

***Exxon Valdez* Oil Spill Trustee Council**
FY10 Annual Program Development and Implementation (APDI) Budget
October 1, 2009 – September 30, 2010

This budget structure has been utilized over the past three federal fiscal years and is designed to provide a clearly identifiable allocation of the funds supporting Trustee Council activities. As was specifically identified in the past three annual budgets, the program components are:

- Administration Management
- Data Management
- Science Management
- Public Information & Outreach
- Public Advisory Committee (PAC)
- Habitat Protection Program
- Trustee Council Member Direct Expenses
- Program Support/Project Management by Agencies
- Alaska Resources Library & Information Services

The budget estimates detailed within those specified program components are projected based upon prior year actual expenditures and include the application of estimated merit step increases, as well as payroll benefits increases. Detailed budget component items are either “continuing” or “ongoing” from program directives already approved by the Trustee Council and cover necessary day-to-day operational costs of the *Exxon Valdez* Oil Spill Restoration Office and administrative costs associated with overseeing current Trustee Council program objectives.

TABLE OF CONTENTS

Budget Summary Information 3

Administration Management 4

Data Management 6

Science Management 8

Public Information & Outreach 10

Public Advisory Committee (PAC) 12

Trustee Council Member Expenses 13

Habitat Protection Program 14

Program Support /Project Management 15

Alaska Resources Library & Information Services 17

BUDGET SUMMARY INFORMATION - \$2,228,743

The Council's FY10 APDI Budget will be funded by the *Exxon Valdez* Oil Spill Investment Fund managed by the Alaska Department of Revenue. The following summary tables show budget allocations by component, cost type and agency. The remainder of the document specifies the uses to which the monies for each component of the budget will be applied and the agency distribution for each item.

Component	Total Budget FY10
Administration Management	\$808,431
Data Management	\$ 235,728
Science Management	\$ 485,156
Public Information & Outreach	\$54,500
Public Advisory Committee (PAC)	\$37,605
Trustee Council Member Direct Expenses	\$ 29,975
Habitat Protection Program	\$109,000
Program Support by Agencies	\$301,409
Alaska Resources Library & Information Services	\$166,669
Total	\$2,228,743

Cost Type	Total Budget
Personnel	\$ 1,436,521
Travel	\$78,000
Contractual	\$469,950
Commodities	\$25,000
Equipment	\$35,000
Sub-Total	\$2,044,471
G&A	\$184,002
Total	\$2,228,743

Total FY10 APDI Budget by Agency											Total Budget
Cost Type	ADF&G	ADEC	ADNR	ADOL	NOAA	DOI USGS	DOI USFWS	DOI SEC	DOI OPEC	USFS	
Personnel	\$1,165,592	\$27,000	\$55,047	\$0	\$54,000	\$22,500	\$55,858	\$15,400	\$7,500	\$33,624	\$1,436,521
Travel	\$56,000	\$5,500	\$0	\$5,500	\$5,500	\$0	\$0	\$5,500	\$0	\$0	\$78,000
Contractual	\$215,290	\$0	\$42,250	\$0	\$0	\$189,660	\$0	\$0	\$0	\$22,750	\$469,950
Commodities	\$25,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$25,000
Equipment	\$35,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$35,000
Sub-Total	\$1,496,882	\$32,500	\$97,297	\$5,500	\$59,500	\$212,160	\$55,858	\$20,900	\$7,500	\$56,374	\$2,044,471
G&A – 9%	\$134,719	\$2925	\$8,757	\$495	\$5,355	\$19,094	\$5,029	\$1,881	\$675	\$5,074	\$184,002
Total Budget	\$1,631,601	\$35,425	\$106,054	\$5,995	\$64,855	\$231,254	\$60,885	\$22,781	\$8,175	\$61,448	\$2,228,473
FY10 TOTAL	\$1,631,601	\$35,425	\$106,054	\$5,995	\$64,855	\$231,254	\$60,885	\$22,781	\$8,175	\$61,448	\$2,228,473

ADMINISTRATION MANAGEMENT - \$808,431

	Total Budget
Personnel	\$438,480
Travel	\$6,000
Contractual	\$262,200
Commodities	\$15,000
Equipment	\$20,000
Sub-Total	\$741,680
G&A (9%)	\$66,751
Total	\$808,431

PERSONNEL - \$438,475

Position	Range/Step	Months	Monthly Cost	Annual Cost
Executive Director	28/A	12	\$11,613	\$139,356
Administrative Manager	19/K	12	\$9,154	\$109,848
Associate Coordinator	18/J	12	\$8,345	\$100,140
Administrative Assistant	15/L	12	\$7,428	\$89,136
Personnel Total			\$36,540	\$438,480

TRAVEL - \$6,000

Travel support for Executive Director and Administrative staff to attend meetings and trainings.

CONTRACTUAL – \$262,200

- **Professional Development** **\$3,000**

Administrative funds are budgeted for training and professional meetings with state, federal and program agency representatives on administrative, program and budget issues as necessary. Funds will be utilized for in-state training opportunities.

- **Trustee Council’s Office Space** **\$189,660**

The lease for the Trustee Council’s office space is administered by the Government Services Administration (GSA) through the U.S. Geological Survey of the Department of the Interior. The Trustee Council approved a 5-year renewal option effective January 2007. This amount includes a monthly PBS fee to GSA, Mandatory Homeland Securities fee and 9% G&A.

- **Annual Parking Fees for Trustee Office Staff & Parking Validator** **\$7,140**

EVOS has ten parking permits; 3 are provided with the building lease and 7 paid directly to the Anchorage Parking Authority by EVOS (\$85/mo per space; \$4 per Visitor Validation).

- **Audit Contract** **\$20,000**

These funds are used to support a contract to conduct a financial audit of the FY 09 records of the Trustee Office and all agencies receiving EVOSTC funds.

- **Telephone Service** **\$8,500**

These funds are to cover telecommunications, teleconferencing meetings, and long distance phone services.

- **Trustee Council Meetings** **\$3,000**

These funds are to cover expenses for six Trustee Council meetings, at an estimated cost of \$500.00 per meeting.

- **Public Notices** **\$5,000**

These funds are to cover the cost of advertising Trustee Council public meetings and workshops in newspapers in the spill affected areas.

- **Postage & Courier Services** **\$2,500**

These funds are to cover cost of US Postal Service mailings, express mailings, and courier services.

- **Equipment Maintenance and Agreements** **\$1,400**

These funds are for the postage meter annual rental, and any unforeseen maintenance expenses on other office equipment.

- **Transcription** **\$6,500**

These funds are to cover the contract renewal option with Computer Matrix for transcription services.

- **Interagency Contracted Services** **\$15,500**

These funds are to cover the Trustee Office's share of the Reimbursable Services Agreement Costs for the EPR Telecommunications, Computer Services, ADA, Central Mail and AKSAS & AKPAY charge-backs paid by all ADF&G divisions. These costs are based on the number of full time positions divided by the total cost.

COMMODITIES - \$15,000

- **Office supplies** **\$15,000**

These funds are to cover the cost of miscellaneous office supplies, paper, toner, meeting materials etc. This cost of supplies in FY09 was under estimated, and due to the unanticipated cost of increased shipping and fuel surcharges this amount has been increased.

EQUIPMENT - \$20,000 **\$20,000**

These funds are to cover the cost of a new copier/fax/scanner and a maintenance agreement. The new machine replaces the Lanier 375 Printer/copier/scanner purchased 10/20/2006.

AGENCY DISTRIBUTION:

Admin Mgmt	ADF&G	USGS
Personnel	\$438,480	\$0
Travel	\$6,000	\$0
Contractual	\$72,540	\$189,660
Commodities	\$15,000	\$0
Equipment	\$20,000	\$0
Sub-Total	\$552,020	\$189,660
G&A (9%)	\$49,682	\$17,069
Total	\$601,702	\$206,729

DATA MANAGEMENT - \$235,728

Cost Category	Total Budget
Personnel	\$187,764
Travel	\$2,000
Contractual	\$1,500
Commodities	\$10,000
Equipment	\$15,000
Sub-total	\$216,264
G&A - 9%	\$19,464
Total	\$235,728

PERSONNEL - \$187,764

Position	Range/Step	Months	Monthly Cost	Annual Cost
Data Systems Manager	22/B	12	\$6,116	\$111,365
Program Analyst II	16/A	12	\$4,079	\$76,399
Personnel Total		12	\$7,195	\$187,764

TRAVEL - \$2,000

Travel support for Data Management staff to attend meetings and participate in data management training.

CONTRACTUAL – \$1,500

- **Professional Development** **\$1,500**

Registration fees for Data Management staff to participate in data management training.

COMMODITIES - \$10,000

- **Computer Software, Hardware & Upgrades** **\$10,000**

These funds are to cover necessary purchases and upgrades to computer hardware, software, and networking equipment for the Trustee Council Office.

EQUIPMENT - \$15,000

- This figure includes costs for an air conditioning unit for the server room so the door can be locked in compliance with new security regulations (\$5000), one new server to replace obsolete equipment (\$4000), three new computer systems to replace obsolete equipment (\$4500), and maintenance of existing equipment and misc. supplies (\$1500).

AGENCY DISTRIBUTION

Cost Category	ADF&G
Personnel	\$187,764
Travel	\$2,000
Contractual	\$1,500
Commodities	\$10,000
Equipment	\$15,000
Sub-total	\$216,264
G&A 9%	\$19,464
Component Total	\$235,728

SCIENCE MANAGEMENT – \$485,156

Cost Category	Total Budget
Personnel	\$331,097
Travel	\$5,000
Contractual	\$109,000
Commodities	\$0
Equipment	\$0
Sub-total	\$445,097
G&A - 9%	\$40,059
Component Total	\$485,156

PERSONNEL – \$331,097

Position	Range/Step	Months	Monthly Cost	Annual Cost
Science Director	26/A	12	\$10,762	\$129,144
Science Coordinator	24/C	12	\$7,005	\$127,727
Project Assistant	16/A	12	\$3,808	\$74,226
Personnel Total			\$21,575	\$331,097

TRAVEL - \$5000

Travel support and registration fees for Science Management to attend a national conference, meeting or participate in scientific training.

CONTRACTUAL - \$109,000

- **Professional Development** **\$1,500**

These funds are required for the semi-annual workshops, interim meetings, and presentations at the AK Marine Science Symposium.

- **Annual Marine Science Symposium** **\$10,000**

These funds are to assist with the support of the Annual Marine Science Symposium.

- **Herring Research and Restoration Planning** **\$35,000**
 - Herring PI Workshop in Anchorage fall of 2009 \$22,000
 - IHRP Review Panel \$13,000

- **Science Panel** **\$45,000**

This amount is requested to fund contracts and activities of the Science Panel, which is necessary to provide program objectivity and creditability. This provides higher-level expertise specific to disciplines represented in injured resources and services, and provides historical knowledge of EVOS, its effects, and previous Trustee Council efforts; as well as objectivity by experts in disciplines who may or may not have previous experience with EVOS effects and efforts.

- **Peer Review Contracts**

\$17,500

Reviews of final reports are coordinated by the EVOS Science Coordinator and Project Assistant. A final report is a required deliverable of most EVOS-funded scientific projects. To ensure the scientific integrity of the findings, the Trustee Council requires scientific peer review by nationally recognized experts within appropriate and respective disciplines. This contract line item provides compensation for the scientific and technical review of EVOS final reports.

AGENCY DISTRIBUTION:

Cost Category	ADF&G
Personnel	\$331,097
Travel	\$5,000
Contractual	\$109,000
Commodities	\$0
Equipment	\$0
Sub-total	\$445,097
G&A - 9%	\$40,059
Component Total	\$485,156

PUBLIC INFORMATION & OUTREACH - \$54,500

Cost Category	Total Budget
Personnel	\$35,000
Travel	\$12,000
Contractual	\$3,000
Commodities	\$0
Equipment	\$0
Sub-total	\$50,000
G&A 9%	\$4,500
Component Total	\$54,500

TRAVEL - \$12,000

- **Community Meetings/Conferences/Workshops**

\$ 12,000

Funds cover travel expenses for trips to spill area communities for community input and awareness relating to restoration research and environmental studies and reviews. Funds are budgeted for three participants to make one trips to five spill area locations at an estimated cost of \$800.00 per trip (To include airfare, ground transportation, *per diem* and lodging).

CONTRACTUAL - \$38,000

- **IPA for Communications Coordinator**

\$35,000

Funds to support a public relations/communications specialist (Rebecca Talbott) 1/3 time for work associated with public information and outreach.

- **Spill Area Community Meetings/Contract Costs**

\$3,000

Funds to cover meeting room costs, advertisement, and hosting amenities.

GENCY DISTRIBUTION

Cost Category	ADF&G
Personnel	\$35,000
Travel	\$12,000
Contractual	\$3,000
Commodities	\$0
Equipment	\$0
Sub-total	\$50,000
Agency G&A 9%	\$4,500
Component Total	\$54,500

PUBLIC ADVISORY COMMITTEE (PAC) - \$37,605

Cost Category	Total Budget
Personnel	\$7,500
Travel	\$24,000
Contractual	\$3,000
Commodities	\$0
Equipment	\$0
Sub-total	\$34,500
G&A 9%	\$3,105
Component Total	\$37,605

PERSONNEL - \$7,500

Annual funds are provided for the designated federal officer (currently Doug Mutter) assigned to the PAC as required by the Federal Advisory Committee Act (FACA). This individual coordinates the scheduling of meetings, development of the agenda and meeting minutes, and provides assistance to the PAC Chair and the Restoration Office as needed.

TRAVEL - \$24,000

- **PAC Meetings**

\$24,000

Travel support for 15 PAC members to attend approximately two meetings in Anchorage (one meeting to be held during the annual Marine Science Symposium) for an estimated average cost of \$800 per person per trip to include: airfare, ground transportation, per diem, and lodging.

CONTRACTUAL - \$3,000

- **PAC Meetings**

\$3,000

These funds cover public announcements, meeting materials and amenities.

AGENCY DISTRIBUTION

Cost Category	ADF&G	DOI-OPEC	Total
Personnel	\$0	\$7,500	\$7,500
Travel	\$24,000	\$0	\$24,000
Contractual	\$3,000	\$0	\$3,000
Commodities	\$0	\$0	\$0
Equipment	\$0	\$0	\$0
Sub-total	\$27,000	\$7,500	\$34,500
G&A - 9%	\$2,430	\$675	\$3,105
Component Total	\$29,430	\$8,175	\$37,605

TRUSTEE COUNCIL MEMBER EXPENSES- \$29,975

Cost Category	Total Budget
Personnel	\$0
Travel	\$27,500
Contractual	\$0
Commodities	\$0
Equipment	\$0
Sub-total	\$27,500
G&A - 9%	\$2,475
Component Total	\$29,975

TRAVEL - \$27,500

- **ADFG Trustee Council Member Travel** **\$5,500**
 Travel support for the Trustee Council member or Alternate’s travel expenses to participate in approximately five one-day meetings in Anchorage at a cost of approximately \$1,100.00 per trip.
- **DOI Trustee Council Member Travel** **\$5,500**
 Travel support for the Trustee Council member or Alternate’s travel expenses to participate in approximately five one-day meetings in Anchorage, at a cost of approximately \$1,100.00 per trip.
- **NOAA Trustee Council Member Travel** **\$5,500**
 Travel support for the Trustee Council member or Alternate’s travel expenses to participate in approximately five one-day meetings in Anchorage, at a cost of approximately \$1,100.00 per trip.
- **ADEC Trustee Council Member Travel** **\$5,500**
 Travel support for the Trustee Council member or Alternate’s travel expenses to participate in approximately five one-day meetings in Anchorage, at a cost of approximately \$1,100.00 per trip.
- **DOL Trustee Council Member Travel** **\$5,500**
 Travel support for the Trustee Council member or Alternate’s travel expenses to participate in approximately five one day meetings in Anchorage, at a cost of approximately \$1,100.00 per trip

AGENCY DISTRIBUTION

Cost Category	ADF&G	DOI-SEC	NOAA	ADEC	ADOL	Total
Personnel	\$0	\$0	\$0	\$0	\$0	\$0
Travel	\$5,500	\$5,500	\$5,500	\$5,500	\$5,500	\$27,500
Contractual	\$0	\$0	\$0	\$0	\$0	\$0
Commodities	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Sub-total	\$5,500	\$5,500	\$5,500	\$5,500	\$5,500	\$27,500
G&A - 9%	\$495	\$495	\$495	\$495	\$495	\$2,475
Component Total	\$5,995	\$5,995	\$5,995	\$5,995	\$5,995	\$29,975

HABITAT PROTECTION PROGRAM - \$109,000

Cost Category	Total Budget
Personnel	\$35,000
Travel	\$0
Contractual	\$65,000
Commodities	\$0
Equipment	\$0
Sub-total	\$100,000
G&A - 9%	\$9,000
Component Total	\$109,000

PERSONNEL - \$35,000

Funds are provided in support of agency efforts to bring viable small parcel proposals to the Council for consideration. Expenses such as title review, hazmat review and survey review and similar expenses are appropriate due diligence efforts which may be undertaken by sponsoring agencies under this program. The budgeted due diligence expenditures under personnel are those to be accomplished through the use of in-house staff as most efficient and/or cost effective. The purchase of any interest in land requires additional Trustee Council review and approval.

CONTRACTUAL - \$65,000

Funds are provided in support of agency efforts to bring viable small parcel proposals to the Council for consideration. Expenses such as title review, hazmat review and survey review and similar expenses are appropriate due diligence efforts which may be undertaken by sponsoring agencies under this program. The budgeted due diligence expenditures under contractual services are those contracted out by the agency as most efficient and/or cost effective. The purchase of any interest in land requires additional Trustee Council review and approval.

AGENCY DISTRIBUTION

Cost Category	ADNR	DOI-FWS	USFS	Total
Personnel	\$10,000	\$25,000	\$0	\$35,000
Travel	\$0	\$0	\$0	\$0
Contractual	\$42,250	\$0	\$22,750	\$65,000
Commodities	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0
Sub-total	\$52,250	\$25,000	\$22,750	\$100,000
G&A - 9%	\$4,703	\$2,250	\$2,047	\$9,000
Component Total	\$56,953	\$27,250	\$24,797	\$109,000

PROGRAM SUPPORT / PROJECT MANAGEMENT – \$301,409

Cost Category	Total Budget
Personnel	\$276,522
Travel	\$0
Contractual	\$0
Commodities	\$0
Equipment	\$0
Sub-total	\$276,522
G&A - 9%	\$24,887
Component Total	\$301,409

PERSONNEL - \$276,522 – WAITING FOR REVISED SALARY AMOUNTS

Project Management - \$86,604

Project Management funds provide lead Trustee Agencies with funds necessary to manage contracts and report on the status of projects; to facilitate communication between the agencies, Principal Investigators, and the Restoration Office; to assist with the annual financial audit; and perform other administrative functions necessary for implementation of projects authorized by the Trustee Council. All agencies receive one month's salary (based on projected base pay plus benefits) for project management for the first quarter in order to complete the FY09 project closures and to assist with audit processes. Project management funds are also included below for management of multi-year projects that have been previously authorized to continue in FY10. Additional funds will be requested to manage the new FY10 projects once they have been approved.

FY10 First quarter allocation

ADFG	\$17,898
ADNR	\$10,800
DOI/USGS	\$22,122
USFS	\$8,406
NOAA	<u>\$27,000</u>
TOTAL	\$86,604

TC Council Support - \$189,918

Trustee Council Support funds provide Trustee Agencies with funds necessary to cover liaison staff costs for time and expenses related to preparing for, communicating with and representing of Trustee Agency positions at EVOS sponsored meetings or when participating in EVOS program activities and providing future program direction. *All agencies receive 3 month's salary (based upon projected base pay plus benefits) for Trustee Council Support for the full federal fiscal year.*

ADFG	\$30,195
ADNR	\$34,247
USFS	\$25,218
NOAA	\$27,000
ADEC	\$27,000
DOI/FWS	\$30,858
DOI/SEC - Federal Budget Officer (Nesslage)	<u>\$15,400</u>
TOTAL	\$189,918

AGENCY DISTRIBUTION:

Cost Category	ADEC	ADF&G	ADNR	DOI/USGS	FWS	DOI-SEC	NOAA	USFS	Total
Personnel	\$27,000	\$48,093	\$45,047	\$22,500	\$30,858	\$15,400	\$54,000	\$33,624	\$276,522
Travel	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Contractual	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Commodities	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Sub-total	\$27,000	\$48,093	\$45,047	\$22,500	\$30,858	\$15,400	\$54,000	\$36,624	\$276,522
Agency G&A	\$2,430	\$4,328	\$4,054	\$2,025	\$2,777	\$1,386	\$4,860	\$3,026	\$24,887
Component Total	\$29,430	\$52,421	\$49,101	\$24,525	\$30,858	\$16,786	\$58,860	\$39,650	\$301,409

**ALASKA RESOURCES LIBRARY & INFORMATION SERVICES – \$166,669
(ARLIS)**

Cost Category	Total Budget
Personnel	\$125,158
Travel	\$1,500
Contractual	\$26,250
Commodities	\$0
Equipment	\$0
Sub-total	\$152,908
G&A - 9%	\$13,761
Component Total	\$166,669

PERSONNEL – \$125,158

Position	Range/Step	Months	Monthly Cost	Annual Cost
Librarian III	19/M	12	\$7,117	\$125,158
Personnel Total			\$7,117	\$125,158

Funding provides 1.0 FTE librarian to meet the ongoing information and research needs of the Trustee Council staff, Public Advisory Committee, researchers, and the general public, manage the EVOS collection at ARLIS, and represent the Trustee Council on the ARLIS Management Team.

TRAVEL – \$1,500

Funding provides for travel and training for ARLIS librarian for professional development and program advancement.

CONTRACTUAL – \$26,250

This contractual cost is a cash contribution to the ARLIS operating budget. The contribution is monitored through a reimbursable services agreement with EVOS and pays for commodities at the research library necessary in maintaining EVOS records, EVOS research assistance by library staff, and to assist with other operating expenses funded by ARLIS founding agencies.

AGENCY DISTRIBUTION:

Cost Category	ADF&G
Personnel	\$125,158
Travel	\$1,500
Contractual	\$26,250
Commodities	\$0
Equipment	\$0
Sub-total	\$152,908
G&A - 9%	\$13,761
Component Total	\$166,669