



100% DRAFT
HISTORIC PROPERTY PROJECT DOCUMENTATION (HPPD)

February 2022

The National Park Service is the steward of many of America's most important cultural resources. These resources are categorized as archeological resources, cultural landscapes, ethnographic resources, historic and prehistoric structures, and museum collections. The Service's cultural resource management program involves: research to identify, evaluate, document, register, and establish basic information about cultural resources and traditionally associated peoples; planning to ensure that management processes for making decision and setting priorities integrate information about cultural resources and provide for consultation and collaboration with outside entities; and stewardship to ensure that cultural resources are preserved and protected, receive appropriate treatments (including maintenance) to achieve desired conditions, and are made available for public understanding and enjoyment.¹

U.S. Department of the Interior
National Park Service
Cultural Resources, Partnerships and Science Directorate
Washington, DC

NPS Document Number: 909/177936

Title: Historic Property Project Documentation Guide

Publication Credits: Graphics from sources other than federal repositories may not be reproduced without the permission of the owners noted in the captions. Other information in this publication may be copied and used with the condition that full credit be given to the authors and publisher. Appropriate citations and bibliographic credits should be made for each use.

¹ NPS Management Policies 2006, 60.

100 % DRAFT

HISTORIC PROPERTY PROJECT DOCUMENTATION (HPPD)

Prepared by:

Quinn Evans

with substantial support from
NPS Cultural Resources, Partnerships and Science Directorate, Park Planning, Facilities and Lands Directorate

TABLE OF CONTENTS

LIST OF ILLUSTRATIONS	vii
EXECUTIVE SUMMARY	ix
ACKNOWLEDGEMENTS	xi
INTRODUCTION	1
METHODOLOGY	9
QUICK START GUIDE	17
SECTION 1: PROPOSED PROJECT INFORMATION	23
SECTION 2: ADMINISTRATIVE DATA	33
SECTION 3: PRIMARY HISTORIC PROPERTIES INFORMATION	43
SECTION 4: CURRENT CONDITION ASSESSMENT	53
SECTION 5: POTENTIAL EFFECTS OF PROJECT SCOPE TO HISTORIC PROPERTY INTEGRITY	63
SECTION 6: HISTORIC PROPERTY PROJECT SUMMARY REPORT	73
APPENDIX A: SCOPE OF WORK FOR HISTORIC PROPERTY PROJECT DOCUMENTATION	A
APPENDIX B: TERMINOLOGY	B
APPENDIX C: GUIDANCE FOR PROJECTS REQUIRING INVESTMENT CONCEPT APPROVAL	C
APPENDIX D: AGGREGATED DESIGN DOCUMENTS	D

PAGE INTENTIONALLY LEFT BLANK

LIST OF ILLUSTRATIONS

Figure 1. The NPS Planning to Construction continuum	5
Figure 2. Recommended alignment of HPPD with NPS planning to construction continuum	6
Figure 3. HPPD Decision Tree	11
Figure 4. HPPD Workflow	14
Figure 5. Scoping additional information within the HPPD	17
Table 1. HPPD Team Roles	10
Table 3-1. Character Defining Features (Contributing)	50
Table 5-1. Potential Effects of Project Scope to Integrity of Historic Property(s)	68
Table 6-1. Project Effect Information	83

PAGE INTENTIONALLY LEFT BLANK

EXECUTIVE SUMMARY

The National Park Service was created in 1916 with the passage of the Organic Act and is the only federal land management agency tasked with a preservation mission to “conserve the scenery and the natural and historic objects and the wild life therein and to provide for the enjoyment of the same in such manner and by such means as will leave them unimpaired for the enjoyment of future generations.”¹ The 2006 NPS Management Policies are the Service-wide policy document of the National Park Service. Adherence to the Management Policies is mandatory unless specifically waived or modified by the Secretary, the Assistant Secretary, or the Director.²

The stewardship mandate for cultural resources within the Management Policies is to “ensure that cultural resources are preserved and protected, receive appropriate treatments (including maintenance) to achieve desired conditions, and are made available for public understanding and enjoyment.”³ The NPS cultural resources management program is a three-pronged approach of research, planning, and stewardship. Further direction for cultural resources preservation and protection is provided in NPS-28, Cultural Resources Management Guideline, with the purpose and goal of providing managers, planners, staff, and other cultural resources specialists with basic principles and standards for research, planning, and stewardship, and reference to a variety of technical manuals, handbooks, and sources of information.

The NPS-28 research standards state that research must support cultural resource management and be adequate to support planning and legal compliance. In addition, research must be interdisciplinary and precede final decisions about treatment that may affect cultural resources.⁴ The NPS-28 planning standards state that proposals for actions that may affect cultural resources are advanced only if sufficient data have been gathered to assess the probable effects. Proposals for actions that may affect cultural resources are reviewed at the earliest possible point by a cultural resource specialist to ensure that all feasible measures have been or will be taken to avoid or minimize resource impairment.⁵ Additionally,

1 United States, Congress, House. United States Code. Title 16, section 1, Office of the Law Revision Counsel, 03 Dec. 2021, [uscode.house.gov](https://www.uscode.house.gov).

2 “Management of National Park Service Programs.” NPS Management Policies 2006, National Park Service, <https://www.nps.gov/orgs/1548/upload/ManagementPolicies2006.pdf>.

3 Ibid, p. 60

4 Ibid, Chapter 2: Research

5 Ibid, Chapter 3: Planning

every treatment project is supported by an approved proposal, plan, or report appropriate to the proposed action.⁶

The Historic Property Project Documentation (HPPD) provides a framework for project teams to meet these standards for research, planning, and stewardship of cultural resources, specifically cultural landscapes and historic structures. The HPPD is a *project driven* process that may be supplemental or an alternative to an HSR or CLR depending on each project's circumstances. The HPPD Guide includes detailed instructions, a quick start guide, decision tree for use, a workflow, best practice guidance, a fillable pdf, a template Scope of Work (SOW), and appendices. The template SOW is to be used to produce additional or missing information required to advance the project and can be calibrated based on the individual project documentation needs.

The calibration of information provided in the HPPD shall be appropriate to the scale and scope of the proposed project, whether ultimate treatment and use will be achieved with the implementation of a single project, or phased over multiple projects. The HPPD should provide NPS managers, planners, and designers with adequate information to promote historic preservation of structures and landscapes through the application of the Secretary of the Interior's Standards for the Treatment of Historic Properties. Additionally, the HPPD will help teams to efficiently proceed through the National Historic Preservation Act (NHPA) Section 106 review process, including any tailored review processes set forth in nationwide, park, and project specific agreements that have been developed pursuant to the regulations implementing Section 106 (36 CFR Part 800).⁷

6 Ibid, Chapter 4: Stewardship

7 "The Secretary of the Interior's Standards." Technical Preservation Services, National Park Service, U.S. Department of the Interior, <https://www.nps.gov/tps/standards.htm>.

ACKNOWLEDGMENTS

Preparation of this document was supported by contributions from many individuals and organizations who provided guidance in the form of examples, reviews, test runs, and discussions of issues throughout the project. These contributions added substantial value to the process and current draft materials.

NPS PROJECT MANAGER

Kelly Clark, NPS Management Assistant, Cultural Resources, Partnerships, and Science Directorate

NPS ADVISORY GROUP MEMBERS

Joy Beasley, AD CRPS

Mike Caldwell, AD PPFL

Jenifer Eggleston, CRPS-Chief of Staff

Stephanie Stephens, CRPS-D-AD Parks and National Heritage Areas

Jen Madello, PPFL-PFMD

Susan Dolan, CRPS-WASO Program Manager Cultural Landscapes

Stephen Pisani, CRPS-WASO Program Manager Historic Structures

Brian Goeken, WASO/CRPS Technical Preservation Services, Division Chief

Moss Rudley, HPTC Superintendent

Duane Bubac, Facility Manager- YELL

Erik Hein, NCSHPO Executive Director

NPS WORKING GROUP MEMBERS

Craig Chenevert, Historic Structures

Grant Crosby, Historic Structures

Marla McEnaney, Cultural Landscapes

Corinna Welzenbach, Cultural Landscapes

Lisa Cassidy, Facility Management

James Minor, Facility Management

John Sandor, WASO/CRPS Technical Preservation Services

NATIONAL CONFERENCE OF STATE HISTORIC PRESERVATION OFFICERS (NCSHPO)

Erik Hein, NCSHPO Executive Director

QUINN EVANS

Brenda Williams, FASLA, Director Preservation Planning

Ruth Mills, Historian, Associate

Nakita Reed, AIA, CPHC, LEED AP BD+C, NOMA, Associate

Mara Berkland, Graphic Designer

Heather Courtney, Landscape Designer

LISTENING SESSION PARTICIPANTS

Historic Architecture Conservation and Engineering Center (HACE)

Stephen Spaulding, Director, Historic Architecture, Conservation, Engineering

David Bitterman, Chief Design and Preservation Planning

James Lee, Senior Architectural Historian

Rebekah Krieger, Architectural Conservator

Susan Hollister, Historical Architect

Jack Glassman, Historical Architect

Olmsted Center for Landscape Preservation

Bob Page, Director

H. Eliot Foulds, Program Manager, Preservation Planning

Tim Layton, Historical Landscape Architect

Michael Stachowicz, Program Manager, Preservation Maintenance

Brooke Derr, Horticulturist

Jennifer Hanna, Historical Landscape Architect

Historic Preservation Training Center (HPTC)

Rebecca Cybularz, Historical Architect

Tom Vitanza, Senior Historical Architect

Golden Gate National Recreation Area (GGNRA)

Kristin L. Baron, Architectural Historian, Cultural Resources Division

Gordon White, Division Chief, Cultural Resource Management

Jason Hagin, Historical Architect

NPS Southeast Regional Office (SERO)

United States Department of the Interior Regions 1, 2, and 4

Barbara Judy, Branch Chief, Park Historic Structures and Cultural Landscapes
Stewardship

David Hasty, Senior Historical Landscape Architect, Park Historic Structures and
Cultural Landscapes Stewardship

Susan L. Hitchcock, Historical Landscape Architect, Park Historic Structures and
Cultural Landscapes Stewardship

General Services Administration, Center for Historic Buildings

Caroline Alderson, Program Manager for Preservation Policy & Reporting

Jorgen Cleemann, Historic Preservation Specialist

New Jersey Historic Trust

Dorothy Guzzo, Executive Director

Jeffris Foundation

Royce Yeater, Director

MIG

Laurie Matthews, Director Preservation Planning and Design

Virginia Department of Historic Resources (VA DHR)

Jessica Ugarte, Architectural Historian, Tax Credit Supervisor, Preservation

Incentives Division

Megan Melinat, Director, Preservation Incentives Division

Maryland Historical Trust (MHT)

Collin Ingraham, Chief of the Office of Preservation Services

Beth Cole, Administrator, Review and Compliance

PAGE INTENTIONALLY LEFT BLANK

INTRODUCTION

PAGE INTENTIONALLY LEFT BLANK

INTRODUCTION

The Historic Property Project Documentation (HPPD) process is a tool for NPS staff to use to identify necessary and required information for making informed decisions that promote historic preservation, follow management policies, and achieve the NPS stewardship mission. The HPPD is a *facility project* initiated tool that identifies essential expertise and guides documentation and decision making to promote historic preservation. This process is purposefully designed to nimbly respond to current operational needs, project schedules, and funding, while guiding eligible projects related to preservation and maintenance of historic buildings and cultural landscapes. The HPPD directs incorporation of historic preservation best practices into projects ranging from small-scale repairs and replacement-in-kind, to complex, multi-phased rehabilitation work, while balancing resource stewardship, facility management, and efficiency.

The mission of the National Park Service (NPS) is to “preserve unimpaired the natural and cultural resources and values of the National Park System for the enjoyment, education, and inspiration of this and future generations.”¹ The Service’s cultural resource management division is responsible for protecting, preserving, and fostering “appreciation of the cultural resources in its custody” and demonstrating “its respect for the peoples traditionally associated with those resources through appropriate programs of research, planning, and stewardship.”² The program involves:

- research to identify, evaluate, document, register, and establish basic information about cultural resources and traditionally associated peoples;
- planning to ensure that management processes for making decisions and setting priorities integrate information about cultural resources and provide for consultation and collaboration with outside entities; and
- stewardship to ensure that cultural resources are preserved and protected, receive appropriate treatments (including maintenance) to achieve desired conditions, and are made available for public understanding and enjoyment.³

When addressing stewardship of historic buildings and cultural landscapes under NPS custodianship, both federal law and NPS Management Policies require all historic properties in which the Service has a legal interest to be managed as cultural resources.⁴

¹ <https://www.nps.gov/aboutus/index.htm>

² NPS Management Policies 2006, 59.

³ NPS Management Policies 2006, 60.

⁴ NPS-28: Cultural Resource Management Guideline, Chapter 8, A.2.

Projects associated with historic buildings and cultural landscapes range from small-scale repairs and replacement in-kind, to complex, multi-phased rehabilitation work. NPS facility management aims to provide “facilities that are necessary, appropriate, and consistent with the conservation of park resources and values.” Decision making must consider protection of those resources and values and the agencies’ ability to sustain the investment. Actions proposed, particularly for new or expanded use of facilities, should be commensurate with the park’s ability to staff and maintain those facilities.[^] All projects require interdisciplinary collaboration between cultural resource and facilities management divisions.

The National Historic Preservation Act (NHPA) states “the historical and cultural foundations of the Nation should be preserved as a living part of our community life and development in order to give a sense of orientation to the American people;” and “the preservation of this irreplaceable heritage is in the public interest so that its vital legacy of cultural, educational, aesthetic, inspirational, economic, and energy benefits will be maintained and enriched for future generations of Americans.”⁵ The NHPA requires each federal agency to establish a “preservation program for the identification, evaluation, and nomination to the National Register, and protection, of historic property.” Section 110 of the NHPA requires federal agencies to ensure historic properties under their control are managed and maintained in a way that supports the preservation of their historic, archeological, architectural, and cultural values according to all sections of NHPA.⁶ Within the NPS, the cultural resource management program addresses this requirement and cultural resource division staff, or cultural resource specialists (CRS), have expertise necessary to lead management of historic properties.

Section 106 of the NHPA requires federal agencies to consider the effects on historic properties of projects they carry out, assist, fund, permit, license, or approve. Regulations published by the Advisory Council on Historic Preservation (ACHP) guide federal agencies and other participants in the Section 106 process.⁷ Within the NPS, CRS are qualified professionals who are trained to ensure these requirements are met by projects that address historic properties.

[^] Projects estimated to cost more than \$2M must have Investment Concept Approval from the Regional and/or Bureau Investment Review Board. For those high dollar projects, Investment Concept approval is recommended before beginning the HPPD to ensure staff time and resources are spent on concepts that already have support from agency leadership.

⁵ The National Historic Preservation Act, Public Law No. 89-665, as amended by Public Law No. 96-515: (b) (2) and (4).

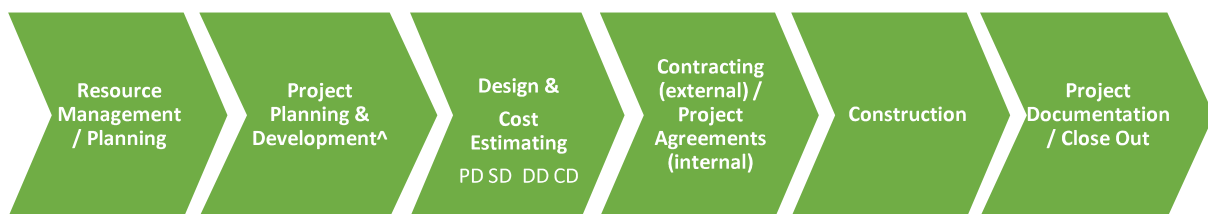
⁶ Public Law No.89-665, as amended by Public Law No. 96-515, Section 306102 (a) and (b); NHPA Section 110 Guidelines (53FR 4727-46) and 36 CFR Part 800 - Protection of Historic Properties, <https://www.achp.gov/sites/default/files/regulations/2017-02/regs-rev04.pdf>

⁷ Advisory Council on Historic Preservation, Protecting Historic Properties. <https://www.achp.gov/protecting-historic-properties>

“The Secretary of the Interior’s Standards for the Treatment of Historic Properties are common sense historic preservation principles in non-technical language. They promote historic preservation best practices that will help to protect our nation’s irreplaceable cultural resources. The Standards offer four distinct approaches to the treatment of historic properties—preservation, rehabilitation, restoration, and reconstruction.”⁸

The NPS uses Historic Structure Reports (HSRs) and Cultural Landscape Reports (CLRs) as primary comprehensive baseline documents to record, evaluate, and establish ultimate treatment and use for historic buildings and cultural landscapes. These documents are prepared in accordance with The United States Secretary of the Interior’s (SOI) Standards for Treatment of Historic Properties to meet the NPS stewardship mandate and requirements of the National Historic Preservation Act (NHPA).⁹ HSRs and CLRs are *resource focused*, meaning their primary purpose is to thoroughly address historic properties. The recommendations that result from these documents can include a broad range of scales and scopes, from high-level guidelines, through master plan level treatments and concept design to design details. HSRs and CLRs are approved planning documents concurred with by the Superintendent and include Approved Treatment Plans as defined in Appendix B: Terminology. They are meant to provide long-term guidance for the preservation of historic properties.

These recommendations set the stage for future projects to be developed through the NPS planning to construction continuum, identified as six steps that a project typically moves through from resource management/planning to project documentation/closeout (see Figure 1).



[^] Additional approvals & information may be required for projects over \$2M. Refer to Section 1 Guidance & Appendix C.

Figure 1. The NPS Planning to Construction Continuum

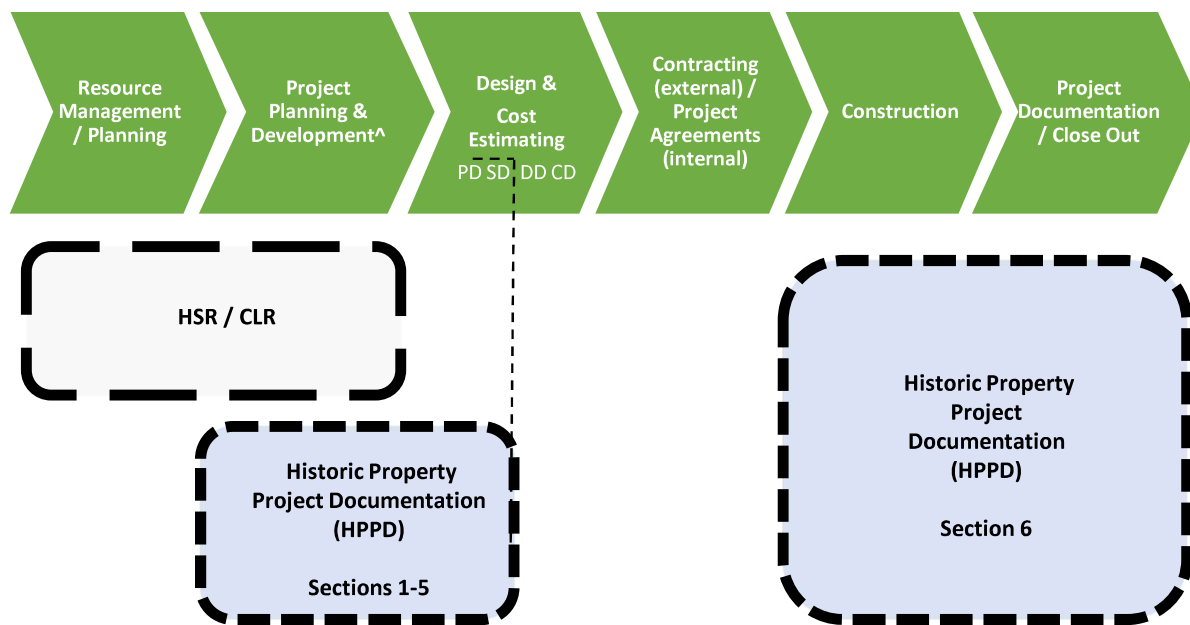
⁸ “The Secretary of the Interior’s Standards-Technical Preservation Services, National Park Service.” National Parks Service, U.S. Department of the Interior, <https://www.nps.gov/tps/standards.htm>.

⁹ The Secretary of the Interior’s Standards for the Treatment of Historic Properties, and The Secretary of the Interior’s Standards for the Treatment of Historic Properties with Guidelines for the Treatment of Cultural Landscapes set forth standards for treatment of historic buildings and landscapes. The National Historic Preservation Act, Section 110, establishes this responsibility for the NPS and all federal agencies.

Ideally, all historic buildings and cultural landscapes should have an HSR or CLR to guide projects that affect them, and completed HSRs and CLRs should address desired future conditions. In practice, it is common for treatment projects to be scoped and funding requested or provided prior to the completion of adequate research and planning. Additionally, resource conditions can change unpredictably and documentation can become out dated. Examples include sites and buildings that are acquired needing immediate stabilization, incremental planning and treatment as a result of budget and staffing limitations or cycles, and the need to take immediate action to prevent loss or repair damage due to natural disasters or catastrophic events. While preparing complete HSRs or CLRs in these circumstances may not be feasible, the NPS responsibility to follow the management policies and guidance for preservation is unchanged.¹⁰ Accordingly, this tool is primarily driven by the *project* that will affect the historic property, rather than the historic property itself, to provide guidance for planning, scoping, and design interventions that are grounded in SOI Standards. A CLR/HSR is a holistic long term document. An HPPD is *project driven*, but must also consider the long term integrity of the property.

The HPPD has six sections. Sections 1 through 4 are ideally developed prior to starting schematic design, and Section 5 is best addressed during pre-design or

¹⁰ CRM Bulletin Volume 13: No. 4 and No.6, 1990 both discuss this topic at length.



[^] Additional approvals & information may be required for projects over \$2M. Refer to Section 1 Guidance & Appendix C.

Figure 2. Recommended alignment of HPPD with NPS Planning to Construction Continuum

schematic design (see Figure 2). The combined sections of the HPPD contain the information that is necessary and required to direct responsible stewardship of historic structures and cultural landscapes for projects of varying scopes, schedules, and budgets. The first four sections of the HPPD template can be completed simultaneously and segments can be repeated as needed for projects affecting multiple historic properties. The starting point is not always the same, nor is the end, and portions can be repeated as needed multiple times.

Each section of the HPPD has been determined to be the minimum necessary information required for projects addressing treatment to historic properties. The calibration of information necessary to complete each section will be determined for a project by qualified professional subject matter experts. The HPPD necessitates collaboration between cultural resource managers, facility manager(s), the interdisciplinary team (IDT), design professionals, and consulting parties as applicable, to ensure the project is aligned with appropriate stewardship requirements for the historic property. Preparation of the HPPD results in consolidation of information already available in NPS databases, park files, State Historic Preservation Offices (SHPO), or other readily accessible sources to guide treatment scopes and design for historic properties. Based on the scale and scope of the project, information on file, schedule, budgets, and professional capacity, the IDT can target additional necessary and required information that can then be researched or developed by NPS staff or contractors for inclusion into the planned project scope and design.

In most cases, development of the HPPD will provide information necessary to proceed through the formal NHPA Section 106 review process, including documentation of informed decision making, and early communications with consulting parties, thus improving the efficiency of the Section 106 compliance process. However, the HPPD does not replace the NHPA Section 106 compliance process.

This Guide is designed to support NPS staff in using the HPPD to determine the appropriate path forward for projects that affect historic properties. By working through Sections 1 to 5, the IDT can identify if the project requires additional information. If additional information is needed, the cultural resource specialist (CRS) will determine what information for each section is needed to advance the

BEST PRACTICE TIP

Understanding the significance of historic properties, documentation readily available, treatment scope, project budget, and schedule, early in the project planning and development process increases the potential for efficient integrated design and timely execution of construction for projects on historic properties managed by the NPS.

project (this may include additional information to address specific sections of the HPPD, or it may identify the need to complete a full HSR or CLR).

This HPPD Guide contains:

- Methodology section that explains application of the HPPD process;
- Quick Start Guide;
- Guidance and template for:
 - **HPPD Section 1: Proposed Project Information**
 - **HPPD Section 2: Administrative Data**
 - **HPPD Section 3: Primary Historic Property Information**
 - **HPPD Section 4: Current Condition Assessment**
 - **HPPD Section 5: Potential Effects of Project Scope to Historic Property Integrity**
 - **HPPD Section 6: Historic Property Project Summary Report**
- **References**
- **Appendix A: Draft Template Scope of Work for Historic Property Project Documentation**
- **Appendix B: Terminology**
- **Appendix C: Guidance For Projects Requiring Investment Concept Approval**
- **Appendix D: Aggregated Design Documents**

METHODOLOGY

The HPPD was developed under a contract jointly administered between the NPS and the National Conference of State Historic Preservation Officers (NCSHPO). It was an iterative process that included contributions from many individuals who provided support and guidance in the form of examples, reviews, test runs, and discussions of issues throughout the project. The guidance directly influenced development of this document. To understand operational needs and inform development of the HPPD process, this Guide, and associated template scope of work, the project team completed the following:

- Interviewed and conducted listening sessions with key NPS subject matter experts to further understand their needs, concerns, and suggestions,
- Reviewed documentation including over seventy-five example documents, models, guidelines, and tools, addressing treatment for historic properties, from both within and outside NPS.
- Reviewed laws, regulations, policies, standards and guidelines that direct NPS stewardship of historic properties.
- Prepared, distributed, and analyzed responses to surveys regarding scoping, preparing, and using HSRs, CLRs, and other documents addressing historic properties. Respondents included one-hundred and forty-four NPS staff members, and representatives of forty-four State Historic Preservation Offices. NPS respondents represented various positions within facilities management and cultural resources management ranging in experience from field staff to program managers.
- Established and conducted in-depth working sessions with a professional NPS Working Group representing Cultural Resources Management (CRM) and Facilities Management (FM) divisions.
- Provided briefings and solicited feedback from NPS advisors.
- Provided briefings and solicited feedback from the National Conference of State Historic Preservation Officers (NCSHPO)

The current version of the HPPD results from synthesis of the extensive information and guidance considered. It presents a tool to be used by the NPS for projects related to historic properties. Also, following use of the HPPD for a project, the record created can be used to inform development of future projects that affect the same historic property.

Users of the HPPD include National Park Service staff from multiple disciplines, but principally will include facility managers (FM), cultural resource managers/specialists (CRS), and other NPS personnel and subject matter experts (SME) directly involved in planning, scoping, designing, or assessing effects of projects

BEST PRACTICE TIP

Regardless of who leads each section of the HPPD, most sections benefit from cross-division collaboration and/or interdisciplinary team (IDT) coordination.

related to historic buildings and landscapes. For each project, a Project Lead (PL) is identified as the individual responsible for creating the Project Management Information System (PMIS) entry, as the main park contact to usher the project, or the lead in coordinating the development and execution of the project. In addition, specific CRS and FM staff are identified to support the HPPD. Generally, the CRS or FM will be the Project Lead.

The HPPD GUIDE directs staff through a process to record readily available documentation in a fillable form to inform project specific scoping, design or treatment of historic properties. Specific fields and sections of the HPPD will be based on existing databases and sources. Text can be taken directly from existing documentation. The results of that information consolidation will allow project teams to work together to determine what is missing and needed, if anything, to advance the design or treatment.

HISTORIC PROPERTY PROJECT DOCUMENTATION TEMPLATE SECTION	HPPD TEAM ROLES
Section 1: Proposed Project Information	Project Lead (PL): Facility Manager(s) (FM) or Cultural Resource Specialist (CRS)
Section 2: Administrative Data	PL (draw from CRS + FM)
Section 3: Historic Properties Information	CRS
Section 4: Current Condition Assessment	CRS + FM + Subject Matter Expert (SME)
Section 5: Potential Effects of Project Scope to Historic Property Integrity	CRS (lead) + Interdisciplinary Team (IDT) input
Section 6: Historic Property Summary Report	INTEGRATED FM / CRS

Table 1. HPPD Team Roles

Use of this *project driven approach* for documentation of projects associated with historic properties does not fulfill NHPA Section 110 requirements to identify, evaluate, and protect historic properties. The HPPD informs project development and design for previously identified and evaluated historic properties with an intent to preserve character defining features.

Additionally, the HPPD does not provide long-term holistic guidance for the management of historic properties. This is provided in an HSR or CLR.

The HPPD should provide necessary and required information for internal decision making and assessment of potential effects on historic properties to

advance projects whether an HSR /CLR exists, or not. An HSR or CLR may still be required prior to implementation of the project. If the project can move forward without an HSR or CLR, the HPPD file can provide a starting point when an HSR or CLR is developed (See Figure 3).

The combined six sections of the HPPD contain the information that is necessary and required to direct responsible stewardship of historic structures and cultural landscapes for projects of varying scopes, schedules, and budgets. Sections of the document can be filled out in a non-linear process and repeated when multiple resources are impacted. The completion of HPPD Sections should correspond to the project scope and align with the project's current phase in the Planning to Construction Continuum (See Figure 2).

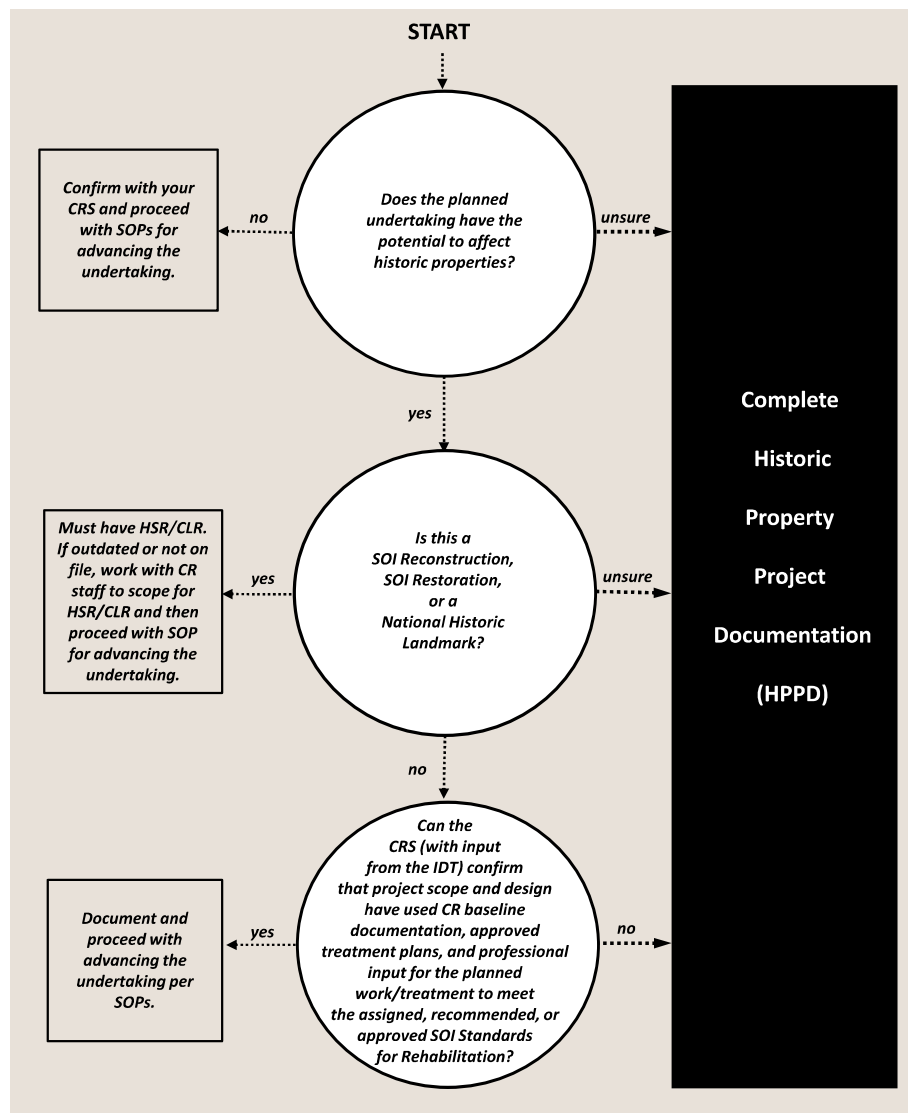


Figure 3. HPPD Decision Tree

BEST PRACTICE TIP

Historic property documentation should be consolidated and considered in the planning and development stages, prior to design and cost estimating. This will ensure that the project protects the historic fabric, as well as increase efficiency of project completion (see Figure 2).

It is critical that the historic property information be integrated into design efforts to improve stewardship and efficiency of regulatory compliance processes. If the historic property information was not adequately incorporated during planning and pre-design, the HPPD can be used as a tool to regroup and inform decisionmaking related to the planned or designed treatments of a historic building or landscape.

The HPPD should assist NPS project teams with pursuit of historic preservation defined by the SOI Standards for the Treatment of Historic Properties and thus the avoidance or minimization of adverse effects to historic properties.

The six sections of the HPPD contain the following information:

- *Section 1: Proposed Project Information* – describes the proposed project.
- *Section 2: Administrative Data* - basic administrative data associated with the historic property(s) the project will affect.
- *Section 3: Historic Property Information* – the proposed Area of Potential Effect (APE), historic property(s) potentially affected, their significance, chronology, and Character Defining Features (CDFs) (at a level of detail that is aligned with the proposed project).¹¹
- *Section 4: Current Condition Assessment* – condition of the historic property(s).
- *Section 5: Potential Effects of Project Scope to Historic Property Integrity* – identifies how the project may affect the historic property(s).
- *Section 6: Historic Property Project Summary Report* - documents the results of the treatment completed.

As information in one section is incorporated, refinement or need for additional information in other sections may be identified. The emphasis is placed on information that is aligned with the significance of the historic property and the scale of the proposed project. Prompted information should be provided from readily available existing documentation first, which in turn will identify additional information if needed to advance through the process. CRS and FM staff work together to determine if the missing documentation exists, or if it needs to be developed. When it is necessary to develop information that is missing or incomplete, staff need to work together to determine if it can be accomplished in-house, or contracted. A template scope of work included as Appendix A may be used to target the specific information necessary for each section to align with the needs of the project.

Throughout the process, the emphasis is on aligning the amount of information with the significance of the historic property and the scale of the proposed project. The HPPD approach can be used to guide development of project descriptions for both historic structures and cultural landscapes (i.e: a locally significant shed that requires a new door will require less documentation than a nationally significant lodge that requires a new roof.) It may be used by resource stewards to determine information needed and inform development of project work descriptions. This supports responsiveness to budget cycles, regulatory compliance, and fulfilling the NPS mission.

¹¹ The extents of a vertical area (below grade) should be included in the APE, for archaeological resources, as well as any historic views to/from the resource.

The HPPD is also used for projects addressing non-historic properties that are located within historic districts (a historic district is a type of property that is eligible for listing in the National Register of Historic Places). These projects have potential to affect the historic property, so the HPPD is used to inform development of the project in a way that preserves the historic integrity of the district by adhering to the SOI's Standards for Preservation or Rehabilitation to the greatest extent possible. In situations where it is not possible to adhere to the SOI's Standards, the HPPD is a tool for justifying why the project cannot meet the Standards and will contribute to the administrative record of agency decision making for both NHPA and NEPA.

Documentation for the six sections integrates consideration of baseline resource information into the development of the project to align with the NPS stewardship mandate. This early consideration and integrated design process will support timely and efficient NHPA Section 106 review by cultural resource professionals. In some cases, preparation of these materials may qualify as "other documentation" for use of the nationwide Programmatic Agreement to streamline the NHPA Section 106 process.¹²

STEPS IN THE PROCESS:

All NPS projects, especially projects on historic properties, require documentation before, during, and after treatment. The HPPD decision tree (see Figure 3) should be utilized for any project that may affect a historic property under NPS stewardship. Starting at the top, address the questions to determine if the HPPD process should be completed.

The HPPD process workflow (see Figure 4) illustrates the relationships between each of the six sections. The following text explains the steps in the process.

1. Key Project Lead (PL), Cultural Resource Specialist (CRS), Facility Manager(s) (FM), and project team personnel are identified at the initiation of the process to work together to efficiently consolidate historic property information for the HPPD and identify additional information necessary to develop and advance a project.
2. Initiate the HPPD process by working through Sections 1 to 4 with appropriate team members and fill in as much information as is readily available. Figure 2 illustrates the HPPD ideal path to follow, but for most projects this will not be a linear process. Work with what you have on file.

¹² NPS Nationwide Programmatic Agreement: <https://parkplanning.nps.gov/projectHome.cfm?projectID=13356>

BEST PRACTICE TIP

CRS should determine the most appropriate time to contact SHPO/THPO staff to inform them of the planned project and to solicit informal early feedback and information or guidance.

This should be after NPS has a good understanding of the project and prior to solidifying decisions or soliciting additional information.

Before proceeding to Section 5, initial contact of SHPO/THPO staff is critical.

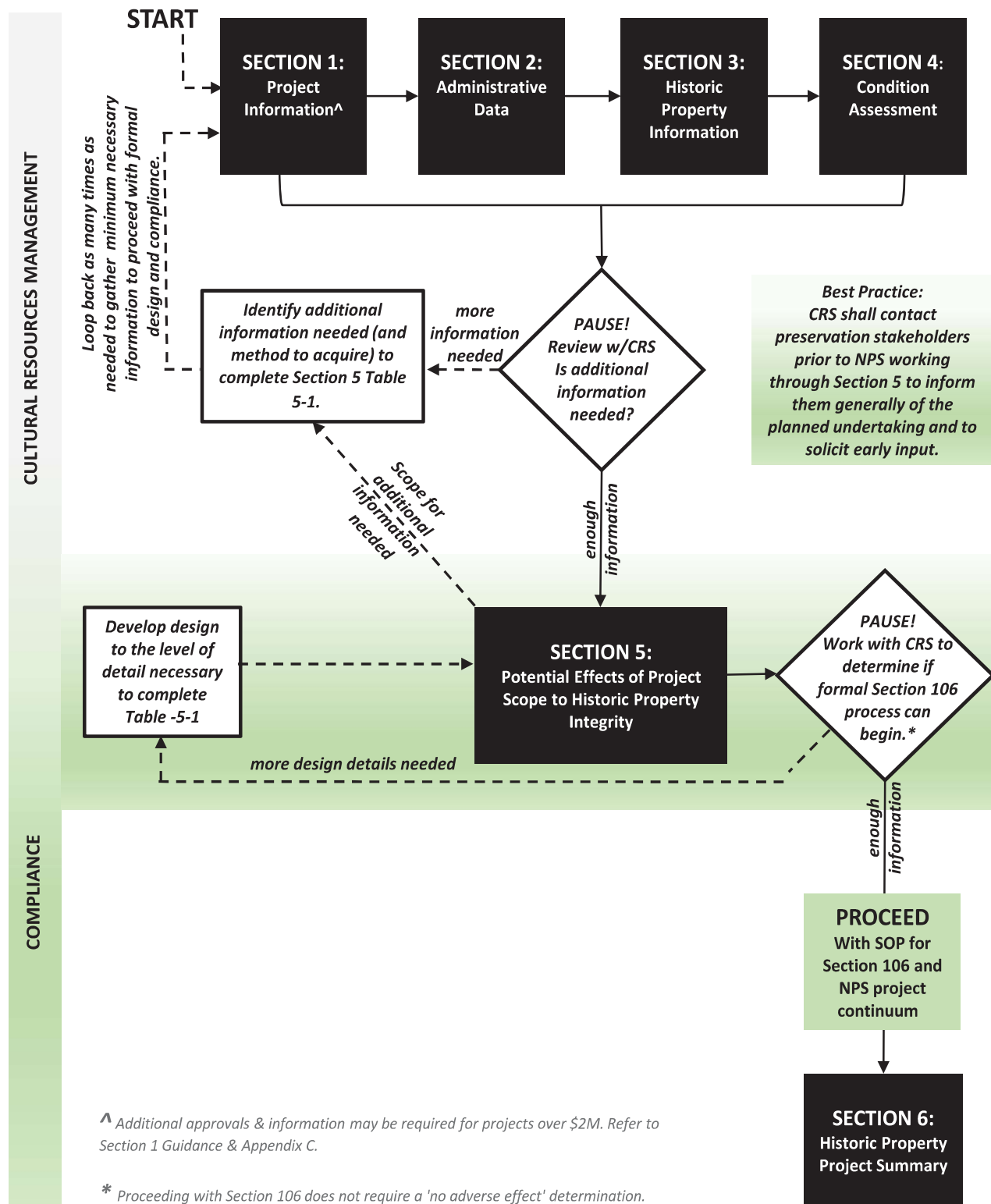


Figure 4. HPPD Workflow

- In an ideal situation, most of the initial information necessary is readily available from existing sources. In those cases, the HPPD process will confirm the necessary documentation is on file and make it easy to reference.
3. As you work through the sections, answer the questions at the end of each section and follow the instructions.
 - The questions are for guidance and documentation purposes. You may not be able to answer all questions the first time you work through this. It is okay to answer 'No,' log the date, and continue through the sections.
 - Each section of the HPPD contains information that informs other sections in a non-linear way. As information is incorporated, refinement or need for additional information may be identified.
 4. By moving through the sections first with readily available information and working with subject matter experts, project teams will be able to determine if they have necessary information to proceed, or if additional material is needed. If additional information is needed, the HPPD already completed should assist teams to adequately target and calibrate the documentation necessary.
 - The HPPD assists Cultural Resource Specialist (CRS) and Facility Manager(s) (FM) or Project Lead (PL) to preliminarily identify the Area of Potential Effect (APE) and potential effects of the project to historic properties.
 - This in turn will determine if the project description is developed enough to proceed formally with any required NHPA Section 106 review process.
 5. After you work through Sections 1 to 4 the first time, your CRS will determine if the project can proceed through Section 5. After you work through Section 5 the first time, your CRS will determine if the formal NHPA Section 106 review process can begin or if additional information for any section is necessary to do so.¹³ A template SOW is provided for use if additional information is necessary that cannot be supplied by NPS personnel.
 6. Continue to Section 5 and work with your IDT and CRS to formally proceed with applicable NHPA Section 106 process.

¹³ NHPA Section 106 review process is used here to refer to the process in general, as well as the tailored review processes set forth in nationwide, park, and project agreements developed pursuant to the regulations implementing Section 106 (36 CFR Part 800).

7. Ultimately, the HPPD provides your project teams with what they need to move through the planning to construction continuum. After one thorough pass of Section 1 through 4, teams will either have what they need to proceed, have identified targeted additional necessary information that can be scoped, or determine that this historic property requires an HSR or CLR prior to proceeding with any design or treatment plans. Figure 5 provides guidance on how to scope for additional information if more information is determined necessary.

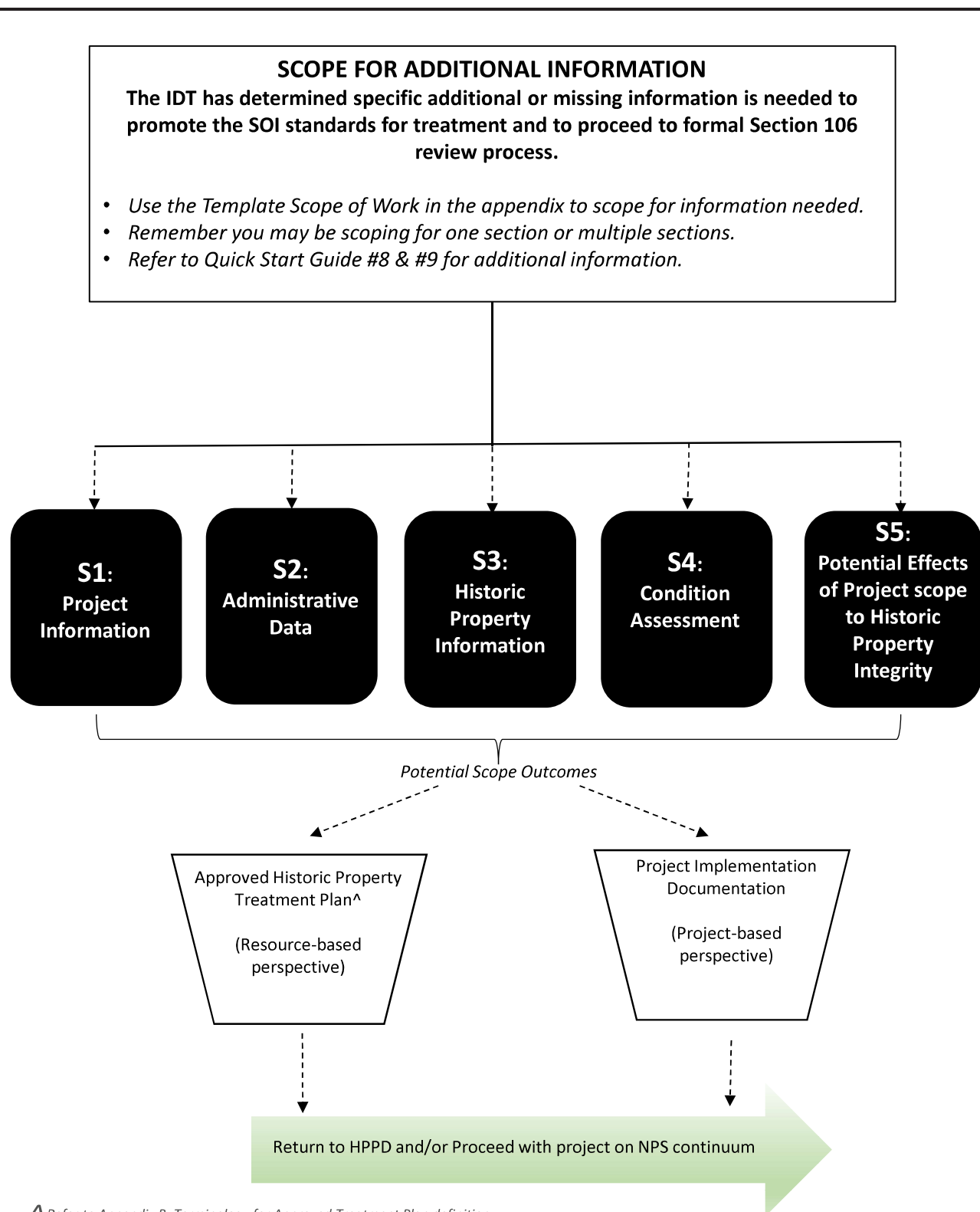


Figure 5. Scoping additional information within the HPPD

HPPD QUICK START GUIDE

1. What is the HPPD?

The Historic Property Project Documentation (HPPD) is a template for gathering information about a historic property to support project development and to advance projects to construction and project summary reporting. It documents historic fabric, character defining features, and contributing landscape characteristics, informs design, and assists with decision making. It informs the NHPA Section 106 review process and provides specifics for an assessment of effects per 36 CFR 800.5. It also provides documentation for the administrative record.

2. What is the purpose of the HPPD?

The HPPD provides NPS managers, planners, and designers with adequate information to promote historic preservation of structures and landscapes through the application of the Secretary of Interior's Standards for the Treatment of Historic Properties (<https://www.nps.gov/tps/standards.htm>) and to efficiently proceed through the regulatory National Historic Preservation Act (NHPA) Section 106 review process.

The HPPD identifies the information required to meet NPS stewardship goals and NHPA requirements when developing projects that may affect historic structures and cultural landscapes. It can be used as an alternative or addition to an HSR/CLR as determined necessary and appropriate and with qualified CRS input.

3. What type of project does the HPPD address?

Project scopes that have a treatment approach that meets The SOI's Standards for the Treatment of Historic Properties are best suited for the HPPD. In most cases, the HPPD will apply to projects meeting the SOI Standards for Preservation or Rehabilitation.

In some cases when projects are scoped for treatment that meets the SOI Standards for Restoration, Reconstruction, or complex Rehabilitation with a change in use, as recommended in an HSR or CLR on file, the HPPD may be used to update information or gather additional information necessary to move the project forward. The HPPD is not appropriate as primary treatment guidance for projects scoped to meet the SOI standards for Reconstruction or Restoration without HSR/CLRs on file.

4. I need to implement a project that addresses a non-historic property that is within a historic district. Should I use the HPPD process?

YES. Because the project is within a historic district and/or cultural landscape (type of historic property eligible for listing in the National Register), it often has potential to affect that historic property. The HPPD is applied to inform development of the project in a way that preserves historic integrity of the district by adhering to the SOI Standards for Preservation or Rehabilitation to the greatest extent possible.

5. When is the HPPD developed?

The HPPD process can begin at any time from the identification or concept of treatment need through the entire design process on projects involving historic structures, cultural landscapes, historic districts, or any other project that has the potential to affect historic properties.

Best practice is to begin the process as early in the planning and development phase as possible for appropriate sequencing and full integration of cultural property significance and integrity into the pre-design process. When CR information and expertise is incorporated into facility funded projects adequately and in a timely manner, NHPA Section 106 processes are more efficient and formal consultation can often be completed with Schematic Design level project documentation.

6. If the proposed project meets the requirements of the nationwide Programmatic Agreement (PA) for Section 106 of the NHPA, do I need to develop the HPPD?

If you know the project meets the PA requirements, move forward within that framework. You may use the HPPD, with limited calibration of information, to prepare the administrative record for the PA. If you are not sure if the project meets the requirements of the PA, begin the HPPD process working with the CRS identified for the project.

7. Who is the intended user of the HPPD?

Users of the HPPD include National Park Service staff including facilities managers (FM) and cultural resource specialists (CRS), as well as design teams and other NPS personnel directly involved with planning or reviewing projects that affect historic buildings/structures and cultural landscapes.

8. Who must be included in development of the HPPD?

Minimally, each project is required to have a project lead (PL), cultural resource specialist (CRS) and facilities manager (FM) identified to initiate the process (see Section 1).

Information for each section is drawn from existing data or developed by the lead discipline identified in Table 1.

- PL = Project Lead = person responsible for coordinating development of the HPPD (the Project Lead may be your CRS or your FM or other. Projects involving historic properties will often have other subject matter experts (SMEs) that meet the SOI's Professional Qualifications Standards required for the project <https://www.doi.gov/pam/asset-management/historic-preservation/PQS>.

- CRS = Cultural Resource Specialist responsible for supporting the HPPD (can be the PL)
- FM = Facilities Manager responsible for supporting the HPPD (can be the PL)
- IDT = Interdisciplinary Team
- SME = Subject Matter Expert

9. How do I use the HPPD process?

Start with Sections 1 through 4

- Initiate the HPPD process by working through Sections 1 to 4 with appropriate team members and fill in as much information as is readily available. Figure 4 illustrates the HPPD process workflow.
- As you work through the sections, answer the questions at the end of each section and follow the instructions. It is not expected that you will be able to answer all questions the first time you work through the sections.
- When you have worked through Sections 1 to 4, have CRS review to determine if additional information is needed.
 - If more information is needed, work with CRS to identify what is needed and what method should be used to acquire it.
 - Loop back as many times as necessary to gather the minimum necessary information to proceed with formal design and compliance.

When CRS indicates you are ready, move to Section 5

- Work through Section 5 with appropriate team members and fill in as much information as possible.
- When you have worked through Section 5 the first time, your CRS will determine if your project can proceed with formal consultation for NHPA Section 106 compliance or if design details need to be further developed. Revisions may include gathering more information about the historic property or providing/developing the project scope and design details further.

When CRS determines you are ready, formal Section 106 process can begin.

- Proceed with standard operating procedures for Section 106 and NPS contracting and construction protocols.

When the project moves into construction, track the work completed using Section 6.

10. How much information is needed for each section?

Information needed is dependent on documentation on file, resource significance/integrity, and scale and scope of the planned project.

The volume and level of detailed information needed for each section is determined by the professional judgment of those directly involved with the planned project with an objective of promoting historic preservation and completing regulatory compliance processes.

Information that is not readily available from sources indicated is developed at an appropriate calibration to inform the project development to align with NPS mission and existing law, policy, and regulations.

Typically, final decisions about enough information or level of detail will be made by the park / regional Section 106 coordinator or CRS.

11. What should I do if I cannot fill out all the information?

Determine if the information is necessary to proceed and consult with CRS or FM HPPD identified team or subject matter expert (SME) within the agency that can provide guidance on how to, or where to, find the information needed to fill out the sections.

12. What if I do not know if the information is necessary to proceed?

Work with project CRS to determine the specific information needed for the proposed project.

13. I have filled out the Sections with the information on file, what do I do next?

Can you proceed with the formal Section 106 review process (determined by park/regional Section 106 coordinator or CRS)?

Yes – Proceed with SOP for Section 106 consultation and design/contracting/construction process.

No – Scope for additional information needed per each section or wait for other aspects of project development to be delivered and then cycle back through the HPPD Sections as many times as necessary to be able to proceed with the formal Section 106 review process.

14. If there is more than one proposed project that will affect the same historic property, what should I do?

The HPPD is driven by the project, so the information for each project should be addressed in a separate form.

Cumulative effects must be considered when more than one planned project may affect a historic property. Follow instructions in Section 5 related to cumulative effects.

15. If the proposed project will affect more than one historic property, what should I do?

Complete separate versions of Sections 2, 3, and 4, for each historic property potentially affected by the proposed project.

16. Does the HPPD replace the NHPA Section 106 compliance process?

NO.

The HPPD is a template for gathering information about a historic property to support project development (integrating information into project planning, development, and design) and to advance projects to construction and project summary reporting. The HPPD provides information that can create meaningful dialogue and considerations of potential effects to historic properties from a project. In most cases, the HPPD will provide information necessary to proceed through the formal Section 106 review process and documentation for informed decision making, thus improving the efficiency of the Section 106 compliance process.

17. Does the HPPD replace Planning, Environment & Public Comment (PEPC) NHPA Cultural Specialist Review?"

NO.

PEPC serves as the official repository of project review by Cultural Resource Specialists. Cultural Resource Specialists with expertise in the resource type affected by the project should be included in HPPD development. Official NHPA project assessment will be documented within the PEPC system.

SECTION 1: PROPOSED PROJECT INFORMATION

HISTORIC PROPERTY PROJECT DOCUMENTATION

SECTION 1: PROPOSED PROJECT INFORMATION

This section describes the proposed project and the draft Area of Potential Effects¹³ (APE). Initially, most of the project information may be pulled from the National Park Service’s Planning, Environment and Public Comment (PEPC) project description, or the most developed scoping document available. This could be an approved Investment Concept submission, Project Scoping Assessment (PSA), Project Management Information System (PMIS) project description, Strategic Facility Investment Plan, value analysis, or preferred alternative identified in an environmental planning and compliance document. Information about the proposed project can also be extracted from existing HSRs and CLRs or other up to date park-wide planning documents prepared to inform and direct Facilities Management Annual Work Plans, Cyclic Maintenance requests, and capital projects. Project funding is not needed to prepare the HPPD.

If a project description does not exist, develop enough information to fill in as much of Section 1 as you can and move to Section 2. As you move through each section, you will identify additional information needed and can loop back to complete Section 1 working with CRS and FM staff designated to support the project.

SECTION 1 GOAL AND CONTENTS

Identify key interdisciplinary staff to lead the development of the HPPD and use existing, readily available documentation to describe the proposed project.

The project description should include enough detail to:

- Understand the components and general details of a scope for treatment (Section 1);
- Identify the primary historic property addressed by the project (will develop more in Section 2);
- Establish the proposed Area of Potential Effect (APE);
- Identify historic property(s) that may be affected by the project (will develop more in Section 3);

¹³ The extents of a vertical area (below grade) should be included in the APE for archeological resources, as well as any historic views to/from the resource.

PROCESS GUIDANCE

The **FIRST TIME** you go through the HPPD Sections for a project, move through Sections 1 to 4 as expeditiously as you can, working with the identified IDT and using as much readily available documentation as possible.

Then **PAUSE** for review by CRS to determine if you have enough information to proceed to Section 5.

PROCESS GUIDANCE

If you are returning to SECTION 1 after having filled in Sections 1-4 with initial available documentation, the focus is now on refining the project to add necessary detail to promote historic preservation and proceed to formal Section 106 review process. Work with CRS team member or the park’s Section 106 coordinator to determine ways to achieve this goal.

- Define the extent of the property for which current condition assessment is necessary (Section 4);
- Identify the potential effects of the project scope to historic property integrity early in the process (Section 5).
- Refinement of the project scope is expected as information in Sections 3, 4, and 5 is considered or developed.
- Understanding the significant aspects of the historic property and potential effects of the project scope to the historic property integrity should result in improved project scopes that meet the SOI Standards or solid documentation to be used to explain decision making that leads to a determination of adverse effect.
- Refer to Figure 4 for an overview of the HPPD Workflow

SECTION 1: PROPOSED PROJECT INFORMATION [REQUIRED]	
Project Lead (PL) <i>[enter name of person who is responsible for creating PMIS entry, main park contact to usher project, or lead coordinating development and execution of the project]</i>	
Cultural Resource Specialist (CRS) <i>[enter the name of the CRS responsible for supporting the HPPD – may be same as PL]</i>	
Facilities Manager (FM) <i>[enter the name of the FM responsible for supporting the HPPD – may be same as PL]</i>	
State Historic Preservation Office (SHPO) Staff <i>[enter the name of your SHPO's staff office]</i>	
Planning, Environment and Public Comment Number <i>[enter number here -from PEPC]</i>	
Project Management Information System Project Identification Number <i>[enter number here – from PMIS]</i>	
Project Title <i>[enter text here -from PEPC or most developed scoping document]</i>	
Subject Matter Experts Needed <i>[ie.historic architecture, electrician, horticulturalist, etc.]</i>	

SECTION 1: PROPOSED PROJECT INFORMATION [REQUIRED]**Project Description and/or Project Scope of Work**

[enter text here -from PEPC or most developed scoping document. NPS staff should do the first pass of the project description. Include enough information to understand how the project will affect the historic property(s). If the detail is not available the first time through, use information available and move forward—you may need to loop back as the need for more information is identified. List all project components that may affect historic properties. Include references to drawings, specifications, and as much detail as possible about the proposed work to be done.]

This section may be revisited as understanding of the historic property(s) and their Character Defining Features (Contributing) are identified and the potential effects are better understood. The project details may be revised to minimize or avoid adverse effects to the historic property.

Note: If all necessary project details cannot be provided internally, professional design work may need to be contracted. If a contract is needed, attach the HPPD in whatever state of completion it is in to the scope and indicate that the contents are to be incorporated. Develop the proposed project to meet the SOI's Standards and avoid Adverse Effects, or justify why this is not the preferred approach.]

SECTION 1: PROPOSED PROJECT INFORMATION [REQUIRED] CONTINUED**Project Justification***[enter text here -from PMIS]***Measurable Results***[enter text here -from PMIS]***Consequence of Failure to Act***[enter text here -from PMIS]*

SECTION 1: PROPOSED PROJECT INFORMATION [REQUIRED] CONTINUED

DRAFT Area of Potential Effects

[To understand which historic properties may be affected by the proposed project, develop a DRAFT Area of Potential Effects (APE). The Area of Potential Effects (APE) as defined by NHPA 36 CFR 800.16 (d) means ".... The geographic area or areas within which an undertaking may directly or indirectly cause alterations in the character or use of historic properties, if any such properties exist. The area of potential effects is influenced by the scale and nature of an undertaking and may be different for different kinds of effects caused by the undertaking."¹³ This DRAFT APE is intended to inform the HPPD and help to guide the development of the project (work/undertaking) in alignment with the SOI's Standards for the Treatment of Historic Properties to meet the NPS stewardship mandate. The FINAL APE must be developed in consultation with the SHPO/THPOs and therefore may be different from the DRAFT APE; however, integration of this step in the process supports stewardship and improved consultation.¹⁴

Insert brief text describing the APE below. Upload graphic with caption - annotated plan diagram with boundary and all potentially affected historic properties identified.]

¹³ NHPA 36 CFR 800.16 (d)

¹⁴ 36 CFR 800.4 (identification of historic properties) – (a) Determine scope of identification efforts. In consultation with the SHPO/THPO, the agency official shall: (1) Determine and document the area of potential effects, as defined in 800.16(d). The APE must be reviewed by or developed with CRS.

GUIDANCE QUESTIONS FOR BEST PRACTICE

Answer the following questions with the most current information on hand.

1. Is your project estimated to be \$2M or more?

☐ Yes

Date you received IRB investment concept approval?

Date

Refer to Appendix C for more guidance for projects over \$2 million.

☐ No

Do you have a project formulated or funded? (*check one box*)

☐ Formulated? Yes

Date

CRS/FM initial

☐ Funded? Yes

Date

CRS/FM initial

☐ No

Date

CRS/FM initial

2. Was the Area of Potential Effects (APE) developed collaboratively by FM and CRS staff? (*Insert initials and position of participating personnel.*)

☐ Yes

CRS Initials & position: FM Initials & position:

☐ No

Date

3. Is the Project Description Draft or Final? (*check one box*)

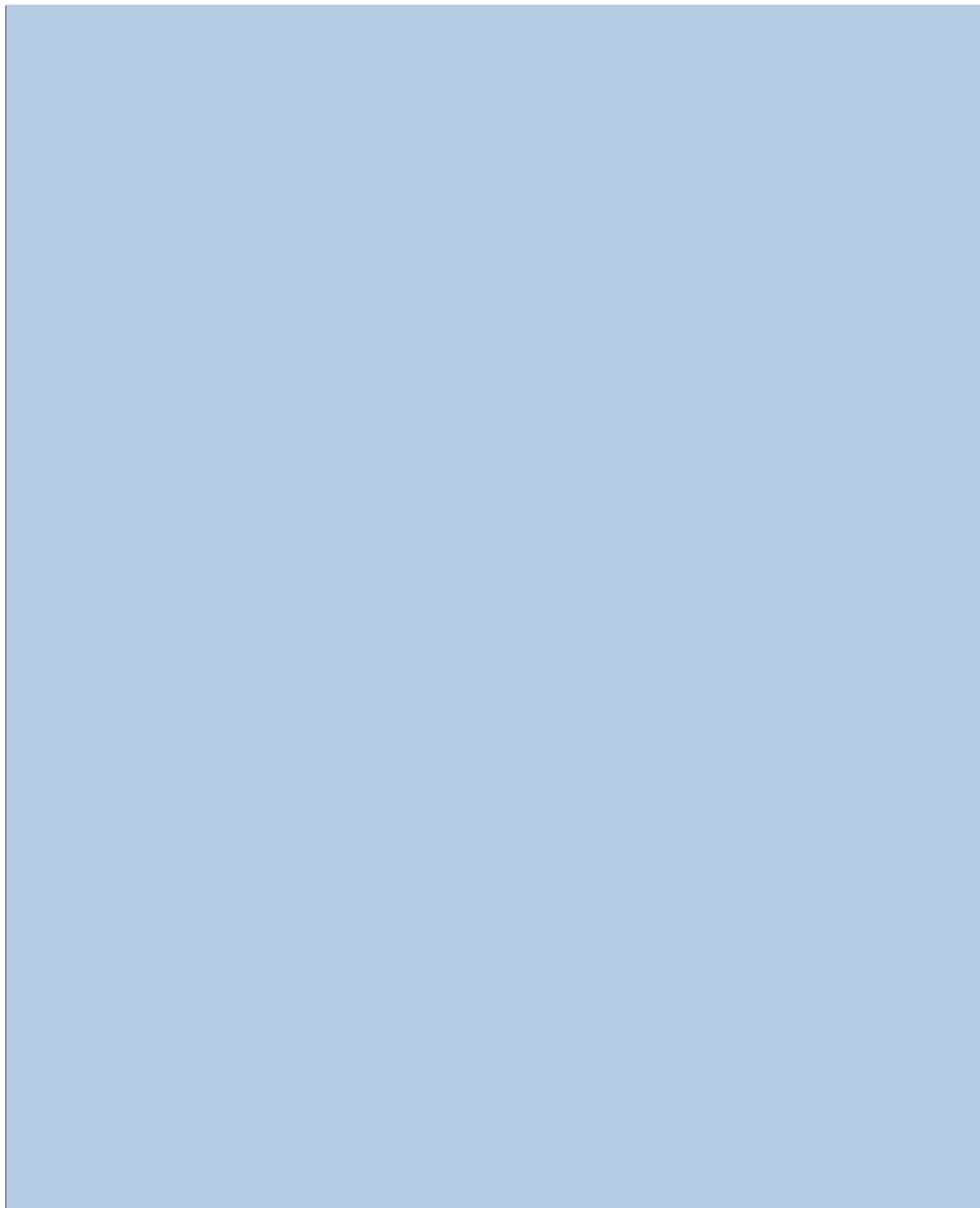
☐ Draft

Document Date

☐ Final

Document Date

Next Steps: Work with CRS/FM and use this space to identify next steps and additional information needed, or track information for future reference. *(Tip: add a date to comments so you can track information throughout the process)*



END OF SECTION 1: Proposed Project Information

SECTION 2: ADMINISTRATIVE DATA

HISTORIC PROPERTY PROJECT DOCUMENTATION

SECTION 2: ADMINISTRATIVE DATA

The information necessary to complete this section should be available in existing data sources and should be pulled directly from the sources indicated to ensure alignment and accuracy. If the information is not on file or adequately up to date, it needs to be completed or scoped prior to proceeding with design and the formal NHPA Section 106 process. Run a CRIS report for each historicity property that may be affected by the project to verify the information is in the database – if information is missing from CRIS, consult with CRS to gather information from other documentation on file and scope for missing information. Pull FMSS location and asset information for each historic property that may be affected by the project from FMSS.

SECTION 2 GOAL AND CONTENT

Aggregate Administrative Data needed for baseline documentation.

- Complete Section 2 separately for each historic property that may be affected by the project.
- All information for Section 2 should be on hand, with the possible exception of the Site Plan. This information comes from the management level documentation.
- Fill in a separate Administrative Data form for each historic property that may be affected by the proposed project.
- Refer to page 14 for an overview of the HPPD Workflow

KEY CONSIDERATION:

If the required administrative data is not on file for the historic properties potentially affected, the historic properties are not administratively documented adequately for treatment. Work with the HPPD team to pursue other resource management planning documentation.

PROCESS GUIDANCE

The FIRST TIME you go through the HPPD Sections for a project, move through Sections 1 to 4 as expeditiously as you can, working with the IDT and using as much readily available documentation as possible.

Then PAUSE for review by CRS to determine if you have enough information to proceed to Section 5.

BEST PRACTICE TIP

If you are not able to complete Section 2, the property may not have been previously evaluated for listing in the National Register of Historic Places and you may not be able to use the HPPD process. Work with CRS and IDT to determine if you need a HSR, CLR, Determination of Eligibility (DOE), or other core resource management baseline documentation.

HISTORIC PROPERTY CRIS NAME AND NUMBER:
SECTION 2: ADMINISTRATIVE DATA [REQUIRED]

Park Name <i>[enter text here]</i>	
Park Alpha Code <i>[enter text here]</i>	
City/County/State <i>[enter text from CRIS]</i>	
Land Tract Number(s) <i>[enter text from CRIS]</i>	
Boundary Lat/Long/GeoDatum/ Position Source + Accuracy <i>[enter text from CRIS]</i>	
CRIS Resource Name <i>[enter text from CRIS]</i>	
CRIS Number <i>[enter number from CRIS]</i>	
Location <i>[enter text from FMSS]</i>	
Asset Type (e.g.: 4100, 3100, etc) <i>[enter from FMSS]</i>	
CRIS National Register Status(es) <i>[enter text from CRIS]</i>	
Federal Real Property (FRP) Historical Status(es) <i>[enter FRP status from FRP reporting work with FM.]</i>	<select one>
Management Category <i>[enter text from CRIS]</i>	
Treatment Approach <i>[enter text from CRIS or Approved Treatment Plan (HSR/CLR)]</i>	

HISTORIC PROPERTY CRIS NAME AND NUMBER:

SECTION 2: ADMINISTRATIVE DATA *[REQUIRED]*

Construction Dates (include major alterations)

[enter text from CRIS]

Historic Use

[enter text from CRIS]

Current Use

[enter text from CRIS]

Proposed Use

[enter text from the approved investment concept workbook (for projects >2M) or PMIS (for projects <2M).]

If the property is a Cultural Landscape, include the following:

CRIS-CL Resource Name

[enter text from CRIS-CL]

CRIS-CL Resource ID

[enter number from CRIS-CL]

Area (Acres)

[enter text from CRIS-CL]

Boundary Description

[enter text from CRIS-CL]

HISTORIC PROPERTY CRIS NAME AND NUMBER:**COLLECT DATA** *[UPLOAD GRAPHIC FROM CRIS]***FROM CRIS**

- Historic Structures: Run a Single Record Report for every historic structure that the project may affect.
- Cultural Landscapes: Run a Park Report for every cultural landscape that overlaps with the project boundary.

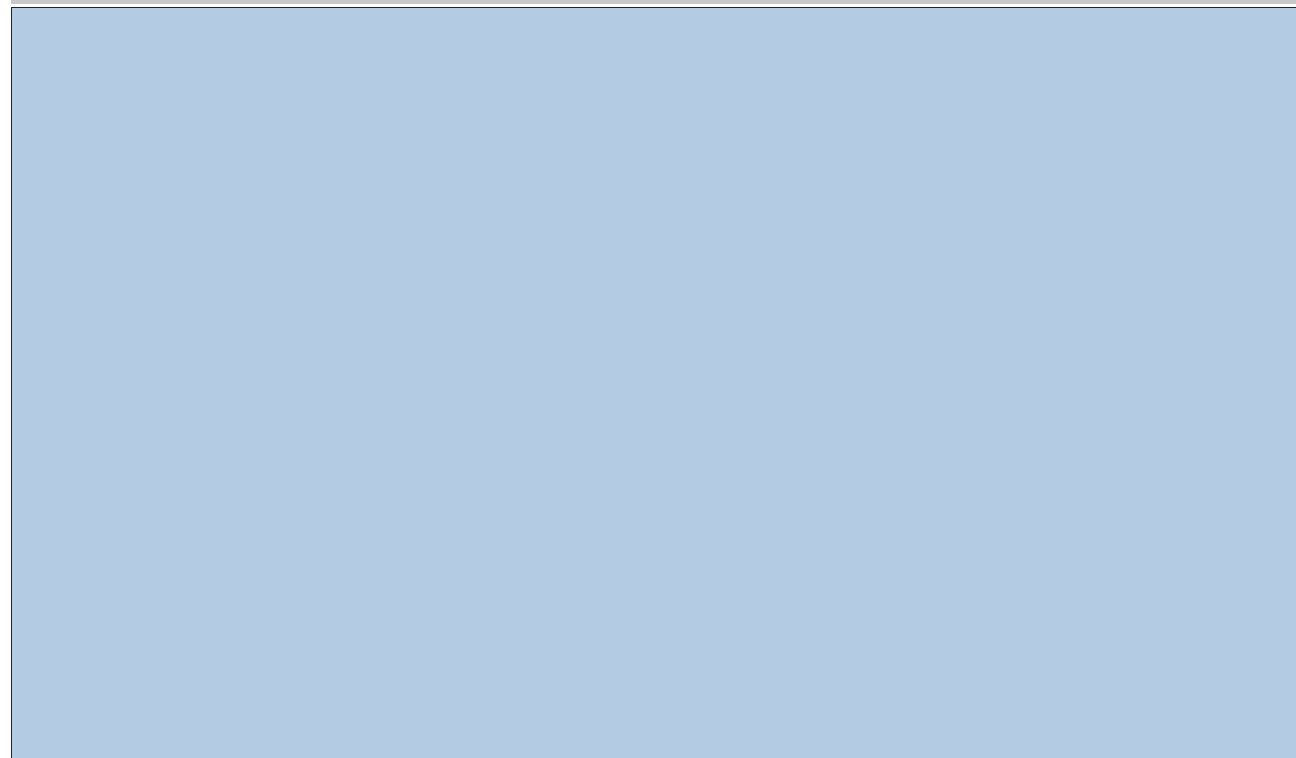
FROM FMSS

- Pull location and asset information from the Facility Management Software System (FMSS) or the Asset Management Reporting System (AMRS).

If information for the HPPD is missing from CRIS work with SME to resolve.

SITE PLAN *[UPLOAD GRAPHIC FROM CRIS]*

Aggregate plans under Appendix D: Design Documents

SITE PLAN *[ENTER CAPTION / DESCRIPTION FROM CRIS]*

GUIDANCE QUESTIONS FOR BEST PRACTICE

Answer the following questions with the most current information on hand.

1. Is the project phased?

☐ Yes.

☐ No.

2. Per the definition in Appendix B: Terminology, does an Approved Treatment Plan exist with enough detail to inform development of the project scope?

☐ Yes. Date of Document

If yes, use the Approved Treatment Plan to guide development of the project scope of work.

☐ No. Date of 'no' answer

If no, what is the source of guidance for the scope of work?

3. Does the FRP reporting number align with CRIS National Register Status?

☐ Yes

☐ No

If no, work with Facility Manager to update the FRP reporting so that it is the same as National Register Status in CRIS.

4. Will the project result in complete implementation of an Approved Treatment Plan and Ultimate Treatment and Use? *[Note: The Approved Treatment Plan should be financially and operationally sustainable. When funding for ultimate treatment and use is not immediately or fully available, develop a prioritized and phased work plan that can be referenced for future project development and HPPD.]*

☐ Yes. Date

☐ No. Date

If no, work with your team and use the HPPD to develop a phased and prioritized work plan that will result in accomplishing ultimate treatment and use. *[enter text from database; if not available, work with CRS and Resource-Specific SME to obtain].*

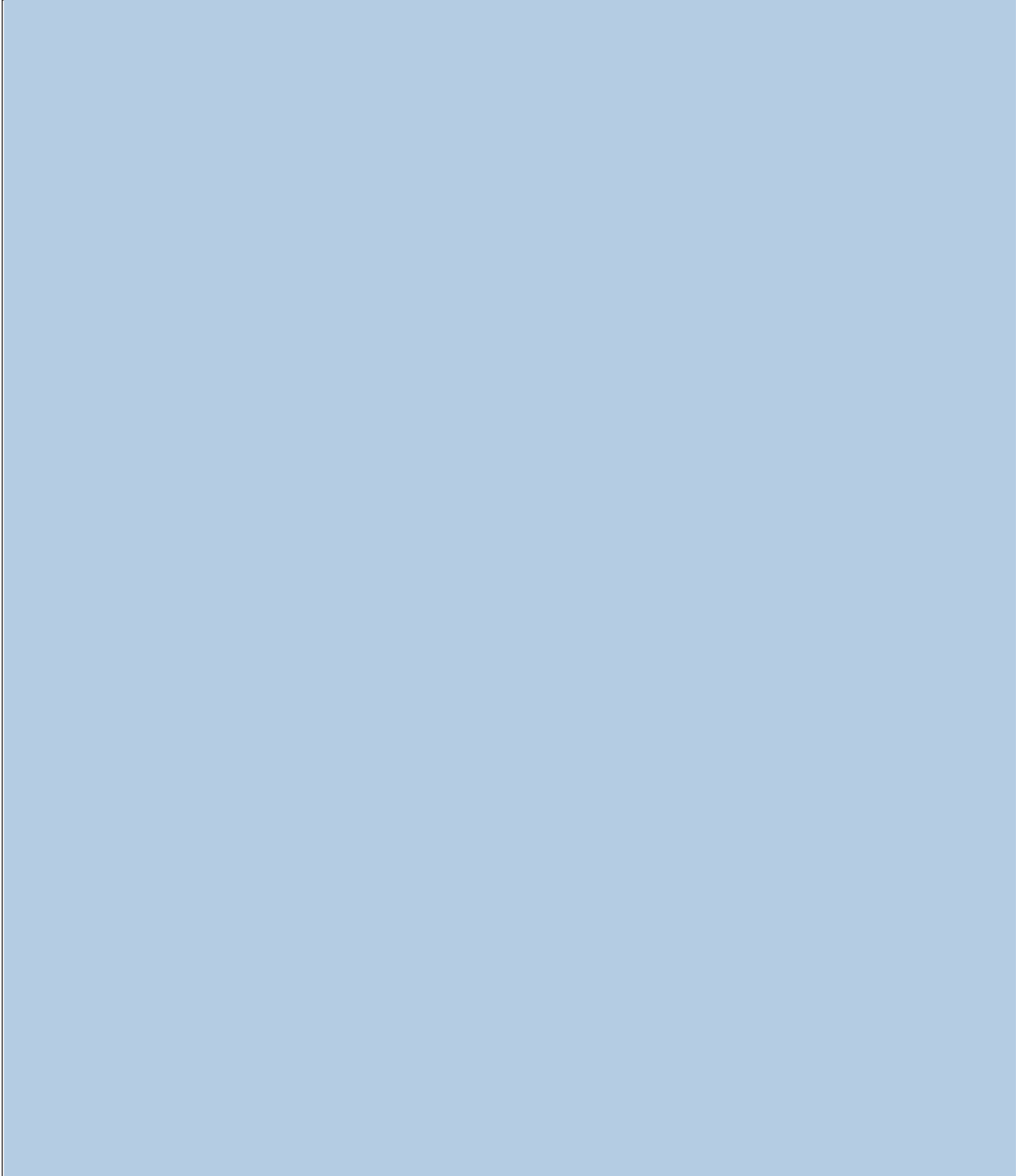
Immediate work tasks (0-1 year) :

Short-term work tasks (1-3 year):

Mid-term work tasks (3-5 year):

Long-term work tasks (5-10 year)

Next Steps: Work with CRS/FM and use this space to identify next steps and additional information needed, or track information for future reference. *(Tip: add a date to comments so you can track information throughout the process)*



END OF SECTION 2: Administrative Data

PAGE INTENTIONALLY LEFT BLANK

SECTION 3: PRIMARY HISTORIC PROPERTIES INFORMATION

HISTORIC PROPERTY PROJECT DOCUMENTATION

SECTION 3: PRIMARY HISTORIC PROPERTIES INFORMATION

This section consolidates or produces the following: identification of character-defining features (contributing), relevant baseline information about significance and integrity of all historic properties that may be affected by the project, and other documentation on file that can inform design, an assessment of effect, and execution. Any missing information necessary to proceed with a project will then be identified and scoped for deliverable and consideration prior to Design Development (DD).

The information necessary to complete this section should be available in existing baseline documentation and should be pulled directly from CRIS to ensure alignment and accuracy. If the information is not on file or adequately up to date, it needs to be completed or scoped prior to proceeding with design and assessment of effect. Information provided that is not drawn from CRIS must be verified by a Cultural Resource Specialist. Level of detail should align with the scope and complexity of the proposed project and be integrated into the development of the design to ensure the NPS stewardship mandate is addressed by promoting SOI Treatment Standards and working to avoid or minimize adverse effects to historic properties.

SECTION 3 GOAL AND CONTENTS

The goal of Section 3 is to consolidate and identify relevant baseline information about significance and integrity of all of the historic properties that may be affected by the project and to identify any missing information that may be needed.

- Complete the following sections separately for each historic property that may be affected by the project.
- Complete the following sections with information about significance, history of the property, physical changes that have been made to the historic property, integrity, and character-defining (contributing) features and aspects.
- Refer to page 14 for an overview of the HPPD Workflow.

PROCESS GUIDANCE

The **FIRST TIME** you go through the HPPD Sections for a project, move through Sections 1 to 4 as expeditiously as you can, working with the IDT and using as much readily available documentation as possible.

Then **PAUSE** for review by CRS to determine if you have enough information to proceed to Section 5.

PROCESS GUIDANCE

If you are returning to SECTION 3 after having filled in Sections 1-4 with initial available documentation, the focus is now to add necessary historic property information directly related to the project scope to promote historic preservation and proceed to the formal Section 106 review process. Work with CRS team member or the park's Section 106 coordinator to determine the additional historic property information needed.

HISTORIC PROPERTY CRIS NAME AND NUMBER:

STATEMENT OF SIGNIFICANCE / HISTORIC PROPERTY SIGNIFICANCE DESCRIPTION

[FROM CRIS. Some historic properties may have multiple statements of significance. Please include all that apply.]

NATIONAL REGISTER PERIODS OF SIGNIFICANCE (WITH HISTORIC CONTEXT THEMES)

[FROM CRIS]

START YEAR/ERA AND END YEAR/ERA <i>[enter one or more dates and BCE or CE]</i>	HISTORIC CONTEXT THEME	SUBTHEME <i>(Optional)</i>	FACET <i>(Optional)</i>

HISTORIC PROPERTY CRIS NAME AND NUMBER:

CHRONOLOGY AND PHYSICAL DESCRIPTION [FROM CRIS]

[chronology of previous changes to the features, spaces, or materials specifically being affected by the proposed project (work/undertaking)]

START YEAR OR ERA	END YEAR OR ERA	MAJOR EVENT	MAJOR EVENT DESCRIPTION

HISTORIC PROPERTY CRIS NAME AND NUMBER:

PHYSICAL HISTORY [FROM CRIS]

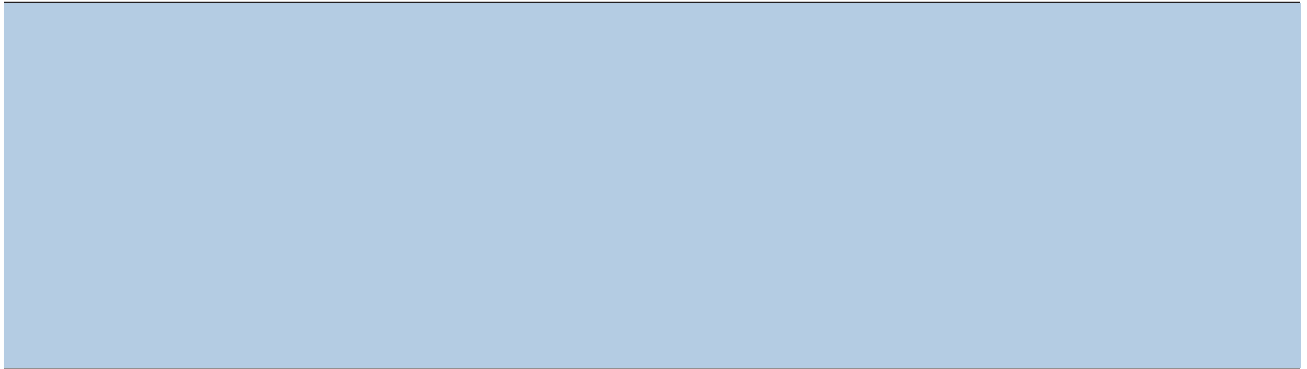
The following section provides information on the physical development and evolution of the site, organized by time periods. *** Enter hyperlink to existing documentation or enter text that does not exceed 5 pages.*

[Insert graphics and captions. Label graphics as Figure 1, 2, 3, etc. and reference them in text. Add as many as needed to reflect relevant historic conditions.]

HISTORIC PROPERTY CRIS NAME AND NUMBER:

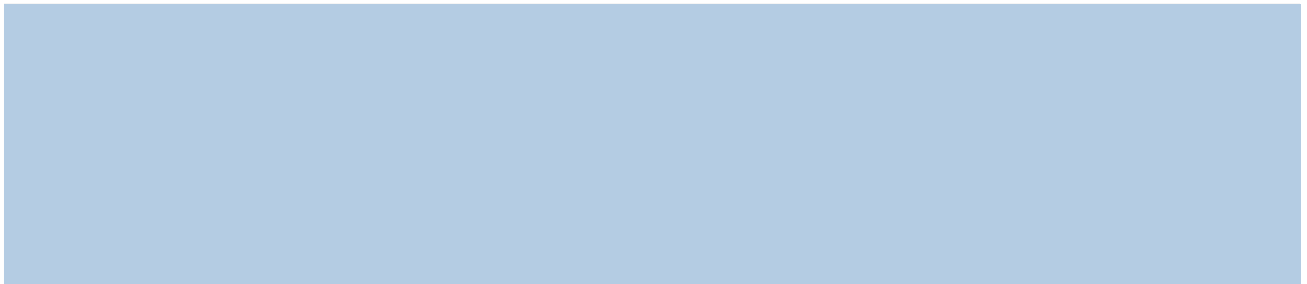


CULTURAL LANDSCAPE ANALYSIS AND EVALUATION SUMMARY *[IF CL - FROM CRIS]*



SUMMARY OF INTEGRITY *[FROM CRIS]*

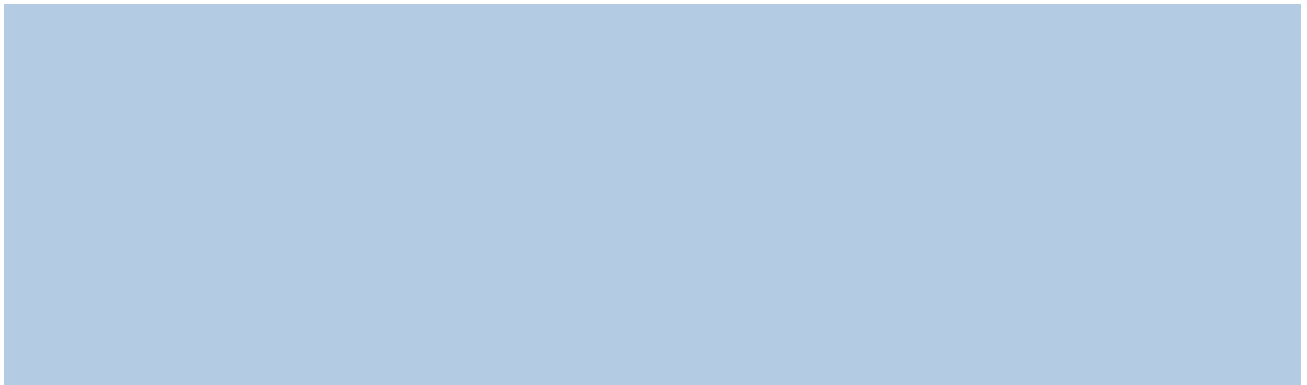
[enter text here for each aspect of integrity]



LANDSCAPE CHARACTERISTICS AND FEATURES

[IF CL - FROM CRIS]

[Review CRIS analysis of landscape characteristics and their associated features and corresponding historic building names and numbers and copy relevant information about characteristics and features that will potentially be affected by the proposed project. If you do not know, copy all for reference in development of the project. If CRIS is not available, must develop the information before moving forward.]



HISTORIC PROPERTY CRIS NAME AND NUMBER:

CHARACTER DEFINING FEATURES

[Use the table below to identify specific features associated with each characteristic, if applicable. Create a separate table for each characteristic. If historic property is a cultural landscape, pull the FMSS Crosswalk Report for the CRIS-CL record to complete the following table.]

TABLE 3-1: CHARACTER DEFINING FEATURES (CONTRIBUTING)

LANDSCAPE CHARACTERISTIC (IF HISTORIC PROPERTY IS CULTURAL LANDSCAPE)	CHARACTER- DEFINING (CONTRIBUTING) FEATURES AND ASPECTS	CRIS RESOURCE NAME	CRIS RESOURCE ID	FMSS RECORD TYPE <i>Pick List: (select one:) Location Asset</i>	FMSS RECORD NUMBER
				Select One	
				Select One	
				Select One	
				Select One	
				Select One	
				Select One	
				Select One	
				Select One	
				Select One	

GUIDANCE QUESTIONS FOR BEST PRACTICE

Answer the following questions with the most current information on hand.

1. Is there a Statement of Significance on file for each historic property that may be affected by the project?

☐ No. Date of 'no' response

Verify with CRS that a DOE for the property exists. Do not proceed with design or treatment until this is on hand. *Note: If there is no statement of significance on file for any of the historic properties you need to know if the property has been evaluated for listing in the National Register of Historic Places. If any of the historic properties have not been evaluated, a Determination of Eligibility (DOE) is necessary before moving forward with design/treatment.*

☐ Yes. Date of document

Confirm the Statements of Significance is/are not out of date and that no major changes have occurred. If the statements of significance is/are current, continue to the next question.

2. Do you have enough information about the historic property(s) within the APE to promote historic preservation treatment and proceed to formal Section 106 review process? (Note: The extents of a vertical area (below grade) should be included in the APE, for archeological resources, as well as any historic views to/from the resource.)

☐ Yes. Date of 'yes' response

☐ No. Date of 'no' response

If no, the Project Lead should work with CRS to determine best approach to accomplish this requirement. Document next steps below. Additional historic property information and historic documentation may be developed by NPS staff or a scope of work may be prepared for contracting.

Next Steps: Work with CRS/FM and use this space to identify next steps and additional information needed, or track information for future reference. *(Tip: add a date to comments so you can track information throughout the process)*

END OF SECTION 3: HISTORIC PROPERTIES INFORMATION

SECTION 4: CURRENT CONDITION ASSESSMENT

HISTORIC PROPERTY PROJECT DOCUMENTATION

SECTION 4: CURRENT CONDITION ASSESSMENT

This section includes information documenting the current condition of each historic building and cultural landscape that may be affected by the proposed project. If the project is proportionally much smaller than the overall historic property, document the parts that may be affected by the project.

For example:

For a historic structure: A project that addresses only one room in a large and complex structure.

For a cultural landscape: A project that affects only the corral area in a complex ranch landscape.

PROCESS GUIDANCE

The **FIRST TIME** you go through the HPPD Sections for a project, move through Sections 1 to 4 as expeditiously as you can, working with the IDT and using as much readily available documentation as possible.

Then **PAUSE** for review by CRS to determine if you have enough information to proceed to Section 5.

SECTION 4 GOAL AND CONTENTS

Document the current condition of each historic property that may be affected by the proposed project. (Note: If the condition of any historic property that may be affected by the project changes between the time Section 4 is completed and the start of work, this section must be updated for that property.)

- Complete Section 4 separately for each historic property that may be affected by the project.
- Inspect and complete the information requested in the following section, or use existing condition documentation that accurately represents the current condition and that includes the most recent treatments to the property if applicable.
- Refer to Figure 4 for an overview of the HPPD Workflow.

PROCESS GUIDANCE

If you are returning to **SECTION 4** after having filled in Sections 1-4 with initial available documentation, the focus is now to get an updated condition assessment and to document any changes that may have occurred between initial project scoping/development and implementation. Work with PL, FM, and CRS to determine the best approach for acquiring an up to date condition assessment.

HISTORIC PROPERTY CRIS NAME AND NUMBER: **CURRENT CONDITION** [FROM CRIS OR CRS]
Select One*Good, Fair, Poor, Undetermined*

(If undetermined, conduct or scope for condition assessment and review by Cultural Resource Specialist. A condition assessment form for historic buildings is located in Appendix A as part of the template SOW.)

*[*See terminology section for definitions – CR definition of condition is not the same as FM definition.*

DO NOT use Facility Condition Index FCI for historic buildings]

CONDITION DATE [FROM CRIS, [mm/dd/yyyy]**CONDITION NARRATIVE** [FROM CRIS OR FIELD VERIFY]

Note changes in condition or aspects of condition that are important. Note needed improvements to achieve good condition if relevant. A condition assessment form for historic buildings is located in Appendix A as part of the template SOW.

CONDITION PHOTOGRAPHS

Include 5-6 photos of the current condition of the historic property. These may come from a variety of sources (CRIS, NP Gallery, park files, or other) and must include one of the context, one each for the main parts of the overall property, and a couple illustrating detailed conditions. Photos should be a minimum of 4"x 6" in size.

- For a cultural landscape, this may include annotated images of the context, overall project area, and specific parts of the landscape that the project may affect.
- For a historic building, this may include annotated images of the context of the building (building in its setting), one image of each building elevation, and images of specific details that the project may affect.

HISTORIC PROPERTY CRIS NAME AND NUMBER:



Figure 9. Picture caption should be aligned with bottom of image and identify the date, location, vantage point using cardinal direction and condition illustrated.

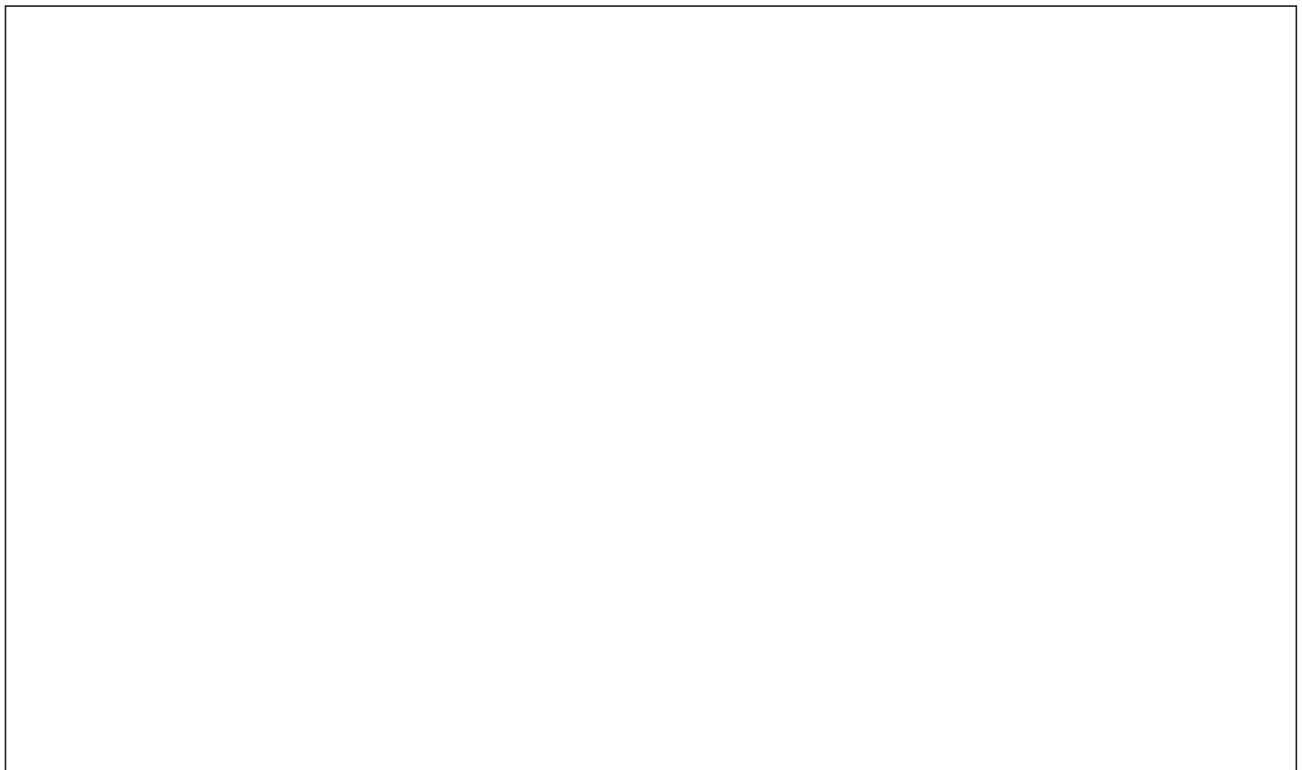


Figure 10. Picture caption should be aligned with bottom of image and identify the date, location, vantage point using cardinal direction and condition illustrated.

HISTORIC PROPERTY CRIS NAME AND NUMBER:

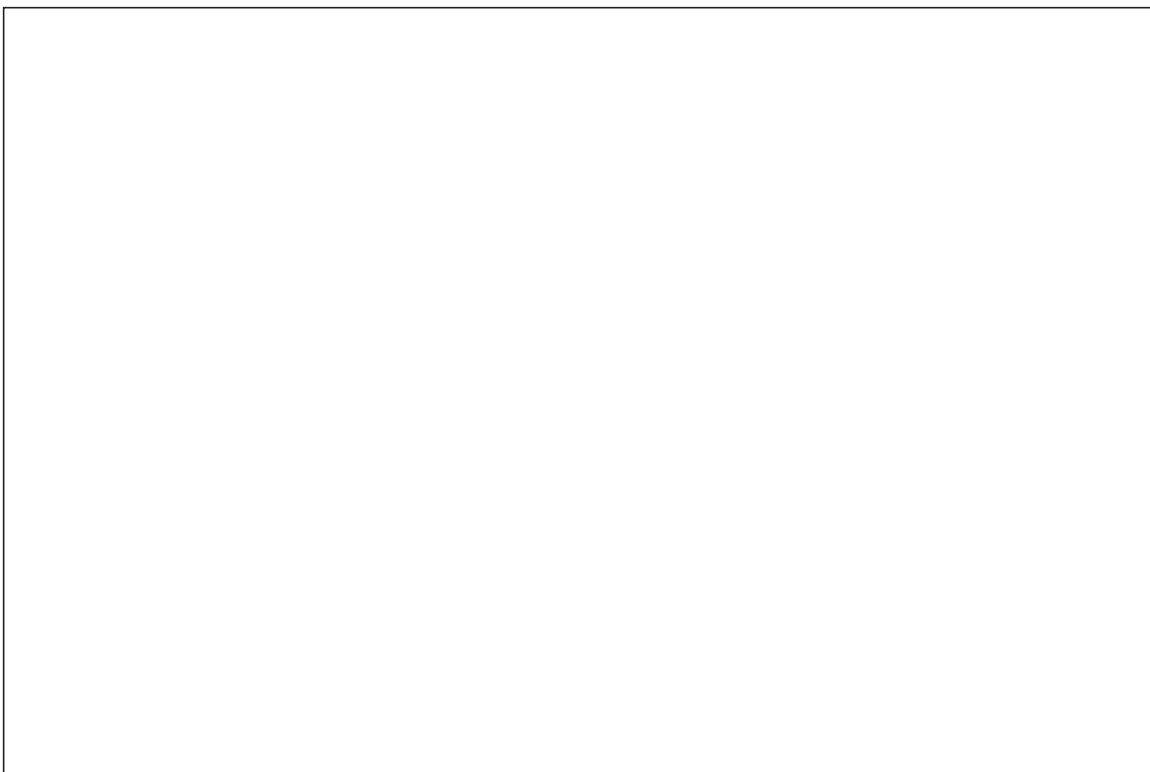


Figure 11. Picture caption should be aligned with bottom of image and identify the date, location, vantage point using cardinal direction and condition illustrated.

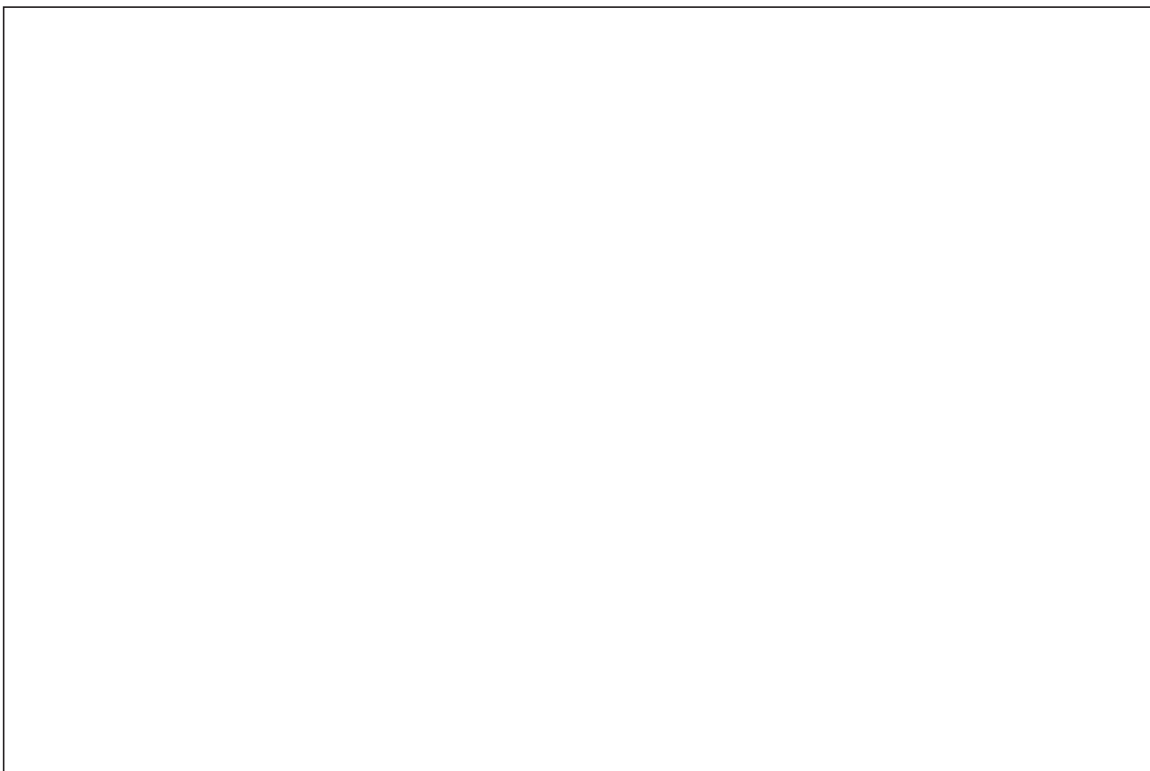


Figure 12. Picture caption should be aligned with bottom of image and identify the date, location, and condition illustrated.

HISTORIC PROPERTY CRIS NAME AND NUMBER:

IMPACTS

[Note existing impacts from CRIS pick list, other document, or field verify]

TYPE	IMPACT TYPE- OTHER	NARRATIVE	DATE IDENTIFIED

GUIDANCE QUESTIONS FOR BEST PRACTICE

Answer the following questions with the most current information on hand.

1. Have you aggregated and formatted your photos as described in this section?

☐ No. Date of ‘no’ response
Format photos prior to moving onto the next step.

☐ Yes. Date of ‘yes’ response

2. Does the Park have any of the following reports or plans on file that need to be considered for integration in the project scope? *(check all that apply)*

Work with applicable SMEs related to these studies and disciplines to ensure incorporation of their consideration in development of the project scope and design.

☐ Yes. ☐ No. Accessibility Plan

☐ Yes. ☐ No. Climate Change Vulnerability Assessment Plan

☐ Yes. ☐ No. Security Assessment

☐ Yes. ☐ No. Other:

BEST PRACTICE TIP

These studies often directly influence scopes of work for treatment on historic properties that can create adverse effects to character defining/contributing features.

Work with applicable SMEs from the disciplines related to these studies for early collaboration and appropriate incorporation into the project scope and design so you can avoid or minimize adverse effects to the historic property.

3. Does the project scope align with treatment recommendations in Cultural Resource Management documents (ie. HSR/CLR/Preservation Treatment Plan)?

☐ Yes.

☐ No.

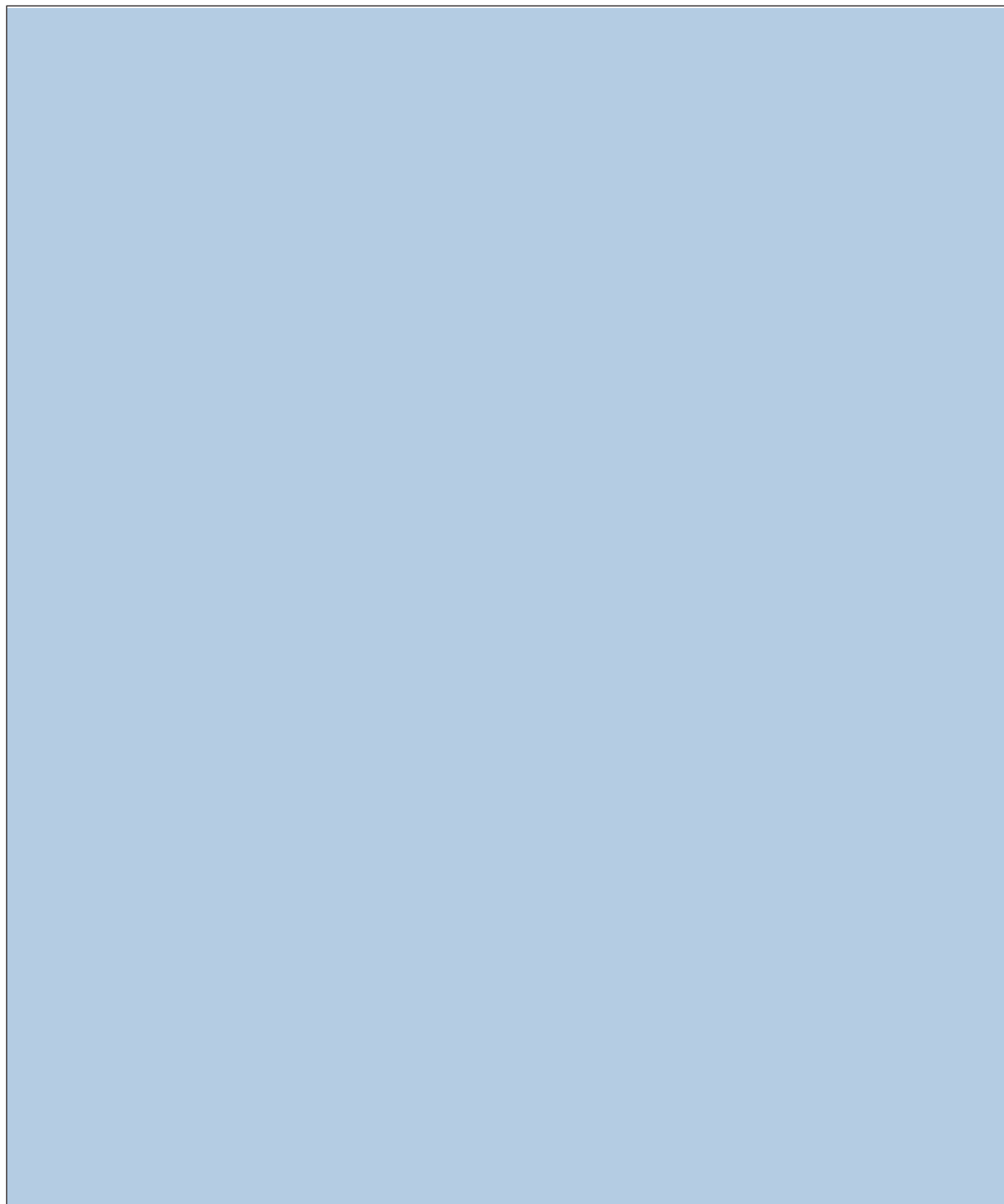
If no, identify the management document/plan used to guide the planned treatment. List the discrepancies and justification for them.

4. Are there management plans on file that contradict the stewardship directive for any of the historic properties that may be affected by the project?

☐ No.

☐ Yes. Identify the relevant plans on file and list the discrepancies below.

Next Steps: Work with CRS/FM and use this space to identify next steps and additional information needed, or track information for future reference. Include notes for further alignment or prioritization of conflicting stewardship directives. *(Tip: add a date to comments so you can track information throughout the process.)*



END OF SECTION 4: CURRENT CONDITION ASSESSMENT

SECTION 5: POTENTIAL EFFECTS OF PROJECT SCOPE TO HISTORIC PROPERTY INTEGRITY

HISTORIC PROPERTY PROJECT DOCUMENTATION

SECTION 5: POTENTIAL EFFECTS OF PROJECT SCOPE TO HISTORIC PROPERTY INTEGRITY

This section integrates early consideration of the likely or potential effects a project may have on historic buildings and cultural landscapes. Information gathered in Section 5 is an early analysis of all information from previous sections. The Section 5 information captured in Table 5-1 can be used as a guide to target design revisions when needed to avoid or minimize adverse effects, and can serve as an administrative record to justify NPS assessment of effect determinations. This should assist consulting parties in expediting reviews seeking concurrence with NPS assessment of effects.

HPPD Section 3 and Section 4 information should be used to guide design with a goal of achieving desired conditions while meeting the SOI Standards for Treatment. Early consideration and analysis of the correlation of the project scope to the integrity of the historic property is key to any undertakings potentially affecting historic properties. Identification of potential adverse effects during the project development and early design stages supports timely design solutions as well as the intent and requirements of NHPA Section 106 review regulations.¹⁵

SECTION 5 GOAL AND CONTENTS

Document the potential effect of the project on the integrity of the historic property. If adverse effects are likely, target design revisions that are technically and economically feasible to avoid or minimize these effects.¹⁶

PROCESS GUIDANCE

Before beginning HPPD Section 5, make sure CRS confirms Sections 1 to 4 contain enough information to proceed with Section 5 and consulting parties have been contacted for early input and notification of the planned project.

KEY PERSONNEL

Analysis of the potential effects on cultural resources is the responsibility of the CRM Team. These personnel should meet the SOI Professional Qualifications Standards for the applicable disciplines related to this project. The standards can be viewed here: <https://www.nps.gov/articles/sec-standards-prof-quals.htm>

¹⁵ The NHPA Section 106 regulations require assessment of effects (AOE) of proposed projects (undertakings) on historic properties using the criteria of adverse effect(36 CFR 800.5 (a)(1)). The regulations administered by the Advisory Council on Historic Preservation for the nation indicates that a project (undertaking) that alters, directly or indirectly, any of the characteristics of a historic property that qualify the property for inclusion in the National Register in a manner that would diminish the integrity of the property's location, design, setting, materials, workmanship, feeling, or association, will result in an adverse effect to that property. Adverse effects may include reasonably foreseeable effects caused by the project (undertaking) that may occur later in time, be farther removed in distance, or be cumulative.

¹⁶ 36 CFR 800.5

Utilize Table 5-1 to document this analysis, target revisions, and as part of your administrative record of informed decision making.¹⁷

- Drawing information from Sections 1 through 4, fill Table 5-1 for all historic properties and associated character-defining (contributing) features that are within the Proposed Area of Potential Effects. This task must be led by CRS or the park's Section 106 coordinator.
- If the historic property is a building, ensure the consideration of effects extends to the site/landscape/setting.
- For all historic properties, ensure consideration of effects extends to any exterior or interior areas used for mobilization or staging beyond the location of the project itself.
- Refer to page 14 for an overview of the HPPD Workflow.
- If the CRS or Section 106 coordinator determines that the project meets the SOI's Standards, proceed with standard operating procedures for Section 106 and NPS project continuum.
- If the CRS or Section 106 coordinator determines that the project does not meet the SOI's Standards, optional paths forward are:
 - i. Revise or further study the project to consider alternatives that would bring the project into conformance with the Standards;
 - ii. Develop a scope of work for a contractor to prepare alternatives that bring the project into conformance with the Standards;
 - iii. Prepare a statement of justification explaining the alternatives that have been considered, why they are not feasible, why the chosen treatment was selected, and what, if any, changes were made to help minimize the effect of the chosen treatment to the historic character of the property.¹⁸

17 36 CFR 800.11

18 Refer to 36 CFR 800.11 for documentation standards for statements of justification of adverse effect.

PAGE INTENTIONALLY LEFT BLANK

TABLE 5-1: POTENTIAL EFFECTS OF PROJECT SCOPE TO INTEGRITY OF HISTORIC PROPERTY(S)
[Schematic Design level of documentation is typically needed to most thoroughly complete this table for a formal NHPA Section 106 review. Sections 1 through 4 coupled with the desired conditions should drive the basis of design for the project and be fully incorporated into subsequent design stages. Keep working through all of the sections 1-5 until you have the information needed for an agency determination of effect for NHPA Section 106 consultation.]
Note that the Area of Potential Effect (APE) should include the extents of a vertical area (below grade) for archeological resources, as well as any historic views to/from the historic property.

A	B	C	D	E
POTENTIALLY AFFECTED HISTORIC PROPERTY NAME			PROJECT INFORMATION	
ROW NO.	HISTORIC PROPERTY IN APE <i>[Character defining feature or contributing landscape characteristic or feature – that may be affected by the project - from Section 3: Historic Property Information, Table 3-1, include NRIS number if available]</i>	CONDITION REFERENCE MATERIALS (CURRENT DOCUMENTATION OF EXISTING CONDITION: PLAN, PHOTOGRAPH, DIAGRAM) <i>[Identify aspects of the historic property that the project could affect]</i>	SCOPE OF PROJECT <i>[explain how the proposed project will or will not change the character defining features, or contributing landscape characteristic or features.]</i>	REFERENCED DESIGN DOCUMENTS (MAPS, SURVEY, DRAWING NUMBER, SPECIFICATIONS, PHOTOGRAPHS, SOW, SITE PLAN, WORK ORDER) <i>[Include enough information about the proposed project to inform understanding of the effect it will have on the historic property. The most current design documents are referenced here (e.g. See drawing A.10: Detail) – documentation referenced may be uploaded to the Design Documents Appendix.]</i>
		Select One		
		Select One		
		Select One		
		Select One		
		Select One		
		Select One		
		Select One		

GUIDANCE QUESTIONS FOR BEST PRACTICE

Answer the following questions with the most current information on hand.

1. Were professionals meeting the applicable SOI Professional Qualifications Standards involved in the Table 5-1 analysis and completing Table 5-1?

☐ Yes.

☐ No.

Work with CRS to refine the correlation of project scope to historic properties and document next steps below.

2. At this time, is the scope of work consistent with the Approved Treatment Plan (HSR/CLR if on file) or does it meet the SOI Standards for the recommended treatment as documented by the Management Category in this HPPD Section 2? Document the determination below:

☐ Yes Date of 'yes' response

☐ No. Date of 'no' response

If no, move forward with one of the following:

- Revise scope/design to avoid or minimize details that do not meet the SOI's Standards and update HPPD Sections 1 and 5;
- Include a statement of justification that explains why the chosen treatment was selected and document minimization of adverse effects on the integrity of the historic property. Refer to 36 CFR 800.11 for documentation standards for statements of justification of adverse effect.

3. Has the SHPO Staff been contacted by NPS to generally inform them about this project?

☐ No. Date of 'no' response
NPS contact the SHPO staff to notify them of the scope and plan of the potential undertaking.

☐ Yes.

4. If the SHPO has been contacted by NPS, has input been received from the SHPO?

☐ Yes. Note the response:

☐ No. Response not required to proceed with HPPD.

5. Can the project scope/design details be revised, taking into account technical and economical feasibility, to avoid adverse effects to historic properties within the APE?¹⁵

☐ No. Date of 'no' response
Justify reason for proceeding without meeting SOI Standards.

☐ Yes.
Proceed with revisions and document with updated HPPD.

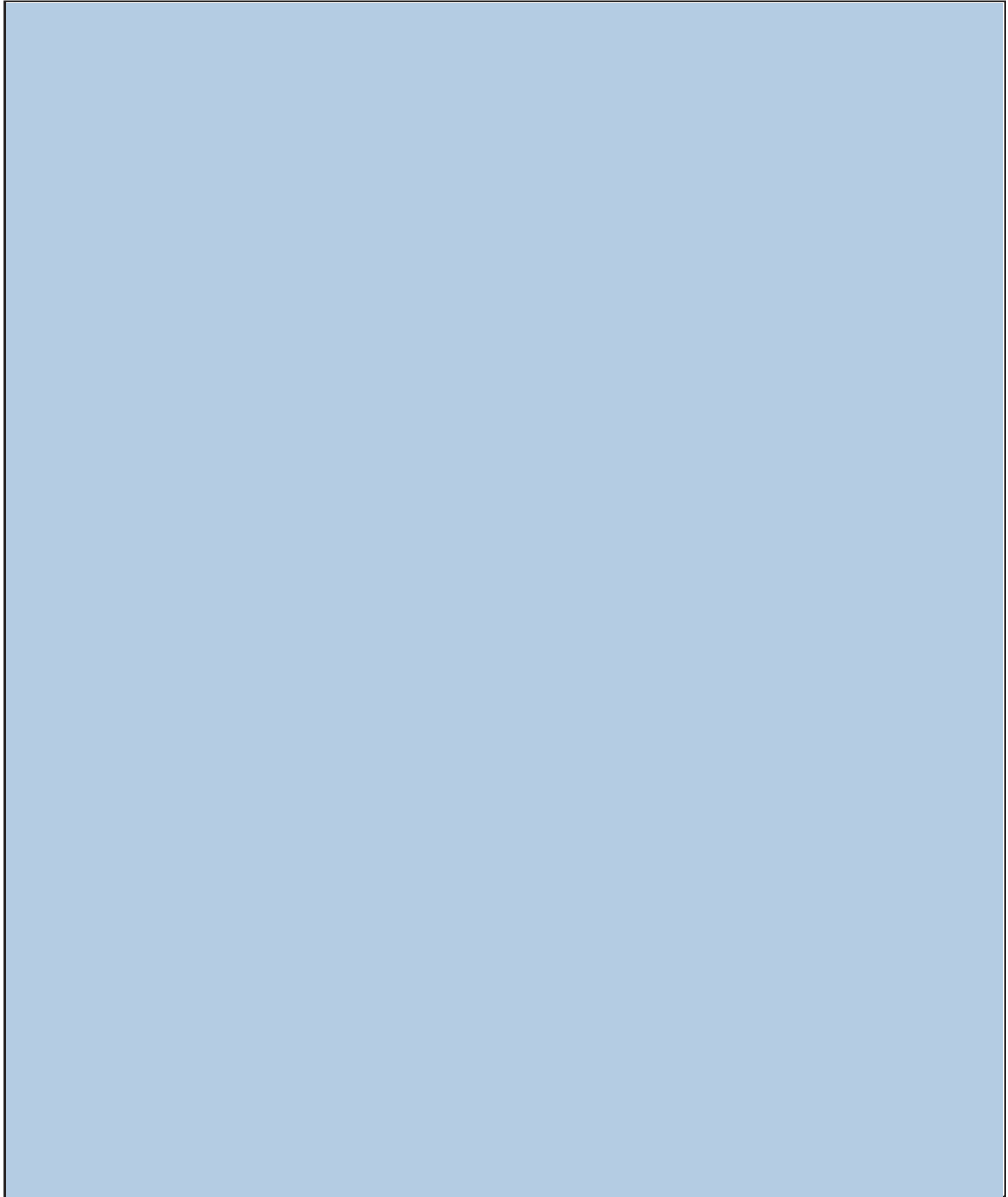
6. Has the CRS determined that information necessary to begin formal Section 106 review process is contained in Sections 1-5?

☐ No. Date of 'no' response
Gather missing information, or information that needs to be revised, and incorporate into the appropriate section, or use the template scope of work to contract for necessary documentation.

☐ Yes.
Formally initiate the Section 106 process and proceed through project development and execution continuum.

¹⁵ 36 CFR 800.5. Note that the Area of Potential Effect (APE) should include the extents of a vertical area (below grade) for archeological resources, as well as any historic views to/from the historic property.

Next Steps: Work with CRS/FM and use this space to identify next steps and additional information needed, or track information for future reference. *(Tip: add a date to comments so you can track information throughout the process)*



END OF SECTION 5: POTENTIAL EFFECT OF PROJECT SCOPE TO HISTORIC PROPERTY INTEGRITY

PAGE INTENTIONALLY LEFT BLANK

SECTION 6: HISTORIC PROPERTY PROJECT SUMMARY REPORT

HISTORIC PROPERTY PROJECT DOCUMENTATION

SECTION 6: HISTORIC PROPERTY PROJECT SUMMARY REPORT

Documentation of treatment completed on historic properties is an essential component of NPS stewardship and provides critical information to inform cyclic maintenance and future projects affecting the same properties. Prepare a Project Summary Report for the project documented in this HPPD and maintain it with other baseline documentation on file. The Project Summary Report is not meant to duplicate other project close-out procedures but should provide useful information about the treatment completed to be used later as a reference starting point when planning additional documentation, maintenance, or preservation projects that affect the same property. After treatment(s) have achieved Approved Treatment / ultimate treatment and use of each historic property affected by the project, as recommended in a Historic Structure Report or Cultural Landscape Report, aggregate all HPPD Project Summary Reports to contribute to the completion of a HSR or CLR Part 3 Record of Treatment.

SECTION 6 GOAL AND CONTENTS

Consolidate information about actual work completed during the construction phase. Provide documentation to summarize work completed, using photographs, sketches, and written explanations, that can be easily reviewed at the beginning of planning for future work. Describe conditions encountered, construction contract modifications, materials and vendors used, changes in condition as a result of treatment, and next steps for resource management.

PROCESS GUIDANCE

Complete Section 6 *during and after* construction or intervention work is complete.

Work with the Project Lead to gather pertinent information as outlined here from other parties involved with management and documentation during the construction phase. This may include Facility Managers, NPS Maintenance Work Leaders, Contracting Officers and/or their Representatives, Construction Management Representatives, or Project Managers from support centers such as the Historic Preservation Training Center (HPTC) or Denver Service Center (DSC).

Fill out the Project Documentation Summary below which will serve to:

- Document physical work as it is completed, noting milestones met and changes made to respond to on-site conditions. Provide links to as-built construction documents, annotated drawings, photographs and operations and maintenance manuals.
- Record any major differing site conditions discovered during construction that provided new evidence of the resource's physical history and development. Provide links to other documentation on file from the construction management or project completion report files.
- Record any unanticipated discoveries during construction and steps taken to follow stewardship protocols and consultation requirements.

Provide links to other documentation on file from the construction management or project completion report files.

- Record information related to major construction modifications that changed the course of treatment from the original scope of work or that changed materials originally specified. Provide links to other documentation on file from the construction management or project completion report files. Include material specifications and product cut sheets relevant to understanding the changes.
- Document testing and investigative work performed to implement the project (may include planning studies, laboratory tests, structural analysis, etc.).

PROJECT DOCUMENTATION SUMMARY	
PROJECT ADMINISTRATION	
PMIS Number	
Project Title (as it appears in Funded PMIS entry and/or on the Final Construction Documents)	
PROJECT COMPLIANCE	
PEPC Number	
Final NHPA Assessment of Effect (from PEPC entry)	Select One
Final NEPA Pathway: (from PEPC entry)	Select One
CONSTRUCTION DOCUMENTATION	
Construction Contract Number <i>[provide hyperlink]</i>	
Construction Contract Award Date	
Project Agreement Title, Number and Date Signed <i>[provide hyperlink]</i>	
Notice to Proceed Date	
Construction Period of Performance Completion Date	
Construction Documents <i>[provide Etic link to project files]</i>	
Construction Modifications <i>[If yes, list or link to modifications that altered planned treatment(s) during construction]</i>	Select One
Key Project Personnel <i>[ie. Project Manager, Contract Officer Representative (COR), Construction Manager Representative (CMR), Contractor]</i>	

POST CONSTRUCTION DOCUMENTATION	
As-Built Drawings <i>[provide hyperlink]</i>	
Operations and Maintenance Manuals <i>[provide hyperlink or physically attach]</i>	
Product Vendors List and Product Data Sheets <i>[provide hyperlink or physically attach product vendors and associated product data sheets.]</i>	

PROJECT DESCRIPTION

EXECUTIVE SUMMARY

PROJECT NARATIVE

PHOTOGRAPHIC DOCUMENTATION

[Attach or link minimum of six photographs with descriptions. Add additional pages as necessary.]

[Link or insert photo]

[Photo 1: Written description of photograph.]

[Link or insert photo]

[Photo 2: Written description of photograph.]

[Link or insert photo]

[Photo 3: Written description of photograph.]

PHOTOGRAPHIC DOCUMENTATION

[Attach or link minimum of six photographs with descriptions. Add additional pages as necessary.]

[Link or insert photo]

[Photo 4: Written description of photograph.]

[Link or insert photo]

[Photo 5: Written description of photograph.]

[Link or insert photo]

[Photo 6: Written description of photograph.]

[Duplicate this page to add as many pages as necessary to illustrate all key project aspects.]

TABLE 6-1: AFFECTED HISTORIC PROPERTY CONDITIONS

Use this table to record pre and post treatment conditions of the character defining/contributing features identified in Table 5-1 of Section 5. Note change to the CDF from a stewardship level and include photograph or brief description in the documentation.

[INSERT AFFECTED HISTORIC PROPERTY NAME]		PROJECT MEASURABLE RESULTS PRE / POST TREATMENT CONDITION	
NO.	Character Defining Feature (from Section 5: Historic Property Information Table 5-1)	Pre-Treatment Condition	Post-Treatment Condition
1	[new row for each feature]	[insert good, fair, poor]	[insert good, fair, poor]
		Select One	Select One
		Select One	Select One
		Select One	Select One
		Select One	Select One
		Select One	Select One
		Select One	Select One
		Select One	Select One
		Select One	Select One
		Select One	Select One

[Duplicate this page to add as many pages as necessary to address all character-defining (contributing) aspects and features.]

BIBLIOGRAPHY*[Cite documents referenced and those valuable for future reference related to the historic property.]*

EVALUATION QUESTION(S)

1. Were there Construction Contract Modifications?

☐ Yes Record or link to modifications on file

☐ No

2. Has a PMIS Component Status Report or Project Completion Report been completed:

☐ Yes Date

☐ No

3. Did this project achieve ultimate treatment and use per HSR/CLR or other approved resource management document?

☐ Yes Work with FM to create cyclic maintenance plan for on-going preservation maintenance

☐ No Pursue planning for further repair / rehabilitation treatments. (Refer to Section 2, Question 4 and other strategic plans to pursue planning for further repair and rehabilitation treatments.)

4. Did construction/treatment alter National Register listing status?

☐ Yes

☐ No

5. Who completed Table 6-1 (initials and NPS position)?

Initials Position Date

END OF SECTION 6: HISTORIC PROPERTY PROJECT SUMMARY REPORT

PAGE INTENTIONALLY LEFT BLANK

REFERENCES

BIBLIOGRAPHY

- Advisory Council on Historic Preservation. *Protecting Historic Properties*. <https://www.achp.gov/protecting-historic-properties>.
- National Park Service. *NPS-28: Cultural Resource Management Guideline*. Washington, DC: US Department of the Interior, National Park Service, 1998. <https://irma.nps.gov/DataStore/DownloadFile/466037>.
- National Park Service. *About Us*. Washington, DC: US Department of the Interior, National Park Service, <https://www.nps.gov/aboutus/index.htm>.
- National Park Service. *Management Policies*. Washington, DC: US Department of the Interior, National Park Service, 2006.
- National Park Service. *National Register Bulletin 15: How to Apply the National Register Criteria for Evaluation*. Washington, DC: US Department of the Interior, National Park Service, 1995.
- National Park Service. *Programmatic Agreement Among the National Park Service (U.S. Department of the Interior) the Advisory Council on Historic Preservation, and the National Conference of State Historic Preservation Officers for Compliance with Section 106 of The National Historic Preservation Act*. Washington, DC: US Department of the Interior, National Park Service. 2008. https://www.achp.gov/sites/default/files/programmatic_agreements/2019-04/nw.nps_.Nationwide%20PA.14nov08.pdf.
- National Park Service. *The Secretary of the Interior's Standards for the Treatment of Historic Properties*. Washington, DC: US Department of the Interior, National Park Service, Technical Preservation Services.
- United States Code. *The National Historic Preservation Act*. 54 U.S.C. S 300101 et seq.
- United States Congress. House. Code Title 16, Section 1, Office of the Law Revision Council.
- .

APPENDICES

PAGE INTENTIONALLY LEFT BLANK

APPENDIX A:

DRAFT SCOPE OF WORK

PAGE INTENTIONALLY LEFT BLANK

APPENDIX B:

TERMINOLOGY

HISTORIC PROPERTY TERMINOLOGY

Specific terminology used in this document is provided below for reference.

Approved Treatment Plan

For certain undertakings eligible for streamlined review, NPS has determined that an “approved treatment plan” is one that is developed for the Park Superintendent in accordance with recommendations by the Park Section 106 Coordinator and the CRM Team (as well as the Regional Section 106 Coordinator, as appropriate). This documentation may include but is not limited to:

- For Historic Structures:
 - A Historic Structures Report (HSR).
- For Cultural Landscapes:
 - A Cultural Landscape Report (CLR).
- For Archeological Resources:
 - A SHPO-reviewed memorandum, findings, or report from a phase II non-invasive or subsurface survey and/or treatment recommendations for ethnographic resources developed in consultation with the appropriate tribe(s) or traditionally associated people.

Such plans provide guidance on measures for stabilization and treatment of the character-defining features (summarized in text and/or depicted in drawings, maps, or pictures); include written approval of the plan by the Park Superintendent, the Regional Manager of Cultural Resources Programs, Associate Regional Director of Cultural Resources, or the Regional Director; and may also include review comments provided by the SHPO/THPO.

HSRs and CLRs are the NPS’s primary baseline documents for guiding treatment and use of historic structures and cultural landscapes. These reports provide recommendations for appropriate stewardship consistent with the significance, condition, and compatible future use in accordance with the Secretary of the Interior’s Standards for Treatment of Historic Properties. However, not every building or landscape requires a traditional full-scale HSR or CLR, and there are other forms of documentation that can meet the Streamlined Review criteria. NPS is in the process of developing guidance for historic property project documentation to assist park managers in making decisions about what information is needed to proceed with responsible treatment of historic structures and landscapes. For further information about Approved Treatment Plans, talk with the appropriate CR specialist(s) on your park’s CR Team.

BCE/CE

BCE (before current era) and CE (current era) are used as a temporal convention for cultural time periods up to CE 1000. After this date, no designation is provided.

Certified Historic Structure

A building that is listed in the National Register of Historic Places, either individually or as contributing building in a National Register historic district, or as a contributing building within a local historic district that has been certified by the Department of the Interior.

Character-defining Feature

A prominent or distinctive aspect, quality, or characteristic of a building or cultural landscape that contributes significantly to its physical character. Land use patterns, vegetation, furnishings, decorative details, and materials may be such features.

Comprehensive Historic Preservation Planning²⁰

The organization into a logical sequence of preservation information pertaining to identification, evaluation, registration, and treatment of historic properties, and setting priorities for accomplishing preservation activities.

Construction Documents

All of the discussions, decisions and drawings that result from Predesign, Schematic Design, and Design Development are conveyed as precisely as possible, both graphically and quantitatively, in a set of detailed documents. These documents outline the expected level of performance and quality, both in written and graphic format. Construction documents ensure the final product matches the product ultimately envisioned after working through the design process.

Specific to the National Park Service, when the construction documents are complete, the National Park Service shall have sufficient information to secure construction contractor bids and obtain the required permits. The construction documents are required so a contractor can build the project as it has been conceived by the National Park Service and designers.

Contributing and Non-contributing Features²¹

Contributing Feature

A **contributing building, site, structure, or object** adds to the historical or traditional cultural associations, historic architectural qualities, or archeological values for which a property is significant because:

- it was present during the period of significance, relates to the documented significance of the property, and possesses historical integrity or is capable of yielding important information about the period; or
- it independently meets the National Register criteria.

Non-contributing Feature

A **non-contributing building, site, structure, or object** does not add to the historic architectural qualities, historical or traditional cultural associations, or archeological values for which a property is significant because:

- it was not present during the period of significance or does not relate to the documented significance of the property; or

20 "Preservation Terminology." National Parks Service, U.S. Department of the Interior, "[Preservation as a Treatment and Standards for Preservation—Technical Preservation Services, National Park Service.](https://www.nps.gov/tps/standards/four-treatments/treatment-preservation.htm)" National Parks Service, U.S. Department of the Interior, <https://www.nps.gov/tps/standards/four-treatments/treatment-preservation.htm>.

21 "NPS-28: Cultural Resource Management Guideline, Appendix Q: preparing National Register Forms", National Parks Service, U.S. Department of the Interior, https://www.nps.gov/parkhistory/online_books/nps28/28appenq.htm.

- due to alterations, disturbances, additions, or other changes, it no longer possesses historical integrity or is incapable of yielding important information about the period; or
- it does not independently meet the National Register criteria.

Cultural Landscape

A geographic area (including both cultural and natural resources and the wildlife or domestic animals therein) associated with a historic event, activity, or person or exhibiting other cultural or aesthetic values. The National Park Service identifies four types of cultural landscapes:

Historic site

A landscape significant for its association with a historic event, activity, or person.

Historic designed landscape

A landscape that was consciously designed or laid out by a landscape architect, master gardener, architect, engineer, or horticulturist according to design principles, or an amateur gardener working in a recognized style or tradition. The landscape may be associated with a significant person, trend, or event in landscape architecture; or illustrate an important development in the theory and practice of landscape architecture. Aesthetic values play a significant role in designed landscapes.

Historic vernacular landscape

A landscape that evolved through use by the people whose activities or occupancy shaped it. Through social or cultural attitudes of an individual, a family, or a community, the landscape reflects the physical, biological, and cultural character of everyday lives. Function plays a significant role in vernacular landscapes.

Ethnographic landscape

Area containing natural and cultural resources that associated people define as heritage resources, including plant and animal communities, geographic features, and structures.

Cultural Landscape Inventory (CLI)

A CLI is an evaluated inventory of all landscapes having historical significance that are listed on or eligible for listing on the National Register of Historic Places, or are otherwise managed as cultural resources through a public planning process and in which the NPS has or plans to acquire any legal interest. The CLI provides a management inventory of evaluated cultural landscapes, as per Section 110(a)(1) of the National Historic Preservation Act, NPS Management Policies, and the Cultural Resource Management Guideline. As such, the CLI aids park managers in planning, programming, and recording treatment and management decisions.

Cultural Landscape Report (CLR)

A cultural landscape report (CLR) documents the history and existing conditions of a cultural landscape, evaluates its significance according to the Secretary of the Interior's Standards, and provides design and management recommendations for the property.

CRS: Cultural Resource Specialist

a person professionally trained in one of the cultural resource fields. Included are anthropologists (applied cultural anthropologists, archeologists, ethnographers, and ethnohistorians), architectural historians, architectural conservators, archivists, curators, historians, historical architects, historical landscape architects, landscape historians, and object conservators.

Design Development

Design Development is the evolution of the whole building and site as a system, including specific construction issues which may affect the final project. In this phase, the schematic design continues to be defined through plans, elevations and sections — the size of rooms, types of materials, and exact placement of the building on the site. Specific design issues are addressed and resolved in order to develop detailing. Particular attention is given to the quality of the design, its documentation, and agreement with the original goals set during Predesign. Additionally, selections of materials and engineering systems are tested against the overall project budget.

Specific to the National Park Service, designers shall provide the National Park Service with drafted to-scale drawings and outline specifications that illustrate and define the project. These drawings specifically delineate the site plan, floor plans and exterior elevations. It is important that the park staff provide feedback to the design team at this time, as the Draft Design Development Documents are used as the basis for the Construction Documents. Value Engineering and choices are made, if necessary, to align project scope against costs.

FIS: Facility Investment Strategy

The Facility Investment Strategy (FIS) emphasizes the importance of facility planning for sound service-wide investments at all levels and states that “all parks should have in-place a facility planning process that identifies their highest priority facility needs—in alignment with service-wide investment pillars—and supports project requests.” While parks are encouraged to use a process that best meets their needs, the FIS recommends Strategic Facility Investment Planning as the agency standard for parks to prioritize projects and project concepts, early identification of project scoping support needs, and establish a plan into the future.

FM: Facility Manager(s)

The Facility Managers’ role in project planning, development, and execution is to be responsible for the development and implementation of projects, and development of alternatives for facility modifications when infrastructure capabilities cannot support mission requirements.

Facility Managers typically coordinate project scope, goals and objectives; facilitates planning and design processes; develops spending plan and budget protocols; manages construction process ensuring all project documentation is completed and archived. Facility Managers are actively involved in decisions affecting overall park management policy and operations and contributes to the development and implementation of park management documents. Monitors and evaluates maintenance programs affecting park operations to ensure compliance with, and application of, approved management direction.

Facility Management

Facility management is the day-to-day work required to preserve facilities (buildings, structures, grounds, and utility systems) in such a condition that they may be used for their designated purpose over an extended service life. This is done through the development of long and short-range goals for the planning, design, construction, operation, maintenance, repair, rehabilitation, replacement, and investment into park infrastructure. Facility management provides leadership and policy direction to ensure the stewardship of the park's constructed assets and the development of the maintenance workforce.

Feature

The smallest element(s) of a cultural landscape that contributes to its significance and that can be the subject of a treatment intervention.

FRP: Federal Real Property

Any real property owned, leased, or otherwise managed by the Federal Government, both within and outside the United States.

Historic Character

The sum of all features, visual aspects, materials, and spaces associated with a building's or cultural landscape's history. These qualities are often referred to as character-defining.

Historic Property²²

A district, site, building, structure or object significant in American history, architecture, engineering, archeology or culture at the national, state, or local level.

Historic Significance

The recognized importance a property displays when it has been evaluated, including when it has been found to meet National Register Criteria.

Historic Structure Report

A historic structure report (HSR) provides documentary, graphic, and physical information about a property's history and existing condition.

Integrity²³

The ability of a property to convey its historical associations or attributes. The seven qualities of integrity as defined by the National Register program are location, design, setting, feeling, association, materials, and workmanship.

Location

Location is the place where the historic property was constructed or the place where the historic event occurred.

22 "Preservation Terminology." National Parks Service, U.S. Department of the Interior, "Preservation as a Treatment and Standards for Preservation—Technical Preservation Services, National Park Service." National Parks Service, U.S. Department of the Interior, <https://www.nps.gov/tps/standards/four-treatments/treatment-preservation.htm>.

23 "Glossary - National Historic Landmarks, National Park Service" National Parks Service, U.S. Department of the Interior, <https://www.nps.gov/subjects/nationalhistoriclandmarks/glossary.htm>.

Design

Design is the combination of elements that create the form, plan, space, structure, and style of a property.

Setting

Setting is the physical environment of a historic property.

Feeling

Feeling is a property's expression of the aesthetic or historic sense of a particular period of time.

Association

Association is the direct link between an important historic event or person and a historic property.

Materials

Materials are the physical elements that were combined or deposited during a particular period of time and in a particular pattern or configuration to form a historic property.

Workmanship

Workmanship is the physical evidence of the crafts of a particular culture or people during any given period in history or prehistory.

IDT: Interdisciplinary Team

Project team that includes designers (architects, engineers, landscape architects), planners, resource/compliance specialists, editors, visual information specialists, and resource specialists; IDT may be composed of any combination of National Park Service park, regional, and/or Denver Service Center employees and Architect/Engineers or other private enterprise employees.

Landscape Characteristics

The tangible and intangible characteristics of a landscape that define and characterize the landscape and that, individually and collectively, give a landscape character and aid in understanding its cultural value.

Management Category²⁴

Each category is representative of a compilation of legislative mandates, policy considerations, and planning. A management category is determined based on the findings of the CLI and the criteria for each category defined below.

Must be Preserved and Maintained (Category A):

An inventory unit meeting any one of the following criteria: the preservation of the inventory unit is specifically legislated; the inventory unit is related to the park's legislated significance; the inventory unit is nationally significant as defined by National Historic Landmark criteria or serves as the setting for a nationally significant

24 National Park Service Cultural Landscapes Inventory Professional Procedures Guide January 2009, p. 39

structure or object; the inventory unit is less than nationally significant, but contributes to the park's national significance; the inventory unit is prehistoric.

Should be Preserved and Maintained (Category B):

An inventory unit meeting all of the following criteria (failure to meet any of the conditions moves it to Category C): the inventory unit meets National Register criteria; the inventory unit is compatible with the park's legislated significance.

May be Preserved or Maintained (Category C):

An inventory unit meeting one of the following criteria: the inventory unit meets the National Register criteria but because of condition or other factors does not qualify for Category B classification; there is currently insufficient information available to determine eligibility for the National Register but preliminary study indicates eligibility, or a landscape that has been determined ineligible but is managed as a cultural resource base through an NPS planning process.

May Be Released, Altered, or Destroyed (Category D):

An inventory unit meeting one of the following criteria: the inventory unit is an irreparable hazard to public health and safety of has lost its historical integrity; the inventory unit is a physical or visual intrusion on the park's legislated significance, as defined through the planning process; the inventory unit has been disposed of by planned action or destroyed by natural forces.

National Register of Historic Places

The official list of the nation's historic places worthy of preservation. Authorized by the National Historic Preservation Act of 1966, the National Park Service's National Register of Historic Places is part of a national program to coordinate and support public and private efforts to identify, evaluate, and protect America's historic and archaeological resources.

National Historic Landmark

A district, site, building, structure, or object of national historical significance, designated by the Secretary of the Interior under authority of the Historic Sites Act of 1935 and entered in the National Register of Historic Places. A historic site may be important enough to receive designation as an NHL if it is the location with the strongest association with a turning point or significant event in American history; is the best location to tell the story of an individual who played a significant role in the history of the United States; is an exceptional representation of a particular building or engineering method, technique, or building type in the country; or provides the potential to yield new and innovative information about the past through archaeology.

Period of Significance

The span of time for which a cultural property landscape attains historical significance and for which it meets National Register criteria.

Preservation²⁵

The act or process of applying measures necessary to sustain the existing form, integrity, and materials of a historic property. Work, including preliminary measures to protect and stabilize the property, generally focuses upon the ongoing maintenance and repair of historic materials and features rather than extensive replacement and new construction. New exterior additions are not within the scope of this treatment; however, the limited and sensitive upgrading of mechanical, electrical, and plumbing systems and other code-required work to make properties functional is appropriate within a preservation project.

PL : Project Lead

The Project Lead is the person in charge of overall project management which includes but is not limited to:

- Assembling a project team with the expertise necessary to execute the project
- Establishing the technical objectives
- Planning the project
- Managing changes to the scope
- Controlling the undertaking so that it is completed on schedule and within budget

The Project Lead must consider any environmental assessments or environmental impact statements required by the National Environmental Policy Act of 1969 (NEPA); consultations required under section 106 of the National Historic Preservation Act (NHPA), relevant scientific and scholarly studies; advice or insights offered by subject matter experts and others who have relevant knowledge or experience; and the results of civic engagement and public involvement activities relating to decision making.

PreDesign

Predesign consists of the Project Program that has two integrated components, a narrative list of functions and a Site Analysis. Included are specific ideas of what functions should be included (or excluded), how they should be used, and how other functions should relate. This applies to new construction, rehabilitation projects, utility and site projects, adaptive use of historic structures and cultural landscape treatments.

Specific to the National Park Service, a building and site program evolves from previous analysis documented in the Project Management Information System (PMIS) and Facility Planning Model , Historic Structure Report, and Cultural Landscape Report that shall be incorporated when provided.

Schematic Design

Schematic Design is the process of transforming information from the Predesign phase into drawings, and other presentation media, that illustrate the scale and relationship of project components. As the design evolves, and the project comes to life, additional questions or new ideas will generate alternatives. Schematic sketches capture the essence of the design in plans, elevations, sections and perspectives. This is a critical phase for studying and resolving important design issues.

25 “Preservation as a Treatment and Standards for Preservation—Technical Preservation Services, National Park Service.” National Parks Service, U.S. Department of the Interior, <https://www.nps.gov/tps/standards/four-treatments/treatment-preservation.htm>.

Specific to the National Park Service, Schematic Design is used to verify and clarify the technical and spatial assumptions made in the Project Program. The schematic design also carries the project to the level of detail required to identify any critical issues not covered in predesign. A presentation of the preferred schematic alternative is prepared for the Investment Review Board (IRB) just prior to completion of the Schematic Design phase. Comments from the Investment Review Board are then incorporated into the final Schematic Design.

Reconstruction²⁶

The act or process of depicting, by means of new construction, the form, features, and detailing of a non-surviving site, landscape, building, structure, or object for the purpose of replicating its appearance at a specific period of time and in its historic location.

Rehabilitation²⁷

The act or process of making possible a compatible use for a property through repair, alterations, and additions while preserving those portions or features which convey its historical, cultural, or architectural values.

Restoration²⁸

The act or process of accurately depicting the form, features, and character of a property as it appeared at a particular period of time by means of the removal of features from other periods in its history and reconstruction of missing features from the restoration period. The limited and sensitive upgrading of mechanical, electrical, and plumbing systems and other code-required work to make properties functional is appropriate within a restoration project.

Secretary of the Interior's Professional Qualification Standards

These standards apply to each statutorily-identified discipline as it is practiced in historic preservation nationwide. Five disciplines were addressed in 1983 according to the statutory provisions then in place. Amendments to NHPA added more disciplines to be considered, and updates of the original standards need to be accomplished. These standards do not apply to entry level positions. Rather, they outline the minimum education, experience, and products that together provide an assurance that the program and project manager, applicant, employee, consultant, or advisor will be able to perform competently on the job and be respected within the larger historic preservation community.

26 "Reconstruction as a Treatment and Standards for Reconstruction—Technical Preservation Services, National Park Service" National Parks Service, U.S. Department of the Interior, <https://www.nps.gov/tps/standards/four-treatments/treatment-reconstruction.htm>.

27 "Reconstruction as a Treatment and Standards for Reconstruction—Technical Preservation Services, National Park Service" National Parks Service, U.S. Department of the Interior, <https://www.nps.gov/tps/standards/four-treatments/treatment-rehabilitation.htm>.

28 "Restoration as a Treatment and Standards for Reconstruction—Technical Preservation Services, National Park Service" National Parks Service, U.S. Department of the Interior, <https://www.nps.gov/tps/standards/four-treatments/treatment-restoration.htm>.

Secretary of the Interior's Standards²⁹

The Secretary of the Interior's (SOI) Standards for the Treatment of Historic Properties are common sense historic preservation principles in non-technical language. They promote historic preservation best practices that will help to protect our nation's irreplaceable cultural resources. See Preservation, Reconstruction, Rehabilitation, and Restoration.

Treatment Approach³⁰

The Secretary of the Interior offers four distinct approaches to the treatment of historic properties – preservation, rehabilitation, restoration, and reconstruction—with accompanying Guidelines for each. One set of standards will apply to a property undergoing treatment, depending upon the property's significance, existing physical condition, the extent of documentation available and interpretive goals, when applicable.

Treatment plan

Includes executable details that align with the treatment approach documented in an Approved Treatment Plan.

29 "The Secretary of the Interior's Standards-Technical Preservation Services, National Park Service." National Parks Service, U.S. Department of the Interior, <https://www.nps.gov/tps/standards.htm>.

30 "The Secretary of the Interior's Standards for the Treatment of Historic Properties." National Parks Service, U.S. Department of the Interior, <https://www.nps.gov/tps/standards.htm>.

PAGE INTENTIONALLY LEFT BLANK

APPENDIX C:

GUIDANCE FOR PROJECTS REQUIRING
INVESTMENT CONCEPT APPROVAL

INVESTMENT CONCEPT APPROVAL GUIDANCE

Projects estimated to cost more than \$2M must have Investment Concept Approval from the Regional and/or Bureau Investment Review Board.

For high dollar projects, Investment Concept approval is recommended before beginning the HPPD to ensure staff time and resources are spent on concepts that already have support from agency leadership.

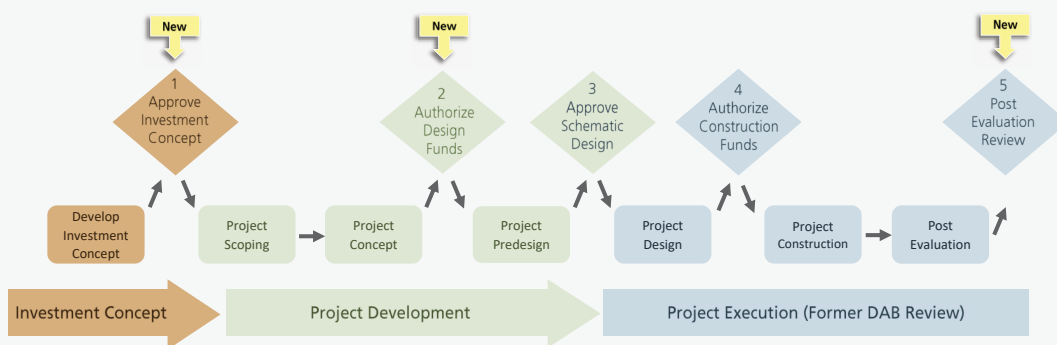
For projects >2M, PEPC and PMIS should be developed after the Investment Concept has been approved.

All projects require interdisciplinary collaboration between cultural resource and facilities management divisions.

Refer to the Facility Planning Branch workflow on how to progress through the approval process.

FIS MILESTONES GRAPHIC

HOW IC FITS WITH PROJECT DEVELOPMENT AND PROJECT EXECUTION



Facility Planning Branch Workflow

PAGE INTENTIONALLY LEFT BLANK

PAGE INTENTIONALLY LEFT BLANK

APPENDIX D:

AGGREGATED DESIGN DOCUMENTS

Use this appendix to aggregate all the applicable design documents needed to complete the HPPD (concept plans, architectural/engineering plans, surveys, renderings, etc).

PAGE INTENTIONALLY LEFT BLANK

