

REPORTING TEMPLATE FOR PROGRAM COMMENT ON CERTAIN HOUSING, BUILDING, AND
TRANSPORTATION UNDERTAKINGS

Annual Reporting Template - Program Comment on Certain Housing, Building, and Transportation Undertakings

Note: this template is to collect information about undertakings covered in Appendix A and B from federal agencies using the Program Comment. This template is not intended to collect information from the public, pursuant to the Paperwork Reduction Act, 44 U.S.C. 3501 et seq., and 5 CFR 1320.3. For the purpose of this template, the term “Agency” is defined in 54 U.S.C. 300301 and 5 U.S.C. 551(1).

Agencies may use this template to report on annual use of the Program Comment. Agencies should tally the number of times Appendix A was used, subdivided by activity type. To report on Appendix B usage, please add the necessary narrative, adding additional rows as needed. ***Reports covering activities within the preceding fiscal year are required to be submitted to program.alternatives@achp.gov by December 31.***

Federal Agency:

Reporting Period:

Appendix A Usage:

Activity	# of times used
Site Work – a.i	
Site Work – a.ii	
Site Work – a.iii	
Site Work – a.iv	
Site Work – a.v	
Site Work – a.vi	
Site Work – a.vii	
Site Work – a.viii	
Site Work – a.ix	
Site Work – a.x	
Site Work – a.xi	
Site Work – a.xii	
Site Work – a.xiii	
Site Work – a.xiv	
Site Work – b.i	
Site Work – b.ii	
Site Work – b.iii	
Site Work – b.iv	
Site Work – b.v	
Site Work – b.vi	

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Site Work – b.vii	
Site Work – c	
Site Work – d	
Site Work – e	
Site Work – f	
Building Exterior – a.i	
Building Exterior – a.ii	
Building Exterior – a.iii	
Building Exterior – b.i	
Building Exterior – b.ii	
Building Exterior – b.ii	
Building Exterior – b.iv	
Building Exterior – b.v	
Building Exterior – b.vi	
Building Exterior – b.vii	
Building Exterior – b.viii	
Building Exterior – b.ix	
Building Exterior – b.x	
Building Exterior – b.xi	
Building Exterior – b.xii	
Building Exterior – b.xiii	
Building Exterior – b.xiv	
Building Exterior – c.i	
Building Exterior – c.ii	
Building Exterior – c.iii	
Building Exterior – d.i	
Building Exterior – d.ii	
Building Exterior – d.iii	
Building Exterior – e	
Building Exterior – f	
Building Interior – a.i	
Building Interior – a.ii	
Building Interior – a.ii	
Building Interior – a.iv	
Building Interior – a.v	
Building Interior – a.vi	
Building Interior – a.vii	
Building Interior – b.i	
Building Interior – b.ii	
Building Interior – b.ii	
Building Interior – b.iv	

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Building Interior – b.v	
Building Interior – b.vi	
Building Interior – b.vii	
Building Interior – b.viii	
Building Interior – c	
Building Interior – d	
Building Interior – e	
Building Interior – f	
Transportation Fixtures and Equipment – a.i	
Transportation Fixtures and Equipment – a.ii	
Transportation Fixtures and Equipment – a.iii	
Transportation Fixtures and Equipment – a.iv	
Transportation Fixtures and Equipment – a.v	
Transportation Fixtures and Equipment – a.vi	
Transportation Fixtures and Equipment – a.vii	
Transportation Fixtures and Equipment – b.i	
Transportation Fixtures and Equipment – b.ii	
Transportation Fixtures and Equipment – b.iii	
Transportation Fixtures and Equipment – b.iv	
Transportation Fixtures and Equipment – b.v	
Transportation Fixtures and Equipment – b.vi	
Transportation Fixtures and Equipment – b.vii	
Transportation Fixtures and Equipment – c.i	
Transportation Fixtures and Equipment – c.ii	
Transportation Fixtures and Equipment – c.iii	
Other Activities – a	
Other Activities – b	
Other Activities – c	
Other Activities – d	
Other Activities – e	
Other Activities – f	
Other Activities – g	
Other Activities – h	
TOTAL	

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Appendix B Usage:

Agencies may attach a version of this chart including as many rows as needed for activities within the reporting period.

Activity	Address/Location	Written determination type + narrative of conditions met (Appendix B, 1.)	Names and qualifications of parties contributing to determinations	Tribes/NHOs consulted
[Add more rows as needed]				

Were any significant issues (including disputes) identified during the Program Comment's implementation? If so, how were they resolved?

What is your assessment of the Program Comment's utility and effectiveness?

Agencies should submit their annual reports to program.alternatives@achp.gov.