HISTORIC PRESERVATION FUND (HPF)
2025 GRANT PRODUCTS MANUAL



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2025 Historic Preservation Fund Products Manual

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Cover photo: Cover page of the Barn Fest program, Douglas County, KS (HPF 2023)

Introduction

The Historic Preservation Fund (HPF) is a grant program administered by the National Park Service (NPS). Funds for the HPF program are derived from Outer Continental Shelf mineral receipts. Each year the NPS provides the Kansas State Historic Preservation Office (SHPO) with funds that finance its operations, salaries and grants. Ten percent of those grant funds awarded to the SHPO must be passed through to Certified Local Governments (CLGs) per federal regulations. The SHPO awards additional grant monies to cities, counties, universities, and other eligible organizations, to help support local historic preservation activities when funding levels permit.

HPF grants must result in a completed, tangible product and/or measurable result. All activities must pertain to the preservation programs outlined in the National Historic Preservation Act of 1966, as amended. They must be carried out in accordance with the Secretary of the Interior's *Standards for Archeology and Historic Preservation* and National Register Program Guidelines. All identification, evaluation, and treatment activities supported by HPF or matching funds must be conducted, or supervised, or reviewed by an appropriately qualified professional who meets the Secretary of the Interior's *Professional Qualification Standards* - https://www.nps.gov/articles/sec-standards-prof-quals.htm.

Applications submitted by Certified Local Governments (CLGs) must be for activities within the jurisdiction of the local government and funds must be reimbursed to the local governing body unless a third party is designated.

Eligible Activities and Products

Eligible products include, but are not limited to, historic property survey forms and reports, National Register nominations, preservation plans, design-review guidelines, and educational activities.

Surveys

A method used for identifying and gathering data on a community's historic resources. Additional guidance on surveys can be found in the chapter entitled "Survey and Inventory."

National Register Nominations

The National Register of Historic Places distinguishes properties that have been documented and evaluated according to uniform standards. This provides the Nation's official list of cultural resources worthy of preservation. Additional guidance on National Register nominations can be found in the chapter entitled "National Register Nominations."

Preservation Plans and Ordinances

Plans and ordinances provide the framework for identifying and establishing protection for properties under local law. Additional guidance on preservation plans and ordinances can be found in the chapter entitled "Preservation Plans and Ordinances."

Design-Review Guidelines

These guidelines help property owners and local preservation commissions protect neighborhoods and districts. They may be advisory or regulatory in nature. Additional guidance on design-review guidelines can be found in the chapter entitled "Design-Review Guidelines."

Preservation Assistance

CLGs may apply for HPF funds to hire assistants, typically graduate students in a related field or professional preservation consultants, to help local staff or to serve as staff to a local preservation

commission. Assistants may also be hired to work on specific preservation-related projects. Additional information can be found in the chapter entitled “Preservation Assistants.”

Educational Activities
Cities, counties, preservation organizations, and CLGs may apply for HPF grants to support educational activities directed at educating the public about historic preservation. Additional information can be found in the chapter entitled “Educational Activities”.

Survey and Inventory

Introduction
Survey is the process of identifying and gathering data on a community’s historic resources such as buildings, sites, structures, and objects. Surveys conducted as part of an HPF-funded project consist of two basic components - a field survey (aka an inventory) and a project report.

By producing an inventory of historic resources, surveys provide a valuable service to a community. Information discovered during the survey process often provides additional insight into the history of the community. Results and recommendations from the survey can be incorporated into the city’s historic preservation plan, or, if no plan exists, information from the survey can provide the basis for the implementation of a preservation plan. Incorporation of the information into the community’s overall planning process and/or disaster preparedness plan also has real value. Ultimately, the preservation of these historic resources can mean savings in energy, time, money, and raw materials.

Surveys typically encompass multiple buildings and include photos of each building’s exterior. Information is gathered about each building during the field survey portion of work, which can then be used to assess potential National Register historic districts as well as document and inventory a community’s numerous cultural resources.

Surveys may also include known or potential archaeological sites. The requirements for survey forms and reports are like those for built environment properties, but please contact the SHPO if you are proposing a project to survey archaeological resources.

The SHPO uses National Register Bulletin 24, “Guidelines for Local Survey: A Basis for Preservation Planning” as the standard for grant-funded survey projects along with additional specific survey requirements produced by SHPO staff each year. **Using Bulletin 24’s definition, grant-funded surveys will be “intensive” rather than “reconnaissance” in nature unless otherwise determined upon consultation with the SHPO.** Bulletin 24 is available online at https://www.nps.gov/subjects/nationalregister/publications.htm. Copies of the current HPF grant-funded survey requirements and Bulletin 24 may be requested from the SHPO.

Completing a Survey
In recent years the Kansas SHPO has moved away from a paper-based survey form to an interactive online database that allows easier access to survey information both for those entering new information and those looking for previously collected information. **All new survey records shall be entered into this online database.**

The survey form was originally intended to be a permanent record kept in the inventory files of the SHPO at the Kansas Historical Society. That information can now be permanently archived in an electronic format. See the Kansas Historic Resources Inventory (KHRI) database online at https://khri.kansasgis.org/.

Users are required to create and use a login e-mail and password to fully utilize the database. Logging in is required to see a full list of records and to enter or edit information. A step-by-step tutorial outlining functions of the database can only be accessed by users that have logged in. Users that are not logged in may still search the database.

The staff of the SHPO understands that this process may be challenging for those who have never used the system before. We encourage new users to contact SHPO staff for assistance using the online system. HPF-funded survey projects are required to meet the expectations outlined in the current HPF Survey Manual. Contact staff for a copy of that document.

Project Report
All HPF-funded surveys must include not only the individual survey forms entered online but also a project report consisting of the following components:

1) Methodology Discussion
2) Historical Summary and Architectural Analysis
3) Recommendations (optional)
4) List of Surveyed Properties
5) Maps

Methodology Discussion
The methodology discussion is the "who, what, when, where, and why" of the survey project. Describe how and by whom the survey was initiated. Indicate the funding sources for the survey. List the name and organization, if applicable, of the person(s) who conducted the survey and note any additional participants or volunteers. Describe when the field survey and photography began and ended. List documentation sources, archival research used for the historical summary and other site visits that were necessary to complete the survey.

Historical Summary and Architectural Analysis
The Historical Summary and Architectural Analysis component of the Project Report should include a brief history of the community with emphasis on the development of the neighborhood or district being surveyed. The historical summary provides context for the analysis of architectural styles. This analysis must follow standard architectural stylistic terminology as found in *A Field Guide to American Houses* by Virginia and Lee McAlester, *The Buildings of Main Street: A Guide to American Commercial Architecture* by Richard Longstreth, and/or National Register Bulletin 16A. The buildings should be organized by style with the date of construction listed. Include a bibliography that lists sources used for the historical summary statement.

Recommendations
This section greatly helps a community determine their next step. Consultants undertaking HPF-funded surveys must include recommendations for properties and/or districts that are believed to be potentially eligible for inclusion in the National Register of Historic Places and/or the Register of Historic Kansas Places, buildings in need of restoration, etc. **SHPO staff always conducts the official determination of eligibility for National Register properties or districts, but these recommendations are helpful to both SHPO staff and the grantee.**

List of Surveyed Properties
Include a list of all properties surveyed. Organize by survey number and include street addresses. Inventory numbers are automatically generated by the Historic Resources Inventory online database when new survey forms are entered, but the surveyor may assign separate survey numbers.

Maps
At least one map is required showing the survey area boundaries and the individual properties listed by survey number and street address. Additional maps or overlays revealing architectural styles, dates of construction, or potential National Register-eligible properties are a welcome addition to the Project Report. Site plans are required attachments for each inventory record entered in KHRI. **Note:** GIS mapping may be available in your town or community.

A draft survey report must be submitted to SHPO and grantee at least two months before the contract end date to allow enough time for review, comment, and edits.

Meetings with SHPO Staff
Consultants and Grant Project Administrators should meet with SHPO staff at least twice during the grant period.

1) Initial Meeting – Scheduled at the point when the project consultant has been chosen by the grantee. The purpose of the meeting is to go over the project parameters and confirm that project requirements can be met.
2) Mid-Point Meeting – If requested by SHPO staff, this meeting is scheduled at the point when all inventory records have been entered into KHRI. The meeting will focus on any questions SHPO staff have about determinations of eligibility for properties surveyed and the consultant's recommendations.

See the HPF Grant-funded Survey Requirements for the most current year posted at https://www.kshs.org/p/historic-preservation-fund/14615 for further information and requirements.

National Register Nominations

NOTE:
Applicants applying for HPF funding for individual nominations must submit an Initial Determination of Eligibility (IDOE) for each property they propose to list at least 30 days prior to applying for HPF funding. Districts nominated for listing as part of an HPF-funded project must have been previously determined eligible for listing as part of a historic property survey (see the previous chapter) whether that survey was funded through HPF or via other funding.

Proof that the property owner consents to a nomination must be submitted with any HPF grant application for a nomination project. In the case of a proposed historic district, proof that more than 50% of the property owners in the proposed district boundaries consent to the nomination must be included with the application. Contact SHPO staff for examples of acceptable owner consent documentation.

Introduction

The National Register of Historic Places is the nation's official list of cultural resources worthy of preservation. Authorized under the National Historic Preservation Act of 1966, the National Register is part of a national program to coordinate and support public and private efforts to identify, evaluate, and protect our historic and archeological resources. Properties listed in the Register include districts, sites, buildings, structures, and objects that possess local, state, or national significance in history, architecture, archeology, engineering, and culture. Generally, properties eligible for listing in the National Register are at least 50 years old and have retained integrity. Listed properties in Kansas are protected under the state preservation statute (K.S.A. 75-2724) and may qualify for funding. See https://www.kshs.org/14658 and https://www.kshs.org/14613 or more information.

National Register properties are distinguished by having been documented and evaluated according to uniform standards. These criteria recognize the accomplishments of all peoples who have contributed to the history and heritage of the United States and are designed to guide federal, state, and local governments and others in evaluating potential entries in the National Register.
https://www.nps.gov/subjects/nationalregister/index.htm

Criteria for Evaluation

In addition to having historic integrity and being at least 50 years old, properties must meet one of the following criteria:

A. Association with events that have made a significant contribution to the broad patterns of our history;
B. Association with the lives of persons significant in our past;
C. Embodies the distinctive characteristics of a type, period, or method of construction; or that represents the work of a master, or that possesses high artistic values, or that represents a significant and distinguishable entity whose components may lack individual distinction;
D. Yield or likely to yield information important in prehistory or history (generally archeology).

See National Register Bulletin 15 – *How to Apply the National Register Criteria for Evaluation* for more information on applying the National Register Criteria for Evaluation - https://www.nps.gov/subjects/nationalregister/publications.htm

Process for Nomination

Historic places are recommended for nomination to the National Register by the State Historic Preservation Officer. Before a nomination is developed, a property must be determined eligible for listing. The SHPO staff

can do this either by reviewing preliminary information through an Initial Determination of Eligibility (IDOE) or by reviewing survey information.

HPF-funded nominations are generally prepared by a preservation consultant who meets the Secretary of the Interior's *Professional Qualification Standards* set forth in 36 CFR Part 61 (https://www.nps.gov/articles/sec-standards-prof-quals.htm). Consultants submit nominations to the grantee for their approval. When the grantee is satisfied with the nomination, they will forward the nominations to SHPO staff for review. When nominations are complete and satisfy the SHPO staff, they are scheduled for presentation to the Kansas Historic Sites Board of Review (HSBR), which is composed of professionals in the fields of American history, architectural history, architecture, prehistoric and historic archeology, and other related disciplines. At quarterly meetings, the HSBR makes recommendations to the State Historic Preservation Officer to approve or disapprove nominations. If the HSBR recommends approval of a National Register nomination, staff will forward the nomination to the National Register office at the National Park Service for listing. Additional information on the listing process can be found in "Steps for Listing a Property in the National or State Register," included in this document as well as National Register Bulletin 16a at https://www.nps.gov/subjects/nationalregister/publications.htm.

Owner Consent

During the time a proposed nomination is reviewed by the SHPO, property owners and local officials are notified of the intent to nominate, and public comment is solicited. Owners of private property are given an opportunity to concur with or object to the nomination. If the owner of a private property, or the majority of property owners for a property or district with multiple owners, objects to the nomination, the nomination will most likely not be forwarded to the National Register Office.

Owner agreement may be demonstrated by letters of intent from individual owners or by sign-up sheets that have a paragraph of explanation at the top with a notation for "yes" in agreement or "no" not in agreement for listing the property in the National Register of Historic Places. A consent form should provide name, date, the address of the historic property, property name if applicable, and signature.

Individual Nominations

Note: In order to receive HPF funds for preparation of individual nominations, the applicant must demonstrate the consent of the owners of the individual properties proposed for listing.

Properties may be listed in the National Register individually or as part of a historic district. Properties proposed for individual listing must have relatively intact exteriors and interiors. Buildings may contribute to a historic district without being eligible for listing on their own. Keep in mind that a building must be determined eligible for listing through an IDOE before HPF grant application is made for a nomination project.

Historic District Nominations

Note: In order to receive HPF funding for district nominations, the applicant must demonstrate the consent of more than half of the property owners within the proposed district at the time of application. We strongly encourage applicants to use the survey process to begin educating property owners about the benefits of listing and protection under the state preservation statute well before there is a proposal to list a district.

It is customary for surveys to be completed one year and then, based on the information gained from the survey, nominations completed the next year.

A separate application for funding would be necessary for this two-year process and funding is not guaranteed.

National Register historic districts are contiguous groupings of properties that retain a high level of architectural integrity, are at least fifty years old, and meet at least one of the four National Register criteria. Buildings within historic districts are categorized as either "contributing" or "non-contributing." Changes, such as non-original siding, that are less than fifty years old can result in non-contributing status for some properties. Districts must have a high number of contributing properties to be considered for the National Register.

To determine whether a neighborhood or area meets the basic requirements for district listing, a survey of the properties is undertaken first. The survey will provide a recommendation regarding district potential. In addition, community support for the district proposal is gauged during the survey process. The grassroots support of property owners is a key factor in moving forward with any district proposal. SHPO works with the community to engender support for historic preservation through the historic district nomination process.

There are many misconceptions about listing a property or district in the National Register of Historic Places. **Please contact the National Register Coordinator for more information on how to recognize and respond to these misconceptions. Please also contact the National Register Coordinator for the most accurate photographic documentation policy and most recent nomination forms since these can change considerably from year-to-year.**

Consultant Services

HPF grants are often used to hire a preservation consultant to complete a National Register nomination for an individual property or historic district. Competitive bidding is required per HPF grant regulations and the consultant's contract must be approved by the SHPO. While grant-funded projects must always be submitted in a complete format by September 30th of the year following the grant award, there are often edits needed by SHPO staff to prepare the nomination for presentation to the Historic Sites Board of Review. It should be made known to all consultants bidding on these projects and contracting with grantees that such edits are part of their contract with the grantee even if they happen outside of the contract period.

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Steps to Listing an Individual Property in the National or State Register

See our webpage for links and further information - https://www.kshs.org/14654

☐ **File an Initial Determination of Eligibility (IDOE).** SHPO staff can evaluate information about a property initially to determine if it may be eligible for register listing. Requesting an Initial Determination of Eligibility (IDOE) requires two steps: completing a KHRI record and submitting an online questionnaire. Begin the process at https://www.kshs.org/14654. A property sponsor (often the property owner) should complete this step.

☐ **Receive Eligibility Letter**
Within four weeks of submitting the IDOE, the property sponsor will receive a letter from SHPO staff indicating whether the property is eligible for either the state or national registers. If the property is eligible, the letter will include a descriptive process of how to proceed with the nomination and a blank form to complete.

☐ **Submit a Draft National Register Nomination**
A National Register nomination consists of three main parts: a multi-page cover document, a narrative architectural description of the nominated property, and a statement of its historic significance. The statement of significance is based upon the National Register criteria the property meets. The property sponsor or consultant is responsible for writing the draft nomination.

☐ **Receive Staff Review**
Staff will review and comment on the nomination draft within about 60 days. Revisions will continue until the document is ready to be scheduled for consideration by the Kansas Historic Sites Board of Review (HSBR).

☐ **Consideration by the Kansas Historic Sites Board of Review**
Once the nomination is ready, it will be considered by the HSBR. This board is appointed by the Governor to make recommendations on the nomination of properties to the state and national registers. Nominations are presented to the board by Cultural Resources Division staff or professional consultants. Nomination sponsors are encouraged to attend this public meeting.

☐ **Board Lists Property in the State Register**
If approved by the HSBR and the State Historic Preservation Officer, the property will be listed in the state register following the meeting. If the property is approved for state register listing and is being nominated to the National Register, the Board will forward its recommendation for listing to the National Park Service in Washington, D.C.

☐ **National Park Service Lists Property in the National Register**
If the property is being nominated for listing in the National Register, SHPO staff will forward the nomination to the National Park Service for their review and approval. The sponsor will receive a letter from the SHPO informing of the National Register listing date about three to five months after the state nomination action.

** The nomination process usually takes between twelve and eighteen months.

Preservation Plans and Ordinances

Notice: Preservation ordinances provide the framework for listing properties on a local register and for establishing protection for those properties under local law. In Kansas, properties listed in the National and state national registers are protected under the state preservation statute (K.S.A. 75-2724). No state or local preservation laws override or supersede the other.

Preservation Plans

HPF grants may be used to research and write a preservation plan. Preservation plans can be focused on a specific building, district, or site or may have a wider focus on an entire community or region. Plans generally identify character-defining features of the property or significant resources within the community, record the current conditions at the property or within the community, and offer recommendations on repairs, projects, and activities that will address a prioritized list of concerns. Documents that provide in-depth research, drawings, photos, and detailed recommendations for a specific property are called Historic Structure Reports (HSR). **HPF-funded preservation plans or HSRs for a building or site must relate directly to a National Register-listed property.**

Preservation Ordinances

Historic preservation is often a goal in community comprehensive planning. By promoting historic preservation planning at the local government level, a community can manage change in a way that preserves its identity and character.

A preservation ordinance is often used to implement strategic parts of a community's preservation plan. The ordinance can help lay the groundwork for incorporating historic resources into new developments and help to enhance the community's vision of itself for the future. Sample Kansas ordinances may be requested from the Certified Local Government (CLG) coordinator by calling 785-272-8681 ext. 240 or e-mailing kshs.shpo@ks.gov. Additional information on local ordinances can be found at https://www.nps.gov/crps/tps/workingonthepast/guardian.htm.

A local preservation ordinance provides a municipal policy for the protection of historic properties. Through the ordinance, processes for designating and protecting historic properties at the local level are established. Utilizing the ordinance as a framework for decision-making, the local preservation commission makes recommendations regarding historic properties to the city commission. The city commission has final decision-making authority.

Communities with local preservation programs may be designated as Certified Local Governments (CLGs). For information on this program, see https://www.kshs.org/14607. HPF funds may be used to hire a consultant to assist with writing a local preservation ordinance for your community.

Disaster Plans for Historic Preservation

HPF grants may also be used to produce other planning documents that may accentuate a preservation plan. Saving historic buildings may not be the top priority in a community that is dealing with rebuilding schools and maintaining basic services after a disaster. However, even during disaster recovery and debris removal, local governments are required to ensure the protection of cultural resources. While government-issued state of emergency declarations can "expedite" typical federal, state, and local environmental protection law reviews and permitting processes, which allows for quicker clean up and demolition, this does not eliminate the requirement that these entities must comply with protective laws and regulations.

Section 106 of the National Historic Preservation Act requires the Federal Emergency Management Agency (FEMA), in consultation with the State Historic Preservation Office (SHPO), to identify properties eligible for or

listed in the National Register of Historic Places. This allows the government to adequately consider the effect of any FEMA-funded undertaking – including potential demolition of private and public property – on identified historic properties. Documenting downtowns and historic neighborhoods in anticipation of disasters through periodic field surveys is the best way to collect information. Simply having access to information after a disaster is helpful, but a field survey also can be used as the basis for local visitor-based promotional brochures or walking guides and to integrate historic resources into local planning and permitting procedures.

More often properties fall victim to small-scale disasters such as collapsing roofs and falling parapets. These require immediate action and do not always allow the time needed to assess the building's historic character.

Historic rehabilitation incentives available from the Kansas Historical Society and other organizations such as the National Trust for Historic Preservation typically require buildings to be listed in the Register of Historic Kansas Places or the National Register of Historic Places. There are currently no emergency provisions in place to list a property in either register. Nominations of properties to these registers are reviewed and approved quarterly, and historic rehabilitation grants and tax credits are not available until a building is listed in one of these registers. Many historic buildings are not included in the registers and, therefore, would not qualify for historic rehabilitation incentives.

Considering these requirements and with lessons learned from recent major disasters it is important to consider how your community's cultural resources will be handled if such a disaster were to happen in your area. Things to consider and incorporate into a disaster plan:

- Have the historic resources in your community been identified (surveyed)?
- Have the historic resources been designated (local, state, or national) in some fashion to give them some level of protection?
- Who maintains this information (SHPO, local preservation commission, local museum or historical society)?
- How can these individuals be reached in the case of a disaster?
- How will disaster response personnel be notified about identified historic resources in the community? Will the buildings be tagged by volunteers from the preservation commission or local historical society in a way that distinguishes historic buildings from "non-historic"?
- Are there engineers or other professionals familiar with historic building techniques and architecture available to assess the conditions of buildings immediately after a disaster?
- Are the local code and building inspectors aware of the identified historic properties, the requirements under local, state, and federal preservation laws and are they cooperative partners in the overall preservation planning process?
- Are there procedures in place to coordinate volunteers who may be coming from outside of your community to help them identify the historic resources locally and provide them with information about appropriate debris removal, stabilization, and mothballing procedures?
- Does your plan include government records, archival and other historic collections?

Planning for Disasters:

https://savingplaces.org/stories/10-tips-to-mitigate-natural-disaster-damage - National Trust for Historic Preservation

https://www.fema.gov/environmental-and-historic-preservation - FEMA and Historic Preservation

https://www.nps.gov/articles/000/before-and-after-disasters-guidance-for-state-and-tribal-historic-preservation-leaders-on-working-with-fema-nps-and-other-federal-agencies.htm - Article

https://www.nps.gov/subjects/ncptt/disaster-preparedness-and-recovery-of-cultural-resources.htm - Article

Design-Review Guidelines

Local governments may apply for HPF grants to develop design-review guidelines for historic neighborhoods and districts. Design-review guidelines provide guidance to property owners and local preservation commissions for protecting the character of a specific historic neighborhood or district.

Design-review guidelines may be advisory or regulatory but must be based upon the Secretary of the Interior's *Standards for the Treatment of Historic Properties*. In communities with local preservation ordinances, design-review guidelines are used to provide consistent design-review for a local district whose character is protected under the ordinance. Although design-review guidelines may be referenced in the ordinance, they are typically not a part of the legal document. Guidelines may also be adopted by CLGs who have an agreement with the SHPO to conduct state preservation law reviews at the local level. The following are uses for design-review guidelines:

- Identify existing patterns, setbacks, massing, and scale of historic neighborhoods – and provide guidance for maintaining such patterns in future projects within the neighborhood.

- Identify architectural styles and character-defining features of those styles in a historic neighborhood – and provide guidance for protecting these character-defining features in rehabilitation and new construction projects.

- Provide guidance to local preservation/landmarks commissions in reviewing projects within local historic districts. This helps ensure consistent review among projects in a district.

- Provide recommendations for zoning in historic neighborhoods.

- Provide a means for future planning for infill housing, streetscapes, parking, circulation, etc.

- Help maintain property values within a historic neighborhood.

- Educate the public about the character of their community's historic neighborhoods.

For guidance on developing and using design-review guidelines in your community, see the following web page: https://www.nps.gov/crps/tps/workingonthepast/roletheyplay.htm.

Preservation Assistance

Certified Local Governments (CLGs) and their support organizations may apply for HPF grants to help carry out local historic preservation activities through the funding of a preservation assistant or intern. They may also utilize HPF grant funds to hire a preservation professional on contract to handle preservation activities undertaken by the local government. Preservation assistants are typically graduate students or young professionals pursuing a career in historic preservation but could be preservation consultants or other professionals working on a part-time basis.

It is important to note that HPF-funded projects, including the hiring of a preservation assistant, must meet the National Park Service requirements for grant-assisted program activities. In accordance with these requirements, assistants must generate HPF-approved grant products such as National Register nominations, project reviews, survey forms, planning documents, etc.

To meet National Park Service requirements, a preservation assistant must meet, or be supervised by a staff member who meets, the Secretary of the Interior's *Professional Qualification Standards*, 36 CFR Part 61 (https://www.nps.gov/articles/sec-standards-prof-quals.htm). In the past, cities that have used HPF funds to pay for assistants who help with reviews of projects under federal, state, and local preservation laws.

Please note that while this is a qualifying activity through the HPF grant program, the committee that evaluates and recommends approval of HPF grant awards typically does not recommend funding such activities for multiple grant years in a row. If you are planning to apply for funds to hire a preservation assistant, plan for HPF grant funds to only pay for that position for one grant cycle. Continuing to employee a preservation assistant is encouraged by the SHPO, but funds for continued assistantships should be budgeted by the applicant.

Educational Activities

HPF grants may also be used for other educational activities including conferences, seminars, publications, brochures, and even curriculum for local schools.

Local Conferences and Workshops
Grant funds may be used to attend or host workshops and conferences providing technical advice or general information on historic preservation-related issues. Workshops may provide information related to a specific preservation program, such as rehabilitation tax credits, the National Register of Historic Places, local incentive programs, and may be geared toward specific audiences, such as property owners, preservation commissioners, or realtors. Workshops may also provide hands-on technical instruction related to preservation techniques, building maintenance, or even archeological field work.

Conferences, whether hosted or attended, must be held during the grant period. Such activities will require a signed contract between the applicant and the SHPO and adequate documentation of all expenses before reimbursement can be made. Reimbursements will be made to the grant applicant, not directly to the conference attendee. Particularly for applications from CLGs, all reimbursements from the HPF grant must be made to the certified local government (usually city or county government) itself unless a third-party entity is designated (i.e. Main Street, economic development foundation).

National Conferences and Trainings
Grant funds can be used to pay for travel to and registration for national-level conferences and training sessions focused on preservation. Conferences held by such organizations as the National Trust for Historic

Preservation and the National Alliance for Preservation Commissions are highly recommended for CLG staff and local preservation commissioners.

Again, conferences, whether hosted or attended, must be held during the grant period. Such activities will require a signed contract between the applicant and the SHPO and adequate documentation of all expenses before reimbursement can be made. Reimbursements will be made to the grant applicant, not directly to the conference attendee. Particularly for applications from CLGs, all reimbursements from the HPF grant must be made to the certified local government (usually city or county government) itself unless a third party is designated.

Other Educational Activities
Brochures, videos, and websites are also eligible products for HPF grant funding. Driving or walking brochures may serve as tools for citizens or tourists to learn about the community's past. Other brochures may provide design guidance for historic property owners within historic districts. Be creative with your proposed educational activities!

Digitization Projects

HPF grants may be used to assist with digitization of historic images and documents associated with historic places. For example, a project may involve working with a local library or historical society to hold a digitization event where community members are encouraged to bring in old photos of buildings, landmarks, streetscapes, etc. or other documents related to the history of those places for scanning. Digital image files of those photos and documents can be shared with the community members while also being retained for archiving and research purposes. As another example, perhaps a local organization such as historic homes association has an existing archive of historic images and information that could better benefit the public and local planning efforts through digitization.

Archeological Testing / Excavation

HPF grants may be used to assist with protection and preservation of archeological sites that are currently listed in the National Register of Historic Places or for testing to determine if a site may be eligible for listing. For example, a property owner may wish to undertake some limited landscaping or erosion-control measures to help protect a site. Or a university may conduct a summer field school at a site with the goal of gathering enough information to determine the site's eligibility and produce a report. All work must comply with the Secretary of the Interior's *Standards and Guidelines for Archeology and Historic Preservation* – https://www.nps.gov/subjects/historicpreservation/standards.htm.

Please note that such projects require additional review and approval by both SHPO and the National Park Service (NPS) before and during the project activities. Project information must be submitted to SHPO and NPS for compliance with state and federal preservation laws as well as environmental laws before physical work begins. Projects involving physical preservation and protection may require installation of a project sign at the site during construction and will always require the placement of an easement on the property prior to the final payout of funds. Contact the SHPO for more information about the required easement periods.

Physical Repair and Preservation

HPF grants may be used to assist with repair and preservation of historic properties currently listed in the National Register of Historic Places. This type of project is not usually funded by the HPF grant because other sources of funding are available in larger portions such as the Heritage Trust Fund grant. Repair and preservation work is an eligible expense for HPF grants, but SHPO recommends utilizing the funds so that the greatest number of properties, citizens, or projects can be helped with the funds available. For example, a community may apply for a pool of money to then grant out in small sums to local projects. Or an applicant may utilize a pool of funding to hire an architect or engineer to produce plans for multiple properties in a historic district.

Please note that such projects require additional review and approval by both SHPO and the National Park Service (NPS) before and during the project activities. All work must comply with the Secretary of the Interior's *Standards for the Treatment of Historic Properties* https://www.nps.gov/articles/000/treatment-standards-rehabilitation.htm. Project information must be submitted to SHPO and NPS for compliance with state and federal preservation laws as well as environmental laws before physical work begins. Projects involving physical preservation and protection may require installation of a project sign at the site during construction and the placement of an easement on the property prior to the final payout of funds. Contact the SHPO for more information about the required easement periods.

Please contact the SHPO Grants Manager to ensure your project idea will be eligible for HPF funding.