

Environmental Planning and Historic Preservation Statement of Work Request

1. Name of Project:	2. Grantee Name and Address:	3. Federal Grant Number:	4. Federal Fiscal Year:
		5. Point of Contact and Phone Number:	
6. Purpose or Scope of Project:		7. Estimated Cost of Project: \$	
8. Precise Location of Project:		9. Visual Documentation: (See attached) <input type="checkbox"/> Site/Structure Photographs <input type="checkbox"/> Plans/Drawings <input type="checkbox"/> US Geological Survey Topographic <input type="checkbox"/> Flood and Wetland Maps <input type="checkbox"/> Aerial Photographs <input type="checkbox"/> Other	
10. Description of Project:			
11. Special Elements of Project:			
12. Year Affected Building/Structure Built: (If applicable)		13. Information about Features, Resources, and Potential Adverse Impacts at or Near Site: (Check all that apply, see attached) <input type="checkbox"/> Water Bodies <input type="checkbox"/> Floodplains <input type="checkbox"/> Historic and Cultural Resources <input type="checkbox"/> Migratory Birds <input type="checkbox"/> Threatened and Endangered Species and/or critical habitat <input type="checkbox"/> Vegetation, including general types of plants, trees, or lack thereof <input type="checkbox"/> Special Areas <input type="checkbox"/> Geologic features <input type="checkbox"/> Tribal Cultural and Religious Sites	
14. Any Recent or Relevant Studies, Reports, or Surveys: <input type="checkbox"/> Yes (See attached) <input type="checkbox"/> Not Applicable			
15. SAA Concurrence			
Date:	SAA Point of Contact: (Name, Phone, and Signature)		
	Name:	Phone:	Signature:
SAA Comments:			

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Instructions for Completing Form:

1. Name of Project
2. Requesting jurisdiction name and address
3. Federal grant award number
4. Federal fiscal year for which request is being submitted
5. Jurisdiction point of contact and phone number
6. Identify overall purpose and scope of the project
7. Provide estimated cost of project
8. Provide precise location of the project (street address, city, and state, or latitude and longitude coordinates)
9. Visual documentation, check all that apply and attach to request
10. Description of the project, including (as applicable):
 - a. Dimensions/acreage/square footage and/or land affected, with height and structural support information for all communication towers
 - b. Extent and depth of ground disturbance for new construction and structure modification, including trenching for utility lines, installation of fencing and light posts, tower footings and pads, etc.
11. Special elements of the project, including:
 - a. Special equipment that will be used, staging areas, access roads, easements, etc.
 - b. Extent of structural modification
12. Year affected building/structure was built (if applicable)
13. Information about features, resources, and potential adverse impacts at or near the site, check all that apply and attach to request
 - a. Special areas include forests, wildlife refuges, reserves, etc.
14. If yes, provide any recent or relevant studies, reports, or surveys that were prepared for other agencies or purposes and provide information on environmental resources and/or historic properties in the project area
15. Submit electronic request to SAA for concurrence to jim.king@alaska.gov
 - a. All attachments need to be submitted electronically where possible

Mail original request with attachments to:

Division of Homeland Security and Emergency Management
Attention: Grants Section
PO Box 5750
Fort Richardson, AK 99505

Additional Resources:

1. Minimal EHP Project Information Required Checklist on DHS&EM website at <http://www.ak-prepared.com/grants.htm>
2. Environmental Planning and Historic Preservation Compliance Requirements for Preparedness Grant Projects on FEMA website at <http://www.fema.gov/plan/ehp/ehp-applicant-help.shtm>
3. FEMA's Information Bulletin #271, *Environmental Planning and Historic Preservation Requirements for Grants* on OJP website at <http://www.ojp.usdoj.gov/odp/docs/info271.pdf>