



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: 24220505

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.

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

- Project progress is on schedule.**
- Project progress is delayed**
- Budget reallocation request.**
- Personnel changes.**

1. Summary of Work Performed:

February: In February, the project team continued working on the CHMAR website. The team collaborated with the CAC IT and Communications department to create requirements on which website vendors could base their proposals. Then, over the month, the team met with several vendors to answer questions and support their proposal development.



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March: In March, the project team reviewed and received proposals from potential website vendors. The team attended grant writing training that will support the museum's future growth and expansion and its programming. The project team also focused on supporting the Executive Search Committee and posting available positions with the museum on job boards.

April: In April, the project team attended the Alaska Grant Symposium to learn more about funding opportunities that could be a fit for CHMAR. The team also continued to support the Executive Search Committee in their work to hire an executive director for the museum. The team collaborated with the CAC Communications team to finalize the museum's branding and logo. Lastly, the team worked to transfer the EVOS grant from the Chugach Heritage Foundation to the Chugach Museum.

The search committee was created November of 2023, the Executive Director position for the museum was live as of December 2023. Extensive outreach with museum organizations and local nonprofits has been completed. The Executive Search Committee has been meeting weekly and vetting candidates. The search committee has recognized the need for dedicated support to cover the Executive Director responsibilities until the position is filled. We have selected a contract employee to fulfill that need for a six-month timeframe. Jeff has extensive experience with nonprofits and capital projects, his focus is on launching the capital campaign and organizational development. The search committee plans to make a selection by mid year.

2. Abstract: The project team continued work in several key areas, including supporting the executive search committee, finalizing branding materials, and working on the museum website.

3. Coordination and Collaboration:

- Frontier Solutions (Consulting and Advising)
- Biard Consulting LLC. (Contract Employee)
- 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)
- Chugach Heritage Foundation (Project Support)

4. Response to EVOSTC Review, Recommendations and Comments:



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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	\$132,000	\$385,560	\$403,200	\$112,800	\$1,165,560	\$19,676.01	\$71,585.76
Travel	\$14,475	\$14,475	\$12,975	\$11,475	\$5,475	\$58,875		\$0.00
Contractual	\$562,500	\$1,620,000	\$1,575,000	\$15,000	\$7,500	\$3,780,000	\$22,615.00	\$72,035.00
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	\$2,476,475	\$2,003,535	\$429,675	\$125,775	\$6,080,435	\$42,291.01	\$143,620.76
General Administration (9% of subtotal)	\$94,048	\$222,883	\$180,318	\$38,671	\$11,320	\$547,239	\$3,806	N/A
PROJECT TOTAL	\$1,139,023	\$2,699,358	\$2,183,853	\$468,346	\$137,095	\$6,627,674	\$46,097	\$143,621
In-Kind Contributions (Land, Office Space, Labor, Design)	\$2,200,000	\$300,000	\$300,000	\$250,000	\$250,000	\$3,300,000		