheries Sector
Bold Comments indicate sections that help with the ranking process
Highlighted text indicates changes from the first submission

APPENDIX C: BUDGET – FY2023 – APPROVED BY ACCSP

Description	Calculation	ACCSP Cost	PRFC Cost	Total Cost
Personnel (a)				
Principle Investigator	60 ACCSP / 100 PRFC hours @ 56.46/hr	$3,387.60	$5,646.00	$9,033.60
Data Administrator	200 ACCSP / 1880 PRFC hours @ 22.4/hr	$4,480.00	$42,112.00	$46,592.00
Data Management Specialist	600 ACCSP / 1480 PRFC hours @ 12.21/hr	$7,326.00	$18,070.80	$25,396.80
Personnel Subtotal		**$15,193.60**	**$65,828.80**	**$81,022.40**
Fringe (b)				
Principle Investigator	15% of salary	$523.44	$17,622.00	$18,145.44
Data Administrator	49% of salary	$2,192.47	$20,635.00	$22,827.47
Data Management Specialist	50% of salary	$3,630.00	$8,954.00	$12,584.00
Fringe Subtotal		$6,346.00	$47,211.00	$53,556.91
Travel (c)				
n/a				
Travel Subtotal		**$0.00**	**$0.00**	**$0.00**
Equipment (d)				
Oracle Cloud Database:				
a. MySQL DB Services 1 instance, 31 days/month, 24 hours/day 1 OCPU 16 GB RAM 50 GB storage 50 GB backup	$58/month x 12 months	$696.00	$0.00	$696.00
b. Java Cloud Service Enterprise Edition 1 instance, 31 days/month, 24 hours/day	$461month x 12 months	$5,532.00	$0.00	$5,532.00

Potomac River Fisheries Commission (PRFC)
ACCSP Funding Proposal: Electronic Trip-Level Reporting for the PRFC Commercial Fisheries Sector
Bold Comments indicate sections that help with the ranking process
Highlighted text indicates changes from the first submission

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2 OCPU				
c. Cloud Infrastructure 1 instance, 31 days/month, 24 hours/day 2 X9 OCPU 32 GB X9 RAM 50 GB storage	$164/month x 12 months	$1,968.00	$0.00	$1,968.00
d. Oracle APEX 1 instance, 31 days/month, 24 hours/day 2 OCPU 1 TB Storage	$598/month x 12 months	$7,176.00	$0.00	$7,176.00
Equipment Subtotal		**$15,372.00**	**$0.00**	**$15,372.00**
Supplies (e)				
n/a				
Supplies Subtotal		**$0.00**	**$0.00**	**$0.00**
Contractual (f)				
In-house Consultant/Developer	387 Hours @ $103/hr	$39,861.00	$0.00	$39,861.00
Vendor/Developer	1121 Hours @ $123.6/hr	$138,555.60	$0.00	$138,555.60
Contractual Subtotal		**$178,416.60**	**$0.00**	**$178,416.60**
Other (h)				
n/a				
Other Subtotal		**$0.00**	**$0.00**	**$0.00**
Totals				
Total Direct Charges (i)		$215,328.20	$113,039.80	$328,367.91
Indirect Charges (j)	n/a	$0.00	$0.00	$0.00
Total (sum of Direct and Indirect) (k)		$215,328.00	$113,040.00	$328,368.00
Percentage		**66%**	**34%**	**100%**

BUDGET NARATIVE
(Funding Period, FY23)

Project: Electronic Trip-Level Reporting for the Potomac River Fisheries Commission (PRFC) Commercial Fisheries Sector

Project Period: 1 March 2023 – 28 February 2024

1 Year Funding: $215,328

Prepared By: Martin L. Gary, PRFC Executive Secretary

Personnel (Salaries) $15,193.60: Three PRFC employees' salary time will be covered using these funds. The three employees are: Principle Investigator, for 60 hours ($3,387.60); Data Administrator, for 200 hours ($4,480.00), and a Data Management Specialist, for 600 hours ($7,326.00).

In-Kind $113,039.80: The three PRFC employees proposed in this effort spend most if not all of their remaining hours working on catch report data and the tool. For each employee, their salary + Fringe costs not covered by the ACCSP grant is considered In-Kind by the PRFC. For this proposal Principle Investigator (100 hours, $5,646.00 + $17,622.00 Fringe), Data Administrator (1880 hours, $42,112.00 + $20,635.00 Fringe), and Data Management Specialist (1480 hours, $18,070.80 + $8,954.00 Fringe) sum up to $113,014.41 or 34% of total expense for Year 3.

Fringe Benefits $5,950.00: The current PRFC fringe benefit cost is set per employee at: Principle Investigator at 15% of Salary ($523.44), Data Administrator at 49% of salary ($2,192.47), and Data Management Specialist at 50% of salary ($3,630.00). The Principle Investigator falls within the fringe guidelines set forth by NOAA, however, a full breakdown of how the Fringe Benefits are calculated below (PRFC does not have a NICRA established).

Fringe Benefits Details				
		Principle Investigator	Data Administrator	Data Management Specialist
Gross	Annually	$117,436.80	$46,592.00	$25,396.80
	Hourly	$56.46	$22.40	$12.21
Fringe	Health	N/A	$15,840.00	$8,572.80
	Retirement	$15,972.24	$6,337.20	$3,454.80 (Inc. Mission Square)
	Life	$1,573.68	$624.48	$340.32
	Disability			$216.00 (VLDP)
	Def Comp	$600.00		
	Total	**$18,145.92**	**$22,801.68**	**$12,583.92**

Potomac River Fisheries Commission (PRFC)   28
ACCSP Funding Proposal: Electronic Trip-Level Reporting for the PRFC Commercial Fisheries Sector
Bold Comments indicate sections that help with the ranking process
Highlighted text indicates changes from the first submission

	Per Hour	$8.72	$10.96	$6.05
	Rate	15%	49%	50%
ACCSP Project Hours				
FY 22-23 Hours / Year:		2080		
	ACCSP Hours	60	200	600
	Fringe Cost	$523.44	$2,192.47	$3,630.00
	ACCSP Cost	$3,387.60	$4,480.00	$7,326.00
	PRFC Hours	100	1880	1480
	PRFC Fringe	$17,622.00	$20,635.00	$8,954.00
	PRFC Cost	$5,646.00	$42,112.00	$18,070.80

Travel $0.00: N/A

Equipment $15,372.00: Oracle Cloud Infrastructure (OCI) resources are procured to host the PRFC interface between ACCSP and PRFC's MS Access application on a monthly basis. Additionally, PRFC's modernized application runs on the OCI infrastructure as well. PRFC plans to procure a MySQL database to host the upgraded application and provide the primary data interface between PRFC and ACCSP catch and report information. Additionally, Java Cloud, a cloud Virtual Machine, and Oracle APEX will all be required to host the application business logic, interface connection management, and user interface. All cloud services will be procured in full for the year in order to lock in cloud discounts for reserved usage.

Supplies $0.00: N/A

Contractual $178,416.60:

In-house Consultant – Ray Draper: $39,861.00
Updating the existing PRFC Access based application will require the knowledge and expertise of the consultant/developer Ray Draper. Ray has designed and developed the entire PRFC application from the ground up over the last 15 years and will be the primary developer of the ACCSP interface. This work will require five (5) months of part-time development work, estimated at 501 hours total, and PRFC has contracted with Ray at a rate of $100 an hour to perform these services.

Talent & Technical Solutions Corporation (TTSC): $138,555.60
Developing a new PRFC database, procuring cloud services and infrastructure, and assisting with the PRFC existing application integration will be handled by TTSC. PRFC has contracted with TTSC at a rate of $130 an hour and expects the work to support T3, T4, T6, and T7 to take 12 months of part-time work and an estimated 1,180 hours.

Other $0.00: N/A

Potomac River Fisheries Commission (PRFC)   29
ACCSP Funding Proposal: Electronic Trip-Level Reporting for the PRFC Commercial Fisheries Sector
Bold Comments indicate sections that help with the ranking process
Highlighted text indicates changes from the first submission

APPENDIX D: Maintenance Projects History for Primary Program Priorities:

Funding Fiscal Year	Amount	Time Period	Results/Comments
2021	$215,612.00	1 Mar 2021 – 28 Feb 2022	Pilot implementation of ACCSP eTrips and initial development of PRFC Interface & modernized cloud application
2022	$215,612.00	1 Mar 2022 – 28 Feb 2023	Completed development of PRFC Cloud application SAIL v1.0, piloted eTrips with expanded waterman beta group, delivered initial SAFIS interface to synchronize data between PRFC SAIL v1.0 and SAFIS.
2023	$215,328.00	1 Mar 2023 – 28 Feb 2024	Completed development of PRFC SAIL v2.0, finalized eTrips PRFC training, revised SAFIS-SAIL two-way interface communication via API and Direct DB connections, expanded pilot to 20% of watermen, implemented initial incentives to transition to eTrips.
2024	TBD	1 Mar 2024 – 28 Feb 2025	Increase eTrips participation to 100% of interested watermen, finalize SAFIS-SAIL interfaces, research and implement advanced analytics/AI-ML capabilities, additional incentives to use eTrips implemented.

Potomac River Fisheries Commission (PRFC)   30
ACCSP Funding Proposal: Electronic Trip-Level Reporting for the PRFC Commercial Fisheries Sector
Bold Comments indicate sections that help with the ranking process
Highlighted text indicates changes from the first submission

Martin L. Gary

martingary.prfc@gmail.com

804-456-6935

Texas A&M University: B.S. Wildlife & Fisheries Sciences Specialization: Fisheries Ecology

Experience
- Currently:
  - Potomac River Fisheries Commission Executive Director July 2013 to Present
  - Co-Chair, NOAA Chesapeake Bay Program Sustainable Fisheries Goal Implementation Team
  - Chairman, Atlantic States Marine Fisheries Commission's Atlantic Striped Bass Board
  - President, Tidewater Chapter of the American Fisheries Society
  - Member, Maryland Sea Grant External Advisory Board 2016-Present
  - Member, Chesapeake Bay Program Plastics Pollution Action Team (PPAT)
  - Member, Chesapeake Bay Program Invasive Catfish Work Group
- Previously:
  - Co-Chair, Atlantic States Marine Fisheries Commission's Striped Bass Work Group (2020)
  - Chairman, Atlantic States Marine Fisheries Commission's American Eel Board (2017-2019)
  Member, Interstate Commission for the Potomac River Basin (ICPRB) Blue Ribbon Panel for Comprehensive Watershed Planning (2017-2019)

Maryland Department of Natural Resources, Fisheries Service: (July 1986 through June 2013)
- Fisheries Service - Assistant Director (2006-2013)
- Fisheries Service – Program Manager for Recreational & Commercial Fisheries and Outreach (1996-2006)
- Fisheries Service – Program Manager for Recreational Fisheries and Commercial Striped Bass Fisheries (1995-1996)
- Fisheries Service – Legislative Officer (1994-1995)
- Fisheries Service – Striped Bass Stock Assessment Biologist (1990-1994)

Potomac River Fisheries Commission (PRFC)   31
ACCSP Funding Proposal: Electronic Trip-Level Reporting for the PRFC Commercial Fisheries Sector
Bold Comments indicate sections that help with the ranking process
Highlighted text indicates changes from the first submission

- Fisheries Service – Program Manager for Artificial Reefs & Habitat Enhancement (1988- 1990
- Fisheries Service: Estuarine Finfish Biologist (1986-1988)

Affiliations
American Fisheries Society Member American
Fisheries Society Southern Division
American Fisheries Society Tidewater Chapter (President Elect)
American Fisheries Society Estuaries Section
American Fisheries Society Invasive & Introduced Species Section
American Fisheries Society Fish Habitat Section
American Fisheries Society Fish Health Section American
Fisheries Society Fish History Section American Fisheries
Society Fish Management Section
American Fisheries Society Fisheries Information & Technology Section American
Fisheries Society Virginia Chapter Member
American Fisheries Society Mid Atlantic Chapter Member American
Fisheries Society Potomac Chapter
American Fisheries Society Marine Fisheries Section American
Fisheries Society Science Communication Section American
Fisheries Society Socioeconomics Section American Fisheries
Society Water Quality Section American Society of
Ichthyologists & Herpetologists
The Interstate Shellfish Sanitation Conference (ISSC)
National Shellfisheries Association (NSA)
National Association of Underwater Instructors (NAUI Scuba certifications for: Advanced Open Water, Ice, Night, Cave, Nitrox)

References: Available Upon Request

Potomac River Fisheries Commission (PRFC)   1
ACCSP Funding Proposal: Electronic Trip-Level Reporting for the PRFC Commercial Fisheries Sector
Bold Comments indicate sections that help with the ranking process
Highlighted text indicates changes from the first submission

Cathy Friend

WORK EXPERIENCE

Potomac River Fisheries Commission   **Colonial Beach, VA**

Administrative Specialist   Jan 2012 – Present
- Operate office equipment such as fax machines, copiers, electronic postage machines, and multi-line phone systems, and use computers for spreadsheet, word processing, database management, and other applications;
- Greet customers or callers and handle their inquires or direct them to the appropriate person according to their needs;
- Prepare the daily cash report making sure all monies balance for the day, verifying receipts vs. monies received that day match;
- Prepare and mail law enforcement manual updates monthly;
- Review and process incoming commercial and recreational license applications; ensuring the correct fees are collected;
- Attend and record all advisory committee meetings and quarterly Commission meetings. Transcribe and prepare minutes from each meeting in a timely manner for review by the Executive Secretary;
- Update and prepare any regulation changes or supplement updates and mail to the appropriate recipients including Commission members, law enforcement, judges, and clerks;
- Adhere to mandatory time lines for preparing and distributing certain documents;
- Enter daily deposits into Quickbooks.

Database Specialist   Jun 2006 – Present
- Trouble shoot and fix any errors associated with the operating database, including contact the IT person for help if needed;
- Maintain the integrity of the data entered by ensuring proper procedures are followed;
- Accurately entering hand written harvest catch data received weekly through the mail and in person; and reach out to any harvester with discrepancies found;
- Adhere to regulations regarding commercial activities to include making sure regulations are followed and provided to harvesters;
- Respond to customer or management request for data by creating queries in the database.

NSWC Federal Credit Union   **Dahlgren, VA**

Positions held: 1992 - 2004
Human Resource Assistant
Mortgage and Home Equity Loan Officer
Mortgage Loan Clerk
Customer Service Teller

EDUCATION

Rappahannock Community College (1994 – 2000)   **King George, VA**

Completed coursework towards a A.S. Accounting Specialist (degree not obtained)

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West Virginia University (1986 – 1991)   **Morgantown, WV**
Completed coursework towards B.S. Speech Pathologist (125 credit hours – degree not obtained)

ADDITIONAL SKILLS

- Proficient and accurate in using Microsoft Office suite, including Word, Excel, Access and Power Point;
- Entry level use of Quickbooks;
- Able to use a copier to make multiple collated copies as well as making booklets;

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Morgan Shaffer

Objective

- To offer my services to a company that promotes conservation and education

Education

BACHELOR OF SCEINCE| MAY 2020 | UNIVERSITY OF MARY WASHINGTON

- Major: Environmental Science: Natural

- Minor: Environmental
  Sustainability
  Biology
- Related coursework: Introduction to GIS, Environmental Geochemistry, Field Methods in EESC & GEOL, Pollution Prevention Planning, Hydrology, Toxicology, Ornithology, Animal Behavior

ASSOCIATES | MAY 2017 | RAPPAHANNOCK COMMUNITY COLLEGE

- Major: General Arts & Sciences

Skills & Abilities

COMPUTER SKILLS

- Excellent experience using Word, PowerPoint, Excel, Publisher, and the online Google equivalences

- Good understanding of Skype, Zoom, Webinar, Google Hangouts, and online application Trello

- Experienced in GIS map building, general data analysis, and graphical analysis

- Competent in research using the internet and online databases/libraries

- Quick to learn new programs and technologies

CONSERVATION

- Led and participated in State Park conservation programs such as beekeeping, monarch butterfly raising and tracking, implementing pollinator gardens, and collecting wildflower seeds

- Cared and handled animal ambassadors such as a corn snake, eastern king snake, red-eared sliders, and saltwater fish

- Informed the general public, school groups, and day-care groups about local flora and fauna

- Inspired creativity and critical thinking in children and adults of all ages regarding environmental problems by using hands-on outdoor activities

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VISITOR EXPERIENCE & CUSTOMER SERVICE

- First point of contact greeting clients and answering phone calls

- Enriched the experience of 200 – 300 park guests daily through programs, point-duty, and roving

- Performed 2-4 20min-1h long programs daily on a wide variety of subjects, tailoring topics to fit the needs and interests of park guests

- Assisted in providing information, answering questions, taking pictures, and finding resources for guests

- Established a safe environment where the public felt comfortable asking a wide range of questions Assisted in activities directly targeting 4H groups, YMCA, YCC, homeschool groups, and summer school groups

- Adapted all programming and guest interactions to follow Covid guidelines

TEAMWORK

- Basic management such as scheduling other individuals and delegating tasks while taking into account strengths, weaknesses, and time available

- Shared responsibilities with coworkers, willing to take on additional work when coworkers needed extra support

- Capable of taking initiative and handling independent duties

Experience

DATA ENTRY SPECIALIST | POTOMAC RIVER FISHERIES COMISSION | JULY 2022 - PRESENT

- First point of contact between PRFC and the public via in person, phone, or electronical communication

- Data entry and management of fishery related data to fulfill the agency's mission to conserve and improve the valuable fishery resources of the tidal Potomac River

- Handled daily front office financial transactions and bank deposits

DATA ENTRY INTERN | POTOMAC RIVER FISHERIES COMISSION | FEBUARY 2022 – JULY 2022

- Data entry and management of fishery related data

- Responsible for the daily upkeep and organization of harvest records

- Answering phone calls and taking messages for coworkers

- Analysis of data tables and catching anomalies/mistakes

INTERPRETIVE PARK RANGER | WESTMORELAND STATE PARK | MARCH 2021 – JANUARY 2022

- Supervisor of 1 other park staff and 2 AmeriCorps volunteers; in charge of fairly delegating tasks between coworkers and ensuring they submitted necessary data promptly

- Organized all park programming and the creation of fliers promoting weekly program guides

- Promoted Westmoreland State Park and offered educational programs at local events such as First Friday in Montross and the Fall Festival in Montross

Potomac River Fisheries Commission (PRFC)   5
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- Created, revised, and transcribed educational park programs including 6 new programs

- Adapted all programming and guest interactions to follow Covid guidelines

- Enriched the experience of 3,000 – 5,000 guests during the summer months

INTERPRETIVE PARK RANGER | WESTMORELAND STATE PARK | MAY 2019 – JULY 2020

- Trained AmeriCorps volunteers

- Led guided tours and activities for park guests daily, teaching topics involving environmental and biological information

- Cared for permanent and temporary ambassador animals such as snakes, lizards, and frogs

- Planned, participated, and volunteered for yearly park events including races and family events

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RESUME

Raymond (Ray) Draper

SUMMARY

More than 45 years of providing technical guidance and leadership for numerous people over a variety of computer systems and projects.

EXPERIENCE

Potomac River Fisheries Commission / Consultant, Independent Contractor (April 1993 – Present) Produced multiple database programs in support of daily operations provided by the PRFC staff. Duties included understanding the requirements, designing the database, operator interfaces, and reports.
Provided hardware support for the first ten years. Supported the transition from the old to the new facility. Provide ad-hoc consulting regarding new technology and capabilities. Provide as-needed support to the staff regarding special requests and system modifications.

Enterprise Resource Planning Supervisor & Time Management Instructor (January 2012 – November 2020) *Contractor/Consultant/Employee – depending on the company who won the follow-on contracts:*

- Primarily responsible for conducting the Instructor Led Training (ILT) that is required for personnel to perform their duties as a Supervisor, Time Keeper, and/or Time Approver.

- Developed specific Step-by-Step guides for trained personnel to use as a refresher after the ILT.

- Modified Navy produced classroom material to be specific to personnel at NSWC Dahlgren.

- Presented ERP seminars to the Government population (general users) on how to use the new ERP system who did not require ILT.

- Developed Step-by-Step guides in PDF format and a parallel video (MP4) version for the general users.

- Designed and taught Knowledge Transfer (KT) sessions on specific, user requested topics related to the Time functionality, such as how to obtain names and quantity of employees working overtime or on a telework status.

- Provide follow-up support via phone, on-site, or on-line as needed.

Naval Surface Warfare Center, Dahlgren Division (September 1984 – December 2011) *Civil Service employee assigned to various technical and managerial positions on multiple Navy projects:*

- Special Systems Intelligence & Surveillance Branch Head (2008 – 2011): Provided technical and personnel leadership to several intelligence, surveillance and reconnaissance (ISR) projects. These projects included approximately 45 personnel and twenty million dollars.

- Classified Project Software / Project Lead (2002 – 2008): Established and lead a team of software and hardware engineers, technicians, and support personnel with the development of

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an intelligence

collection and data fusion system. Responsible for the requirements, design, development, documentation, installation, and training.

- Cooperative Engagement Capability Software Lead (1996 – 2002): Provided technical software oversight to the lead contractors (Raytheon and Lockheed-Martin) for the Government Program Office. Lead local team with software builds, metrics, and installation aboard ships and land sites.

- Cryptologic Systems Embedded Trainer Software Lead (1993 – 1996): Provided technical software oversight to the lead contractor (Electronic Warfare Associates) for the Government Program Office. Facilitated system and design requirements and conducted acceptance testing at the contractor's facility.

- Combat Direction Finder Software Independent Verification Lead (1989 – 1993): Provided technical software oversight to the lead contractor (Raytheon-Sanders) for the Government Program Office and conducted Independent Verification & Validation for initial systems.

- Computer Aided Design & Drafting System Software Developer / Site Lead (1984 – 1989): Developed local applications to improve efficiency with system management (printing, plotting, and data storage). Provided project leadership to cross-functional team and training across the Center.

United States Air Force (June 1974 – June 1980) *Telecommunications Specialist:*
Provided technical analysis and repair to long-haul communication systems, which included HF, VHF, landline, and tropospheric systems. Maintained cryptologic equipment and conducted training on systems to co-workers and members of the US Marine Corp during combat exercises.

EDUCATION

Embry-Riddle Aeronautical University (September 1980 – September 1984)
- BS Computer Science
- AS Aviation Management
- Commercial Pilot's License
- Flight Instructor

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J. BLAIR PARSONS III,
PMP, CISSP, ITIL4

Chief Information Officer (CIO)

PROFILE

Blair Parsons is a partner and CIO of Talent & Technical Solutions Corporation (TTSC). He has been an IT industry leader for the last 16 years where he has served in various senior leadership roles, including: Activity Command Information Officer (ACIO), Senior IT Program Manager (PM), Senior Software Engineer PM, and Senior Information Systems Engineer. Blair is laser focused on continuous process improvement through advanced use of IT systems both on-prem and in the cloud to provide accountability, performance monitoring, process metrics, and advanced reporting. His accomplishments include the design and implementation of a dynamic, workflow based, custom action tracking system at NAVSEA; a custom, Talent Management application across the US Navy; and numerous successful cloud native system migrations and refactoring projects.

CONTACT

PHONE: 540.903.3537

EMAIL: blair@tts-c.com

WEBSITE: www.tts-c.com

PROFESSIONAL HIGHLIGHTS

TTSC – Chief Information Officer (CIO)
Oct 2019 – Current
- Design and execute the corporate IT solutions business strategy to include identification of solutions and services being offered, targeting of customer markets and outreach to potential clients, development of technology roadmaps and trends assessments, and establishment of partner programs for rapid execution and value maximization.
- Lead all IT related efforts, including the implementation and deployment of MS365, design and development of the TTSC Assessment Model (OAM), design and development of the tts-c.com corporate home page, and design and development of the PowerBI OAM Dashboard.

Falconwood, Inc – Senior Cloud Engineer (DevSecOps)
Sep 2019 – April 2020

CACI – Senior IT Program Manager (PM) / ACIO
Oct 2017 – Sep 2019

CACI – Developer, Group Lead, Project Manager
July 2004 – Sep 2017

EDUCATION

MASTER OF BUSINESS ADMINISTRATION (2010)
University of Mary Washington ▪ Fredericksburg, VA

MASTER OF MANAGEMENT OF INFORMATION SYSTEMS (2010)
University of Mary Washington ▪ Fredericksburg, VA

BACHELOR OF SCIENCE IN COMPUTER SCIENCE (2004)
University of Mary Washington ▪ Fredericksburg, VA

CERTIFICATIONS

PROJECT MANAGEMENT PROFESSIONAL (PMP) (2016)
Project Management Institute (PMI) ▪ ACTIVE

CERTIFIED INFORMATION SYSTEMS SECURITY PROFESSIONAL (CISSP) (2016)
International Information System Security Certification Consortium (ISC)² ▪ ACTIVE

ITIL 4 FOUNDATION (2020)
ITIL ▪ ACTIVE

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Ranking Guide - Maintenance Projects:

Primary Program Priority	**Point Range**	**Description of ranking consideration**
Catch and Effort	0-10	Rank based on range within module and level of sampling defined
Biological Sampling	0-8	under Program design. When considering biological or bycatch
Bycatch/Species Interactions	0-6	funding rank according to priority matrices.
Social and Economic	0-4	
Metadata	+2	Additional points if metadata collected and supplied to Program defined within the proposal.

Project Quality Factors	**Point Range**	**Description of ranking consideration**
Multi-Partner/Regional impact including broad applications.	0-5	Rank based on the number of Partners involved in project OR regional scope of proposal (e.g. geographic range of the stock).
> yr 2 contains funding transition plan and/or justification for continuance	0-4	Rank based on defined funding transition plan away from Program funding or viable justification for continued Program funding.
In-kind contribution	0-4	1=1%-25% 2=26%-50% 3=51%-75% 4=76%-99%
Improvement in data quality/quantity/timeliness	0-4	1=Maintain minimum level of needed data collections. ↓ 4=Improvements in data collection reflecting 100% of related module as defined within the Program design.
Potential secondary module as a by-product (In program priority order)	0-4, 0-3, 0-2, 0-1	Rank based on single additional module data collection and level of collection as defined within the Program design of individual module.
Impact on stock assessment	0-3	Rank based on the level of data collection that leads to new or greatly improved stock assessments.

Other Factors	**Point Range**	**Description of ranking consideration**
Properly Prepared	0-5	Meets requirements as specified in funding decision document Step2b and Guidelines

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Ranking Guide – Maintenance Projects: (*to be used only if funding available exceeds total Maintenance funding requested***)**

Ranking Factors	Point Range	Description of Ranking Consideration
Achieved Goals	0 – 3	Proposal indicates project has consistently met previous set goals. Current proposal provides project goals and if applicable, intermediate metrics to achieve overall achieved goals.
Data Delivery Plan	0 – 2	Ranked based if a data delivery plan to Program is supplied and defined within the proposal.
Level of Funding	-1 – 1	-1 = Increased funding from previous year 0 = Maintained funding from previous year 1 = Decreased funding from previous year
Properly Prepared	-1 – 1	-1 = Not properly prepared 1 = Properly prepared
Merit	0 – 3	Ranked based on subjective worthiness

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