



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: 24220608

Project Title: Port Graham Habitat Enhancement Project

Principal Investigator(s):

- Jon E. Shepherd - Port Graham Corporation (PGC)
- Kyle Graham - U.S. Fish and Wildlife Service (USFWS)
- Nathan Lojewski - Chugachmiut
- Patrick Norman - Native Village of Port Graham (PGVC)

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: NA

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.**

N/A all principal investigators remain actively involved in project planning and implementation.



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1. Summary of Work Performed:

Work conducted in Q1 of 2024 (February through April) focused on continued efforts to strengthen communications between project partners, coordinate work for 2024 construction, and on continuing efforts of the previous quarters.

In Q1 U.S. Fish and Wildlife Service (USFWS) project staff continued monthly meetings with the Port Graham Corporation (PGC), contractors, and partners. These meetings primarily focused on logistics for Windy Bay culvert site construction planned for summer 2024. USFWS and PGC project staff discussed construction logistics, including determining details such as equipment needs, culvert ordering, dewatering plans and pumps, construction oversight needs and scheduling. Additional meeting topics included site prioritization for future culvert replacements, cooperative agreement amendments, and drafting of contracts for design development and construction oversight. Discussions continued with staff of the National Resources Conservation Service (NRCS) about project eligibility for Environmental Quality Incentives Program (EQIP) funding. Discussions also occurred with members of the Homer Soil and Water Conservation District on managing the spread of invasive species along the Port Graham Road, namely Orange Hawkweed (*Pilosella aurantiaca*). Additional meetings among USFWS, PGC, and partners are planned through the remainder of 2024. A Port Graham Village Community meeting is being planned by PGC and is scheduled for fall 2024.

Significant time and effort were put into finding ways to continue grow the skills and capacity of the PGC construction crew through Q1. This included discussions for additional coordination between partners as well as collaboration for innovative designs, assisting in risk management, supporting constructability analysis, and evaluating contractor alternatives. These activities are planned to continue through the remainder of 2024. PGC construction crew on the ground activities were limited in Q1 due to snowpack. Access to the Port Graham Road beyond the pass was again accessible by early May 2024. Equipment acquisition and staging are currently ongoing (as of May 2024) in preparation of construction of the Windy Bay culvert in July 2024.

USFWS project staff continued to complete agency trainings required for management of this project through Q1 in addition to meeting coordination and project management. USFWS project staff completed an audit of the budget for this project in early 2024. The results of this audit are available in Appendix 2 of this document.



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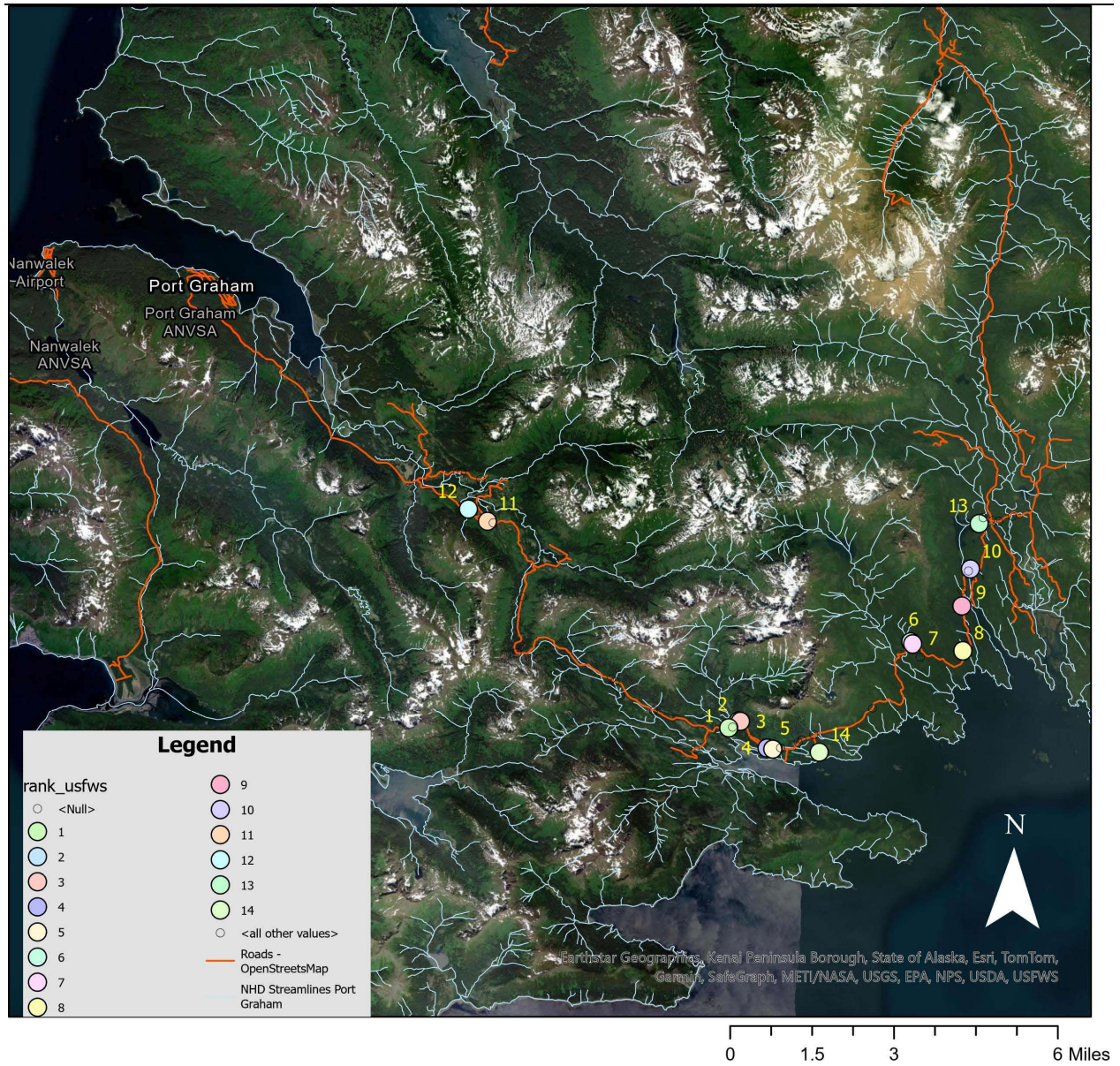


Figure 1. Map of culverts ranked by priority for design and construction as of February 2024.



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Planned FY 2024 activities include development of contracts for culvert crossing designs and continued coordination efforts and planning between partners for the 2024 construction season. Construction on the Windy Bay culvert (see Figure 2) is scheduled to start in July 2024. Three bridges between Port Graham and the Windy Bay site are scheduled for replacement in spring-summer 2024, under the Tribal Transportation Program. The replacement of these bridges will significantly improve safe access to the remaining 11 miles of road to the Rocky Bay Lodge.

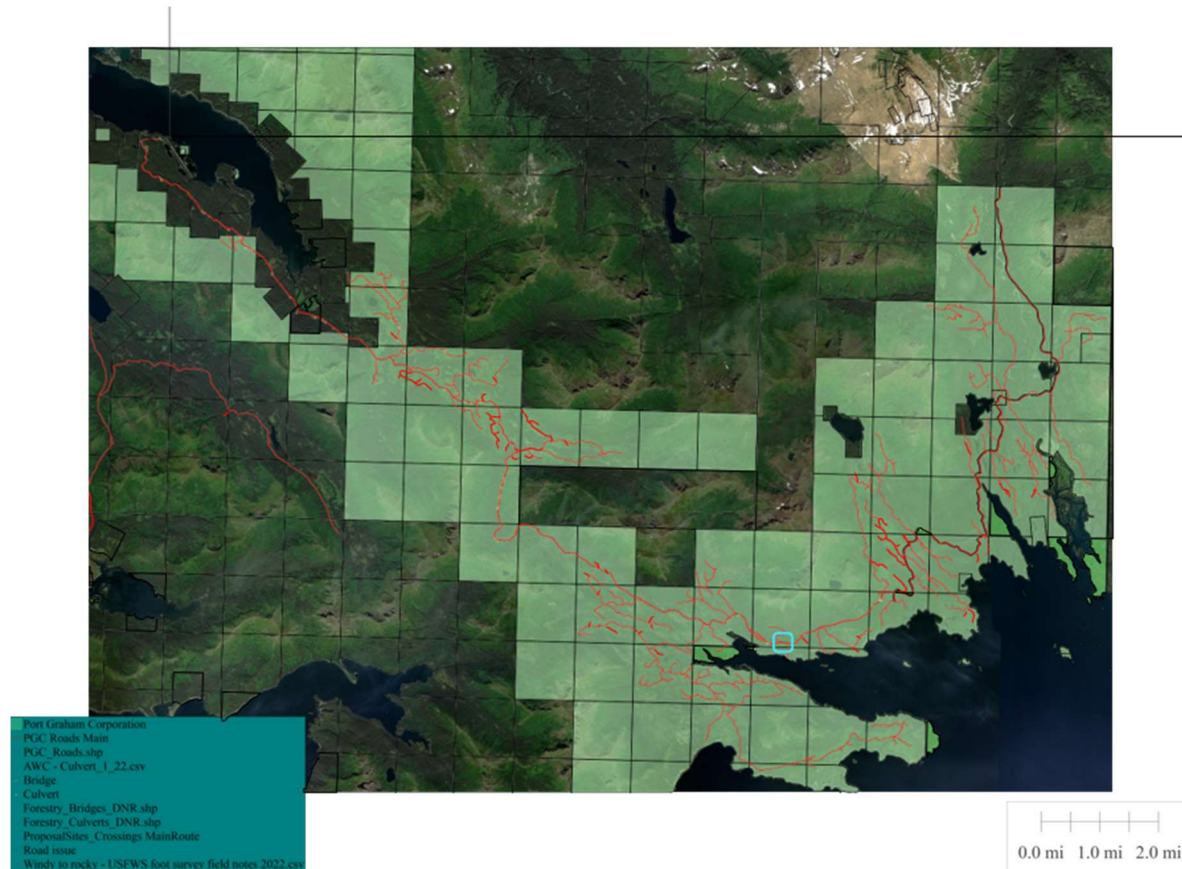


Figure 2: Road Overview and location of 2024 Windy Bay stream crossing construction project (circled in blue)



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The following bulleted list and table outline the plan and progress to-date and FY24 Q1 in detail.

Scope of work for year (2) of the project as outlined in statement of work (Amendment 1):

1. Communications
 - a. Continue an operational partnership with Port Graham, USFWS, and partners.
 - b. Continue communications with Port Graham.
 - i. Discussions with staff from the Port Graham Village Tribal Council.
 - ii. Public meetings as needed in Port Graham, Alaska.
2. Clear roads of vegetation and debris.
 - a. Complete brush clearing, shoulder stabilization, and road assessment.
 - b. Scoping and prioritization work for engineering assessment.
3. Perform temporary road maintenance as needed to support clearing roads.
4. Oversee the survey and design stream crossings and develop a prioritization plan.
5. Repair, replace, or remove two stream crossings (note – activity moved to 2024).

Table 1. Tasks and deliverables.

Task	Deliverables FY23	Progress Through Q1 2024	Expected completion dates
Coordinate partner planning meetings	<ul style="list-style-type: none"> • Monthly meeting minutes • Two community meetings • Operational partnership with USFWS 	<ul style="list-style-type: none"> • Monthly meetings between USFWS and PGC completed and ongoing • Final comments provided by USFWS to HDR on Windy Bay Stream Crossing design. Construction planned for 2024. • Comments provided by USFWS for permits for 2024 Windy Bay construction. • Site prioritization efforts between PGC, USFWS, and eTerra. • PG, PGC community meeting with USFWS planned for fall 2024. 	All project years, ongoing
Project management	<ul style="list-style-type: none"> • Logistical coordination between project partners • Hire USFWS project manager and assign existing task roles 	<ul style="list-style-type: none"> • Open and frequent communication maintained between USFWS and PGC project officers. • Lead Project Biologist hired by USFWS in October 2023. • USFWS Project Staff attended required trainings (e.g., contract management and financial assistance) through April 2024. 	All project years, ongoing



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Task	Deliverables FY23	Progress Through Q1 2024	Expected completion dates
Road Assessment	<ul style="list-style-type: none"> • Images and maps of road system • Updated road condition report • Project prioritization plan • Site assessment reports on the currently inaccessible Windy and Rocky Bay roads 	<ul style="list-style-type: none"> • 100% of initial road assessment completed by PGC as of summer 2023. • Data shared amongst all project partners, ongoing. • PGC has website data portal available and data sharing is active and ongoing. • USFWS and PGC discussed site prioritization plan in fall 2023 for future crossing sites. • USFWS initiated development of engineering and design contracts for prioritized project sites in late 2023 and will continue into 2024. 	Ongoing, on track
Clear roads of vegetation and debris – to Windy Bay	<ul style="list-style-type: none"> • Access to sites for construction years • Access for Native Village of Port Graham community members and project staff and equipment. 	<ul style="list-style-type: none"> • 100% clearing of vegetation performed by PGC staff as of fall 2023. • Clearing of brush along road shoulder and ditches ongoing. • Shoulder grading and stabilization ongoing. 	Brush clearing completed on main road between Port Graham and Rocky Bay
Culvert replacement or removal for fish passage	<ul style="list-style-type: none"> • Project site prioritization list • Identify, survey, and design project sites • Future funding proposals 	<ul style="list-style-type: none"> • 7 sites surveyed. • 1 site at 100%, 6 sites at 35% design • 1 culvert replacement to be completed during the FY24 season. • Additional design work on remaining sites planned, and contracting process initiated by USFWS. • Initial discussions with NRCS for application for EQUIP Program funding. 	All project years, ongoing



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2. Abstract:

Work conducted in Q1 2024 (February to March 2024) was a continuation of efforts in the previous quarter with advances made in project coordination, preconstruction coordination, and future project prioritization. Groundwork in Port Graham was suspended over the winter months due to snowpack. The Port Graham Corporation and USFWS Habitat Restoration team met multiple times throughout Q1 to continue the discussion on data needs, data sharing, project coordination, and prioritization. USFWS met with PGC project staff at least once per month during Q1, with email and phone correspondence in-between meetings. PGC and USFWS staff discussed future project site prioritization, construction, and support needs for the 2024 Windy Bay culvert replacement project, and overall project progress. Significant progress was made towards planning for the 2024 summer construction season, including determining details such as equipment needs, culvert ordering, dewatering plans and pump needs, and construction oversight needs and schedules.

3. Coordination and Collaboration:

In Q1 of FY24, the USFWS, PGC, the Native Village of Port Graham (NVPG), Natural Resource Conservation Service (NRCS), and the Homer Soil and Water Conservation District (HSWCD) worked together to achieve fieldwork objectives, select priority stream crossings, and develop plans for the 2024 field season. In Q1 2024, all project partners continued to work together to achieve project goals and objectives.

PGC and USFWS project managers met monthly through Q1 to discuss project progress, next steps, and data needs. Additionally, coordination meetings with A/E firms WJA and HDR, Peterson Consulting Group, and others associated with design work have been occurring monthly to keep construction planning on track. Monthly meetings between PGC and USFWS will continue through construction at Windy Bay (anticipated groundbreaking in July 2024). An all-partners meeting occurred on March 15th, 2024. Partners included representatives from: The Port Graham Corporation, HDR Inc., WJA Design Collaborative; Homer Soil and Water Conservation District, NRCS, ETerra, Alaska Department of Fish and Game Habitat Division, Peterson Consulting Group, and USFWS. The Village of Port Graham community meeting was rescheduled for fall 2024.

The partnership is intentionally and strategically collaborating with NVPG about the ongoing bridge construction replacing three bridges utilizing the Tribal Transportation program with the Federal Highways Program. The partnership is strategically selecting sites and dividing project objectives to avoid duplication and promote strategic fiscal and logistical efficiency.

4. Response to EVOSTC Review, Recommendations and Comments:

No comments currently.



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5. Budget:

Table 2. Project Budget to-date.

Budget Category:	Proposed FY 22	Proposed FY 23	Proposed FY 24	Proposed FY 25	Proposed FY 26	5- YR TOTAL PROPOSED	QUARTERLY EXPENDETURES	ACTUAL CUMULATIVE
Personnel	\$ 39,640.00	\$ 39,640.00	\$ 39,640.00	\$ 39,640.00	\$ 39,640.00	\$ 198,200.00	\$ 7,193.43	\$ 25,594.75
Travel	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 15,000.00	\$ -	\$ 4,820.87
Contractual	\$ 1,791,722.39	\$ 1,333,006.79	\$ 1,333,006.79	\$ 874,291.00	\$ 579,876.00	\$ 5,911,902.97	\$ 1,333,006.79	\$ 4,105,478.82
Commodities	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 2,500.00	\$ -	\$ 1,147.82
Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Indirect Costs	Rate =	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
SUBTOTAL	\$ 1,834,862.39	\$ 1,376,146.79	\$ 1,376,146.79	\$ 917,431.00	\$ 623,016.00	\$ 6,127,602.97	\$ 1,340,200.22	\$ 4,137,042.26
General Administration (9% of subtotal)	\$ 165,137.62	\$ 123,853.21	\$ 123,853.21	\$ 82,568.79	\$ 56,071.44	\$ 551,484.27	\$ -	\$ -
PROJECT TOTAL	\$ 2,000,000.01	\$ 1,500,000.00	\$ 1,500,000.00	\$ 999,999.79	\$ 679,087.44	\$ 6,679,087.24	\$ -	\$ 4,137,042.26
Other Resources (In-Kind Funds)	\$ 450,000.00	\$ 1,767,376.00	\$ 1,767,376.00	\$ -	\$ -	\$ 3,984,752.00	\$ -	\$ -

The USFWS uses the cooperative agreement process to develop annual budgets, scope of work, and accountability for project objectives and financial management. The “contractual” column represents the current cooperative agreement between the USFWS and PGC and the contract developed for survey and design for road washouts and stream crossings.

Most expenditures in Q1 of 2024 were salary and contractual (see Appendix 2 for a quarterly summary of expenses and corresponding line items for Q1). Personnel activities included USFWS personnel attending partner meetings, providing technical assistance, and developing cooperative agreements, amendments, and contracts for FY24. Contractual consisted of the cooperative agreement between USFWS and PGC to continue the proposed Port Graham Road improvements and habitat restoration activities as part of this grant. PGC had a very successful quarter organizing data, planning project activities, acquiring equipment, and mobilizing staff for the 2024 construction season.

USFWS project staff conducted an audit of FY22 reported expenses in Q4 of FY23 (see Appendix 2). The adjusted values are reported in Table 2. An explanation of the audit decisions is available in a budget analysis memo. The budget analysis memo was shared with EVOS program staff in February 2024. The USFWS staff submitted a No Cost Extension form to EVOS to roll \$414,167.14 of unspent funds into FY24.

Activities in FY24 will focus on developing contracts for additional culvert design work, culvert construction and support at Windy Bay, and continued partnership building between USFWS, PGC, and partners.



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Appendix 1: Detailed FY24 Expenditures To-Date

Table 3. Summary of quarterly expenditures for FY24 through Q1.

Budget Category:	FY24						FY24 Total Expense
	Proposed FY 24	Q1 Expenditure Feb-April	Q2 May-July	Q3 Aug-Oct	Q4 Nov-Jan(2024)		
Personnel	\$ 39,640.00	\$ 7,193.43					\$ 7,193.43
Travel	\$ 3,000.00	\$ -					\$ -
Contractual	\$ 1,333,006.79	\$ 1,333,006.79					\$ 1,333,006.79
Commodities	\$ 500.00	\$ -					\$ -
Equipment	\$ -	\$ -					\$ -
Indirect Costs	\$ -	\$ -					\$ -
SUBTOTAL	\$ 1,376,146.79	\$ 1,340,200.22	\$ -	\$ -	\$ -	\$ -	\$ 1,340,200.22

Table 4. Itemized list of FY24 expenditures and the quarter reporting occurred. Dates reflect the post date by USFWS Finance.

Itemized List Category	EVOS Fiscal	Date	Quarter Repc	Expen	Personnel	FY Expense Applied To	Notes
Contractual	2024	5/7/2024	1	\$ 1,333,006.79	PCG	FY22 and FY23 NCE	Reported as one lump sum payment by USFWS finance personnel. \$192,103.60 applied to FY22 NCE, \$1,140,903.19 applied to FY23 NCE.
Personnel	2023	Multiple	1	\$ 7,193.43	Multiple	FY22 NCE	Represents multiple payments over the reporting period. All \$7,193.43 applied to FY22 NCE.



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Appendix 2: Budget Analysis Memo

FY22 EVOS Port Graham Budget Rebalance

In February 2024 the USFWS EVOS staff conducted an audit of FY22 budget balances for the Port Graham Habitat Enhancement Project. This exercise began initially to understand the current expenses to the project with the goals of projecting the balance forwards. However, we discovered that in FY22 Q3 some inaccurate accounting had been reported. Current USFWS project staff are submitting a revised budget summary to date with the updated FY22 numbers for the consideration of the EVOS board.

Background

The initial FY22 Q3 reporting was conducted during a period of staff turnover; both the project biologist and the budget analyst left their respective positions in 2022. These roles were unfilled for multiple months, and reporting tasks fell to various staff members. The two project staff biologist positions were later filled in FY23 (June and October) while the division budget analyst position remains unfilled.

In January 2024, the project biologist noticed discrepancies in reported budget numbers and requested a budget summary from the financial department to include an in-depth review of all project spending to date. Numbers from previous quarterly reports to EVOS did not match most recent numbers provided by financial staff at USFWS, particularly for FY22 where expenditures were overreported. This discrepancy is attributed to the overturn of project biologist, absence of a division budget analyst, and changes to the USFWS financial reporting systems that occurred over this period. Because this discrepancy was not noticed until now, these inaccurate cumulative expenses have been propagated forwards with every reporting period until now. We would now like to correct the record and state the accurate cumulative expenses for budget categories.

Resolution

In FY22 Q3 the following ‘Actual Cumulative’ Totals were reported inaccurately (see Table 1). The internal audit of the FY22 budget is presented in the column ‘Audit Cumulative’, along with the difference between the reported and revised totals:

Table 5. FY22 budget totals for the Port Graham Habitat Enhancement Project

Budget Category	FY22 Pre-Audit Original Cumulative Expenditures	FY22 Post-Audit Cumulative Expenditures	Pre- and Post-Audit FY22 Difference
Personnel	\$32,476.00	\$16,577.94	-\$15,898.45
Travel	\$5,521.00	\$2,347.21	-\$3,173.61
Contractual	\$728,642.00	\$738,358.00	\$9,715.96
Commodities	\$1,111.00	\$1,017.83	-\$93.17



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The resulting FY23 Q4 totals are as follows:

Table 6. Actual cumulative expenses through Q4 FY23 (i.e., project start through January 2024).

Budget Category	FY23 Post-Audit Cumulative (FY22+FY23) Expenditures
Personnel	\$18,401.32
Travel	\$4,820.87
Contractual	\$2,772,472.03
Commodities	\$1,147.82

The remaining balance in each budget category after the completion of FY22 and FY23 are as follows:

Table 7. Actual cumulative expenditures through Q4 of FY23, and the remaining balance (difference) between the post-audit and proposed FY22 and FY23 budgets.

	Proposed FY22 Budget	Proposed FY23 Budget	Post-Audit Cumulative FY22+FY23 Expenditures	Remaining Funds through FY23 Q4
Personnel	\$39,640.00	\$39,640.00	\$18,401.32	\$60,878.68
Travel	\$3,000.00	\$3,000.00	\$4,820.87	\$1,533.13
Contractual	\$1,791,722.39	\$1,333,006.79	\$2,772,472.03	\$352,257.15
Commodities	\$500.00	\$500.00	\$1,147.82	(-\$147.82)
TOTAL	\$1,834,862.39	\$1,376,146.79	\$2,796,842.04	\$414,521.14