

Reporting Policy and Procedures for:
General Restoration, Habitat Enhancement,
Habitat Protection, and Facilities Projects



Exxon Valdez Oil Spill Trustee Council
March 25, 2022
Revised May 17, 2026

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I. GENERAL GUIDELINES

This document provides reporting and other procedural instructions for habitat enhancement and protection, general restoration, and facilities projects funded by the *Exxon Valdez* Oil Spill Trustee Council (EVOSTC or Trustee Council).

This *Reporting Policy and Procedures* updates and supersedes earlier versions of this document. For more general support and guidance, you may refer to the report writing guidelines published by the *Journal of Wildlife Management*:

[Cox et al. 2023. Journal of Wildlife Management, Wildlife Society Bulletin, and Wildlife Monographs Author Guidelines](#)

To the extent that there are any inconsistencies between this document and the guidance provided by Cox et al. 2023, please follow the instructions provided in this document.

Project Numbers

The Trustee Council's project numbering system has evolved over time. Presently, each project and program is assigned a unique eight-digit identifier. For projects funded *prior to* the FY21 Trustee Council Invitation process, project numbers remain the same during the life of the project. For projects funded *as part of or after* the FY21 Trustee Council Invitation process, the first two digits in the project number designate the current funding year. As a result, this number changes each reporting year. The second two digits represent the year funding was first authorized by the Trustee Council; this number stays the same throughout the life of the project. The last four digits are the unique project identifier, which also stays the same for the life of the project.

Examples of Project Numbers

26220614 indicates the current funding year (FY2026).

26220614 indicates that the project was initially funded in 2022.

26220614 is the unique project identifier.

II. QUARTERLY PROJECT REPORTS

The Trustee Council's fiscal year runs from February 1 through January 31 of the following year. All Principal Investigator(s) (PIs) are required to submit quarterly reports for the duration of the project. If no project work occurred during a particular quarter, please submit a quarterly report stating that no activity occurred and why.

The Q1 report, due on June 1, includes work completed in February, March, and April.

The Q2 report, due on September 1, includes work completed in May, June, and July.

The Q3 report, due on December 1, includes work completed in August, September, and October.

The Q4 report, due March 1, includes work completed November, December, and January.

If the due date falls on a weekend or holiday, it will be extended to the next business day.

In lieu of a quarterly report for the final quarter of the project, PIs will submit a final project report (see below).

Please submit all reports to your EVOSTC project manager and the EVOSTC Executive Assistant.

Content

Reports include two components: (a) a written narrative and (b) an accounting of quarterly and cumulative spending during the prior quarter. Reports will be considered incomplete if either one of these components is missing.

(a) Written Narrative

Written narratives must be submitted in Microsoft Word, with high quality figures and tables embedded. Narratives must include the information listed below and be submitted using the appropriate form. See Appendix A for the report form template.

Project Number

Unless it is a project that began before FY22, the project number includes the reporting fiscal year, the year the project was first funded, and the unique project identifier. See Section I on page 1 for more information regarding project numbers.

Project Title

Use the title from the original proposal.

II. QUARTERLY PROJECT REPORTS

Principal Investigator(s)

Name(s) and affiliation(s) of the Principal Investigator(s) submitting the report.

Reporting Period

Indicate the reporting period. For example, FY25 Q1.

Submission Date

Month, date, and year that you are submitting the report.

Project Website

Include hyperlink, if applicable.

Please indicate whether your project is on schedule or delayed; only one of these boxes should be checked. Please also check any of the other three boxes, if relevant.

Project progress is on schedule.

If project progress is on schedule, please check this box. **Please also indicate by what date you expect the project to be completed.** It is acceptable for the completion date to be an estimate (i.e., quarter and FY, or month and year) and for it to change in future reports.

Project progress is delayed.

If project progress is delayed from what was expected in your original proposal, please explain the cause(s) of the delay(s) and the affected project components (i.e., field work, due diligence, construction etc.), anticipated length of delay, and impact(s) on the project objectives and plan to resolve them. **Please also indicate by what date you expect the project to be completed.** Please note that any changes that alter the scope of the project require approval by the Trustee Council.

Budget amendment request.

If you would like to amend the project budget by more than 10% of the annual budget amount, please describe the request and provide justification. Reallocations of 10% or less of the previously approved annual budget amount do not require a budget amendment request. Requests over 25% of the annual budget amount will require approval by the Trustee Council. Please see the EVOSTC Financial Policy for details.

No-cost extension request. *Only relevant to Q4 report.*

II. QUARTERLY PROJECT REPORTS

Principal investigators may carry forward budgeted funds to the subsequent fiscal year of a multiple-year project if the requested adjustment does not alter the underlying scope or objectives of the project. Explain why the funds were not spent during the previous FY, the amount requested to carry over to the next FY, and how funds will be spent.

Personnel changes.

Provide an explanation for the change, a curriculum vitae or resume for the proposed changes to personnel and a description of the potential impact on the project.

Abstract

Provide a summary (not to exceed 200 words) of work performed during the reporting period and on the project overall, including an estimated project completion date. This summary will be used to provide regular updates on the project to the Trustees.

Summary of Work Performed

Provide a summary of work performed during the reporting period, including any results available to date, findings and/or project successes, and how the original project objectives are being met. Any deviation from the original project objectives should be discussed. Describe any known problems, unusual developments, or any other significant information.

Coordination and Collaboration

Provide a description of any coordination and collaboration that occurred with any other groups during the reporting period, if applicable. These may include entities like the Alaska SeaLife Center, the Prince William Sound Science Center, Native corporations or Tribes, local or other government entities, or NGOs. If applicable, please explain how your project relates to or complements other projects (Council and non-Council funded). Please discuss whether there are any aspects of the project that have supported EVOSTC or other agency work or that have received EVOSTC or other agency feedback or direction, including the agency staff name(s). If the project required or included collaboration with other agencies, organizations, or scientists, such arrangements should be fully explained, and the names of agency or organization representatives involved in the project should be provided. If the project conflicts with another project, please note this and explain why.

Status of Scheduled Project Accomplishments

Copy and paste the milestone and task chart that you submitted with your proposal (Section 6, "Status of Scheduled Project Accomplishments") and update this chart with any timeline changes for milestones, tasks, and deliverables.

II. QUARTERLY PROJECT REPORTS

Specifically, use ~~striketrough~~ to indicate any expected timelines that were not met or have changed, and use **highlights** to demonstrate any new expected timelines. Milestone, task, or deliverable timelines that were met in the past or are expected to remain the same as described in the proposal should remain on the chart as originally reflected, although you may use a “C” to indicate if a task has been completed. See Appendix B for an example. *Submit an updated chart with each quarterly report and please explain any other letters or symbols used on the chart to demonstrate project progress* Include a description of any updates made immediately below the chart.

If your project was submitted prior to the FY21 Invitation process and did not include a Status of Scheduled Project Accomplishments chart, describe in writing any changes to the expected milestones, timing, tasks, and deliverables from what was included in your project proposal.

Response to EVOSTC Review, Recommendations, and Comments

This only applies to feedback shared during biennial reviews (i.e. from the EVOSTC PAC or Trustees). Describe how any EVOSTC review comments or recommendations were addressed during the reporting period.

Budget Summary Table

This table includes an accounting of quarterly and cumulative spending through the funding period (see (b) below). Copy and paste this table from the project workbook as a jpeg or gif file into the written narrative (see Appendix C for an example).

(b) Accounting of Quarterly and Cumulative Spending

Record quarterly and cumulative spending in the summary tab within the Excel workbook that was submitted with your original proposal.

Adjustments between line items and fiscal years are allowed if they do not alter the underlying scope or objectives of the project. Reallocations of 10% or less of the annual budget amount do not require approval, but any reallocations over 10% require approval by the EVOSTC Executive Director. Adjustments greater than 25% of the affected project budget require Trustee Council review and approval. Please see the Budget Amendments and No Cost Extensions section (III) of this document and/or the Trustee Council’s [Financial Policy](#) for additional details. Explain any adjustments in the “Comments” box in the budget worksheet.

Format

Submissions must be submitted electronically as a Microsoft Word document with all figures and tables embedded as high quality jpegs or gifs. Budget workbooks must be submitted as Microsoft Excel files. If a report is submitted in an incorrect format, you will be required to resubmit it in the proper format, which could delay the review of the report.

Submission

Submit reports and budget workbooks to your project manager and the [Executive Assistant](#). Include the project number, the reporting period (Q1, Q2, Q3, Q4) and the words “project report: (e.g. “26220614 Q1 Project Report”) in the subject line.

Review Process

Quarterly project reports will be reviewed by EVOSTC staff. These reports may be reviewed by the Trustee Council’s agency liaisons, the Science Panel, or the Public Advisory Committee (PAC) as part of the biennial review process. This review process will be used to determine whether continued funding is warranted and to guide further work on the project. Any written comments on a report will be provided to the PIs and be kept on file electronically by the Council, and available upon request. It is strongly recommended that the PIs provide responses, as applicable. Reviewer comments and questions and PI responses are recorded in the Draft Work Plan, which is updated periodically and is available on the [EVOSTC website](#).

Withholding of Invoices

Any invoices submitted by PIs will not be processed until all current and past due quarterly project reports are submitted and accepted.

Distribution

Quarterly project reports will be kept on file as electronic documents and posted as pdfs on the [Trustee Council’s project web pages](#).

III. BUDGET AMENDMENTS AND NO COST EXTENSIONS

Adjustments between line items of a project budget are allowed so long as they do not alter the underlying scope or objectives of the project. However, if adjustments between line items total over 10% of the total annual budget, you must seek Executive Director approval to make the adjustments. This can be done in the Budget Amendment Request section of the quarterly reports.

Agencies that distribute the project funds are authorized to carry forward released project funds that have not been expended to the subsequent fiscal year of a multiple-year project or, if requested by the Executive Director, return them to the EVOS Investment Fund.

If your project is delayed and you require a no cost extension of project work from one fiscal year to the next, submit this request in the No Cost Extension section in your Q4 report. This request must be approved by the Executive Director for you to proceed.

Any adjustments that alter the underlying scope or project objectives require review and approval by the Trustee Council.

IV. FINAL REPORTS

Final reports must be prepared and submitted by **March 1** in the year following the last fiscal year of the project. If the due date falls on a weekend or holiday, it will be extended to the next business day.

Final reports include a written narrative and an accounting of cumulative spending through project completion. Written narratives must be submitted in Microsoft Word. Cumulative spending is submitted as part of the project budget workbook in Microsoft Excel.

Content

Reports include: (a) cover page, (b) title page, (c) abstract, (d) table of contents, (e) objectives, (f) discussion, and (g) appendices.

(a) Cover Page

An example of a final report cover page is provided as Appendix D.

A final report cover page includes:

- The appropriate series title, which identifies the project focus area. For example: *Exxon Valdez Oil Spill Habitat Enhancement Project Final Report*.
- Title from the original proposal.
- Project identification number. The project number that appears on the final report will be the number of the final year of funding. For example, if the project started in 2022 and ended in 2026, the final report number will begin with 2622 followed by the four-digit unique project or program identifier.
- Author name(s) with appropriate affiliation(s).
- Month and year of completion.
- Non-discrimination statement at the bottom of the page on the inside front cover. See Appendix E.

(b) Title Page

The Title Page of the report immediately follows the non-discrimination statement and must be identical in content and format to the front of the report cover page.

(c) Abstract

The abstract follows the title page and is limited to 200 words. The abstract should summarize the project, enabling readers to quickly identify the basic content of the report and determine its relevance to their interests. This abstract is submitted to the Alaska

IV. FINAL REPORTS

Resources Library and Information Services (ARLIS), Alaska State Archives, and National Technical Information Service and may be used to provide updates to the Trustees.

(d) Table of Contents

Include report headings as well as a list of any tables, figures, and/or appendices. Include subheadings if needed. As an example, see the Table of Contents for these reporting procedures.

(e) Objectives

Include the original objectives identified in the approval proposal. If the objectives have changed or were not completed, describe what has changed and why.

(f) Discussion

Clearly describe the work completed and reference any related projects, where appropriate. Include any delays, issues encountered, and how these were addressed.

(f) Appendices

Include any supplementary tables, figures, or photos.

Format

Submissions *must* be submitted electronically as a Microsoft Word document with all figures and tables embedded as high quality jpegs or gifs, and watermarked “DRAFT,” which will be removed upon approval by the Executive Director. Budget workbooks *must* be submitted as Microsoft Excel files. If a report is submitted in an incorrect format, you will be required to resubmit it in the proper format, which may delay the review of the report.

Submission

Submit final reports and budget workbooks to your project manager and [Executive Assistant](#). Include the project number and “final project report” (e.g. “26220614 Final Project Report”) in the subject line.

Review and Revision Process

Final report drafts will be reviewed by EVOSTC staff, and any edits and comments will be emailed to the PI(s). PIs must address comments and revise draft final reports within 15 days of receiving review comments.

IV. FINAL REPORTS

Once the draft final report is accepted by Trustee Council staff, all references to “DRAFT” will be removed, and any revisions needed for format compliance will be made. If necessary, the draft final report may be returned to PI(s) for completion of required format revision.

Approval

PIs will be notified by email of final report acceptance and will include an attachment of the final pdf copy of the report.

Withholding of Invoices

Final invoices submitted by PIs will not be processed until the final project reports are submitted and accepted. Ten percent (10%) of project funding may also be withheld until the final report has been accepted by the Executive Director and all project data and metadata have been submitted to approved archives, in accordance with the Trustee Council Data Policy.

Distribution

Final reports will be kept on file as electronic documents and posted as pdfs on the [Trustee Council's project web pages](#). Links to the posted final reports will be provided to [ARLIS](#), the [Alaska State Library](#) and [National Technical Information Service \(NTIS\)](#) to fulfill state and federal depository requirements.

V. REQUEST FOR EXTENTIONS

If the due date for a report cannot be met, you must email your project manager with an extension request *at least 30 days prior to the due date*. The request must be emailed and must state the reason the due date cannot be met. With approval of the Executive Director, an alternative and reasonable report due date may be identified.

Appendix A. Reporting Form

General Restoration, Habitat Enhancement and Protection, and Facilities Projects
Quarterly Reporting Form

Appendix B. Milestone and Tasks Table

Milestone/Task	FY22				FY23				FY24				FY25				FY26				FY27			
	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
Funding in hand @ DPOR				X			X			X				X										
Milestone: Data Collection																								
Topographic Survey		X	X																					
Environmental Survey			X																					
Geotechnical Investigation										X	X													
Milestone: 35% Design																								
35% Design Drawings				X	X						X	X												
35% Specifications				X	X						X	X												
35% Design Review					X							X												
Milestone: 65% Design																								
65% Design Drawings						X	X						X	X										
65% Specifications						X	X						X	X										
65% Design Review									X							X								
Submit Permit Applications							X									X								
Milestone: 95%/100% Design																								
95%/100% Design Drawings									X	X					X	X								
95%/100% Specifications									X	X					X	X								
95%/100% Design Review											X						X							
Milestone: Advertise Project for Construction																								
Advertise										X							X	X						
Bid Opening											X							X						
Contract Award											X							X						
Milestone: Construction																								
Construction													X	X	X	X		X	X	X	X	X		
Milestone: Project Close Out																								
Project Close Out																	X	X					X	X
Reporting:																								
Annual Progress Report				X			X				X				X									
FY Work Plan				X			X				X				X									
Final Report/Project Results																				X				
Deliverables:																								
Completed Construction Work																				X				

APPENDIX C. BUDGET SUMMARY TABLE

Appendix C. Budget Summary Table

EXXON VALDEZ OIL SPILL TRUSTEE COUNCIL
PROGRAM BUDGET PROPOSAL AND REPORTING FORM

Budget Category:	Proposed FY 22	Proposed FY 23	Proposed FY 24	Proposed FY 25	Proposed FY 26	5-YR TOTAL PROPOSED	QUARTERLY EXPENDITURES	ACTUAL CUMULATIVE
Personnel	\$0	\$0	\$0	\$0	\$0	\$0		\$0
Travel	\$0	\$0	\$0	\$0	\$0	\$0		\$0
Contractual	\$0	\$0	\$0	\$0	\$0	\$0		\$0
Commodities	\$0	\$0	\$0	\$0	\$0	\$0		\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0		\$0
Indirect Costs (rate will vary by project)	\$0	\$0	\$0	\$0	\$0	\$0		\$0
SUBTOTAL	\$0	\$0	\$0	\$0	\$0	\$0		\$0
General Administration (9% of subtotal)	\$0	\$0	\$0	\$0	\$0	\$0		N/A
PROGRAM TOTAL	\$0	\$0	\$0	\$0	\$0	\$0		\$0
Other Resources (In-Kind Funds)	\$0	\$0	\$0	\$0	\$0	\$0		
<p>INSTRUCTIONS: This summary page provides a five-year overview (FY 22-26) of proposed funding and actual cumulative spending which includes the non-trustee agency and trustee agency worksheets. The formulas reference the cells in the non-trustee agency and trustee agency worksheets and should automatically populate. Please make sure the totals given are correct. The column titled 'Actual Cumulative' will be updated each fiscal year and included in the annual report (include information on the total amount actually spent for all completed years of the project). On the Project Annual Report Form, if any line item exceeds a 10% deviation from the originally-proposed amount; provide detail regarding the reason for the deviation.</p>								
COMMENTS:								

Use your most recent budget workbook. Enter the necessary amounts for each budget category in the quarterly expenditures column for each quarter. Also, ensure that the actual cumulative totals are calculating correctly. Include a screenshot of the budget summary in your narrative report.

Appendix D. Final Report Title and Cover Page

Exxon Valdez Oil Spill
General Restoration Project Final Report
Or
Habitat Enhancement Project Final Report
Or
Habitat Protection Project Final Report
Or
Facilities Project Final Report

Project Title from Proposal

Exxon Valdez Oil Spill Trustee Council Project [Number]
Final Report

Author1 Name
Organization Name
Address
Address

Author2 Name
Organization Name
Address
Address

Month Year

Appendix E. Final Report Non-Discrimination Statement Page

Title Page is the same as the Cover Page and comes after this page

The *Exxon Valdez* Oil Spill Trustee Council administers all programs and activities free from discrimination based on race, color, national origin, age, sex, religion, marital status, pregnancy, parenthood, or disability. The Council administers all programs and activities in compliance with Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Action of 1990, the Age Discrimination Act of 1975, and Title IX of the Education Amendments of 1972. If you believe you have been discriminated against in any program, activity, or facility, or if you desire further information, please write to: EVOS Trustee Council, 4230 University Dr., Ste. 220, Anchorage, Alaska 99508-4650, or dfg.evos.restoration@alaska.gov; or O.E.O., U.S. Department of the Interior, Washington, D.C. 20240.