

## **Quarterly Report for June 1 2023 – August 31, 2023**

**Project Name:** Juneau Townsite: Historic Structure Survey and Inventory

**HPF Grant:** CLG Grant #21010, Phase 2

**Status of the Project (On Schedule; Behind Schedule; Ahead of Schedule):** Active- on schedule. The project met all deadlines in the attached CLG grant timeline. Final review of draft survey by CBJ staff and final reporting to continue in September. Once complete, the final document will be posted online for public consumption. These steps will complete the project.

**Accomplishments for the Reporting Period:** During this reporting period, the bulk of the activity for the Phase II Historic Survey and Inventory occurred. New CBJ lead staff Scott continued to read and understand the CLG grant conditions and reporting requirements as well as monitor the contract with Northwind Architect. Initial narrative grant report completed.

Staff coordinated multiple meetings with Northwind Architects to create timeline that would ensure completion of the survey by Aug. 31st -- as well as to meet key deadlines, including, deliverable of initial draft to CBJ by July 17th for review in time to be available for HRAC meeting packet, discussion, and review in August. CBJ staff reviewed draft to be ready for HRAC August 2nd meeting.

After presentation of draft to HRAC; comment period for comments/edits was extended to August 17th. In the meantime, Northwind Architects incorporated verbal feedback and began preparing draft for final deliverable -- working with CBJ GIS/Planning staff on file transfer, editing, and other details to incorporate into final report. Feedback provided by HRAC members on the 17th (2 members) was taken into consideration for the final document delivered during the last week of August.

Northwind Architects presented the survey with slide highlights at the Pioneers of Alaska annual meeting that was well attended and provided additional feedback for survey. Northwind Architects provided invoices for work that met the terms of the contract with the CBJ. CBJ Staff also consulted with SHPO staff with a grant reporting question and with progress update.

**Problems or Obstacles Encountered and How Resolved:** Lead staff was on vacation for 15 days in July/August leading to additional CBJ staff involvement and a rush of work at the end to meet grant requirements/deadlines. Education was necessary for participants and HRAC members that Phase II survey would be included in the Phase I work -- and pointing out where these additions in the overall draft was needed.

**Plans for the next reporting period:** Final review of draft survey by CBJ staff and final reporting to continue in September. Once complete final document will be posted online for public consumption. These steps will complete the project. Final report to include details on these efforts.

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