Exxon Valdez Oil Spill Trustee Council
FFY12 Annual Program Development and Implementation (APDI) Budget
October 1, 2011 – September 30, 2012

This budget structure is designed to provide a clearly identifiable allocation of the funds supporting Trustee Council activities. The program components are:

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

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 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.

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BUDGET SUMMARY INFORMATION - $1,644,973

The Council's FFY12 APDI Budget is funded by the *Exxon Valdez* Oil Spill Investment Fund which is managed by the Alaska Department of Revenue. The following summary tables show budget allocations by component, budgeted amount, and include General Administration costs, typically 9%. The remainder of the document provides additional detail for each component and, where applicable, the agency distribution for the funds.

Component	FFY11 Total Budget	**FFY12 Total Budget**
Administration Management	$813,693	$708,137
Data Management	$152,080	$137,885
Science Program	$231,336	$256,951
Public Advisory Committee (PAC)	$33,136	$16,132
Trustee Council Member Expenses	$17,985	$3,597
Habitat Protection Program	$109,000	$203,174
Trust Agency Support/Project Management	$339,774	$247,915
Alaska Resources Library & Information Services (ARLIS)	$137,119	$71,182
Total	$1,834,123	**$1,644,973**

($189,150 less than FFY11)

APDI Funding from Restoration Sub-Acct.	Total FFY12 Budget
Admin Mgmt	$708,137
Data Mgmt	$137,885
Science Prgm	$256,951
PAC	$16,132
TC Expense	$3,597
Trust Agency	$247,915
ARLIS	$71,182
Total	**$1,441,799**

APDI Funding from Habitat Sub-Acct.	Total FFY12 Budget
Habitat	$203,174
Total	**$203,174**

Vacant, but Retaining: PCN/Title	Annual Cost - Not Budgeted in APDI
11-7705/Adm Asst	$76,504
11-7706/Data Mgr	$114,066
11-7703/Sci Coord	$128,299
11-7707/PJ Asst	$80,915
Total	$399,784

	Total FFY12 APDI Budget by Agency											
Cost Type	ADF&G	ADEC	ADNR	ADOL	NOAA	DOI USGS	DOI USFWS	DOI SEC	DOI BLM	DOI OEPC	USFS	Total Budget
Personnel	$585,982	$0	$50,000	$46,398	$81,000	$44,145	$25,000	$22,300	$8,000	$5,000	$0	$867,825
Travel	$17,100	$0	$0	$0	$1,100	$0	$0	$1,100	$0	$0	$0	$19,300
Contractual	$389,775	$0	$40,000	$0	$0	$118,000	$0	$0	$4,500	$0	$12,500	$564,775
Commodities	$32,250	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$32,250
Equipment	$25,000	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$25,000
Subtotal	$1,050,107	$0	$90,000	$46,398	$82,100	$162,145	$25,000	$23,400	$12,500	$5,000	$12,500	$1,509,150
GA – 9%	$97,509	$0	$8,100	$4,176	$7,389	$14,593	$2,250	$2,106	$1,125	$450	$1,125	$135,823
Total	**$1,144,616**	**$0**	**$98,100**	**$50,574**	**$89,489**	**$176,738**	**$27,250**	**$25,506**	**$13,625**	**$5,450**	**$13,625**	**$1,644,973**

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ADMINISTRATION MANAGEMENT - $708,137

	FFY11Total Budget	**FFY12 Total Budget**
Personnel	$503,727	$440,677
Travel	$6,000	$3,000
Contractual	$201,780	$194,740
Commodities	$15,000	$10,500
Equipment	$20,000	$0
Subtotal	$746,507	$649,667
GA - 9%	$67,186	$58,470
Total	$813,693	**$708,137**

($105,556 less than FFY11 budget due to non-funding of vacant positions)

PERSONNEL - $440,677

Position	Range/Step	Months	Monthly Cost	Annual Cost
Executive Director – Elise Hsieh	28/B	12	$13,559	$162,712
Librarian III – Carrie Holba	19/N	6	$5,442	$65,304
Associate Coordinator – Cherri Womac	18/K	12	$9,321	$111,853
Administrative Manager – Linda Kilbourne	19/B	12	$8,401	$100,808
Personnel Total			$36,723	$440,677

Cost includes benefits. Librarian, formally allocated full-time under ARLIS funding section on page 16, will now be ½ time at EVOSTC to organize and archive documents.

TRAVEL - $3,000

Travel support for meetings and trainings.

CONTRACTUAL – $194,740

- **Professional Development** **$500**

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** **$118,000**

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. This amount includes a monthly PBS fee to GSA, and a mandatory Homeland Securities fee. To decrease costs, this space was reduced by approximately 37% during 2010. *This lease will expire on 9/30/13 and USGS will no longer sponsor the lease; we are considering options with NOAA as a sponsor.*

- **Annual Parking Fees for Trustee Office Staff** **$1,140**

EVOSTC has three (3) parking permits included with the building lease and one (1) paid directly to the Anchorage Parking Authority by EVOSTC ($95/mo).

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- **Agreed-Upon Services Contract** **$30,000**

These funds support an Agreed-Upon Procedures (AUP) contract of the review of targeted financial transactions of the Trustee Office and agencies receiving EVOSTC funds. 2009 audit: $32,000; FFY2010 AUP: $15,000; and FFY2011 AUP: $15,000. Contractor will be performing both the 2010 and 2011 AUP in this fiscal year.

- **Telephone Service** **$4,000**

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

- **Public Notices** **$2,500**

These funds are for advertising Trustee Council public meetings and workshops in newspapers in the spill-affected areas.

- **Postage & Courier Services** **$1,000**

These funds are for US Postal Service mailings, express mailings, and courier services.

- **Equipment Maintenance and Agreements** **$4,600**

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

- **Transcription** **$3,000**

These funds are for transcription service of Trustee Council meetings.

- **Interagency Contracted Services** **$30,000**

These funds are for 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. As an example of these recurring charges, see table below for the previous year's charges:

FFY11 Interagency Contracted Services

Vendor:	Amount:	Department-wide Charges For:
Dell	$1,559.91	Microsoft Agreement
State of Alaska	$38.12	Risk Management Core Services
State of Alaska	$5,500.00	Network IT Support - Amend for EVOSTC
State of Alaska	$453.00	AKSAS-AKPAY Core Services
State of Alaska	$90.00	ADA Statewide Allocation
State of Alaska	$13,382.52	Telecommunication Services
State of Alaska	$5,520.50	Computer Services
State of Alaska	$299.95	Central Mail Services
Total:	**$26,844.00**	

COMMODITIES - $11,250

- **Office Supplies** **$8,000**

These funds are for miscellaneous office supplies, paper, toner, meeting materials etc. Also includes anticipated supplies needed to complete the official record.

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- **Trustee Council Meetings** **$750**

These funds are for materials and incidentals for one teleconferenced and one in-person TC meeting.

- **Interpretive Information** **$2,500**

These funds are to purchase materials to produce documents, including those for meetings, public outreach, and general information.

EQUIPMENT - $0

AGENCY DISTRIBUTION:

Admin Mgmt	ADF&G	USGS	TOTAL
Personnel	$440,677	$0	$440,677
Travel	$3,000	$0	$3,000
Contractual	$76,740	$118,000	$194,740
Commodities	$11,250	$0	$11,250
Equipment	$0	$0	$0
Subtotal	$531,667	$118,000	$649,667
GA - 9%	$47,850	$10,620	$58,470
Component Total	$579,517	$128,620	$708,137

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DATA MANAGEMENT - $137,885

Cost Category	FFY11Total Budget	**FFY12 Total Budget**
Personnel	$121,023	$0
Travel	$1,500	$0
Contractual	$2,000	$81,000
Commodities	$10,500	$20,500
Equipment	$4,500	$25,000
Subtotal	$139,523	$126,500
GA - 9%	$12,557	$11,385
Total	$152,080	**$137,885**

($14,195 less than FFY11)

PERSONNEL - $0

TRAVEL - $0

CONTRACTUAL – $81,000

- **Equipment Maintenance** **$1,000**

These funds are for minor equipment maintenance and repairs.

- **IT Services Contract: John Wojtacha of Superior Computer Service** **$0**

These funds provide data management support to the Trustee Council office. ($59,000 from FFY11 monies rolled-over for FFY12 service)

- **IT Services RSA: Alaska Dept. of Fish & Game** **$80,000**

The funds are for support the IT needs of the Trustee Council office through July 2012.

COMMODITIES - $20,500

- **Computer Software, Hardware & Upgrades** **$20,000**

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

- **Equipment Supplies** **$500**

These funds are for miscellaneous supplies for equipment

EQUIPMENT - $25,000

- These funds are for replacement of obsolete equipment.

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AGENCY DISTRIBUTION

Cost Category	ADF&G
Personnel	$0
Travel	$0
Contractual	$81,000
Commodities	$20,500
Equipment	$25,000
Subtotal	$126,500
GA 9%	$11,385
Component Total	$137,885

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SCIENCE PROGRAM – $256,951

Cost Category	FFY11 Total Budget	**FFY12 Total Budget**
Personnel	$0	$0
Travel	$10,000	$5,000
Contractual	$202,235	$230,735
Commodities	$0	$0
Equipment	$0	$0
Subtotal	$212,235	$235,735
GA - 9%	$19,101	$21,216
Component Total	$231,336	**$256,951**

($25,615 increase from FFY11)

PERSONNEL – $0

TRAVEL - $5,000

Travel support for meetings and symposia, as needed. Travel costs for contractors have been moved into their individual contracts.

CONTRACTUAL - $230,735

- **Science Coordinator Contract: Catherine Boerner of Natura Consulting $84,235**

This contract provides science management services including project management, proposal coordination, implementation and oversight, and Annual Work Plan support. This annual funding will continue through FFY13, with the last payment made on or about September 2012.

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

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

- **Science Panel $129,000**

The Science Panel provides advice and feedback to the Executive Director and Council. Their work includes: Providing funding recommendations on scientific proposals to the Executive Director, providing assistance on special projects at the Executive Director's or Trustee Council's request, and participating at one in-person meeting.

The members are: Gary Cherr, Douglas Hay, Ronald O'Dor, Charles Peterson, Marilyn Sigman, Robert Spies, and Kimberly Trust. Each contract covers services provided for the period of October 1 through September 30, and will not exceed $21,000 per member, payable for actual time invoiced. As agency staff, Kimberly Trust (USFWS) is not eligible for compensation, but will be covered for travel expenses up to $3,000.

- **Peer Review Contracts $7,500**

To ensure the scientific integrity of findings, and to assist with the review of the Council's programs, the Trustee Council requires peer review by nationally-recognized experts within applicable scientific and technical disciplines.

COMMODITIES – $0

EQUIPMENT – $0

AGENCY DISTRIBUTION:

Cost Category	ADF&G
Personnel	$0
Travel	$5,000
Contractual	$230,735
Commodities	$0
Equipment	$0
Subtotal	$235,735
GA - 9%	$21,216
Component Total	$256,951

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PUBLIC ADVISORY COMMITTEE (PAC) - $16,132

Cost Category	FFY11 Total Budget	**FFY12 Total Budget**
Personnel	$7,500	$5,000
Travel	$18,400	$8,000
Contractual	$3,000	$1,300
Commodities	$1,500	$500
Equipment	$0	$0
Subtotal	$30,400	$14,800
GA 9%	$2,736	$1,332
Component Total	$33,136	**$16,132**

($17,004 less than FFY11 due to Council-approved reduction of PAC members)

PERSONNEL - $5,000

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 - $8,000

- **PAC Meetings** **$8,000**

Travel support for 10 PAC members for one teleconferenced PAC meeting and to attend one in-person PAC meeting at an estimated average cost of $800 per person per trip to include: airfare, ground transportation, per diem, and lodging. The current PAC chair resides in Anchorage and will participate in person or via teleconference in Trustee Council meetings.

CONTRACTUAL - $1,300

- **Public Notices** **$1,300**

These funds are for advertising PAC meetings in newspapers in the spill-affected areas.

COMODITIES - $500

- **PAC Meetings** **$500**

These funds are for materials and incidentals for one teleconferenced and one in-person PAC meeting.

AGENCY DISTRIBUTION

Cost Category	ADF&G	DOI-OEPC	Total
Personnel	$0	$5,000	$5,000
Travel	$8,000	$0	$8,000
Contractual	$1,300	$0	$1,300
Commodities	$500	$0	$500
Equipment	$0	$0	$0
Subtotal	$9,800	$5,000	$14,800
GA - 9%	$882	$450	$1,332
Component Total	$10,682	$5,450	$16,132

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TRUSTEE COUNCIL MEMBER EXPENSES- $3,597

Cost Category	FFY11 Total Budget	**FFY12 Total Budget**
Personnel	$0	$0
Travel	$16,500	$3,300
Contractual	$0	$0
Commodities	$0	$0
Equipment	$0	$0
Subtotal	$16,500	$3,300
GA - 9%	$1,485	$297
Component Total	$17,985	**$3,597**

($14,388 less than FFY11 due to reduction of travel expenses and three of the Trustees now reside in Anchorage)

TRAVEL - $3,300

- **ADFG Trustee Council Member Travel** **$1,100**

Travel support for the Trustee Council member or Alternate's travel expenses to participate in one one-day meetings in Anchorage.

- **DOI Trustee Council Member Travel** **$1,100**

Travel support for the Trustee Council member or Alternate's travel expenses to participate in one one-day meetings in Anchorage.

- **NOAA Trustee Council Member Travel** **$1,100**

Travel support for the Trustee Council member or Alternate's travel expenses to participate in one one-day meetings in Anchorage.

AGENCY DISTRIBUTION

Cost Category	ADF&G	DOI-SEC	NOAA	ADEC	ADOL	Total
Personnel	$0	$0	$0	$0	$0	$0
Travel	$1,100	$1,100	$1,100	$0	$0	$3,300
Contractual	$0	$0	$0	$0	$0	$0
Commodities	$0	$0	$0	$0	$0	$0
Equipment	$0	$0	$0	$0	$0	$0
Subtotal	$1,100	$1,100	$1,100	$0	$0	$3,300
GA - 9%	$99	$99	$99	$0	$0	$297
Component Total	$1,199	$1,199	$1,199	$0	$0	$3,597

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HABITAT PROTECTION PROGRAM - $203,174

Cost Category	FFY11 Total Budget	**FFY12 Total Budget**
Personnel	$43,000	$129,398
Travel	$0	$0
Contractual	$57,000	$57,000
Commodities	$0	$0
Equipment	$0	$0
Subtotal	$100,000	$186,398
GA - 9%	$9,000	$16,776
Component Total	$109,000	**$203,174**

($94,174 more than FFY11due to habitat personnel costs included in habitat component versus other components)

PERSONNEL - $129,398

- **ADOL** **$46,398**

Funds are for an RSA to cover ½ cost of salary for designated habitat personnel (currently Jen Schorr) who provide legal oversight for habitat acquisitions, easements, timber rights, etc., and provides information to the public and Council regarding this program.

- **ADNR** **$50,000**

Funds provided for designated habitat personnel (currently Samantha Carroll) who oversees large and small parcel habitat acquisitions, easements, timber rights, etc., and provides information to the public and Council regarding this program.

- **DOI-FWS/DOI-BLM/USFS** **$33,000**

Funds provided for designated habitat personnel assisting with habitat acquisitions, easements, timber rights, etc.

TRAVEL - $0

CONTRACTUAL - $57,000

- **PARCEL ACQUISITION** **$57,000**

Funds are provided in support of agency efforts to bring viable 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.

COMMODITIES - $0

EQUIPMENT - $0

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AGENCY DISTRIBUTION

Cost Category	ADOL	ADNR	DOI-FWS	DOI-BLM	USFS	Total
Personnel	$46,398	$50,000	$25,000	$8,000	$0	$129,398
Travel	$0	$0	$0	$0	$0	$0
Contractual	$0	$40,000	$0	$4,500	$12,500	$57,000
Commodities	$0	$0	$0	$0	$0	$0
Equipment	$0	$0	$0	$0	$0	$0
Subtotal	$46,398	$90,000	$25,000	$12,500	$12,500	$186,398
GA - 9%	$4,176	$8,100	$2,250	$1,125	$1,125	$16,776
Component Total	$50,574	$98,100	$27,250	$13,625	$13,625	$203,174

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TRUST AGENCY SUPPORT/PROJECT MANAGEMENT – $247,915

Cost Category	FFY11Total Budget	**FFY12 Total Budget**
Personnel	$311,719	$227,445
Travel	$0	$0
Contractual	$0	$0
Commodities	$0	$0
Equipment	$0	$0
Subtotal	$311,719	$227,445
GA - 9%	$28,055	$20,470
Component Total	$339,774	**$247,915**

($91,859 less than FFY11 due to reduction in funding for trust agency staff)

PERSONNEL - $227,445

Project Management - $195,145

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. Project management funds are also included below for management of multi-year projects that have been previously authorized. Additional funds (one month's salary per project managed – up to 12 months maximum) will be included in this approved budget to manage the new FFY12 projects once they have been approved.

DOI/USGS – Dede Bohn	$44,145
NOAA – Pete Hagen	$81,000
TOTAL	**$125,145**

Project Management: ADF&G Herring Program Coordinator - $70,000

This funding provides for 70% of an ADF&G position, such as a Biometrician III or Fisheries Specialist I, to coordinate with the Council's Herring program. This position will provide review and feedback to the Council and work with the Program to ensure coordination and relevancy with ADF&G resource management and Council goals.

ADF&G – RSA for 70% of Herring Program Coordinator Position	$70,000
TOTAL	**$70,000**

TC Council Staff Support - $32,300

Trustee Council Staff Support funds cover staff costs related to preparing for, communicating with, and representation of the Trustee Agency at EVOSTC sponsored meetings or when participating in EVOSTC program activities, and providing future program direction, unless waived by the agency. Trustee Council members may request funding for their staff, if necessary.

ADF&G – Tom Brookover	$10,000
DOI/SEC – Federal Budget Officer – Bruce Nesslage	$22,300
TOTAL	**$32,300**

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TRAVEL - $0

CONTRACTUAL - $0

EQUIPMENT - $0

AGENCY DISTRIBUTION:

Cost Category	ADEC	ADF&G	ADNR	DOI/USGS	USFS	NOAA	FWS	DOI/SEC	Total
Personnel	$0	$80,000	$0	$44,145	$0	$81,000	$0	$22,300	$227,445
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
Subtotal	$0	$80,000	$0	$44,145	$0	$81,000	$0	$22,300	$227,445
GA - 9%	$0	$7,200	$0	$3,973	$0	$7,290	$0	$2,007	$20,470
Component Total	$0	$87,200	$0	$48,118	$0	$88,29 0	$0	$24,307	$247,915

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ALASKA RESOURCES LIBRARY & INFORMATION SERVICES – $71,182 (ARLIS)

Cost Category	FFY11 Total Budget	**FFY12 Total Budget**
Personnel	$125,797	$65,305
Travel	$0	$0
Contractual	$0	$0
Commodities	$0	$0
Equipment	$0	$0
Subtotal	$125,797	$65,305
GA - 9%	$11,322	$5,877
Component Total	$137,119	**$71,182**

($65,937 less than FFY11 due to shifting librarian half-time costs to EVOSTC Administration category to support archiving activities)

PERSONNEL – $65,305

Position	Range/Step	Months	Monthly Cost	Annual Cost
Librarian III	19/N	6	$10,884	$65,305
	Personnel Total		$10,884	$65,305

Cost is with benefits.

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 – $0

CONTRACTUAL – $0

COMMODITIES – $0

EQUIPMENT – $0

AGENCY DISTRIBUTION:

Cost Category	ADF&G
Personnel	$65,305
Travel	$0
Contractual	$0
Commodities	$0
Equipment	$0
Subtotal	$65,305
GA - 9%	$5,877
Component Total	$71,182

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