

Trustee Council Use Only  
Project No: 040100  
Date Received: 06-05-03

**GEM PROPOSAL SUMMARY PAGE**  
(To be filled in by proposer)

Project Title: Public Information and Administration

Project Period: Ongoing

Proposer(s): Trustee Council Office

Study Location: N/A

Abstract: Project 040100 provides overall support for public and community involvement and administration of the Trustee Council programs through the Trustee Council office. This includes funding support for the staff working at the direction of the Trustee Council through the Executive Director, as well as public involvement efforts including the participation of the 20-member Public Advisory Committee (PAC).

Funding:	EVOS Funding Requested:	FY 04	\$ 863,300	
		FY 05	\$	
		FY 06	\$	TOTAL: \$863,300
	Non-EVOS Funds to be Used:	FY 04	\$	
		FY 05	\$	
		FY 06	\$	TOTAL:

Date: June 4, 2003

(NOT TO EXCEED ONE PAGE)

# GEM RESEARCH PLAN

## I. NEED FOR THE PROJECT

### A. Statement of Problem

The project provides the essential management and administration necessary to efficiently implement the Trustee Council programs. Implementation of the Trustee Council programs, as directed by the Trustee Council and guided by the Restoration Plan, requires meaningful public involvement and strong program administration.

The Trustee Council, established under the terms of a court approved civil settlement in 1991, is comprised of six members: the Commissioner of the Alaska Department of Environmental Conservation; the Commissioner of the Alaska Department of Fish and Game; the Attorney General of the State of Alaska; the Secretary of the U.S. Department of the Interior; the Secretary of the U.S. Department of Agriculture; and the Director of the National Oceanic and Atmospheric Administration. In order to manage the settlement funds as directed by the Trustee Council, the Public Information and Administration project (040100) provides for overall implementation of the Trustee Council programs.

Components of the 040100 Public Information and Administration project include:

**Trustee Council Office** – The Trustee Council office component includes funding for the Executive Director and staff. The Trustee Council office provides for basic program planning and implementation; intergovernmental and interagency coordination; investment fund management; public information; and overall program and project management and oversight. The Trustee Council staff maintains the Trustee Council’s financial records including preparation of the monthly investment reports and quarterly and annual financial reports; oversees the status of projects funded by the Trustee Council; and works closely with the Science Management team (Project 040630) in facilitating the scientific review and evaluation process.

**Public Advisory Committee** – The Public Advisory Committee (PAC) consists of 20 members representing major interest groups (e.g., commercial tourism, recreation users, commercial fishing, Native landowners, marine transportation, subsistence, local government, tribal government, conservation/environmental, aquaculture and mariculture, sport hunting and fishing, regional monitoring programs, science/technical, and the public-at-large). The PAC helps provide meaningful public involvement by giving guidance and input to the Trustee Council on such items as the annual work plans, budgets, and overall development and implementation of the Trustee Council programs, including the GEM program.

## **B. Relevance to GEM Program Goals and Scientific Priorities**

This project administers the GEM Program, and in doing so, ensures that GEM goals and priorities are achieved. The project also provides for meaningful public involvement in all EVOS Programs, including GEM

## **II. PROJECT DESIGN**

### **A. Objectives**

The fundamental objective of the Public Information and Administration project is to implement a comprehensive, balanced restoration program consistent with the Restoration Plan and Trustee Council actions. Project 040100 provides essential support to implement the restoration program as directed by the Trustee Council. This project makes use of existing Trustee Council agency structures to keep administrative costs to a minimum. The proposed Project 040100 budget continues to make reductions in various areas of administrative and management costs. As proposed for FY 04, the budget is \$863,300K.

Specific objectives for FY 04 include:

Implement the authorized FY 04 Work Plan.

Compile, manage, synthesize, and disseminate information about the Trustee Council programs, including: (1) publishing the Annual Status Report, (2) updating the Trustee Council's web page, and (3) developing additional informational materials as needed.

Continue to develop and implement the Gulf Ecosystem Monitoring and Research Plan (GEM).

Continue habitat evaluations, appraisals and negotiations with willing sellers under both the Large Parcel and Small Parcel Habitat Protection Programs as applicable.

Conduct habitat evaluations, appraisals and negotiations with willing sellers under both the Large Parcel and Small Parcel Habitat Protection Programs as applicable.

Conduct regular meetings of the Public Advisory Committee (PAC) as a means of obtaining public input into the Trustee Council process.

Work with the Trustee Council-funded, community involvement projects. Implement those recommendations approved by the Trustee Council from the Community Involvement/Community-Based Monitoring Plan for GEM (Project 03575).

Develop the FY 05 Work Plan, including publication of the Invitation to Submit Proposals; preparation of a Draft Work Plan for public comment; review by the PAC and STAC (Scientific and Technical Advisory Committee); and development of final recommendations.

Oversee and manage current and prior years' projects funded by the Trustee Council, including the production of quarterly and annual reports.

Complete a tenth independent audit.

Track equipment (per unit original cost of \$5000 or more) purchased with settlement funds.

A variety of contracts will be administered under Project 040100, including the annual external audit and various desktop publishing contacts. A number of small contracts will also be administered under Project 040100 for support services such as equipment maintenance and publication of documents.

## **B. Procedural and Scientific Methods**

All Trustee Council operations are governed by the state and federal laws and regulations that apply to the respective agencies that comprise the Trustee Council.

## **C. Data Analysis and Statistical Methods**

N/A

## **D. Description of Study Area**

All

## **E. Coordination and Collaboration with Other Efforts**

At the direction of the Trustee Council, the Executive Director implements Project 040100 to provide overall coordination and integration of the Trustee Council programs. As part of the adaptive management process, the Trustee Council sponsors the Annual Workshop each year in January that brings together scientists, federal and state resource agency representatives, and members of the public to review the status of restoration. In addition, all project proposals are peer reviewed with regard to their coordination and integration aspects. Other coordination efforts include working with the Trustee agency project managers to implement the Trustee Council programs, and coordinating with other research programs, such as the North Pacific Research Board, Alaska Ocean Observing System, Prince William Sound and Cook Inlet Regional Citizens' Advisory Councils, Prince William Sound Science Center, and Prince William Sound Oil Spill Recovery Institute.

Multiple agencies are involved in the implementation of Project 040100. The Alaska Department of Fish and Game is the administering agency for most of the operations functions, although the Department of Interior, U.S. Geological Survey receives funding to pay for the Anchorage office's lease costs. The U.S. Department of the Interior receives funding for support in the Federal Budget Office as well as funding for participation of the federal officer associated with the public advisory committee.

### **III. SCHEDULE**

The Trustee Council operates on the Federal Fiscal Year (October 1 – September 30). Project /100 will continue throughout the life of the Trustee Council programs.

#### **A. Project Milestones**

Trustee Council action on the Final FY 04 Work Plan:	October
Publish FY 04 Final Work Plan:	November
Complete FY 03 Audit	January
Publish FY 05 Invitation:	February
Receive FY 05 Project Proposals:	April
Scientific/Technical/Policy/Legal Review of Proposals:	April-August
Publish FY 05 Draft Work Plan:	June
Trustee Council action on FY 05 Work Plan:	August
Executive Director authorizations to proceed:	August-September

#### **B. Measurable Project Tasks**

Measurable project tasks include implementation of the FY 04 Work Plan and successful development of the FY 05 Work Plan. Other measurable tasks include meetings of the Trustee Council and the Public Advisory Committee, preparation of quarterly financial reports and quarterly project status reports, preparation of monthly Investment Fund Reports, preparation of habitat program status reports, completion of a tenth independent audit, and publication of the annual restoration program status report.

### **IV. RESPONSIVENESS TO KEY TRUSTEE COUNCIL STRATEGIES**

#### **A. Community Involvement and Traditional Ecological Knowledge (TEK)**

Project 040100 supports various aspects of community involvement. This includes public information efforts to assist the general public and spill community residents to learn about and more effectively participate in the restoration program.

#### **B. Resource Management Applications**

Funding in the Project 040100 budget supports the public information and involvement and administrative functions that are required to implement the Trustee Council programs. The Trustee Council office and the functions included within the Project 040100 budget are budgeted for the sole purpose of supporting Trustee Council program activities.

### **V. PUBLICATIONS AND REPORTS**

N/A

## VI. PROFESSIONAL CONFERENCES

N/A

## Project 040100 – BUDGET JUSTIFICATION

### ADF&G/Trustee Council Office Component

#### Personnel (\$433.7)

The administrative budget includes 6 fulltime positions one of which is jointly funded with NOS, and one that is paid by General administration funds, annual salaries include employer costs; Executive Director, (vacant, 12 months salary at Range 28, Step M, \$142.6); Science Director, Phil Mundy (12 months salary at Range 26 Step M, \$132.2); Program Director (vacant, 12 months salary at Range 24, Step A, \$90.6); Administrative Assistant Brenda Hall (12 months salary at Range 13 Step A, \$52.5); Administrative Assistant, Cherri Womac (3 months salary at Range 14 Step K, \$15.8), the remaining 9 months are supplemented by the NOS grant (9 months salary, \$47.7); Administrative Assistant, Paula Banks, (months salary at Range 14 Step C, \$56.5), 12 months salary is supported 100% out of the General Administration fee generated by the by project 040100. Budgeted amount assumes vacant positions are to be filled by Oct. 1, 2003.

#### Travel (\$45.8)

TC Office/Science staff – 2 trips Juneau (\$3.9), 5 trips for travel to community involvement/public meetings (\$4.0), 20 member Public Advisory Committee travel to 2 meetings in Anchorage (\$20.8), Travel for 3 Investment Working Group members to attend Investment training (\$3.0), National conferences/meetings (\$6.6), 3 trips to Washington DC (\$7.5).

#### Contractual (\$149.6)

The Alaska Department of Fish and Game is the administering agency for most of the operations functions. A number of small contracts are administered under Project 03100 for support services such as equipment maintenance and printing and publication of documents, desktop publishing services. The day to day function of the office includes costs for, phone, teleconferencing, postage, parking, statutorily required public notices, staff training, meeting space rental, T1 Line/DIS-WAN Access, transcription services, FY 2003 audit.

**REVISION:** TC approved transferring \$20,000 to Project 040550 (ARLIS) (May 19, 2004) to cover moving cost.

Contractual has been reduced (149.6 less 20.0 = \$129.6)

#### Commodities (\$15.5)

Miscellaneous office supplies and equipment to support meetings and the day to day office functions, and software upgrades

DOI Component (\$141.2)

The Department of Interior, U.S. Geological Survey receives funding to pay for the Anchorage office's lease costs, (lease cost does not generate GA) (\$141.2).

Personnel (\$18.0)

The U.S. Department of the Interior receives funding for support in the Federal Budget Office as well as funding for participation of a federal officer associated with the Public Advisory Committee (\$18.0).



## FY 04 Exxon Valdez Trustee Council Project Budget

October 1, 2003 - September 30, 2004

Budget Category:	Authorized FFY 2003	Proposed FFY 2004	PROPOSED FFY 2003 TRUSTEE AGENCIES TOTALS					
			ADEC	ADF&G	ADNR	USFS	DOI	NOAA
				\$682.5			\$160.8	
Personnel	\$605.4	\$451.7						
Travel	\$69.8	\$45.8						
Contractual	\$340.4	\$270.8						
Commodities	\$18.3	\$15.5						
Equipment	\$0.0	\$0.0						
			LONG RANGE FUNDING REQUIREMENTS					
Subtotal	\$1,033.9	\$783.7		Estimated FFY 2005				
General Administr.	\$80.5	\$59.6		TBD				
Project Total	\$1,114.3	\$843.3						
Full-time Equivalents (FTE)	7.2	6.2						
	Dollar amounts are shown in thousands of dollars.							
Other Resources								
<p>Comments:</p> <p>This budget reflects further reduction of expenses associated with administration of the Trustee Council's programs.</p> <p>Major changes in this budget from FY 03:</p> <p>Reduction in travel, postage, and printing costs to reflect actual spending levels the last two years.</p> <p>Personnel costs in FY04 are lower due to eliminating the Admin Manager position, and shifting cost for 9 months of Cherri Womacs salary to the Science Management budget (040630A); total costs reflect an increase in health insurance costs.</p> <p>The Public Advisory Committee (PAC) section has been eliminated. PAC travel has been moved to the Operations section; and the personnel for the designated federal officer has been moved to the DOI section.</p> <p>General Administration formula is not calculated on entire subtotal amount as USGS does not get GA on the lease amount of \$141.2.</p>								

# 2004

Project Number: 040100  
 Project Title: Public Information and Administration - Trustee Council  
 Office  
 Agency: Multiple

FORM 2A  
 MULTI-TRUSTEE  
 AGENCY  
 SUMMARY

## FY 04 Exxon Valdez Trustee Council Project Budget

October 1, 2003 - September 30, 2004

Budget Category:	Authorized FFY 2003	Proposed FFY 2004					
Personnel	\$583.2	\$433.7					
Travel	\$52.6	\$45.8					
Contractual	\$200.5	\$129.6					
Commodities	\$18.3	\$15.5					
Equipment	\$0.0	\$0.0					
Subtotal	\$854.6	\$624.5	LONG RANGE FUNDING REQUIREMENTS				
General Administration	\$76.9	\$58.0		Estimated FFY 2005			
Project Total	\$931.5	\$682.5		TBD			
Full-time Equivalentents (FTE)	7.0	6.0					
Dollar amounts are shown in thousands of dollars.							
Other Resources							
<p>Comments:</p> <p>The Administrative Assistant II (P. Banks) position (\$56.5) is funded through General Administration funds.</p> <p>TC approved 5/19/04 to transfer \$20.0 in Contractual to Project 040550 ARLIS to cover moving expenses.</p>							

2004

Project Number: 040100  
 Project Title: Public Information and Administration - Trustee Council Office  
 Agency: AK. Dept. of Fish and Game

FORM 3A  
 TRUSTEE  
 AGENCY  
 SUMMARY

## FY 04 Exxon Valdez Trustee Council Project Budget

October 1, 2003 - September 30, 2004

Personnel Costs:		GS/Range/ Step	Months Budgeted	Monthly Costs	Overtime	Proposed FFY 2004
Name	Position Description					
Phillips	Executive Director		12.0	11.9		142.6
Mundy	Science Director		12.0	11.0		132.2
Vacant	Program Director		12.0	7.5		90.6
Banks	Administrative Assistant *		12.0	4.7		0.0
Womac	Administrative Assistant		3.0	5.3		15.8
Hall	Administrative Assistant		12.0	4.4		52.5
Overtime						0.0
* Note: This position supported with GA funds (\$56.5).		Subtotal	63.0	44.8	0.0	
<b>Personnel Total</b>						<b>\$433.7</b>

  

Travel Costs:		Ticket Price	Round Trips	Total Days	Daily Hotel & Per Diem	Proposed FFY 2004
Description						
In-State Travel						
Anchorage to Juneau (administrative travel)	0.4	5	10	0.2	3.9	
Community involvement/public meetings	0.3	5	10	0.2	3.5	
Car rental (daily rate of \$45.00)			10		0.5	
PAC - 1 day in person meeting (Anchorage)	0.4	16	1	0.2	8.8	
PAC - 2 day in person meeting (Anchorage)	0.4	16	2	0.2	12.0	
Out-of-State Travel						
Anchorage - Washington D.C.	1.7	3	8	0.3	7.5	
National conferences/meetings	1.7	3	5	0.3	6.6	
Investment training travel	0.5	3	5	0.3	3.0	
<b>Travel Total</b>						<b>\$45.8</b>

# 2004

Project Number: 040100  
 Project Title: Public Information and Administration - Trustee Council  
 Office  
 Agency: AK. Dept. of Fish and Game

FORM 3B  
 Personnel  
 & Travel  
 DETAIL

## FY 04 Exxon Valdez Trustee Council Project Budget

October 1, 2003 - September 30, 2004

Contractual Costs:	Proposed
Description	FFY 2004
FY 2003 Audit	49.0
Phone, teleconferencing and fax	26.0
Postage (metered mail 1.5, bulk mail 1.5)	3.0
Courier service	1.4
Parking (6 spaces * \$52.25 * 12 mon = \$3,762, 3 spaces are included in the lease for a total of 9 spaces)	3.8
Printing and publications	9.0
Desktop Publishing Services Contracts	20.0
Equipment Maintenance Agreements (copiers, fax machines, postage meter in Anchorage)	10.6
Public Notice (TC meetings 1.7, PAC 1.0, other 0.5)	3.2
ADA Compliance (special access to meetings)	0.5
Transcription Services	5.0
Staff training	3.0
CORE Membership	1.5
Meeting space rental (out of building)	1.0
T1 Line /DIS-WAN Access (ACS 12 Emp x \$793 per yr = \$9516)	9.6
Investment Training/Working Group Costs	3.0
Transfer \$20,000 to Project 040550 (ARLIS) for moving expenses	(20.0)
When a non-trustee organization is used, the form 4A is required.	
<b>Contractual Total</b>	<b>\$129.6</b>

**2004**

Project Number: 040100  
 Project Title: Public Information and Administration - Trustee Council Office  
 Agency: AK Dept. of Fish and Game

FORM 3B  
 Contractual &  
 Commodities  
 DETAIL

## FY 04 Exxon Valdez Trustee Council Project Budget

October 1, 2003 - September 30, 2004

<b>Commodities Costs:</b>	Proposed
Description	FFY 2004
Misc. Office Supplies and equipment	14.5
Software Upgrades	1.0
<b>Commodities Total</b>	<b>\$15.5</b>

2004

Project Number: 040100  
 Project Title: Public Information and Administration - Trustee Council Office  
 Agency: AK. Dept. of Fish and Game

FORM 3B  
 Contractual &  
 Commodities  
 DETAIL

## FY 04 Exxon Valdez Trustee Council Project Budget

October 1, 2003 - September 30, 2004

New Equipment Purchases:		Number of Units	Unit Price	Proposed FFY 2004
Description				
				0.0
Those purchases associated with replacement equipment should be indicated by placement of an R.		<b>New Equipment Total</b>		\$0.0
Existing Equipment Usage:		Number of Units	Inventory Agency	
Description				

2004

Project Number: 040100  
 Project Title: Public Information and Administration - Trustee Council Office  
 Agency: AK. Dept. of Fish and Game

FORM 3B  
 Equipment  
 DETAIL

## FY 04 Exxon Valdez Trustee Council Project Budget

October 1, 2003 - September 30, 2004

Budget Category:	Authorized FFY 2003	Proposed FFY 2003					
Personnel	\$19.2	\$18.0					
Travel	\$0.0	\$0.0					
Contractual	\$139.9	\$141.2					
Commodities	\$0.0	\$0.0					
Equipment	\$0.0	\$0.0					
Subtotal	\$159.1	\$159.2	LONG RANGE FUNDING REQUIREMENTS				
General Administration	\$1.7	\$1.6	Estimated				
Project Total	\$160.8	\$160.8	FFY 2005				
Full-time Equivalentents (FTE)	0.2	0.2					
Other Resources			Dollar amounts are shown in thousands of dollars.				
<p>Comments:</p> <p>No GA will be paid to USGS on building lease (sponsor for the building leased space) per agreement with USGS.</p>							

**2004**

Project Number: 040100  
 Project Title: Public Information and Administration - Trustee Council  
 Office  
 Agency: Dept. of the Interior

FORM 3A  
 TRUSTEE  
 AGENCY  
 SUMMARY

## FY 04 Exxon Valdez Trustee Council Project Budget

October 1, 2003 - September 30, 2004

Personnel Costs:		GS/Range/ Step	Months Budgeted	Monthly Costs	Overtime	Proposed FFY 2004
Name	Position Description					
Nesslage	Federal Budget Officer		1.5	10.0		15.0
Mutter (PAC)	Regional Environmental Assistant		0.5	6.0		3.0
Subtotal			2.0	16.0		
<b>Personnel Total</b>						<b>\$18.0</b>
Travel Costs:		Ticket Price	Round Trips	Total Days	Daily Per Diem	Proposed FFY 2004
Description						
<b>Travel Total</b>						<b>\$0.0</b>

**2004**

Project Number: 040100  
 Project Title: Public Information and Administration - Trustee Council Office  
 Agency: Dept. of the Interior

FORM 3B  
 Personnel  
 & Travel  
 DETAIL



## FY 04 Exxon Valdez Trustee Council Project Budget

October 1, 2003 - September 30, 2004

<b>Contractual Costs:</b>	Proposed
Description	FFY 2004
Building Lease Space (USGS sponsored) - 12 months at \$11,664/mo, includes an 8% GSA fee & \$.18 * sq ft for service fee An additional \$.1 per month is factored in to the total for an anticipated increase in service fees.	141.2
<b>Contractual Total</b>	<b>\$141.2</b>
<b>Commodities Costs:</b>	
Description	Proposed
	FFY 2004
<b>Commodities Total</b>	<b>\$0.0</b>

2004

Project Number: 040100  
 Project Title: Public Information and Administration - Trustee Council Office  
 Agency: Dept. of the Interior

FORM 3B  
 Contractual &  
 Commodities  
 DETAIL

## FY 04 Exxon Valdez Trustee Council Project Budget

October 1, 2003 - September 30, 2004

New Equipment Purchases:		Number of Units	Unit Price	Proposed FFY 2004
Description				
Those purchases associated with replacement equipment should be indicated by placement of an R.		<b>New Equipment Total</b>		\$0.0
Existing Equipment Usage:		Number of Units	Inventory Agency	
Description				

# 2004

Project Number: 040100  
 Project Title: Public Information and Administration - Trustee Council Office  
 Agency: Dept. of the Interior

FORM 3B  
Equipment  
DETAIL