



Exxon Valdez Oil Spill Trustee Council
General Restoration, Habitat Enhancement, Habitat Protection, and Facilities Projects
Quarterly Project Reporting Form

**Detailed instructions for each section below are given in Section II. Quarterly Project Reports in the Reporting Policy on the website, <https://evostc.state.ak.us/policies-procedures/reporting-procedures/>*

Project Number: 23220505

Project Title: Chugach Region Archaeological Repository

Principal Investigator(s): Lauren Johnson, Chugach Heritage Foundation

Reporting Periods and Due Dates:

<i>Reporting Period</i>	<i>Due Date</i>
February, March, April	June 1
May, June, July	September 1
August, September, October	December 1
November, December, January	March 1

Submission Date: June 1, September 1, **December 1**, or March 1

Project Website: We currently do not have a website for the museum. However, the Foundation’s website is www.chugachheritagefoundation.org. We are in the process of finalizing an operating name for CHMAR and will secure a website once complete.

Please check all the boxes that apply to the current reporting period.

Project progress is on schedule.

Project is still making progress against the delayed timeline. We plan to break ground in 2024, focus on preparing the site for building in 2025, and in 2026 we plan to open CHMAR.

Project progress is delayed

Budget reallocation request.

Personnel changes.

1. Summary of Work Performed:



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August: Work was conducted to draft position descriptions for CHMAR. The team also spent time ensuring CHMAR would have office space available. This was done in collaboration with the CAC Facilities team. CHMAR and CHF have collaborated with CAC legal to create a governance document detailing the unique governance structure between CHF and CHMAR. CHMAR has also worked with CAC IT to secure museum employees' software with nonprofit discounts. In addition, CHMAR received an update on building design from Avanti (owner's representative) and began preparing to host a strategic planning session for CHMAR in November. The team also met with Foraker group to explore potential support programs offered. Foraker group serves nonprofits in Alaska with a wide range of services such as, human resources support, financial management support, fundraising, training, and many others.

September: In September, work to develop the governance document between organizations continued, this document ensures CHMAR will keep its public charity status, and documents support for services, entity development and grant support. Work also continued to develop materials to support the November strategic planning session. The team also started researching what CHMAR would need to operate that is not covered by grant funding. Meetings also occurred for the Village in the City (VIC) concept that CHMAR is going to be a part of. These meetings ensured alignment between the different entities included in the VIC concept.

October: Using the information from CAC shared services groups CHMAR has developed a ten-year budget to outline its future financial requirements. This ten-year budget contains information needed to operate the facility and organization outside the EVOS grant. Another focus area has been final preparations for strategic planning. From this planning session, the CHMAR Board of Directors will set a mission and vision for the organization and make several other guiding decisions. In addition to this, the team met with the CAC Communications department to begin the process of logo development for CHMAR. The 2024 budget, and 2024 priorities in alignment with the grant objectives were also developed.

2. Abstract:

The report highlights CHMAR's progress in August, September, and October, including drafting position descriptions, securing office space, drafting governance documents, efforts to ensure alignment with VIC concept, 2024 budget, 2024 priorities, and preparing for the strategic planning session that will occur in November.

3. Coordination and Collaboration:

- Frontier Solutions (Consulting and Advising)
- CAC IT (Consulting and Advising on Technology needs)
- CAC HR (Assist with Position Description development)
- CAC Legal (Legal document development and review)
- Foraker Group (Advising on service offerings that could support CHMAR)



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4. Response to EVOSTC Review, Recommendations and Comments:

5. Budget:

Budget Category:	Proposed FY 22	Proposed FY 23	Proposed FY 24	Proposed FY 25	Proposed FY 26	5- YR TOTAL PROPOSED	QUARTERLY EXPENSES	ACTUAL CUMULATIVE
Personnel	\$132,000	\$324,000	\$385,560	\$403,200	\$112,800	\$1,357,560	\$5,578.68	\$37,825.70
Travel	\$14,475	\$19,725	\$12,975	\$11,475	\$5,475	\$64,125		\$0.00
Contractual	\$562,500	\$1,620,000	\$1,575,000	\$15,000	\$7,500	\$3,780,000	\$17,805.00	\$37,240.00
Commodities	\$300,000	\$700,000	\$0	\$0	\$0	\$1,000,000		\$0.00
Equipment	\$36,000	\$10,000	\$30,000	\$0	\$0	\$76,000		\$0.00
SUBTOTAL	\$1,044,975	\$2,673,725	\$2,003,535	\$429,675	\$125,775	\$6,277,685	\$23,383.68	\$75,065.70
General Administration (9% of subtotal)	\$94,048	\$240,635	\$180,318	\$38,671	\$11,320	\$564,992	\$2,105	N/A
PROJECT TOTAL	\$1,139,023	\$2,914,360	\$2,183,853	\$468,346	\$137,095	\$6,842,677	\$25,488	
In-Kind Contributions (Land, Office Space, Labor, Design)	\$2,200,000	\$300,000	\$300,000	\$250,000	\$250,000	\$3,300,000		