HPF Grant-Funded Survey Requirements
FY2025

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Survey projects funded by the Historic Preservation Fund (HPF) through the State Historic Preservation Office (SHPO) of the Kansas Historical Society must result in specific products as outlined below to qualify for reimbursement. The SHPO uses National Register Bulletin 24, "Guidelines for Local Survey: A Basis for Preservation Planning" as the standard for grant-funded surveys. Using Bulletin 24's definition, grant-funded surveys will be more "intensive" rather than "reconnaissance" in nature unless otherwise determined upon consultation with SHPO. Failure to submit products as outlined may result in reduced reimbursement or termination of the grant project agreement without reimbursement.

Survey Record Submittal

All survey forms will be submitted online through the Kansas Historic Resources Inventory (KHRI) at https://khri.kansasgis.org/. These forms must include complete survey information, digital images, and site plans. SHPO does **not** require hard copy, printed forms nor should such forms be submitted. Survey information can be submitted individually or by using the provided Excel spreadsheet, which will be uploaded to the KHRI by SHPO staff.

Survey Information

All fields in the online survey form must be filled out as completely as possible. At a minimum, provide the following:

- Address or location information (latitude and longitude for multiple resources on the same parcel)
- Resource names (both historic, if known, and current). Please justify the use of the name in comments.
- Basic physical description of each resource surveyed in sentence form.
- Condition of the property utilizing both the drop-down choices **and** notes
- Basic archival research to address historic function/significance and changes to the property over time (e.g., Sanborn maps, atlases, directories). If no information is discovered through a basic search, a note should be included in the General Remarks stating which sources were referenced.
- Owner information
- State/National Register eligibility and **explanation** of that determination.

Before entering new information, a thorough search must be done for existing properties in the KHRI; any existing entries must be edited instead of creating new entries. Contact SHPO staff to discuss the best way to handle existing data if you are choosing to use an Excel spreadsheet for a batch upload. Data entry will follow the instructions detailed in the KHRI Tutorial and pop-up tooltips on the Spreadsheet and/or Enter New and Edit pages.

Images

Survey forms must include multiple digital images of each property. Contact the SHPO staff for examples of acceptable images. Images must meet the following specifications to be accepted:

- Images must be clear, in-focus, and cover each elevation of the property, as well as all outbuildings, depending on permission to access property (a minimum of 4 photos per building is suggested).
- Minimal visual intrusions (e.g., cars, trees, signs) will be present in photographs.
- Each resource surveyed must be photographed close enough to see building details. This may require additional images beyond the four taken for overall coverage.
- Overall streetscape images are acceptable in addition to but not instead of individual images of each building.
- Take images in highest resolution format available. Images uploaded to KHRI must be JPG.
- Pixel dimension on your camera should be at least 2200 x 1500
- Name image files according to SHPO protocol: CountyAbbreviation_City_PropertyNameorAddress_Photo number.
  Example: SN_Topeka_100Main_01 or SH_Topeka_SmithBuilding_01.
- Each image must also have a caption using this format: Property Name or Address. City, County, State. View. Photographer. Date.
  Example: 2 N Main St. Caldwell, Sumner County, Kansas. Southwest View. Mike Konner. 6/25/1970.
- Upload resized JPGs to KHRI (dimensions should not exceed 800 dpi wide at 300 dpi)
- Send full-size JPGs or TIFFs to SHPO (including site plans), preferably with the draft survey report.

cont.

Site Plans
Each survey form will have a site plan for the individual building, complex, or city lot. Site plans can be hand-drawn or computer-generated. Aerial images are also acceptable provided that the building outline is clearly visible. Contact the SHPO staff for examples of acceptable site plans.

- Upload to KHRI. Files in JPG format are preferred.
- Name file according to SHPO file naming protocol: CountyAbbreviation_City_PropertyNameorAddress_SitePlan.
  Example: SN_Topeka_100Main_SitePlan or SN_Topeka_SmithBuilding_SitePlan.
- Submit site plan files in JPG, PDF, or TIFF file format along with the digital images to SHPO.
  - Shape files are appreciated if they are available. These will be used to facilitate mapping in the KHRI.
- Clearly indicate which building on the plan is the focus of the inventory record. This can be done with a highlighted box or arrow, for example.

Required Site Plan elements:

- North arrow
- Street on which the building or structure is addressed
- Footprint of the building or structure
- Any ancillary structures
- Any notable site elements, e.g., a stone fence, drive
- Scale (if no scale used, write "Not to scale.")

Survey Report
The survey report must include the following components. See the HPF Products Manual for a detailed description of each item.

1) Methodology Discussion including why some resource may have been chosen for additional attention
2) Historical Summary and Architectural Analysis
3) Recommendations
4) List of Surveyed Properties
5) Maps

Request: It is very helpful to SHPO staff for reporting purposes to know how many properties were not previously in the inventory and the approximate acreage of those newly added properties. Please include this information if possible.

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

Meetings with SHPO Staff
Consultants and Grant Project Administrators will meet with SHPO staff at least twice during the grant period. Meetings may be in-person or via conference call or online conferencing.

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) Review of KHRI upload – Once the consultant has completed upload of information to KHRI, a meeting will be scheduled with SHPO staff to go through the uploads. The purpose of the meeting is to do a quick review of the inventory records, point out any missing information, and discuss eligibility recommendations. Any deficiencies can be addressed by the consultant and then incorporated into the draft survey report.

Additional Submittals
In addition to the online survey forms, the following items should also be submitted to SHPO:

- Full-size digital images & site plans on CD/DVD, thumb drive, or via file share.
- One (1) digital copy of the final survey report submitted in PDF format on CD/DVD, thumb drive, or via file share.

cont.

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Naming Protocol for properties with multiple resources

For consistency in creating new inventory records or renaming records for buildings/objects located on campuses (including parks, farmsteads, cemeteries, heritage parks, etc.), there should be one KHRI record for the campus as a whole and then individual records for each individual resource. These should be named so that a search in KHRI provides all resources associated with a particular campus. In KHRI when "Entering/Uploading" new records, the "***Historic Name***" of a resource that is part of a larger campus should be designated as such in the following format: ***Name of Site/Campus – Name of Building***.

- Universities/Colleges: ***University of Kansas – Dyche Hall***; ***Kansas State University – Anderson Hall***; ***Wichita State University – Corbin Education Center***; ***Haskell Institute – Stidham Hall***.
- Cemeteries: **Ritchie Cemetery – Mausoleum, Ritchie Cemetery – Memorial**
- Farmsteads: **Thompson Farmstead – Barn, Thompson Farmstead – House, Thompson Farmstead – granary**
- Parks: **Abilene City Park – Fairgrounds Stadium, Agra Lake & Park – Bath House**
- Heritage Parks: **Old Town – Barber Shop, Pioneer Place - Church**

Where older survey information is not in this format, consultants should work to update to the appropriate protocol. SHPO staff will updating records as time allows for non-grant funded projects.