

**Wildlife Restoration MULTI-YEAR GRANT  
INTERIM PERFORMANCE REPORT**

ALASKA DEPARTMENT OF FISH AND GAME  
DIVISION OF WILDLIFE CONSERVATION  
PO Box 115526  
Juneau, AK 99811-5526

**Alaska Department of Fish and Game  
Wildlife Restoration Grant**

**GRANT NUMBER:** AKW-B-SW-2021 Amendment #1

**PROJECT NUMBER:** P22.0

**PROJECT TITLE:** Information Management

**PERIOD OF PERFORMANCE:** July 1, 2020 - June 30, 2021

**PERFORMANCE YEAR:** July 1, 2020 - June 30, 2021; year 1 of a 2-year grant

**REPORT DUE DATE:** Submit to FAC August 27, 2021

**PRINCIPAL INVESTIGATOR:** Caleb Wylie

**COOPERATORS:**

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Authorities: 2 CFR 200.328  
2 CFR 200.301  
50 CFR 80.90

**I. PROGRESS ON PROJECT OBJECTIVES DURING PERFORMANCE YEAR**

**OBJECTIVE 1: Administration and Support**

This objective is designed to provide technical, administrative & logistic support to the information management (IM) program. Responsibilities include establishment of the IM program mission, goals & objectives; participation on the division management team to identify division goals, policies, procedures & objectives & the role that the IM program plays in meeting them; program planning & development, implementation & management of program projects designed to meet specific objectives; budget planning, preparation, allocation & management; payment, accounting & processing of all expenditures made against IM budget codes; administration of employee recruitment, hiring and evaluation; establishment of employee work plans, schedules & performance goals; acquisition & maintenance of computer & other office equipment necessary to perform program functions; evaluation of cost effectiveness & efficiency of the IM program.

**ACCOMPLISHMENTS:**

- Participated in divisional management team meetings.

- Processed personnel evaluations for IM staff.
- Prepared program budgets and allocations for the statewide program of Information Management.
- Recorded and monitored expenditures.
- Produced budget projections and reallocated resources to meet program goals.
- Processed purchase requests for the equipment needs of the IM program.
- Generated big game harvest ticket distribution figures for vendors to determine their payment amount for harvest tickets distributed for the department.
- Generated sealing information to determine payments to 68 fur sealers for sealing pelts for the department.

#### OBJECTIVE 2: Data Processing Services: Harvest Monitoring

This objective is designed to collect, process, and analyze data from hunters and trappers regarding their activities and harvest. A variety of methods are used to collect the data; harvest ticket overlays and hunt reports, drawing, registration, tier I, and tier II permit hunt reports, reminder letters and reports for both harvest ticket and permit holders, bear and furbearer sealing records, and deer hunter surveys are the primary documents used. Approximately 300,000 such documents are received, geographically coded, key entered, edited, compiled and summarized into various reports each year. Reports are distributed to division of wildlife conservation staff, the board of game, other department of fish and game staff, other state and federal agencies, and the public.

#### ACCOMPLISHMENTS:

- Key punched approximately 75,376 general season overlay records for big game harvest tickets for the reporting period.
- Entered hunt locations for over 70,643 hunt reports for Drawing, Tier II, registration, and general season big game hunts for the reporting period; Printed and mailed over 31,730 reminder letters to big game hunters this reporting period.
- Completed location coding for over 3,922 bear sealing records.
- Completed keypunching of over 3,948 bear sealing records.
- Posted over 173,964 preliminary harvest records for the regulatory year to our central server.
- Generated letters to vendors, requesting the return of all and unused harvest tickets for the regulatory year.
- Posted the preliminary big game (registration, drawing and tier II hunts) harvest summary reports on our Intranet website.
- Catalogued and shipped 1,170 brown/grizzly teeth to Matson's lab for aging.
- Completed location coding for approximately 8,548 sealing records for furbearers.
- Produced the fur export and fur acquisition reports for Headquarters.
- Received, cataloged and distributed approximately 145,050 general season

big game harvest tickets to offices and vendors. An additional 40,326 were distributed electronically.

### OBJECTIVE 3: Data Processing Services: User Support

This objective is designed to provide wildlife conservation staff with easy access to the data, photos, documents, digital maps, and reports produced by the information management program. Staff access to historical data files resulting from the harvest monitoring and permit allocation projects, maps produced by the geographic information systems project, and research results from the technical services project are all required to address specific wildlife management issues. An Intranet server housing information management shared files and supporting software is developed, implemented and maintained to provide user access and support.

#### ACCOMPLISHMENTS:

- Continuing development and maintenance of an Intranet server housing information management shared files to provide user access and support.
- IM continued to enhance and maintain direct access to harvest data to DWC staff using the division's Intranet site. Staff can produce ad hoc reports, federal aid reports and summary statistics using a series of reporting tools developed by our programming staff.
- IM staff responded to software and hardware purchase/install requests.
- IM staff provided geographic information systems (GIS)/software technical support for individual DWC staff projects.
- IM continued to provide access to historic images of data entered documents by linking Fur Sealing Certificates, Harvest Reports, Harvest Overlays, and Bear Sealing Certificates.
- IM continued working on projects to provide better customer service and provide better reporting of hunter activity based on a customer centric model of storing harvest reports
- IM continues to expand the use of Imaging/Data Capture to more efficiently capture and archive harvest and management records.

### OBJECTIVE 4: Research and Analysis: Geographic Information Systems

This objective is designed to provide the division of wildlife conservation with the ability to utilize geographic information systems (GIS) to analyze and display map based natural resource, wildlife management, and human use data. This includes acquiring appropriate map based digital data for natural resource and human use information, coordinating with other natural resource management agencies for data and GIS software exchange, developing application software to process project specific data and integrate it with other pertinent resource and use data, and provide training and technical support to division staff to utilize GIS for problem analysis and report generation.

ACCOMPLISHMENTS:

- Creating and updating online map products for ADF&G staff and the public.
- Provided GIS programming, training, analysis, and technical support to division.
- Maintain and continue to improve integrated GIS database for DWC.
- Continue to develop and evolve processes for editing, updating and deployment of GIS data.
- Continued upgrade of GMU and Uniform Coding System (UCU) data.
- Upgraded, maintained, and administered the server-based GIS and related software including ArcGIS Enterprise (ArcGIS Server, Image Server, Portal, SDE, ArcGIS Online, OpenData)
- Supported ArcGIS Desktop users within ADFG and managed GIS desktop licenses.
- Maintained and updated servers hosting enterprise GIS software components including IIS, ArcGIS Server, SQL Server.
- Updated and added ArcGIS Server services. Helped other GIS analysts develop skills to publish and work with map services.
- Updating and expanding the GIS Information website (SharePoint) to provide staff information on software installation, troubleshooting, available data, training, FAQs, etc.
- Continued to update all hunt maps, special area maps and associated web pages, as needed, and improve quality as new source files become available.
- Responded to requests for information, data and maps from staff, public and other state and federal agencies.
- Developed tools to update and maintain geodatabases for wildlife telemetry and wildlife management areas.
- Created maps and other products to assist biologists in monitoring and describing animal locations, movement, and habitat.
- Coordinated efforts to identify current and future GIS needs to plan for changing technology.
- Assessed suitability of new GIS software to meet business needs.

OBJECTIVE 5: Public Website Management

This objective is designed to provide website technical and development support to maintain the division's public web presence. Responsibilities include developing websites, pages, and applications that enable the division to disseminate information and interact with the public and other agency stakeholders.

ACCOMPLISHMENTS:

- Continued design, development, maintenance, and support for DWC's Public-Facing Website (content updates and enhancements, especially related to mobile-first design)
- Continued design, development, maintenance, and support for Intranet utilities and Division reporting tools

- Website analytics and heatmapping
- Support and development of public facing wildlife reporting tools
- Administration and enhancements to Wildlife databases
- Support and enhancements to customer and stakeholder contact tools
- Participation in Department website working groups

#### OBJECTIVE 6: Training

This objective is designed to ensure that the information management program staff receives the appropriate management and technical training to effectively perform their duties. The information management program relies heavily on the use of sophisticated technology and on the skills of the staff to analyze problems, develop and implement creative solutions and work closely in a team environment; and staff training is essential to the program.

#### ACCOMPLISHMENTS:

Information Management staff participated in the following web-based training during the reporting period:

- Microsoft Azure
- Microsoft .Net Development
- Microsoft SQL Server Databases
- ESRI ArcGIS

**II. SUMMARY OF WORK COMPLETED ON PROJECT TO DATE.**

Summarized adequately in accomplishments

**III. SIGNIFICANT DEVELOPMENT REPORTS AND/OR AMENDMENTS.**

The following Significant Developments occurred during this reporting period:

- The global COVID-19 pandemic resulted in travel associated with this project being curtailed. This resulted in less travel expenditures than anticipated.
- Similarly, the drop in staffing and COVID-19 contributed to personnel, contractual and commodities expenditures being less than anticipated.

**IV. PUBLICATIONS**

None.

**V. RECOMMENDATIONS FOR THIS PROJECT**

Continue project.

**Prepared by:**

**Date:**