



*U.S. Fish and Wildlife Service
Oregon State Office
2600 SE 98th Avenue, Suite 100
Portland, OR 97266
Office phone:(503) 231-6179
FAX Number:(503) 231-6195
Attn: Angie Hernandez
Chris Allen
Cindy Bright*

SPECIES LIST REQUEST FORM

Note: The U.S. Fish and Wildlife Service provides species list only for actions carried out, funded or authorized by federal agencies. Please contact the Oregon Natural Heritage Program at 503.731.3070 to request species list for non-federal actions.

Entity Requesting Species List:

Name: _____

Address (agency or company name and mailing address): _____

Phone
Number: _____ **Fax:** _____

Proposed Project Name: _____

Proposed Project Description: _____

County: _____

Action Agency (Primary Federal Nexus): _____

Name of Contact at Action Agency: _____

Address and

Phone: _____

Describe Federal Connection to Proposed Project?: _____

Sample of SHPO Letter

(Date)

Christine Curran
Preservation Specialist
State Historic Preservation Office
1115 Commercial St. NE, Suite 2
Salem, OR 97301-1012

RE: Correctional/Detention Facility Site (construction, expansion, renovation, etc.) (Name of City, County, State)

Dear Ms. Curran:

(Name of proponent) proposes *constructing/expanding/renovating* a correctional (*facility/project*). The Office of Justice Programs/Corrections Program Office (OJP/CPO) of the U.S. Department of Justice has determined this project, being implemented with federal funding from the Violent Offender Incarceration and Truth-in-Sentencing Formula Grant Program (VOI/TIS), is subject to the requirements of the National Historic Preservation Act (NHPA) and the National Environmental Policy Act (NEPA). OJP/CPO has awarded the VOI/TIS funds to the Criminal Justice Services Division of the Department of Oregon State Police who in turn sub-awarded the funds to the (subgrantee). (Name of national contractor) has been contracted by the Department of Justice to prepare an Environmental Assessment for this project. Subsequently, a site visit by (name of contractor) has been set for (date).

(*Name of proponent*) is implementing a (*construction/expansion/renovation*) project in (*City, County, State*) that will (*project status description*). (*Describe current land-use and project as it applies to any federally listed or proposed threatened and endangered species.*)

A location map (*show location on 7.5 minute US Geological Survey topographic map*) is enclosed which shows the location of the project. Additional attachments include: (*list items possibly including: a narrative description of the project's elements and their locations; line drawing or sketches of the project; photographs of the affected properties if any building demolition or renovation is involved; and a list of any historic properties [including archaeological sites] that are known to be located on or near the project site.*)

Pursuant to 36 CFR 800, (*insert grantee*), in coordination with OJP/CPO, is requesting the views of the State Historic Preservation Officer on any further actions to identify historic properties that may be affected by this undertaking, as well as your views as to any effects the project may have on such properties.

Please send your letter of reply to the following:

- Jennifer Edwards, Environmental Coordinator, Corrections Program Office, Office of Justice Programs, US Department of Justice, 810 7th Street, NW, Room 8407, Washington, D.C. 20531

Please send copies to the following:

Diana Fleming, Grants Coordinator, Criminal Justice Services Division/Oregon State Police, 400 Public Service Building, Salem, OR 97310 and,

(*Project Director, Title, Agency, Address, City, State, Zip*)

Thank you for your assistance in this matter. If you require further information to complete this request, please do not hesitate to contact *(name)* at *(phone number)*.

Sincerely,

(Name)

(Title)

Enclosure

cc: Diana Fleming, CJSD Grants Coordinator
(Contractor Preparing EA, title)

July 2001