

13.1.5

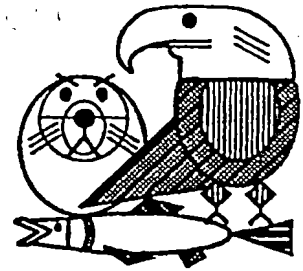
# Exxon Valdez Oil Spill Trustee Council

Restoration Office

645 "G" Street, Anchorage, AK 99501

Phone: (907) 278-8012 Fax: (907) 276-7178

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## MEMORANDUM

TO: Trustee Agencies  
FROM: *Traci Cramer*  
Traci Cramer  
Administrative Officer

DATE: February 15, 1996

RE: FY 1997 Budget Diskette

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In the last few days, you should have received a copy of the *Exxon Valdez* Trustee Council's Invitation to Submit Restoration Proposals for FY97. The enclosed diskette contains the required budget forms for Fiscal Year 1997. For your project to be considered by the Trustee Council, you must provide three copies of the appropriate forms and the Detailed Project Description, along with a diskette, to the address below by April 15, 1996.

Anchorage Restoration Office  
645 G Street, Suite 401  
Anchorage, AK 99501

You will also find attached three documents. The first is an index which describes the various files. The second is an EXCEL Cheat Sheet. The third includes some helpful hints and reminders.

If you have any questions on how to use the diskette, please refer to your EXCEL manual or call the Anchorage Restoration Office for assistance.

attachments

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### Trustee Agencies

State of Alaska: Departments of Fish & Game, Law, and Environmental Conservation  
United States: National Oceanic & Atmospheric Administration, Departments of Agriculture and Interior

## FFY 1997 Budget Forms - Index

The diskette contains numerous files. It is recommended that you review the following description of the files and select the configuration which mirrors the proposed project.

4abform.xls	Contains a set of non-trustee organization forms. This includes the 4A Summary and the 4B Detail forms. The file should be used by non-trustee organizations, including those participating in NOAA's Broad Agency Announcement.
blank1.xls	Contains a set of Trustee agency forms. This includes the 3A Trustee Agency Summary form and the 3B Agency Detail forms. This file should be used when one only Trustee agency is involved in a proposed project.
blank1a.xls	Contains one set of Trustee agency forms and one set of non-trustee organization forms. This includes the 3A Trustee Agency Summary form, the 3B Agency Detail forms, the 4A Summary form, and the 4B Detail forms. This file should be used when one Trustee agency is involved in a proposed project and anticipates sub-contracting the project or a portion of the project.
blank2.xls	Contains two sets of Trustee agency forms. This includes the 2A Multi-Trustee Agency Summary form, the 3A Trustee Agency Summary forms, and the 3B Agency Detail forms. This file should be used when two Trustee agencies are involved in a proposed project.
blank3.xls	Contains three sets of Trustee agency forms. This includes the 2A Multi-Trustee Agency Summary form, the 3A Detail forms, and the 3B Agency Detail forms. This file should be used when three Trustee agencies are involved in a proposed project.
blank4.xls	Contains four sets of Trustee agency forms. This includes the 2A Multi-Trustee Agency Summary form, the 3A Trustee Agency Summary forms, and the 3B Agency Detail forms. This file should be used when four Trustee agencies are involved in a proposed project.
blank5.xls	Contains five sets of Trustee agency forms. This includes the 2A Multi-Trustee Agency Summary form, the 3A Trustee Agency Summary forms, and the 3B Agency Detail forms. This file should be used when five Trustee agencies are involved in a proposed project.
blank6.xls	Contains six sets of Trustee agency forms. This includes the 2A Multi-Trustee Agency Summary form, the 3A Trustee Agency Summary forms, and the 3B Agency Detail forms. This file should be used when six Trustee agencies are involved in a proposed project.

## EXCEL Cheat Sheet

### Opening Files

1. Insert diskette
2. Select File, Select Open
3. Select Drive, Select a:

### Saving Files

1. Select File, Select Save As
2. Select desired Drive
3. Type document name

### Copying

This function is used to copy portions of a file or to incorporate an entire file into another. First open the files you wish to use.

1. Select File, Select Open, Select your copy file (where you want to copy from)
2. Select File, Select Open, Select your project file (where you want to copy to)
3. Select Window, select your project file
4. Select Window, select your copy file, highlight the information you want to copy
5. Select Edit, Select Copy, Select Window, place curser at the appropriate location, Select Edit, Select Paste

NOTE: If you use EXCEL 4.0, text boxes will not copy as a group. You must copy them individually as follows. After step five, return to your copy file, select the text box by clicking it once, then repeat step five for the text box only.

### Deleting

This function is used to delete forms that are no longer required. NOTE: Text boxes must be cleared prior to deleting.

1. Select the text box by clicking it once, Select Edit, Select Clear REPEAT FOR EACH BOX
2. Highlight the rows you wish to delete, Select Edit, Select Delete

### Linking

Linking allows you to tie together your forms. Any changes to the Detail forms will automatically be updated on the summary form.

1. Select the cell in which you want the summary information to be reflected, input =, select the cell that contains the supporting documentation, hit Enter
2. To add more cells, select the cell in which you want the summary information to be reflected, go to the formula bar and click at the end, input +, select the cell that contains the new supporting documentation, hit Enter
3. To delete, select the summary cell, go to the formula bar and click at the end, use the back space key or highlight what you want to delete and press delete

## Helpful Hints/Reminders

The information contained below is intended as an overview. Please refer to the FY97 Invitation, Appendix B for further information.

1. Please do not alter the budget forms in any way.
2. Before beginning, it is encouraged that a copy of the diskette be made to ensure that a clean set of the budget forms remains available.
3. The forms have been created in EXCEL 4.0, but can be saved in 5.0.
4. Where appropriate, the forms contained on the diskette have been linked. This means that as data in one form is updated or changed, it will automatically be updated in the related forms. The only exception is the Proposed FFY 1997 Trustee Agency Total, located on the Multi-Trustee Agency Summary Form (2A). If more than one Trustee Agency is participating, the agencies will have to link the documents themselves.
5. The Personnel, Travel and Equipment costs are calculated based on the formulas outlined in the budget instructions. After entering the variables, no input is required.
6. When entering numbers, remember that costs should be stated in thousands of dollars. Therefore, \$1,869,489 should be \$1,869.5. The only exceptions are the travel costs fields for round trips and total days and the equipment costs field for number of units. In these fields use whole numbers.
7. Each project must include the costs associated with NEPA compliance, community involvement, report writing, and funding for the principal investigator to attend two workshops in Anchorage for approximately six days total. Explain how much has been included in the comments field of the appropriate Summary Forms.
8. Three copies of the appropriate forms and the Detailed Project Description, along with a diskette, are due by April 15, 1996.