

# Data Management Plan, Akiachak

Akiachak Native Community and Cold Climate Housing Research Center-National Renewable Energy Laboratory (CCHRC-NREL) employees will collaborate to ensure that all project data is secure and held for appropriate durations. All electronic data will be stored in a folder on the NREL SharePoint site, with access restricted to project staff. This project deals with community buildings, and as such there is no data with personally identifiable information.

## **Present Condition of Buildings**

Present condition of buildings data will be collected by energy auditor Jim Fowler, who will create a document summarizing the conditions and the scoping documents for professionals. This document, with pre-retrofit data, will reside for the next ten years on CCHRC-NREL SharePoint. The scoping document will serve as the basis for bids from contractors.

**Outreach Plan** The document outlining the outreach to the community will be created by the Akiachak Native Community and will be used internally by the project team. It will be posted to the project website. Post-remediation Survey Data Post-modification survey will happen after the remediation activities are concluded. The post modification survey, documenting the remediation done for each building in the project, will be completed either on paper, in an electronic document, and/or via photos. The post-survey results will be summarized in an internal report.

## **Data and Metadata Standards**

All numerical and survey data will be collected or transcribed into electronic spreadsheets, either Excel (.xlsx) comma-separated values (.csv), after private identifiers have been removed (none are expected as these are public buildings). Text files will include aggregate data. Full data sets will be held on an NREL secure cloud drive for the duration of the project.

## **Close-Out Report and Web Report**

A close-out report written in accordance with HUD close out policy will be prepared by CCHRC-NREL staff, shared with the tribe, and with HUD. It will be stored at CCHRC-NREL for the next ten years. A version of the close out report will be available on the CCHRC-NREL website at the conclusion of the project and will remain there indefinitely unless website form or requirements change. No identifiable information will be present in the report.

## **List of information kept electronically for ten years:**

1. Present condition of buildings report
2. Data management plan (this document)
3. Outreach plan
4. Documentation of retrofit work
5. Pre- and post-retrofit data
6. Close-out report Web report