

Instructions for Exempt from SHPO Review, Project Description Form

Please print or type this form

Once it has been determined that the house is not subject to SHPO Section 106 review, complete this form and maintain it in the appropriate client/house file.

1. Agency Name: self explanatory
2. Contract Number: fill in your agency's weatherization contract number (i.e. DOE-ARRA-09-01B)
3. Contact name: indicate name of person to contact with questions about this house
4. Contact phone number: include phone number of person listed in #3
5. Project Address: record the street number, street name, city and zip code of the house
6. Project County: indicate county where house is located
7. WX File Number: record the complete file number including agency number(i.e. 04-01-123)
8. Project Description: check the measures you will be completing on the house, if there are other measures not listed, but are included in Appendix A and/or B attach a separate sheet of paper listing those measures and where they are in the Appendix.
9. Reason Project Activity is Exempt: check the appropriate line. If the property is exempt because it is less than 45 years old, indicate the age of the house.
10. Pictures: Include a digital picture of the front of the house
11. Applicant Certification: sign and date the form
12. Maintain the form and photo in the appropriate client/house file
13. You may begin work on the house

Instructions for Request for SHPO Comment

Please print or type this form

If a house is not exempt from SHPO review, complete Section I (General Information) of this form and send it to SHPO.

1. Project Name or Property Owner: Name of client
2. Property Street and Number: self explanatory
3. County: self explanatory
4. City: self explanatory
5. Zip: self explanatory
6. Lead Federal Agency: DOE
7. WX File Number: record the complete file number including agency number(i.e. 04-01-123)
8. Federal Funding Program/Permit: DOE WAP
9. Contact Person on Project: indicate name of person to contact with questions about this house
10. Contact Address, City, State, Zip: address of person listed in #9
11. Email, Phone: of person listed in #9
12. With the form you must send:
 - a. Digital pictures of all sides of the house
 - b. Digital pictures of the streetscape – each way down the street from the house
 - c. Digital pictures of areas where work will be performed
 - d. Copy of the county assessor's card of the property
 - e. Detailed description of **all** the work to be completed
13. Send the form and all required information to SHPO – you may not begin work on the house until completion of the SHPO Section 106 review.