

Instructions for the Anticipated Activities List (a.k.a. Workplan)

The Anticipated Activities List (also known as the “*Workplan*” identifies the HPF-funded activities that the THPO plans to accomplish with HPF funds to help achieve the goals and objectives stated in the Tribe’s Historic Preservation Plan.

The *Workplan* must include a list of all HPF funded program areas, and under each, a clear and descriptive title for each activity it proposes to undertake. The HPF program areas are listed below.

- Administration
- Planning
- Survey and Inventory
- Review and Compliance
- National Register
- Development/Acquisition/Covenants
- Tax Credits
- Local Government Certification
- Other or Education (optional program area)*

Each *Program Area* must be included in the *Workplan*, even if only to indicate that no major projects/activities are planned. For example, if a Tribe plans only “Routine Review and Compliance Activities,” it should state this in the *Workplan*.

Each activity listed must reference the THPO’s Program Plan goal(s) and objective(s) that correspond to that project/activity, though there does not need to be a one-to-one correlation between every activity and the Tribe’s Program Plan.

Project/activity titles must be descriptive rather than numeric. For example, "Inventory Computerization" or "Pre-Historic Hunter’s Camp Archeological Survey," are good titles; however, “14-BAL-42B10" is not.

Projects consisting of multiple phases must identify the number of the phase under which the work will be completed, for example, “Archeological Survey of the Sully Basin, Phase 2.”

There must be enough information in the descriptive title to indicate the tangible nature of the project or activity. Multiple goals and objectives may be referenced for an activity, if that activity helps achieve more than one goal or objective.

NEPA REVIEW PROCESS: Activities in the *Workplan* that NPS identify as requiring review under the National Environmental Policy Act (NEPA) will be flagged. NPS will contact the THPO and schedule a conference call to complete an HPF Grant- NEPA Worksheet and determine if further action is necessary (such as an Environmental Assessment (EA) or Environmental Impact Statement (EIS)). The grant will not be approved until the review is complete and no further action is deemed necessary. Most work proposed under the THPO HPF grants fall under an approved categorical exclusion so that no further action is necessary.

Grant Budget – The grant budget should not be part of the narrative *Workplan*. The budget must be submitted on the SF424a, *Non-Construction Budget Form*, which is part of the application that is completed on Grants.gov. However, all costs listed in the budget must correspond to the activities in the *Workplan*.

**HISTORIC PRESERVATION FUND THPO GRANT APPLICATION
ANTICIPATED ACTIVIES LIST (A.K.A. WORKPLAN)**

Tribe:
THPO Name:
Federal Fiscal Year:

Limit Report to 5 pages.

Administration:

Planning:

Survey and Inventory:

Review and Compliance:

National Register:

Development/Acquisition/Covenants:

Tax Credits:

Local Government Certification:

Other or Education (optional program area):

**A proposed budget for work described herein must be submitted on the budget form(s) when applying for a THPO Historic Preservation Fund (HPF) grant on www.grants.gov. Do not include a budget with this form.*

**Attach images separately with captions.*

The National Park Service has sought from OMB clearance for the collection of information associated with the implementation of 36 CFR 61, "Procedures for State, Tribal, and Local Government Historic Preservation Programs." OMB has given its clearance (OMB Control Number 1024-0038) for this set of information collections. NPS and OMB carried out clearance procedures pursuant to the Paperwork Reduction Act of 1995, as amended, (44 U.S.C. 3507 g fillil.) and the Office of Management and Budget's (OMB's) procedures (5 CFR 1320). This OMB Approval (which expires on October 31, 2017) specifically covers the Baseline Questionnaires for CLGs.

NPS collects the information as part of the process for reviewing the procedures and programs of State, Tribal, and local governments participating in the national historic preservation program and the Historic Preservation Fund grant program. The information will be used to evaluate those programs and procedures for consistency with 54 U.S.C. 300101 et seq. (commonly known as the National Historic Preservation Act) and compliance with government-wide grant requirements. Note that a Federal agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. NPS provides no assurance of confidentiality to respondents with the exception of some location information concerning some properties included in government historic preservation property inventories. Pursuant to 54 U.S.C. 307103 (commonly known as Section 304 of the National Historic Preservation Act), release of information is tightly controlled when such release could have the potential of damaging those qualities that make a property historic.

The public reporting burden for the collection of this information is estimated to average six hours per response, including the time for reviewing instructions, searching existing data sources, gathering the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Chief, State, Tribal, and Local Plans & Grants Division (Org. Code 2256), National Park Service, 1849 C Street NW, Stop 7360, Washington, DC 20240