**Anticipated Activities List (aka Workplan)**

The *Anticipated Activities List* (aka Workplan)identifies the activities that the THPO plans to accomplish under the grant to help achieve the goals and objectives stated in the Tribe’s Historic Preservation Plan. It should not exceed 5 pages excluding photos. Photos should be attached at the end and be captioned.

It 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 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 narrative.

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 that NPS identifies 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. However, all costs listed in the budget must correspond to the activities in the narrative. **Suggested Format on next page.**

**HISTORIC PRESERVATION FUND THPO GRANT PROJECT NARRATIVE**

**(A.K.A. ANTICIPATED ACTIVIES LIST or 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):

*\* Do not include a budget with this form.*

*\*Attach images separately with captions.*