

CLG FY25 Grant Cycle

Work Plan – Project Types Guidance

Your work plan should **describe the work to be accomplished and how you propose to achieve it**. The proposed project should have **a single focus with clear, attainable goals** and include **how the public will be involved**. Below are specific requirements for each project type:

Survey

(Survey involves identifying and gathering data on a community's historic resources, including background research, historic context development, and field surveys.)

Your proposal should:

- **Define the survey area** and estimate the number of properties to be included.
 - **Describe property types** expected and the information to be collected.
 - **Specify the survey level** (refer to OHA's *Alaska Historic Buildings Survey Manual & Style Guide* for building surveys; for archaeological surveys, see OHA's *Standards and Guidelines for Investigating and Reporting Archaeological and Historic Properties in Alaska*).
 - **Identify who will conduct the survey** and whether volunteers will be involved.
 - **Outline a process to notify and engage property owners and interested groups**.
 - **Attach a research design** for archaeological surveys.
 - **Acknowledge previous surveys or historic contexts** and explain how they will be used.
 - **Indicate if a historic context will be developed** (see existing contexts for Alaska).
 - **Note any properties listed in the National Register** within the survey area.
 - **Include AHRS information** for properties in the area and show that data collected will meet AHRS requirements.
 - **Attach representative photos** of the survey area with your application.
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Inventory

(An inventory compiles information on properties evaluated for historic significance.)

Your proposal should:

- Show **compatibility with AHRS**.
- Explain **how sensitive/confidential information will be handled**.
- Identify **who will maintain the inventory and control access**.

- Describe **how properties will be selected**.
 - Include **preliminary recommendations for next steps** (e.g., additional survey, National Register nomination, creation of a local historic district).
 - **Attach representative photos** of properties for your application.
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National Register Nomination

Your proposal should:

- Provide a **summary of the property** to be nominated.
 - Describe **how owners will be notified** about the nomination and the program.
 - Identify **criteria for listing** and possible areas of significance.
 - Explain **how the property demonstrates these criteria today**.
 - **Attach representative photos** of the property.
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Planning

Your proposal should:

- Focus on **historic preservation**.
 - Show **public involvement** and inclusion of **diverse community groups**.
 - Include a **preliminary outline for the plan**.
 - Provide a **schedule for outreach, research, drafting, and review**.
 - Refer to OHA resources on **developing historic preservation plans**.
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Predevelopment

Your proposal should:

- Detail the **type of predevelopment work** (e.g., historic structures report, building preservation plan, condition assessment, architectural drawings, engineering report).
 - Demonstrate **understanding of required products** for your project type.
 - Indicate which **Secretary of the Interior's Standards** will be followed (Preservation, Rehabilitation, Restoration, or Reconstruction).
 - **Attach representative photos** highlighting work needed.
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Development

Your proposal should:

- Indicate which **Secretary of the Interior's Standards** will be followed.
 - Note any **predevelopment work completed** and how it will guide development.
 - Provide a **detailed explanation of all work**, showing compliance with the chosen treatment standard.
 - **Attach representative photos** highlighting work needed.
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Project Location

- Provide **location details** and include a **map** for surveys, inventories, and historic district nominations.
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Project Schedule

- Include **expected activities and benchmark dates**.
- Schedule **draft review by OHA staff at least 90 days before the deadline**:
 - OHA will provide comments within 30 days.
 - Grantee must finalize products within the remaining 60 days.
- Design projects for **16–18 months**, as funds are typically available in spring.