Native American/Native Hawaiian Museum Services

Sample Application MN-258283-OMS-25

Aleutian Pribilof Islands Association, Inc.

Amount awarded by IMLS:	$250,000
Amount of cost share:	$0

The Aleutian Pribilof Islands Association will bring hands-on expertise and training in collections preservation to the remote communities of Atka and Pauloff Harbor to help them address their unique cultural preservation challenges and stewardship needs. Funding will enable preservation care experts to work collaboratively with both communities to provide workshops for regional staff and community members, conduct collections inventories and assessments, assess and improve storage conditions, and develop essential policies and procedures for improved collections management. The primary beneficiaries of this project are tribal members, community elders, youth, and artists. The project aims to create a lasting impact by building local capacity for collections care and fostering a deeper connection to Unangax̂ (Aleut) cultural heritage.

Attached are the following components excerpted from the original application.

- Narrative
- Schedule of Completion
- Performance Measurement Plan

When preparing an application for the next deadline, be sure to follow the instructions in the current Notice of Funding Opportunity for the grant program and project category to which you are applying.

Supporting Unangax̂ Tribal Collections: Preservation and Training in Remote Alaska
NARRATIVE

This project addresses the Native American/Native Hawaiian Museum Services Objective 3 to support the management and care of Indigenous collections and their associated documentation. If awarded, the Aleutian Pribilof Islands Association (APIA) will support and enhance the preservation of Unangax̂ collections and archive materials in two remote communities: the Native Village of Atka and Pauloff Harbor Tribe. The need for this project was identified through direct communication with community leaders and tribal members, who have expressed concerns about the deteriorating condition of their cultural heritage collections.

Located in Anchorage, Alaska APIA is a consortium representing the thirteen Unangax̂ tribes in the Aleutian and Pribilof Islands archipelago. The small communities of Atka and Pauloff Harbor have been selected for focus throughout this project as they have the greatest need and least capacity among our other regional communities. This proposal stemmed directly from their needs. These communities have voiced a strong need for hands-on training and professional preservation assistance with a vision to create their own tribal museums. They have each reached out to APIA for support with their libraries, archives, and collections. We consider this grant as an essential opportunity to carry out preservation care work in these communities, which face significant challenges due to their limited resources and remoteness. Compared to other regional communities Atka and Pauloff Harbor are at a greater risk to care for their collections. Funding will provide much needed support to ensure preservation, stewardship, and increase accessibility of their collections. The grant project will focus on inventory and offer preservation care assistance for their collections of objects and archives.

These collections are crucial for sustaining cultural traditions and for helping to revitalize the Aleut language in our Unangax̂ communities. However, collections are undocumented and unrecorded, and communities are without expertise to properly manage them. Addressing these issues are key components of APIA's strategic plan. The grant will support hands-on preservation training for regional staff and community members with an outcome that more active roles are taken in the care and management of these collections. Training workshops are key components of our project to ensure staff and community members gain skills and knowledge necessary to sustain their collections. Community workshops will be conducted to help train tribal members on caring for collections as well as their own family treasures. The grant will enable us to implement preservation techniques and help improve conditions for these irreplaceable items. We also hope to raise awareness about the value of preservation and strengthen community understanding and involvement in caring for their tribal collections.

The Native Village of Atka, located on Atka Island (1,105 miles from Anchorage), houses diverse collections of art, archaeology material, a library, and a substantial archive of Unangam tunuu (Aleut language) materials. The tribal community is deeply involved in language preservation. The tribal president has emphasized to APIA the critical importance of accessing and preserving and has requested assistance in making it accessible . The Native Village of Atka is collaborating with APIA's Regional Language Program to plan and implement the Atka Immersion Project, Fluency Building Immersion Intensive to be held in Atka in 2025-2026 which will be open to all learners from the 13 tribal communities. The Native Village of Atka is the only Unangax̂ tribal community with fluent speakers of the Western dialect and has the highest concentration of Unangam tunuu speakers of the 13 Unangax̂ tribes within the region. Making their collection of language material accessible would be invaluable not only to the Native Village of Atka, but to all learners and interns, to tribal members of all 13 tribes, and our collective regional language preservation efforts.

Pauloff Harbor Tribe, located in Sand Point, Alaska, (562 miles from Anchorage) has a collection of artifacts, fine art, and a large archive. They are interested in acquiring the Herbert Maschner archaeological collection from the University of Alaska but are without the facility and resources to receive it. Similar to Atka and Akutan, Pauloff Harbor faces challenges in managing and preserving its collections due to limited resources and expertise. Sand Point, the location of the Pauloff Harbor Tribe, is also the home of the Unga Tribe, and the Qagan Tayagungin Tribe. During outreach to Sand Point, we also plan to conduct brief consultation visits with these tribes, in addition to the Pauloff Harbor Tribe. Presently, both Unga and Qagan Tayagungin have dependable resources to support their tribal collections. They are open to receiving consultation visits to learn about the project and understand more about preservation work. If time allows, we would like to meet with them to offer any support we can and invite them to participate in the project. In-person visits and consultations will allow for a better understanding of their needs and will help APIA to better assist them with future projects. We believe a third trip will be necessary for two of the communities and that will be determined based on consultations with the tribes.

The cost of travel to these remote communities is significant, further complicating efforts to provide adequate support. For example, a flight from Anchorage to one of these communities can easily exceed $1,500. This grant will help with the logistical and financial difficulties of working with tribal communities in this remote region of Alaska. This high cost underscores the importance of securing grant funding to facilitate travel and ensure that preservation experts can reach these communities. This project does not directly work to enhance APIA's collections but provides aid to our remote communities. Through this grant, we aim to provide support to preserve and expand cultural preservation in these communities, ensuring accessibility and sustainability.

Our mission is to support our communities and to strengthen and preserve the Unangax̂ cultural heritage. Over the past four years, Cultural Heritage Department (CHD) staff has focused on stewardship of collections located at our Anchorage Cultural Center and Headquarters. We have completed an inventory, cataloged, conducted preventative and interventive conservation projects, provided staff training, and data enhancement projects covering an estimated 1500 items. Having accomplished significant work in Anchorage, we now see an urgent need to refocus our efforts on the remote Unangax̂ communities. Furthermore, this project is driven by the priorities established by APIA's Five-Year Strategic Plan as addressed in Priority 1.5.

APIA's Strategic Plan 2022-2026
- 1.5 Work with Tribes/Communities on local museums "A building for our treasures"
- 1.5.1 Increase community capacity to manage and curate community collections
- 1.5.2 Provide technical assistance to each community

This opportunity to travel to remote communities and offer much needed support and specialist knowledge will strengthen APIA's commitment to community service and help generate community growth. To elevate these community efforts in preservation care, APIA would like to contract a conservator to provide professional services and work with APIA's Curator of Collection, Darian LaTocha. We have identified and received a quote for the project from Sarah Owens of Interwoven Fibers LLC, a conservator located here in Anchorage, Alaska. Owens specializes in Alaska Native ethnographic collections and is very well known and respected for her conservation work in Native communities around the State. If awarded, APIA will establish a Professional Services Contract with Interwoven Fibers LLC. Sarah Owens would then provide professional conservation services, technical support, create assessment reports, conduct training sessions for staff and community outreach programming.

Collection items will be cataloged, photographed, and written records will be created. Objects and archive material having no associated provenance will be shared with local community members in hopes that some of these items will be identified, and their historical records will also be cataloged. Another need is to undertake assessments of object and archive conditions and assess exhibit displays, storage areas, climate control conditions, as well as record keeping methods. Additionally, Darian LaTocha, will focus on how to manage collections, best practices for cataloging, accessioning, and managing loans. Sarah Owens and Darian LaTocha will also provide professional assistance with current exhibitions.

APIA and the two tribes have identified these main needs and how the project will address them:

1. There is a slight disconnect and some communication challenges, mainly due to the physical distance between Anchorage and the region. This project will increase communication between APIA and the two tribal communities, through quarterly meetings (increasing in quantity closer to on-site visits); updates via email/phone/in-person with Cultural Preservation Specialist's (CPS) in each location every month; and on-site meetings with tribal council during each community visit.
2. Another issue faced is limited exposure to the professional fields of museum and archive work in Alaska. There are no paid staff positions in these communities that have formal training and/or museum preservation experience. In addition, no identified staff positions are designated to address some of the most pressing preservation needs. Given the absence of training opportunities in Alaska and a shortage of experienced museum professionals, there is a significant demand for training and the sharing of expertise. APIA'S proposed project will address these needs and problems by bringing together preservation expertise and these communities. A contract conservator will aid and offer specialized training along with APIA's Curator of Collections. Darian LaTocha has twenty-six years of experience working in the museum profession, and Sarah Owens has been working in conservation for seventeen years (eleven years based in Alaska). The two will share with the communities a breadth of experience in collections stewardship and preservation care. Having lived and worked in Alaska for many years they also have a greater understanding of the unique challenges, customs, and cultural sensitivity required to make this a successful and beneficial project.
3. Many of these collections are lacking information. A problem is that there are collections that have no inventory, or they have no up-to-date accurate inventory. From conversations with tribal members, we estimate each community has approximately one hundred objects. This project aims to: conduct complete inventories, catalog, photograph, condition assess, and assist with storage and exhibition needs.
4. In these two communities there are preservation issues that need to be urgently addressed. Preservation issues include evidence of insect activity, fluctuations in relative temperature and humidity, pollutants, light levels, and security.
5. Many visitors and tourists visiting these islands are very surprised to learn about the indigenous people who have lived here for the past ten thousand years. We aim to elevate the displays in these communities to help educate visitors about the rich Unangax̂ culture.

These issues and needs were identified by people living in the communities, on-site visits by CHD staff and other APIA employees. Ongoing for several years now, tribal members have stressed a growing interest in receiving support from APIA to better manage and provide improved preservation guidance for their cultural heritage collections. This need has been emphasized in APIA's strategic planning. Unfortunately, due to financial constraints and no permanent staff positions prior to 2020 to oversee the work, this priority is behind schedule.

These communities are interested in growing their collections and exhibitions and have expressed the idea of creating their cultural centers of their own. They are also greatly interested in having their cultural items returned home to their communities. If we can help them achieve their goals of creating ideal storage and exhibit areas, in a sustainable manner, then these are all viable possibilities. For many years now, these remote

communities have gone without resources, such as traditional arts and cultural material for youth and artists to learn from. Elders have grown old in their home communities without traditional items and without their language. Presently, these tribal collections are very small and yet highly significant and treasured. By providing a professional assessment and recommendations of these community spaces, this is an opportunity for APIA and IMLS to help stabilize and revitalize Unangax̂ culture, language, and traditional arts.

One of the primary challenges is the physical distance involved in reaching these remote communities. The Aleutians (and our communities), span a distance of about 1,200 miles and encompass some of the most beautiful, remote, and unforgiving environments in the world. Not only for staff travel but also shipping equipment and supplies can be difficult. This grant will support APIA's Curator of Collections and a contract conservator to access and support collections in these remote communities.

A second challenge is the turnover rate of museum field staff in Alaska, and even for trained professionals throughout the State. Highly qualified individuals may only serve in an area for a short period of time, and due to their remoteness, many leave their places of employment after just one year. Through this grant opportunity we plan to share about museum preservation, collections care, and the professional opportunities available. The project outcome is to provide resources and knowledge for the communities to continue collections work after the grant, ensuring a lasting impact and sustainability. Additionally, it will establish a strengthened support network that offers ongoing assistance and regular consultations.

A key component consists of training APIA's Cultural Heritage field staff in preservation care of their own unique tribal collections. Millie Jackson, APIA's Cultural Heritage Director, has worked to create new staff positions called Cultural Preservation Specialist's (CPS's) and is the Project Director for this grant. CPS positions were recently filled and focus on cultural preservation in these villages. Millie's role and salary are supported by other departmental funding, thus no cost share is needed. Our CPS staff positions are Bobbi Dushkin for Pauloff Harbor Tribe and Nikka Dirks for the Native Village of Atka. Darian LaTocha and Sarah Owens will engage with the CPSs to help aid them in their efforts of preserving and exhibiting cultural material. APIA would also like to use this grant as a training opportunity to share best practices as we hope to better support their work and their community collections well into the future.

The main beneficiaries we are supporting in the communities are the elders, youth, and artists by helping to preserve their community treasures and by strengthening their collections stewardship. With assistance from Interwoven Fibers LLC, we will identify specific preservation needs for each community. We would also like to help educate visitors and share Unangax̂ culture and history. This project will also be an opportunity for tribal members to engage with a conservator and receive one-on-one advice on how to improve care for family heirlooms and special cultural items.

Darian LaTocha, Sarah Owens, and the CPS staff will work to develop essential policies such as Collections Management Policies, Emergency Planning Documents, Scopes of Collections, and Loan Agreements. The teams will also compile lists of cultural items that the communities are interested in returning home. This approach also aims to help communities address gaps in their collections. Since as early as 1981, there has been public concern about the absence of cultural material in Aleutian villages. Throughout most of Alaska, and most significantly the Aleutian Islands, nearly all cultural material has been removed. Until the past few decades, many communities did not have tribal collections to pass down and share. Also, due to their remoteness, the ability to access or visit museums to inspire and revitalize material traditions continues to be challenging.

Project Work Plan

The Cultural Heritage Department will contract with Sarah Owens, owner and conservator of Interwoven Fibers LLC. Sarah Owens, along with Darian LaTocha, will work together on the project. Beginning in July 2025, they will establish quarterly meetings (more frequently as on-site visits approach) with each community. Sarah Owens and Darian LaTocha will then visit the communities to undertake inventories, collections care work, and training workshops. We have planned for three on-site visits, six total trips, spanning two years for each location. Flights and location logistics will be scheduled well in advance. The first on-site visits will fully establish individualized needs of each community and their specific collections. Each trip will be 6 days = 1 travel day /4 work days/1 travel day. Outreach will also take place on travel days if time allows. 1 day of contingency is included for each trip due to the extreme weather in the region and high occurrence of mechanical issues with the planes. If a trip is extended due to weather, Darian and Sarah will continue their work.

Sarah Owens will make individual assessments of objects and archives during the project. Assessments will include thorough documentation of conditions, photographs, as well as assessments and recommendations of storage and exhibition spaces. Inventory and catalog information will be recorded into easily accessible ledger books and Excel spreadsheets. If necessary, the conservator will conduct minimal cleaning and provide recommendations for stabilizing at-risk objects. Community activities will include the following:

1st On-site Visit:

- Meeting with facilities, staff personnel, and with Tribal Council.
- Recruit volunteers.
- Onsite tour of collections, archives, exhibitions, and record files.
- Familiarize with location of facilities and resources on-site.
- Assess current condition of exhibits, collections storage, and climate control systems.
- Collate existing collections information.
- Provide 1st professional training workshop on preventive conservation and collections management for Cultural Preservation Specialist and selected community members in each community.
- Establish accession and loan records in ledger books to identify donors and lenders.
- Inventory (assign catalog numbers if necessary). Cataloging. Photography. Data entry.
- Condition assessments of collection items, including art, and archives.
- Collaborate with local staff to create a list of supplies, equipment needed for the project.
- Before departure, meeting with staff and volunteers.

2nd On-site Visit:

- Second on-site visit to carry out work with required supplies.
- Meeting, tour, and updates with staff and Tribal Council.
- Confirm accuracy of inventory information and continued data entry.
- Engage community members in identifying and providing context for items with unknown provenance.
- Inspections and collection assessments (objects and archives).
- Collections care activities, including surface cleaning collection items, re-housing, and minor triage.
- Photography (overall, and before, during and after treatment).
- Clean storage areas, exhibit cases, display areas inside and outside, improvements to exhibit mount supports (if required and possible with available supplies/equipment).
- Write recommendations for potential conservation treatments, climate control improvements, preventive conservation actions, and storage and exhibit development/enhancement.

- Provide 2nd professional training workshop on long-term storage and mount making for Cultural Preservation Specialist and selected community members in each community.
- Presentation of 'Care for Family Treasures' community workshop.

3rd On-site Visit:

- Continuation and finalization of work as outlined above.
- Final assessment of improved conditions of collections and exhibition spaces.
- Provide 3rd professional training workshop on conservation treatments, digitizing, emergency planning and policy development for Cultural Preservation Specialist and community members.
- Meeting with facilities, staff personnel, and with Tribal Council.
- Evaluation and assess the impact of the project through feedback from staff and community members.

What are the risks to the project and how will you mitigate them?

A risk to the project is the Aleutian weather, potentially affecting travel both for staff and for supplies. A contingency is included in the budget for weather delays. Collections care and conservation supplies will be taken for the on-site visits as checked luggage by conservator and curator. As there are prevailing issues with shipping in the region, this will mitigate the risk of not having the required tools to undertake collections care work and assessments. To reduce increased shipping costs, we will have material shipped to Anchorage and then brought to communities as either carry-on or checked luggage. Specific storage and exhibit display supplies will be ordered and delivered ahead of time, or hand carried by staff for the second on-site visit.

Staff turnover rates in remote regions of Alaska are a real concern. There are many times when professional workers relocate to these areas and spend on average about one year. We are concerned about continuing preservation efforts after the project ends. To mitigate this risk, we will focus on training local staff and community members to build long-term capacity and maintain regular communication. We plan to create 'How to Guides' to ensure continuity and knowledge transfer, and sustainability. On-going technical assistance by Darian LaTocha will be made available. Copies of the project results will also be kept on file in Anchorage.

The project will be planned and implemented by Darian LaTocha and Sarah Owens. Darian LaTocha will oversee project management, ensuring accurate documentation, and project activities are carried out. Sarah Owens, a conservator specializing in Alaska Native collections, will provide professional museum services, including assessments, conservation treatments, and training workshops. Together, they will coordinate travel, manage logistics, and engage with community members to ensure the project's success and sustainability. They will also provide hands-on training workshops for community members and staff. Community volunteers and Cultural Preservation Specialists will participate in the training workshops and assist in the overall project efforts as well.

To track our progress, our work plan will include regular assessments and documentation of project activities and outcomes. We will measure progress by the percentage of objects inventoried, cataloged, photographed, assessed, and cleaned. Each community visit will be meticulously documented, with checklists of specific tasks to ensure all activities are completed as planned. We will conduct quarterly meetings, both in-house and via Zoom, with staff and key stakeholders to review progress, address any challenges, and adjust strategies as needed. These meetings will provide a platform for continuous feedback and ensure alignment with project goals. Additionally, we will use surveys before, during, and after completion of on-site work to gather feedback from community members and participants, reviewing the impact from work completed and the workshops.

Project Results

Completed inventories, collections preservation training workshops, and assessments are key results of the project. Darian LaTocha and Sarah Owens will provide each community with written documentation, digital images, recommendations, and condition reports. With enhanced preventative care training, access to quality resources, and assistance from APIA's Curator and a professional conservator, we will be better able to contribute efforts to meet their needs. It is APIA's hope that time spent on the project and with communities will further enhance the community members' knowledge in collections and best practices for museum care. We anticipate project results will set the groundwork for future projects such as conservation surveys, long range conservation plans, or environmental surveys to improve facilities and climate control.

A support network will be established with regular check-ins and remote consultations with preservation experts, offering ongoing guidance and assistance. The training materials and manuals developed will serve as valuable resources for future reference. Accurate inventory results can aid communities in future grant application as well. We will continue to assist them as needed and anticipate they will use the results to digitize media found in their collections. Project outcomes for each community include:

- Inventory and catalog information entered into a ledger book and an Excel spreadsheet.
- Write 'How to Guides' specific to each community collection.
- Photographs of object and archive collections.
- A written assessment report and recommendations for conservation treatments proposals.
- Recommendations for storage and/or exhibit display options.
- Assistance in writing and creating policies and procedures such as accessioning, deaccessioning, cataloging, Integrated Pest Management, exhibitions, disaster preparedness, and housekeeping.
- Provide resources on collections care and ongoing assistance.
- Consultation assistance with museums to facilitate return of cultural items to communities.

Having staff and community members trained and informed about proper collections management and preventative care practices will be a significant boon to APIA's mission, and will absolutely strengthen stewardship of these three tribal collections. Success in this project will be demonstrated by before and after project photographs. Project photographs will illustrate the improvements made to the collections, displays, and storage areas, through conservation and collections care techniques. The ability to share collections and exhibitions is one of the goals for this project. When environmental and security standards are met, APIA will then be able to support community efforts to receive loans and returns from other museums.

We would like to further our interest in helping the additional ten of our tribal villages in their cultural heritage preservation efforts. Project staff will also be sharing preservation efforts with all our other members and communities to spark further interest in our preservation work. There is potential to uncover and share previously undocumented Unangax̂ collections. Through project funding by this IMLS grant, APIA aims to identify and care for these collections. Accessing and sharing these collections will be facilitated by tribal communities implementing our professional assessments and recommendations. From our completed work, these three communities can identify exactly what cultural material they possess and continue the process to care for their growing collections. This will enable their collections to be publicized and shared both locally and more widely, serving as a means of cultural stabilization and revitalization. We see this as a way to help us record and highlight some undiscovered Unangax̂ stories.

Aleutian Pribilof Islands Associations (APIA)
Institute of Museum and Library Services (IMLS), Native American/Native Hawaiian Museum Services
SCHEDULE OF COMPLETION - YEAR 2
Project Title: Supporting Unangax̂ Tribal Collections**:** Preservation and Training in Remote Alaska
Project Dates: July 1, 2026 - June 30 2027

YEAR 2

Project Related Activities	Staff	Month 1 Jul '26'	Month 2 Aug '26'	Month 3 Sept '26'	Month 4 Oct '26'	Month 5 Nov '26'	Month 6 Dec '26'	Month 7 Jan '27'	Month 8 Feb '27'	Month 9 Mar '27'	Month 10 Apr '27'	Month 11 May '27'	Month 12 Jun '27'
Consultations with tribes and CPS staff to provide technical assistance and project planning.	LaTocha, Interwoven Fibers LLC												
Quarterly Meetings with CPS's, local staff, tribal councils. Additional meeting at the end of the project.	LaTocha, Interwoven Fibers LLC												
On-site community visits to Atka, Alaska. Inventory, Cataloging, Documenting Collections & Archives.	LaTocha, Interwoven Fibers LLC			Trip 1						Trip 3			
On-site community visits to Sand Point (Pauloff Harbor), Alaska. Inventory, Cataloging, Documenting Collections & Archives.	LaTocha, Interwoven Fibers LLC				Trip 2						Trip 4		
Purchase supply and assemble collections care kits.	LaTocha, Interwoven Fibers LLC												
Training Workshops with CPS Staff and Community Volunteers.	LaTocha, Interwoven Fibers LLC												
Presentation of 'Care for Family Treasures' community workshop.	LaTocha, Interwoven Fibers LLC												
Documentation and writing up reports, providing conservation and preservation recommendations.	LaTocha, Interwoven Fibers LLC												
Attend IMLS-designated meetings.	LaTocha												
Grant report writing with six month updates.	LaTocha												

Aleutian Pribilof Islands Associations (APIA)
Institute of Museum and Library Services (IMLS), Native American/Native Hawaiian Museum Services
SCHEDULE OF COMPLETION - YEAR 1
Project Title: Supporting Unangax̂ Tribal Collections**:** Preservation and Training in Remote Alaska
Project Dates: July 1, 2025 - June 30, 2026

YEAR 1

Project Related Activities	Staff	Month 1 Jul '25'	Month 2 Aug '25'	Month 3 Sept '25'	Month 4 Oct '25'	Month 5 Nov '25'	Month 6 Dec '25'	Month 7 Jan '26'	Month 8 Feb '26'	Month 9 Mar '26'	Month 10 Apr '26'	Month 11 May '26'	Month 12 Jun '26'
Consultations with tribes and CPS staff to provide technical assistance and project planning.	LaTocha, Interwoven Fibers LLC												
Quarterly meetings with CPS's, local staff, tribal councils.	LaTocha, Interwoven Fibers LLC												
On-site community visit to Atka, Alaska. Inventory, Cataloging, Documenting Collections & Archives	LaTocha, Interwoven Fibers LLC										Trip 2		
On-site community visit to Sand Point (Pauloff Harbor), Alaska. Inventory, Cataloging, Documenting Collections & Archives	LaTocha, Interwoven Fibers LLC								Trip 1				
Purchase supplies and assemble collections care kits.	LaTocha, Interwoven Fibers LLC												
Training Workshops with CPS Staff and Community Volunteers	LaTocha, Interwoven Fibers LLC												
Presentation of 'Care for Family Treasures' community workshop	LaTocha, Interwoven Fibers LLC												
Documentation and writing up reports, providing conservation and preservation recommendations.	LaTocha, Interwoven Fibers LLC												
Attend IMLS-designated meetings													
Grant report writing with six month updates.	LaTocha												

Applicant Name: Aleutian Pribilof Islands Association
Project Title: Supporting Unangax̂ Tribal Collections: Preservation and Training in Remote Alaska

Performance Measure	Data We Will Collect	Source of Our Data	Method We Will Use	Schedule
Effectiveness: The extent to which activities contribute to achieving the intended results	Consultations: Each quarter the Curator of Collections and Conservator will update project plans to include completed activities and evaluate progress by estimating completion of inventories. If activities are not completed within timeframes, they will ensure activities are fulfilled during their next visitation. By the end of quarter 1, we will establish project tasks, align activities with community schedules, and set completion dates. At the beginning and end of the project we will assess facility and climate control conditions for collections and displays. Changes will be photographed and documented. Each quarter, APIA will submit to CPS staff (Cultural Preservation Specialists) and stakeholders templated reports showing progress and propose updated project milestones. Community workshops and professional training sessions for CPS staff: After each presentation APIA will conduct a survey to gather feedback (i.e., competency of instructors, quality of class; effectiveness of technical support; level of knowledge gained on subject matter; and open comments for general feedback, etc.) review responses, and use the information to improve future classes. Quarterly Meetings: at the end of each quarter, APIA will record and analyze meeting notes and work with consultant to develop plans for each tribe visit. Documentation/Reports: by the end of Year 1, an assessment with recommendations will be completed and provided to each tribe. Progression will be tracked by the number of objects and the percentages of collections and archives inventoried, photographed, documented, and assessed. To maximize effectiveness, archives will be tracked at collections level, or item level if necessary. By the end of the project we will provide written recommendations for potential conservation treatments, climate control improvements, preventive conservation actions, and storage and exhibit development/enhancement.			

Efficiency: How well resources are used and costs are minimized while generating maximum value for the target group	Each quarter, templated reports showing progress will be submitted by the Curator of Collections and Conservator to CPS staff and stakeholders. After consultations they will propose updated milestones. After each community visit, we will assess project goals, travel expenditures, and evaluate project supply needs. The team's accomplishments will be measured in stages after each community trip. Project focus is to complete the inventories, write condition assessments, photograph. Photographs will be taken of objects and archives as well as before and after photos of storage and display areas. Photographs will also be used to help document overall progress made to facilities.
Quality: How well the activities meet group requirements and expectations	After each community visit, we will administer surveys to staff and community members who have participated in trainings. We will gather opinions about our services through onsite visitations from community members and tribal staff. We will gage quality by the completion of items/objects inventoried and the level of details filled out in our inventory worksheet (SupportingDoc9). At the end of the project, the Curator of Collections will compare the data tracked and recorded in monthly reports. We will then compare our completed activities to the number of classes, workshops, gatherings, and objects processed as originally proposed in our project plan. During our 2nd and 3rd community trips, as a part of quality control we will confirm accuracy of ledger books and inventory worksheets.
Timeliness: The extent to which each task/activity is completed within the proposed timeframe	After each quarterly meeting, the Curator of Collections will create reports on progress made for each community. He will list the number of participants in meetings and record activities completed and identify goals for the next quarter. The number of participants in training sessions and workshops will be recorded. Sustainability: Throughout the project and after completed training sessions, we anticipate shared information will be utilized to help create policies and procedures for managing these tribal collections. Collections network will be in-place to further care and meet tribal needs. At the end of each trip, we will submit to our Project Director and to tribal communities a report showing our progress on meeting project milestones. At the end of each year, a written report will be submitted to local staff and Tribal Councils, APIA's Office of the President/CEO, and the Board of Directors.