



Final

April 2023

Historic Property Project Documentation (HPPD) Handbook



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

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 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.¹

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Cultural Resources, Partnerships and Science Directorate
Washington, DC

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¹ NPS Management Policies 2006, 60.

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HISTORIC PROPERTY PROJECT DOCUMENTATION (HPPD) HANDBOOK

Prepared by:

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

Prepared in cooperation with the National Conference of State Historic Preservation Officers.

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Executive Summary

The National Park Service (NPS) has the distinguished honor of preserving and protecting a remarkable collection of America's historic properties through a stewardship mandate codified in legislation, policies, and guidelines. In a variety of circumstances, however, NPS staff sometimes need to undertake projects that affect historic property before adequate research and planning are complete. In these situations, NPS staff can use the Historic Property Project Documentation (HPPD) to collect the information needed to define a project, identify its impact on historic properties, refine its design to promote preservation, and document discoveries made during execution. If, in the process, NPS staff determine there is not enough information to advance the project, they can use the partially completed HPPD to scope the development of additional information necessary to advance the undertaking, produce baseline documentation (HSR/CLR), or adjust the project.

The HPPD has two components. This Handbook (PDF) explains what the HPPD is, how to use it, and how it relates to other NPS preservation processes. The HPPD Workbook contains formatted worksheets to be used as the historic property documentation, organized by sections that have been determined to be the minimum necessary information required prior to treatment of historic structures and cultural landscapes.

This Handbook provides background briefly summarizing why and how NPS staff incorporate stewardship into their work, instructions on how to use the HPPD, frequently asked questions about the HPPD, and a breakdown of goals

and process guidance by HPPD section. It also provides appendices with a variety of reference material.

A completed HPPD Workbook provides a consolidated set of information collected from existing NPS databases, park files, consulting parties, or other readily accessible sources. The HPPD should minimally document historic properties and their character-defining or contributing features and be used to guide treatment scopes and design. Additionally, the HPPD can be used:

- to inform project scope and design decision making,
- to determine the effects federal undertakings have on historic properties and provide documentation to be used for National Historic Preservation Act (NHPA) consultations,
- as documentation for the administrative record, and
- as a reference for future or more exhaustive property documentation such as a Historic Structure Report (HSR) or Cultural Landscape Report (CLR).

The HPPD is a flexible tool and should be used as a living document. It can be used at any time from identification of need and project conception to post-treatment documentation. The level of detailed information within an HPPD should be calibrated by information already on file, the scale and scope of the proposed project, and the significance of the historic property. If a project affects only a small part of a historic property, only that area needs to be carefully documented. If a project affects multiple historic properties, the HPPD Workbook can

be expanded to document each one. If a project scope or conditions change, the HPPD can be revised to reflect those changes. Sections of the HPPD Workbook can also be reused and enhanced for multiple or phased projects at the same historic property.

The HPPD is a collaborative tool. The HPPD tool is most helpful when it is used by a team to share and analyze historic property information. Just as the information collected should be calibrated to the project scale and scope, so too should the project team. The size of the team and level of involvement is based on the scale of the undertaking, information missing and necessary to advance, and expertise needed. For large or complex projects, the team can include a core team supported by a range of related experts. If a team works together to collect the minimum necessary information to complete the HPPD Workbook, they can advance the project with adequate documentation to meet the NPS stewardship mission and compliance requirements.

The HPPD is an integrative tool. The HPPD tool is not meant to duplicate existing documentation and procedures, but rather to efficiently draw on and feed into existing operational infrastructure and processes. Beginning with park staff, the project team can complete much of the HPPD with information from the Cultural Resources Inventory System (CRIS), Park or Single Record Reports, and other information on file. Missing information can be gathered or produced by additional NPS staff or contractors by modifying the provided template scope of work (refer to Appendix A). Newly generated Section 2 and 3 information and Section 6 information as applicable can be added

back into existing NPS databases to update property documentation on file and to support future treatment planning and design work.

The HPPD is the minimum necessary. Through a project-driven, interdisciplinary approach, the HPPD tool should provide NPS staff the ability to select and implement an appropriate level of research, documentation, and treatment guidance, dictated by the resource's significance and minimally necessary, to plan for and execute facility projects.

The HPPD Workbook can be accessed here: [DataStore - Historic Property Project Documentation \(HPPD\) \(https://irma.nps.gov/datastore/reference/profile/2298699\)](https://irma.nps.gov/datastore/reference/profile/2298699).

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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

Lucy Moore, AIA, LEED AP BD+C

Mara Berkland, Graphic Designer

Patti Babin, Architectural Historian, Associate

Rebecca Huffman, Editor

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

Training Documentation Creation

Resources Training Program, WASO Learning & Development

Becky McCabe

INTRODUCTION

The National Park Service was created in 1916 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 wildlife 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

To uphold that mission, NPS staff are required to follow NPS policies and national legislation and regulations and to integrate their compliance into standard operating procedures.

This chapter provides an overview of NPS Cultural Resource Management Policies, the National Historic Preservation Act (NHPA), the NPS planning to construction continuum, and the use of HSRs and CLRs as standard baseline documentation for historic properties. This section also explains how the Historic Property Project Documentation (HPPD) fits within these existing fixtures of NPS preservation and project work.

INTRODUCTION

² 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).

NPS Cultural Resource Management Policies

Federal law and NPS Management Policies require all historic properties in which the Service has a legal interest to be managed as cultural resources.² The 2006 NPS Management Policies provide NPS employees with guidance to uphold the NPS stewardship mission 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.

Adherence to the Management Policies is mandatory unless specifically waived or modified by the Secretary, the Assistant Secretary, or the Director.³

The NPS Cultural Resource Management (CRM) Division is responsible for protecting, preserving, and fostering an “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.”⁴ To

do so, CRM staff follow the NPS-28: *Cultural Resources Management Guideline*. NPS-28 outlines basic principles and standards for research, planning, and stewardship for managers, planners, staff, and other cultural resource specialists. NPS-28 calls for adequate interdisciplinary and well-documented research and planning to assess the probable effects of a treatment on a cultural resource. It also calls for the early involvement of a cultural resource specialist and requires the use of an approved plan for every project.⁵

The HPPD tool is based on these policies and principles. Through its use, NPS staff from all divisions can work with CRM staff to integrate cultural resource management for historic structures and cultural landscapes into their project planning and decision making. By doing so, project teams will adhere to NPS management policy, more effectively develop treatment for historic structures and cultural landscapes, and prepare for efficient navigation of the NHPA regulatory compliance review process.

2 NPS-28: *Cultural Resource Management Guideline*, Chapter 8, A.2, https://www.nps.gov/parkhistory/online_books/nps28/28chap8.htm.

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

4 “Management of National Park Service Programs,” 59.

5 NPS-28: *Cultural Resources Management Guideline*, https://www.nps.gov/parkhistory/online_books/nps28/28intro.htm.

National Historic Preservation Act (NHPA) & NPS

NPS cultural resource management is also shaped by the National Historic Preservation Act (NHPA), which 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.⁶

The NHPA is the foundational legislation behind *The Secretary of the Interior's Standards for the Treatment of Historic Properties*, or SOI Standards, which are designed to “promote historic preservation best practices that will help to protect our nation’s irreplaceable cultural resources.”⁷

Section 106 of the National Historic Preservation Act requires federal agencies to take into account the effects of their undertakings on historic properties and to afford the Advisory Council on Historic Preservation (ACHP) a reasonable opportunity to comment on such undertakings.

The Section 106 process is regulated by the ACHP.⁸ Within the NPS, cultural resources management personnel have the professional qualifications and expertise necessary to provide technical input and analysis when it comes to the management and treatment of historic properties. CRM personnel provide this expertise in conjunction with the underlying principles of the NPS Management Policies and serve as the leads for any NHPA consultation requirements.

The HPPD tool creates a framework in which NPS staff from any division can collaborate with CRM personnel to scope, develop, and execute projects that achieve desired project outcomes while also promoting preservation. By consolidating, producing, and considering the minimum necessary project and property information requested in the HPPD Workbook, facility funded project teams will be well positioned to plan and execute projects that meet the relevant SOI Standard and or provide the documentation and decision making basis needed to fulfill the purpose of the NHPA Section 106 process.

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 “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>.

⁸ Regulations published by the Advisory Council on Historic Preservation (ACHP) guide federal agencies and other participants in the Section 106 process. Advisory Council on Historic Preservation, *Protecting Historic Properties*. <https://www.achp.gov/protecting-historic-properties>.

NPS Planning to Construction Continuum

The NPS has existing procedures for project planning, development, and execution that are simplified into six milestone categories, referred to as the planning to construction continuum (see Figure 1). The HPPD is designed to technically support and administratively document projects through the entirety of the continuum, from resource management and planning through post-construction closeout (see Figure 2).

Historic Structure Reports (HSRs) & Cultural Landscape Reports (CLRs)

NPS Historic Structure Reports (HSRs) and Cultural Landscape Reports (CLRs) are the primary, comprehensive baseline documents that record, evaluate, and establish ultimate treatment and use for historic structures and cultural landscapes. These documents are prepared in accordance with SOI Standards to meet the NPS stewardship mandate and the requirements of the NHPA.⁹ The HPPD tool is different from but complementary to an HSR or CLR.

While HSRs and CLRs are resource-driven, meaning they provide long-term guidance for the preservation of a historic property, the HPPD tool is project-driven. NPS staff can use the HPPD Workbook to transition from HSR

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 structures and landscapes. The National Historic Preservation Act, Section 110, establishes this responsibility for the NPS and all federal agencies.



Figure 1. NPS Project Planning to Construction Continuum.

or CLR recommendations to detailed development of specific projects or to provide draft content referenced in development of an HSR or CLR. At project closeout, the HPPD Workbook can contribute to the completion of an HSR or CLR Part 3 Record of Treatment (see Figure 2).¹⁰

Ideally, up-to-date and comprehensive HSRs or CLRs exist for all historic properties; however, it is not uncommon for HSRs and CLRs to be nonexistent or outdated. Likewise, it is not unusual for NPS staff to scope, or request or receive funding for, projects that may affect historic properties before adequate research and planning is complete. For example, newly acquired sites and structures can require immediate stabilization, staff limitations or budget cycles can force incremental planning and treatment, and natural disasters can cause damage that requires immediate action.

Although 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.¹¹ When this occurs, the HPPD Workbook can be used to identify or produce an appropriate level of research, documentation, and treatment guidance dictated by the resource's significance and minimal information necessary to plan for and execute facility funded projects.

¹⁰ HSRs and CLRs are approved planning documents concurred with by the Superintendent and include Approved Treatment Plans (see Appendix B: Terminology for definition).

¹¹ *CRM Bulletin* 13, no. 4 (1990), <https://www.nps.gov/crps/CRMJournal/CRMBulletin/v13n4.pdf>; *CRM Bulletin* 13, no. 5 (1990), <https://www.nps.gov/crps/CRMJournal/CRMBulletin/v13n5.pdf>.

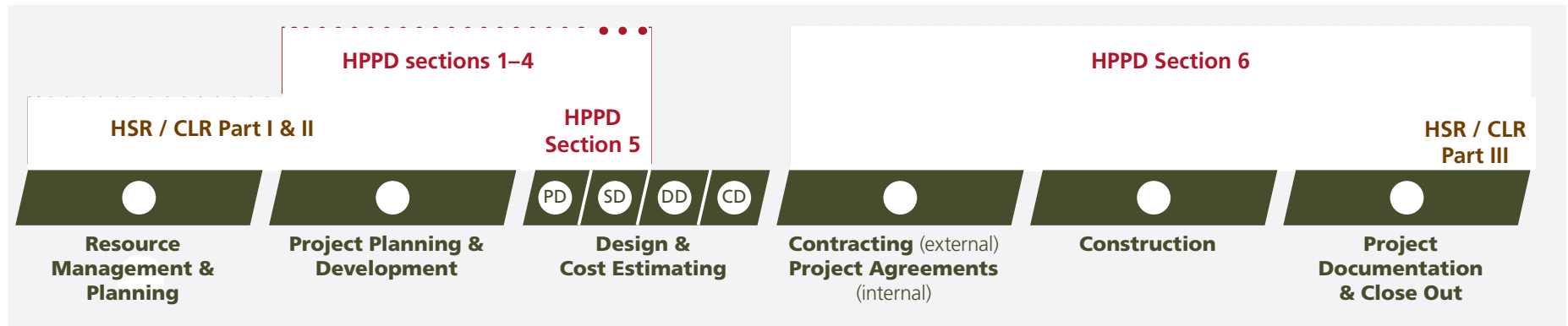


Figure 2. The HPPD is the minimum necessary documentation for the treatment of historic properties. This diagram illustrates how the HPPD is related to the NPS Planning to Construction Continuum and HSRs and CLRs.

The HPPD provides a structure and format for scaling historic structure and cultural landscape documentation to the minimum necessary to improve the process of moving facility funded projects affecting historic structures and cultural landscapes through the planning to construction continuum.



PROJECT PLANNING

Use the HPPD to:

- Consolidate information on file related to significance, integrity, and planned treatment
- Determine if documentation on file is adequate to inform treatment scope and design to meet SOI Standards for the Treatment of Historic Properties
- Update existing baseline documentation or produce draft content for future, more exhaustive documentation efforts
- Inform project scope and design decision making
- Support park determinations about the effects federal undertakings have on historic properties and provide documentation to be used for National Historic Preservation Act (NHPA) consultations
- Document federal decision making and produce content for the administrative record
- Share historic property information with internal and external colleagues



PROJECT IMPLEMENTATION

Figure 3. When to use the HPPD.

HPPD Instructions

A completed HPPD provides a consolidated set of information collected from existing NPS databases, park files, State Historic Preservation Offices (SHPOs), or other readily accessible sources to guide treatment scopes and design for historic structures and cultural landscapes.

The HPPD tool has two components. This Handbook (PDF) explains what the HPPD is, how to use it, and how it relates to other NPS preservation processes. The HPPD Workbook (Excel) is a series of worksheets that prompts a project team to collect specific information that has been determined to be the minimum necessary for a project that has the potential to affect historic structures and/or cultural landscapes. The volume of information provided in each section will be different for each project and should be calibrated to the scale of the undertaking, significance of the resources, and the information already on file. A thorough and collaborative HPPD will ensure historic preservation of historic structures and cultural landscapes is considered throughout all phases of a project.

This section describes the HPPD process, interdisciplinary team roles, contents, calibration, and process. It also contains guidance for integrating the HPPD with existing NPS tools and documentation. This Handbook is a guide for helping project teams apply their professional judgment to determine the calibration of information needed to understand the potential effects of specific projects on historic structures and cultural landscapes.

A photograph showing three people on a boat. A man in a white cap and orange life vest is pointing at a document. A woman in a yellow jacket and blue cap is also looking at the document. Another person in a green jacket and cap is holding a handheld device. The background shows a body of water and trees.

INSTRUCTIONS

The HPPD Workbook directs staff through a process to record readily available documentation to inform project-specific scoping, design, or treatment of historic properties. 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 documents historic fabric, character-defining features for historic structures, and contributing characteristics for cultural landscapes; 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.

An HPPD informs project development and design for previously identified and evaluated historic properties with an intent to preserve character-defining features for historic structures and contributing characteristics for cultural landscapes. It does not fulfill NHPA Section 110 requirements to identify, evaluate, and protect historic properties, but it will help a project meet those requirements more efficiently.

HPPD Roles

Any NPS staff member planning a project that may affect a historic property may use the HPPD Workbook to support project documentation, development, and execution.

When possible, initial preparation of the HPPD Workbook is at the park level, with support from regional staff and subject matter experts as needed. An interdisciplinary team's collaboration leads to integrating knowledge of project parameters with stewardship expertise. At a minimum, the core HPPD team must include the Project Lead (**PL**), the Facility Manager (**FM**), and the Cultural Resource Specialist (**CRS**). The FM or CRS can serve as the Project Lead.

The size of the HPPD team and level of involvement is calibrated to the scale of the undertaking, information missing and necessary to advance, and expertise needed. For smaller projects, the HPPD team members may all be park staff, while for larger or more complex projects the team should also include regional personnel and additional subject matter experts including but not limited to design professionals, architectural historians, archeologists, and consulting parties.

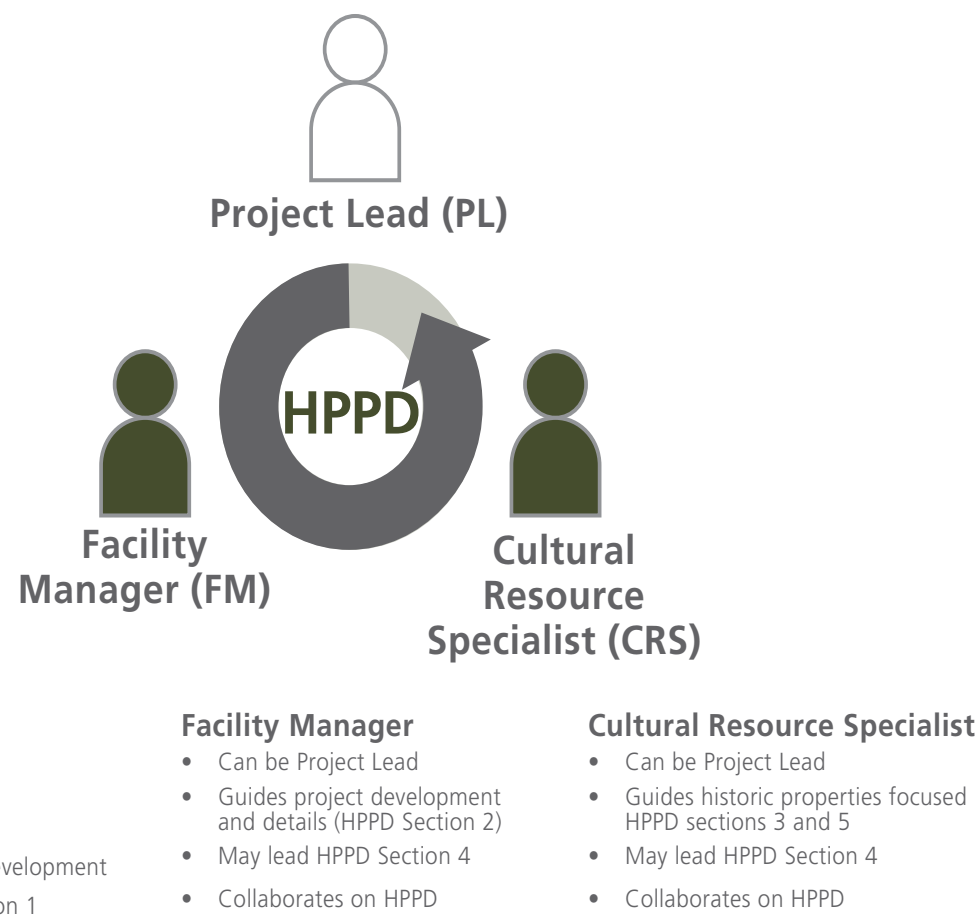
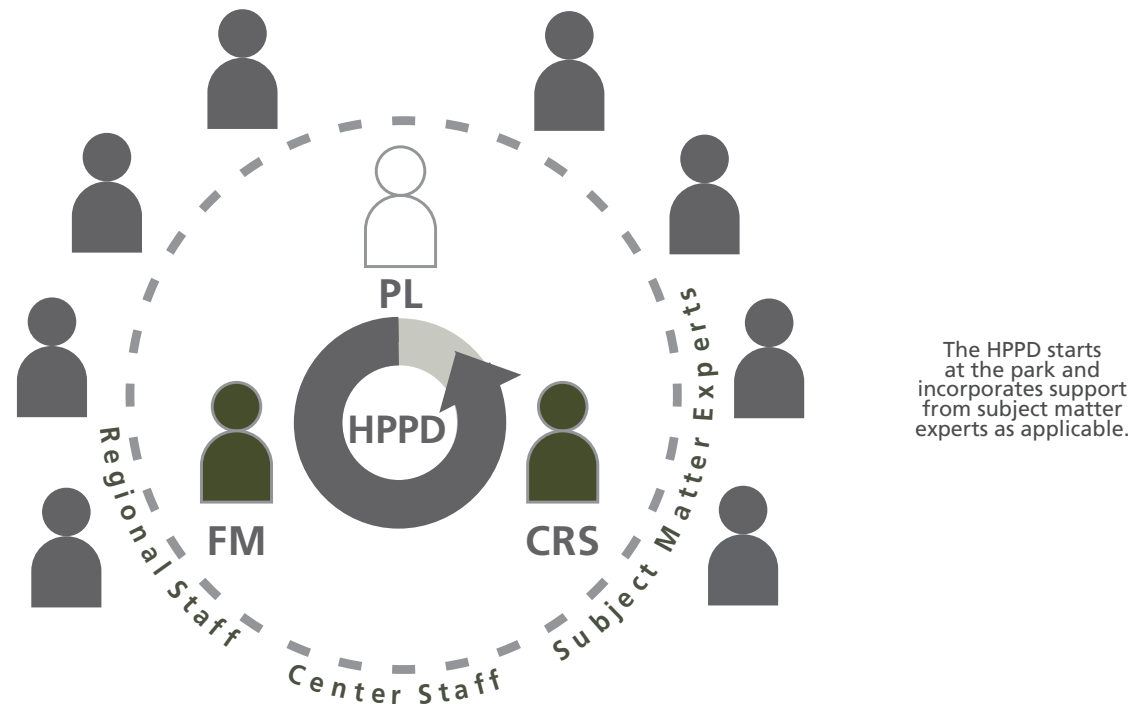


Figure 4. Typical roles for core HPPD team members.

**Subject Matter Experts, Regional Staff, Center Staff**

- Collaborate on HPPD
- Meet the SOI's Professional Qualifications Standards
- Example SMEs: designers, architects, engineers, landscape architects, planners, editors, visual information specialists, resource specialists
- Can be NPS staff or consultants

Figure 5. The core HPPD team is supported by other expertise applicable to the project.

HPPD Contents

The HPPD provides a consistent format that can be used to inform and document federal decision making related to the treatment of historic structures and cultural landscapes. The HPPD Workbook is organized into six sections that contain information about the proposed project (Section 1), relevant administrative data (Section 2), historic properties that may be affected by the project (Section 3), current conditions of the historic properties (Section 4), potential effects of the project scope to the integrity of the historic properties (Section 5), and a summary of work completed during the construction phase (Section 6) (see Figure 6).

HPPD Process

The HPPD is designed to be coordinated with NPS project planning, development, design, treatment documentation, and post-treatment recordation (see Figure 7). Just as a design process is iterative, so too is development of the HPPD. Each time the project scope or design changes, the Project Lead will work with the CRS to determine if additional historic property information is needed to assess the potential effect of the changes.

After working through sections 1 to 4, the CRS reviews the contents to determine if additional information is needed. Chances are, an HPPD team will not be able to answer all questions the first time they work through the sections. If more information is needed, the HPPD team will work with the CRS to identify additional necessary information that can be scoped. At this point, the CRS may determine

that this historic property requires an HSR or CLR prior to proceeding with any design or treatment plans.

When the CRS confirms sections 1 through 4 contain enough information to proceed, consider the project's potential effects to the integrity of historic properties by filling in Section 5. The CRS then reviews Section 5 to consider if an assessment of effect can be determined. If that is the case, the project is ready to formally proceed through the standard Section 106 review process and be documented in the Planning, Environment, Public Comment (PEPC) system. If not, the HPPD team should work together to:

- gather or produce the specific information necessary to make an assessment of effect determination, or
- further develop the project scope and design so that an assessment of effect can be determined and the project can begin the formal review process.

If additional or missing information is required to complete the HPPD and, in turn, advance the project, the Project Lead in collaboration with the CRS can modify the provided template scope of work to pursue the minimum additional necessary information via NPS support offices or contracted services (see Appendix A).

NHPA Section 106

In many cases, development of the HPPD will provide the information necessary to proceed through the formal NHPA Section 106 review process. The process includes documentation of informed federal decision making and early communications with consulting parties. This should improve the efficiency of the Section 106 compliance process. The HPPD supports the Section 106 process but does not replace it.

1

Section 1: Proposed Project Information

This section asks project leads to identify key staff for the HPPD development, describe the proposed project, and define the draft Area of Potential Effects (APE).

4

Section 4: Current Condition Assessment

This section asks project teams to document the current condition of each historic structure and cultural landscape that may be affected by the proposed project.

2

Section 2: Administrative Data

This section asks project teams to aggregate administrative data on file for the historic properties potentially affected.

5

Section 5: Potential Effects Of Project Scope to Historic Property Integrity

This section asks project teams to identify the potential effects of the project scope on the integrity of historic properties.

3

Section 3: Primary Historic Properties Information

This section uses existing documentation or identifies the need for additional research to record significance and integrity for previously evaluated properties. It guides the team to review other documentation that can be useful to inform design, assessment of effects, and post-treatment documentation.

6

Section 6: Historic Property Project Summary Report

This section asks project teams to prepare a summary report with information about the work completed during the construction phase.

Figure 6. The Historic Property Project Documentation (HPPD) includes six sections that are completed in the HPPD Workbook ([DataStore - Historic Property Project Documentation \(HPPD\)](https://irma.nps.gov/datastore/reference/profile/2298699) (<https://irma.nps.gov/datastore/reference/profile/2298699>). See Appendices for supplemental guidance.

HPPD Alignment to NPS Project Process & Section 106:

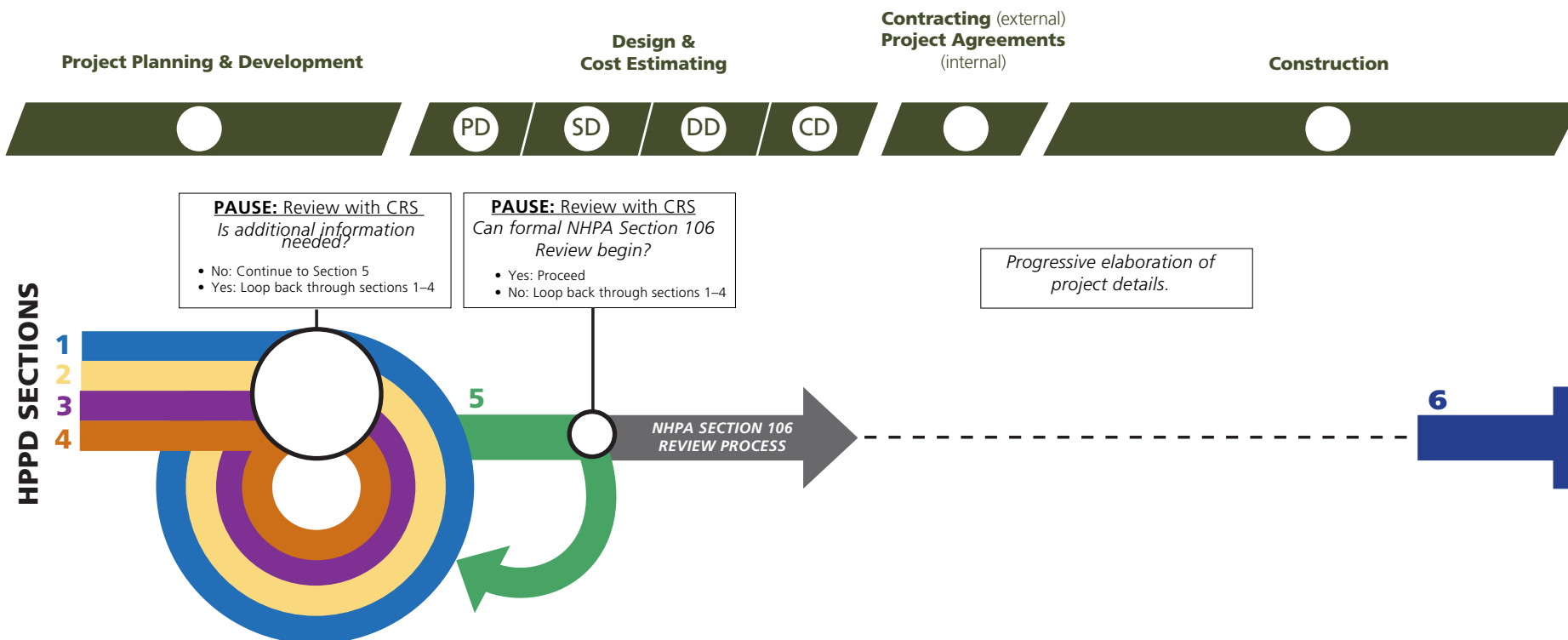


Figure 7. HPPD Process. Completing an HPPD for a project is an iterative process. Completing an HPPD is not a linear process but should align with the progressive elaboration of detail that occurs in the planning to construction continuum. This graphic illustrates that alignment and elaboration. The HPPD should be referenced to inform design and used again to assess effects of those designs on historic structures and cultural landscapes. Information gathering and recording within the HPPD is completed initially when qualified professionals can make an assessment of effect for NHPA Section 106 with the information on hand. Ultimately, the HPPD is complete after a project has been executed and the summary report is finalized.

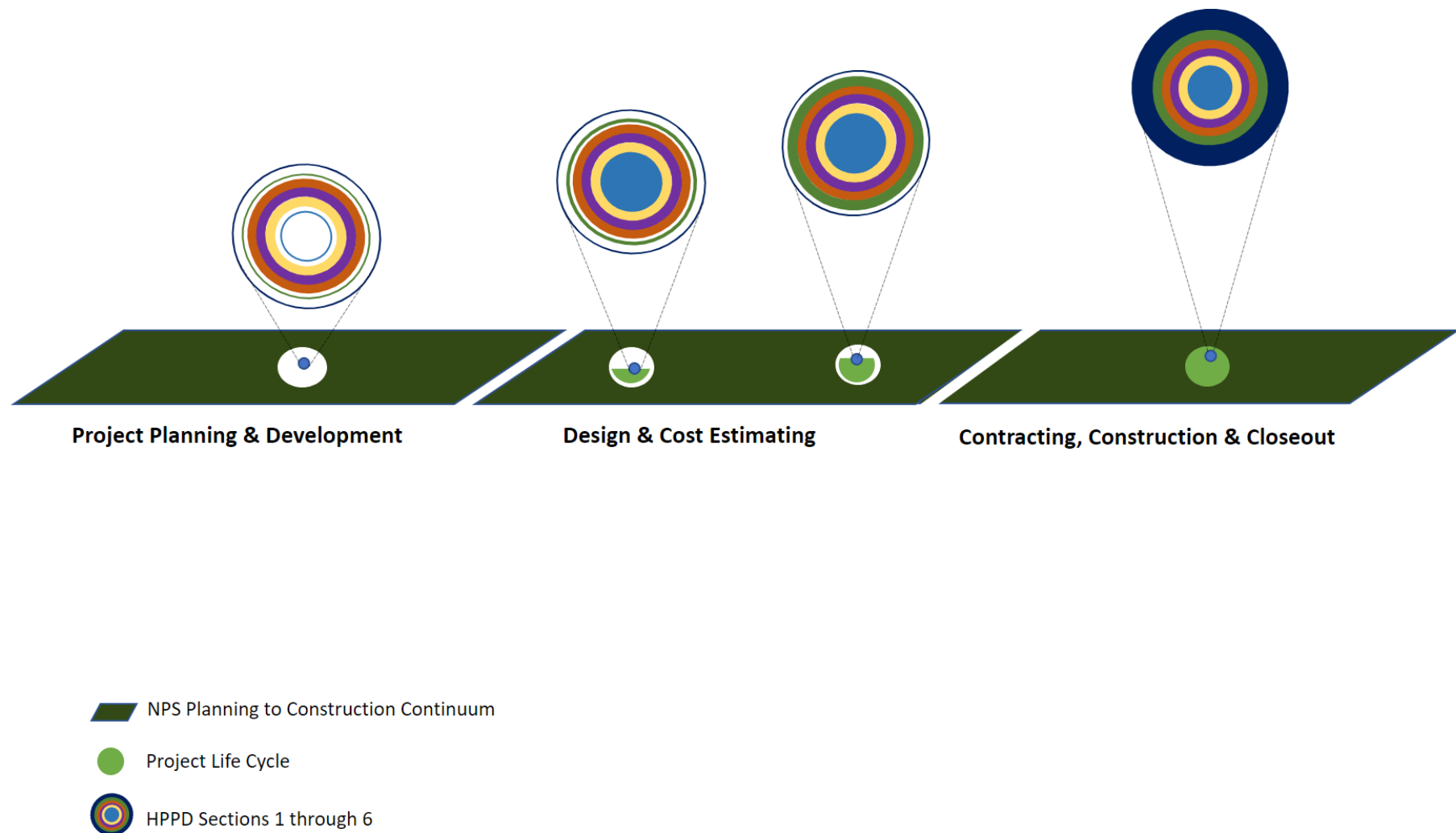


Figure 8. HPPD Development. Section 2 and 3 information can be completed any time, even before you have a project. As information about a project develops, understanding of potential effects to the historic properties in your APE will evolve. The process of completing the workbook should align with the progressive elaboration of the project details, keeping minimum necessary in mind, and gathering information that is directly relevant to historic preservation and assessment of effects for the NHPA Section 106 review process.

HPPD Calibration

The Historic Property Project Documentation (HPPD) is the minimum necessary information for sharing and analyzing cultural resources data when needed for project planning and development. The HPPD provides a consistent format that can be used to inform and document federal decision making related to the treatment of historic structures and cultural landscapes. Currently, the HPPD does not capture other cultural resource types.

The combined sections of the HPPD will 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. If a project affects multiple historic properties, the HPPD Workbook can expand to document each one.

Minimum necessary must be calibrated on a project-by-project basis, as each undertaking is unique and the NPS manages a vast array of historically significant structures and cultural landscapes (see examples in Appendix C).

Integration with Existing NPS Tools and Documentation

The HPPD is an integrative tool that is best completed by an interdisciplinary team and should coordinate with existing agency and service standards, guidelines, and procedures. Refer to Appendix G: System Integration Instructions for how to integrate the HPPD with existing NPS databases related to resource and project management.

NPS Planning to Construction Continuum

The core HPPD team should start the HPPD process as early as possible. Ideally, the team develops sections 1–4 during concept or project planning, before starting a project's schematic design phase. These sections can be completed simultaneously. The HPPD team, led by the CRS, should work through Section 5 during predesign or schematic design (see Figure 7). Section 6 can be initiated at the completion of design work but should be developed throughout construction in order to document post-treatment conditions of the character-defining or contributing features.

Stewardship of Historic Properties

Projects using the HPPD Workbook should have 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*. The HPPD should provide necessary and required information for technical input and review, internal decision making, and assessment of potential effects on historic properties so projects can advance

through the planning to construction continuum whether or not an HSR or CLR exists. The workbook should help teams more readily determine if an HSR/CLR is needed to advance the project, and if so, those documents can be pursued with existing NPS scope of services. If it has been determined that an HSR or CLR is not needed to advance a particular project but will be pursued in the future, the HPPD file/workbook will provide a starting point for reference and report preparation.

An HSR or CLR may still be required prior to the project's implementation. If the project team determines that an HSR or CLR is required, use existing scopes of work from your office or modify the provided template Scope of Work (SOW) (Appendix A) to pursue the additional information necessary via contracted sources.

NPS Databases

The HPPD tool does not duplicate effort, but rather, it efficiently draws on and feeds into existing databases and procedures. The HPPD Workbook directs staff through a process to record readily available documentation to inform project-specific scoping, design, or treatment of historic properties. Specific fields and sections of the HPPD Workbook are based on existing databases and sources including CRIS, PMIS, FMSS and PEPC. Text can be taken directly from existing documentation or attached to the HPPD Workbook. That information, along with documentation of discoveries made during construction, can also be added back into existing NPS databases to support future treatment planning and projects. These databases include PEPC, CRIS, FMSS, and the Automated Investment Review Board (AIRB) Submission Portal.



PROPOSED PROJECT INFORMATION

Use Section 1 to describe the proposed project, identify key staff who will develop the HPPD, and define the draft Area of Potential Effects (APE).¹ As you move through sections 2–5, the project may change. Loop back to revise Section 1 as needed.

Section 1 compiles information from project scoping, Investment Concept approvals, the NPS Project Management Information System (**PMIS**), and the Planning, Environment and Public Comment (**PEPC**) site.

Goals

- Identify members of the interdisciplinary HPPD team needed to complete the HPPD process.
- Work together to define the project description.
- Work together to define the draft APE.

This process should result in project scopes that meet the SOI Standards or solid documentation to be used to document decision making that leads to a determination of adverse effect.

¹ Include the extents of the limits of disturbance in the APE for archeological resources as well as any historic views to/from the resource.

Draft Area of Potential Effects (APE)

To understand which historic properties may be affected by the proposed project, develop a DRAFT Area of Potential Effects (APE) (see NHPA 36 CFR 800.16 (d)). The DRAFT APE is intended to guide the project's development 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 consulting parties and therefore may be different from the DRAFT APE.

Potential Sources for Section 1

- Project Management Information System (PMIS) project description
- Investment Concept submission
- Project Scoping Assessment (PSA)
- Strategic Facility Investment Plan
- Value analysis
- Preferred alternative identified in an environmental planning and compliance document
- 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.

Process Guidance

- The HPPD tool is best used early. Project funding is not required to prepare an HPPD.
- Use information from PMIS or the most developed scoping document.
- In the first draft, include enough information to understand which historic properties may be affected. Revise to include how they will be affected as the project develops.
- Identify HPPD team members to align expertise with the complexity of the project and the significance of the historic property that may be affected.
- Identify consulting parties and project stakeholders.
- Regardless of who leads each section of the HPPD, most sections benefit from cross-division collaboration and/or interdisciplinary team coordination.
- The final project description should include enough detail to:
 - » Understand the components and general details of a project scope.
 - » Identify the primary historic property addressed by the project.
 - » Identify historic property or properties that may be affected by the project.
 - » Define the extent of the property for which current condition assessment is necessary.
 - » Establish the proposed Area of Potential Effect (APE).
 - » Identify the project scope's potential effects to historic property integrity early in the process.
- List all parts of the project that may affect historic properties.
- Include references or links to project files that contain drawings, specifications, and as much detail as possible about the proposed work to be done.
- If a project description is not finalized, develop or use the most current draft description.
- Professional A/E services may be needed to finalize a project description. Attach the HPPD in its draft state to the scope and indicate that the contents are to be incorporated.
- Revisit Section 1's project description and APE as the team's understanding of the historic property or properties, their character-defining features (contributing), and the project's potential effects are refined. The project description may be revised to minimize or avoid adverse effects to the historic property.
- If the team is revisiting Section 1, the focus is likely on refining the project and its detail to promote historic preservation to the degree necessary to proceed to a formal Section 106 review process. Work with a CRS team member or the park's Section 106 coordinator to determine ways to achieve this goal.

Use Section 2 to aggregate administrative data from baseline documentation for all historic properties in the draft APE.

Goals

- Document basic administrative data associated with the historic property or properties the project will affect.
- Align project information with data available in other NPS systems.



ADMINISTRATIVE DATA

Process Guidance

- Using the HPPD Workbook, complete a copy of Section 2 separately for each historic property.
- For most historic properties, Section 2 information is already on file in CRIS, FMSS, or PMIS and can be incorporated through reference or attachment to your HPPD Workbook. The information should be pulled directly from the sources indicated in the Workbook to ensure alignment and accuracy.
- Use the Cultural Resources Inventory System (CRIS) database to run an HPPD report for each historic structure and cultural landscape in the APE. Review the reports to determine if the information needed to complete Section 2 is included.
 - » Attach the CRIS HPPD report(s) to the HPPD. It is not necessary to copy information from the report into the HPPD Workbook unless the HPPD team finds it helpful.
 - » If Section 2 information is missing, work with the CRS to locate the necessary information in other documentation.
 - » If Section 2 data cannot be gathered from existing files, the property may not have been previously evaluated for listing in the National Register of Historic Places (NRHP) and you may not be able to use the HPPD process. Work with the CRS and HPPD team to determine if you need a Determination of Eligibility (DOE) or other core resource management baseline documentation.
- » Note that CRIS HS (historic structure) and CRIS CL (cultural landscape) are two different databases created in different ways and containing different information. Use CRIS HS HPPD report for historic structures and CRIS CL HPPD report for cultural landscapes.



3

PRIMARY HISTORIC PROPERTIES INFORMATION

Use Section 3 to identify the following for all historic properties that the project may affect:

- relevant baseline information about historic property significance and integrity,
- character-defining features (contributing), and
- other documentation on file that can inform project design to meet SOI Standards, an assessment of effect, treatment documentation, and post-treatment recordation.

Goals

- Collect and document key information about all historic properties in the proposed APE.
- Integrate key historic preservation information, as noted in the HPPD Workbook, into the project's design development to ensure that the NPS stewardship mandate is met through the use of the SOI Treatment Standards and/or the thoughtful minimization of adverse effects to historic properties.

Best Practice Tips

If the CRS determines that more information is needed in Section 3 to complete Section 5, revisit Section 3. The focus should be on finding or developing the necessary historic property information directly related to the project scope to promote historic preservation and to proceed with the formal Section 106 review process.

Work with the CRS team member or the park's Section 106 coordinator to determine the additional historic property information needed.

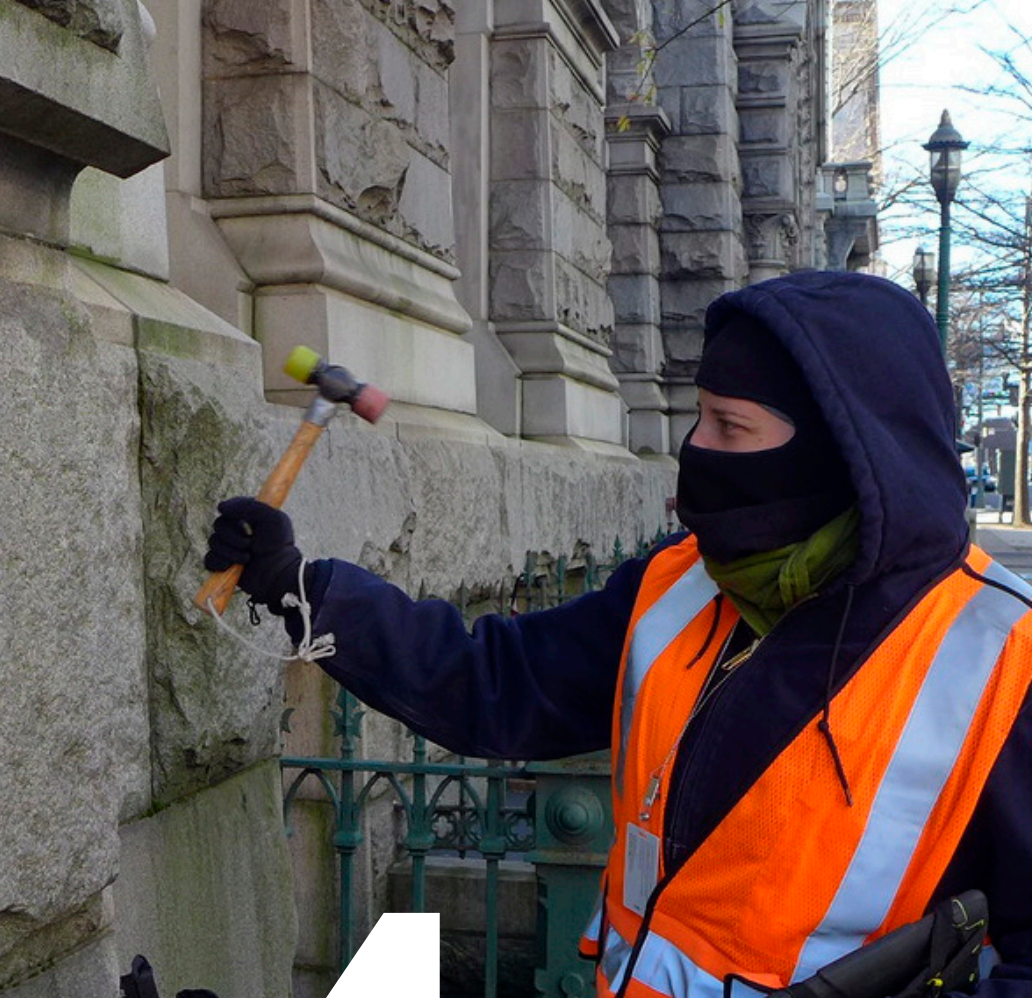
Process Guidance

- Using the HPPD Workbook, complete a copy of Section 3 separately for each historic property.
- For most historic properties, Section 3 information should be available in the Cultural Resources Inventory System (CRIS) database and can be incorporated through reference or attachment to your HPPD Workbook. The information should be pulled directly from CRIS to ensure alignment and accuracy.
- Review the CRIS HPPD reports for each historic property in the APE to determine if the minimum necessary information needed to complete Section 3 is included.
 - » Attach the CRIS HPPD report(s) to the HPPD. It is not necessary to copy information from the report into the HPPD Workbook unless the HPPD team finds it helpful.
 - » If Section 3 information is missing, the HPPD team should collaborate to target the minimum necessary information.
 - » If Section 3 data cannot be gathered from existing files, the property may not have been evaluated previously for listing in the National Register of Historic Places and you may not be able to use the HPPD process. Work with CRS and HPPD team to determine if you need a Determination of Eligibility (DOE) or other core resource management baseline documentation.
- » Professional A/E services may be needed to develop missing Section 3 information. Appendix A of this Handbook is a draft HPPD scope of work that can be modified to indicate the necessary information. Attach the HPPD in its draft state to the project scope and indicate that the contents are to be incorporated.
- » Note that CRIS HS (historic structure) and CRIS CL (cultural landscape) are two different databases created in different ways and containing different information. Use CRIS HS HPPD report for historic structures and CRIS CL HPPD report for cultural landscapes.
- Section 3 should be complete before proceeding with the design and formal NHPA Section 106 process. To be complete, the HPPD CRS needs to verify that adequate information is included to complete Section 5.

Use Section 4 to document the current condition of each historic structure and cultural landscape that the project may affect.

Goal

- For all historic properties in the proposed APE (listed in Section 3), collect and document key information on the current conditions, including the most recent treatment.
- Integrate current conditions information into the project's design development.



4

CURRENT CONDITION ASSESSMENT

Best Practice Tips

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

The CRS should contact SHPO/THPO staff after NPS has a good understanding of the project but before solidifying decisions or soliciting additional information. This should happen before developing HPPD Section 5.

If the team is revisiting Section 4, the focus should be on developing an updated condition assessment and documenting 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.

Process Guidance

- Using the HPPD Workbook, complete a copy of Section 4 separately for each historic property.
- For most historic properties, Section 4 information should be available in the Cultural Resources Inventory System (CRIS) database and can be incorporated through reference or attachment to your HPPD Workbook. The information should be pulled directly from CRIS to ensure alignment and accuracy.
- Condition assessment for HPPD uses CRIS definitions and not FMSS or other definitions.
- If the project is proportionally much smaller than the overall historic property, such as a project that only impacts one room in a large house or only the corral area of a large ranch, documentation is only necessary for the parts of the property that may be affected by the project.
- Review the CRIS HPPD reports for each historic property in the APE to determine if the minimum necessary information needed to complete Section 4 is included and up to date.
 - » Attach the CRIS HPPD report(s) to the HPPD. It is not necessary to copy information from the report into the HPPD Workbook unless the HPPD team finds it helpful.
 - » If Section 4 information is missing or out of date, the HPPD team should collaborate to target minimum necessary information.
- » Professional A/E services may be needed to develop missing Section 4 information. Appendix A of this Handbook is a draft HPPD scope of work that can be modified to indicate the necessary information. Attach the HPPD in its draft state to the project scope and indicate that the contents are to be incorporated.
- » Note that CRIS HS (historic structure) and CRIS CL (cultural landscape) are two different databases created in different ways and containing different information. Use CRIS HS HPPD report for historic structures and CRIS CL HPPD report for cultural landscapes.
- Section 4 should be complete before proceeding with the design and formal NHPA Section 106 process. To be complete, the HPPD CRS needs to verify that adequate information is included to complete Section 5.
- If the condition of a historic property changes any time before the start of work, revise Section 4 to reflect the change.



5

POTENTIAL EFFECTS OF PROJECT SCOPE TO HISTORIC PROPERTY INTEGRITY

Led by the CRS or other team member meeting the SOI Professional Qualifications for Historic Preservation and using information gathered in sections 1–4, Section 5 informs project scope and design decisions. It supports parks' determinations of effects of federal undertakings on historic structures and cultural landscapes and provides documentation for use in National Historic Preservation Act (NHPA) consultations.

Goal

- Make a preliminary identification of the project's potential to effect the historic structures and cultural landscapes present within the draft Area of Potential Effect (APE).
- Identify design revisions to avoid or minimize adverse effects where technologically and economically feasible.
- Record decision making associated with development of the project.¹

Process Guidance

- Use information from sections 1 through 4 to fill Table 5-1, addressing historic structures and their associated character-defining features and cultural landscapes' contributing features.
- The interdisciplinary HPPD team, led by the CRS, uses Section 5 to analyze information gathered in sections 1–4 and to consider the project scope's potential to have an adverse effect on historic structures or cultural landscapes that are listed or eligible for listing in the

¹ 6 CFR 800.11.

Process Guidance

- Work with CRS to complete Table 5.1. If there is not enough detailed information to make an assessment of effect, work with HPPD team to target the minimal information needed.
- Contact consulting parties to notify them about the planned project and request early input.

Best Practice Tips

Identification of potential adverse effects during project development and early design stages supports progressive elaboration of design and the intent and requirements of NHPA Section 106 review regulations.

The project team integration of historic property information into design improves stewardship and efficiency of regulatory compliance processes. If earlier project phases did not adequately incorporate historic property information, the HPPD tool can be used to regroup, document historic information, and inform design and treatment decisions.

Final Assessment of Effects to all historic properties within the APE must be done in consultation with consulting parties and may be different from Section 5 assessment.

National Register of Historic Places (see 36 CFR 800.5 at <https://www.ecfr.gov/current/title-36/chapter-VIII/part-800/subpart-B/section-800.5>).

- Section 5 of the HPPD is narrowly focused on the historic structures and cultural landscapes present within the project APE (there may be other historic properties that must be considered).
- Official assessment of effects per 36 CFR 800.5 includes reasonably foreseeable effects caused by the undertaking that may occur later in time, be farther removed in distance, or be cumulative.
- Review and edit Section 5 as applicable with each phase of project development and design until an official assessment of effect can be made by qualified personnel in consultation with consulting parties and documented in the Planning, Environment, Public Comment (PEPC) system.
- The official APE needs to be determined by the NPS agency official in consultation with consulting parties and may include other cultural resources.
 - » The 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.
 - » If the historic property is a structure, ensure the consideration of effects extends to the site/landscape/setting.
 - » For all historic properties, ensure consideration of effects extends to exterior and interior areas used for mobilization or staging beyond the location of the project itself.
- If the CRS or Section 106 coordinator makes a preliminary determination that the project meets the SOI's Standards, proceed with standard operating procedures for Section 106 and the NPS project continuum.²
- If adverse effects are likely, determine if feasible design revisions can be made to avoid or minimize the effects.³
- If the CRS or Section 106 coordinator determines that the project does not meet the SOI's Standards, optional paths forward are:
 - » Revise the project to consider alternatives to bring the design into conformance with the Standards. If professional A/E services are needed, use the link in Appendix A for a draft HPPD scope of work that can be modified to meet project needs.
 - » Attach 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.⁴
 - » NPS 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 the project (see <https://www.nps.gov/articles/sec-standards-prof-quals.htm>).

² Official submission processes required by SHPOs for initiation of Section 106 varies.

³ 36 CFR 800.5.

⁴ Refer to 36 CFR 800.11 for documentation standards for statements of justification of adverse effect.

Use Section 6 to document actual work completed during construction.

When the project moves into construction, the team should track major milestones, decisions, or discoveries made as the work is completed. In doing so, the HPPD team will create a summary report that can inform future work on the same historic properties. Such documentation is an essential component of NPS stewardship and provides critical information to inform cyclic maintenance and future projects affecting the same properties.

Goal

- Create a "before and after" summary report documenting complete work and noting major discoveries and treatment decisions made during construction. The focus should be on capturing and highlighting important project execution information that is not included or primary in other project documentation closeout procedures.
- Create a starting point for planning future documentation, maintenance, or preservation projects that affect the same property.



HISTORIC PROPERTY PROJECT SUMMARY REPORT

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).

Best Practice Tips

Section 6 can be completed for treatment work to historic properties even if the project did not use the HPPD initially.

Doing this will improve future project planning.

Process Guidance

- Document physical work as it is completed, noting changes made to respond to on-site conditions.
- Use photographs, sketches, and written descriptions to quickly capture work, discoveries, and changes. Examples include:
 - » unforeseen conditions,
 - » construction contract modifications, and
 - » materials and vendors used for key features.
- Record any substantial discoveries or differing site conditions that were revealed during construction that provided new evidence of the resource's physical history. Provide hyperlinks to as-built construction documents, annotated drawings, photographs, and operations and maintenance manuals.
- Record, attach, or hyperlink information related to any major construction modifications that changed the course of treatment from the original scope of work or that changed materials originally specified. Include material specifications and product cut sheets relevant to understanding the changes.
- Record, attach, or hyperlink information related to testing and investigative work performed to implement the project (may include planning studies, laboratory tests, structural analysis, etc.).
- If the project construction work has been contracted out, use information from the cultural resource reports or other construction and construction closeout documents to complete this section. If the project construction work is undertaken by NPS day labor, the park or center project manager should use this section to document work during and after construction.
- Maintain Section 6 on file with other resource information such as baseline documentation.
- If the work was undertaken following recommendations of an HSR or CLR, Section 6 should contribute to any future development of an HSR or CLR Part 3 Record of Treatment.

Frequently Asked Questions

The Historic Property Project Documentation (HPPD) Handbook and Workbook bring consistency to consolidating, sharing, and analyzing cultural resources data needed for project planning, development, and regulatory compliance. Additionally, the HPPD can be used to inform and document federal decision making related to the treatment of historic structures and cultural landscapes. The HPPD was developed as a response to a need within the National Park Service to allow staff the ability to select and implement an appropriate level of necessary research and documentation to guide and analyze proposed treatments to historic structures and cultural landscapes.

These FAQs are intended to answer recurring questions and provide additional clarity on how and when to use the HPPD.

What is the HPPD?

The Historic Property Project Documentation (HPPD) is a collaborative tool that enables NPS staff to select and implement an appropriate level of research, documentation, and treatment for historic structures and cultural landscapes. This tool walks a team through the resources' significance and the proposed project to identify the minimally necessary data needed to plan for and execute treatment projects. The HPPD has two parts: a Handbook (PDF) and a Workbook (Excel). The documents can be accessed here: [DataStore - Historic Property Project Documentation \(HPPD\) \(https://irma.nps.gov/datastore/reference/profile/2298699\)](https://irma.nps.gov/datastore/reference/profile/2298699).



FREQUENTLY ASKED QUESTIONS

Best Practice Tips

Use the HPPD to gather NHPA Section 110 information!

The HPPD can help identify gaps in NHPA Section 110 requirements and responsibilities. Completion of the HPPD Workbook does not fulfill NHPA Section 110 requirements to identify, evaluate, and protect historic properties, but it will help a project meet those requirements more efficiently.

What type of project uses an HPPD?

Treatment projects involving historic structures, cultural landscapes, and historic districts that will use the SOI Preservation or SOI Rehabilitation treatment standards. Additionally, the HPPD can assist with any project that needs to consolidate, produce, share, analyze, and integrate cultural resources data for treatment guidance and decision making or projects requiring National Historic Preservation Act (NHPA) Section 106 compliance review.

Projects that will use the SOI Reconstruction, Restoration, and some complex Rehabilitations will need extensive research, documentation and treatment guidance. The HPPD is NOT appropriate as a primary treatment guide for these types of projects.

What is the difference between an HPPD, an HSR, and a CLR?

While HSRs and CLRs are resource-driven, meaning they provide long-term guidance for the preservation of a historic property, the HPPD tool is project-driven.

HSRs and CLRs are primary, comprehensive, baseline documents that record, evaluate, and establish ultimate treatment and use for historic structures and cultural landscapes. These documents are ideally produced soon after acquisition or recognition of status as a cultural resource/historic property and are typically funded with non-facility fund sources. Typical SOI Restoration and Reconstruction projects and complex SOI Rehabilitation projects should be based on recommendations from an

HSR or CLR. For these projects, an HPPD may be used to update information or gather additional information necessary to move the project forward.

Given funding and time constraints, an HSR or CLR may be prepared incrementally. Incremental research and design should also be considered when a complete HSR or CLR does not exist or an existing HSR or CLR does not adequately address aspects of a proposed treatment (such as replication of missing features, removal of significant features or large amounts of historic material, or introduction of new systems or exterior additions). Additional information about HSRs and CLRs is contained in NPS-28.

How does the HPPD relate to an HSR/CLR?

An HPPD can be supplemental or serve as an alternative to an HSR/CLR for research and documentation needed prior to historic structure and cultural landscape treatment.

When a complete HSR/CLR does not exist or an existing HSR/CLR does not adequately address aspects of a proposed treatment, the HPPD can be used to prepare incremental research for treatment guidance and Section 106 assessment of effects. An HPPD can also produce HSR/CLR draft information to be used in future research/documentation efforts. Additionally, if your resource has been treated incrementally or phased over time and no longer needs repair or rehabilitation, has achieved ultimate treatment and use, and is shifting to a cyclic maintenance plan, HPPD Section 6 information can be aggregated to produce HSR/CLR Part 3 Record of Treatments.

Who should use the HPPD?

The HPPD is a collaborative and interdisciplinary tool that is primarily used by park staff and project teams planning and developing facility funded projects. These include but are not limited to facility management staff, cultural resources staff, regional support staff, NPS support centers, other subject matter experts, external architecture and engineering research and design firms, and our consulting parties. Cultural Resources Subject Matter Experts (SMEs) should meet the SOI's Professional Qualifications Standards required for the project (<https://www.doi.gov/pam/asset-management/historic-preservation/PQS>).

Other NPS personnel and subject matter experts should be limited to those directly connected to project scope development and resource needs.

Consulting parties can use the HPPD information to provide comments on proposed treatment plans as well as request additional information to understand how NPS has reached a treatment decision and determined its effects under Section 106.

When should an HPPD Workbook be started?

Optimally, the workbook should be started when a need for treatment is identified and prior to predesign. However, an HPPD workbook can be started by park staff for any historic structure or cultural landscape at any time, even when there are no projects planned or funded.

If a project is estimated to be over \$2 million, an HPPD should be completed no later than Investment Concept approval from the IRB.

How much information does the HPPD require?

The calibration of information required will be on a project-by-project bases. This is determined by:

- the qualified professionals on your team,
- the existing documentation on file,
- the significance and integrity of the resource, and
- the scale and scope of the planned project.

The HPPD prompts project teams to collect the minimum necessary information to align the project with the NPS stewardship mission, existing law, regulation, and policy. The information should adequately inform design and decision making and allow park/regional Section 106 coordinators and interdisciplinary team members to make an assessment of effects to the historic property per 36 CFR 800.5. If qualified professionals cannot agree on the volume and detail necessary, the determination will be made by the Park Superintendent pursuant to their authorities and responsibilities as the responsible agency official for the purposes of NHPA Section 106 compliance for their park.

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 HPPD team and using as much readily available documentation as possible. Then PAUSE for review by the CRS to determine if you have enough information to proceed to Section 5.

Best Practice Tips

NPS staff can use the HPPD Workbook early in the project planning and development process to improve team understanding of the following:

- significance of historic properties,
- documentation readily available,
- treatment scope,
- project budget, and
- project schedule.

This collective understanding will increase the potential for efficient, integrated design and timely execution of construction for projects that include historic properties.

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. Historic districts and cultural landscapes are types of historic property eligible for listing in the National Register. The HPPD will provide information to be used for project development, analysis, and decision making to appropriately scope the effort to understand effects on the historic resource.

Can the HPPD be used to address multiple projects at the same site?

Yes, the HPPD can be used to document multiple projects at the same site. The HPPD Handbook provides procedural details for using the HPPD. If multiple projects are proposed at one site, work with the park management team to determine if projects should be combined as one undertaking.

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

The HPPD is designed to work with various scales of both project scope and areas of potential effect. Complete one HPPD Workbook for the project/undertaking and one CRIS HPPD report for each historic property. The HPPD Handbook provides procedural details for using the HPPD.

Does the HPPD replace the need for the NHPA Section 106 process?

No. The HPPD provides information to support parks in their effort to assess effects per 36 CFR 800.5.

Does HPPD Section 5: Potential Effects of Project Scope to Historic Property Integrity replace IDT or CRM Team Section 106 reviews and assessments?

No. However, the HPPD should be uploaded into your PEPC project entry to provide historic property and project information in a consistent format for IDT/CRM team members' review and assessment.

PEPC serves as the primary system used by the NPS for officially reviewing projects and assessing their effects on historic properties.

What should I do if I cannot complete all the information in the HPPD?

The HPPD Handbook provides procedural details for using the HPPD. Work with your project CRS and FM to determine if the missing information is necessary. If so, work with the project team or relevant subject matter experts to determine how or where to find the missing information. If it is determined that the information is not available, then the information might need to be obtained through further research and scoping.

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

No. PEPC serves as the official repository for project review by Cultural Resource Specialists.

The HPPD and related documentation should be uploaded to PEPC. The official NHPA project assessment will be documented within the PEPC system as well.

Is there any additional training I can access to learn more about the HPPD?

Yes. An introductory video and additional web-based guidance can be found here: [DataStore - Historic Property Project Documentation \(HPPD\)](https://irma.nps.gov/datastore/reference/profile/2298699) (<https://irma.nps.gov/datastore/reference/profile/2298699>).

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APPENDICES

Appendices

APPENDIX A:

ACCESS TO ONLINE DOCUMENTS

- *WORKBOOK*
- *TEMPLATE SOW*
- *TEMPLATE CONDITION ASSESSMENT*

APPENDIX B:

TERMINOLOGY

APPENDIX C:

PROJECT EXAMPLES

APPENDIX D:

GUIDANCE FOR PROJECTS REQUIRING INVESTMENT CONCEPT APPROVAL

APPENDIX E:

DEVELOPMENT OF THE HPPD

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Appendix A: Access to Online Documents

Go to: DataStore - Historic Property Project Documentation (HPPD) (<https://irma.nps.gov/datastore/reference/profile/2298699>)

To access the following online documents:

- **HPPD Workbook**
The HPPD Workbook directs staff through a process to record readily available documentation to inform project-specific scoping, design, or treatment of historic properties.
- **Template Scope of Work**
For use in scoping for parts of the HPPD that need to be completed by a contractor. You may use the template as a base or you may pull from it to supplement a standard scope of work.
- **Template Condition Assessment Form**
For use in summarizing pertinent historic property information to supplement Section 4 of the HPPD.

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Appendix B: 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 noninvasive 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 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 Planning¹

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

Condition Assessment²

For prehistoric or historic ruined structures, the assignment of condition should be based on the goal of maintaining the character, material, and stability of the structure as acquired, excavated, or existing. For all other structures and cultural landscapes, condition is categorized and defined as follows:

GOOD (G)

Historic Structure - The structure and significant features are intact, structurally sound, and performing their intended purpose. The structure and significant features need no repair or rehabilitation, but only routine or preventive maintenance.

Cultural Landscape - The site shows no clear evidence of major negative disturbance or deterioration by natural and/or human forces. The cultural and natural values are as well preserved as can be expected under the given environmental conditions. No immediate corrective action is required to maintain its current condition.

FAIR (F)

Historic Structure - The structure is in fair condition if either of the following conditions is present:

- a) there are early signs of wear, failure, or deterioration though the structure and its features are generally structurally sound and performing their intended purpose, OR
- b) there is failure of a significant feature of the structure.

Cultural Landscape - The site shows clear evidence of minor disturbances and deterioration by natural and/or human forces, and some degree of corrective action is needed within 3–5 years to prevent further harm to its cultural and/or natural values. If left to continue without the appropriate corrective action, the cumulative effect of the deterioration of many of the landscape characteristics will cause the inventory unit to degrade to a poor condition.

POOR (P)

Historic Structure - The structure is in poor condition if any of the following conditions is present:

- a) the significant features are no longer performing their intended purpose, OR
- b) significant features are missing, OR
- c) deterioration or damage affects more than 25% of the structure, OR

1 “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>.

2 Historic structure and cultural landscape condition assessment categories are defined by the 2015 List of Classified Structures Users Guide and the 2009 Cultural Landscapes Inventory Professional Procedures Guide.

d) the structure or significant features show signs of imminent failure or breakdown.

Cultural Landscape - The site shows clear evidence of major disturbance and rapid deterioration by natural and/or human forces. Immediate corrective action is required to protect and preserve the remaining historical and natural values.

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 will 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.

Consulting Parties

Consulting parties are defined in 36 CFR 800.2(c). Typically, for NPS projects this includes State Historic Preservation Offices (SHPOs), Tribal Historic Preservation Offices (THPO), Indian tribes, and Native Hawaiian organizations (NHOs).

Contributing and Non-Contributing Features³

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
- 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.

³ “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.

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

An 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 that 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 will 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 to 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; facilitate planning and design processes; develop spending plan and budget protocols; and manage the 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 contribute to the development and implementation of park management documents. They monitor and evaluate 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 Property⁴

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 conveys 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.

Integrity⁵

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.

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.

4 “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>.

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

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.

Interdisciplinary Team

A project team that includes designers (architects, engineers, landscape architects), planners, resource/compliance specialists, editors, visual information specialists, and resource specialists. An interdisciplinary team may be composed of any combination of National Park Service park, regional, and/or NPS support center employees (ex: Historic Preservation Training Center, Olmsted Center for Landscape Preservation, Denver Service Center, etc.) 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.

CRIS Cultural Landscape Management Category⁶

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 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.

⁶ National Park Service Cultural Landscapes Inventory Professional Procedures Guide January 2009, 39.

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 or 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.

CRIS Historic Structure Management Category⁷

Structures that must be Preserved and Maintained (Category A):

A structure meeting any of the following criteria must be classified in Category A:

- The structure's preservation is specifically legislated;
- The structure is related to the park's legislated significance;
- The structure is nationally significant as defined by the National Historic Landmark criteria (Category of Significance Ia);
- The structure is less than nationally significant, but contributes to the park's national significance (Category of Significance Ib);
- The structure is a prehistoric structure.

Structures that should be Preserved and Maintained (Category B):

A structure must meet all of the following criteria individually in Category B (failure to meet any of the conditions moves it to a lower category):

- The structure may meet the National Register criteria individually or as a contributing element of a site or district (Categories of Significance II or III);
- The structure is not incompatible with the park's legislated significance;
- The structure has a continuing or potential use based upon design and location.

Structures that may be Preserved and Maintained (Category C):

Either of the following conditions places a structure in Category C:

- The structure may meet the National Register individually or as a contributing element of a site or district, but because of condition, location, or other factors it does not qualify for Category B;
- The structure does not meet the National Register criteria, but a decision has been reached through the planning process to manage the structure as a cultural resource.

Structures that may be or have been disposed of; altered for some other management purposes; or have been destroyed by natural forces or by accident (Category D):

A structure that meets any of the following criteria may be placed in Category D:

- The structure is an irreparable hazard to public health and safety;
- The structure has lost its historical integrity;
- The structure is a physical or visual intrusion on the park's legislated significance;
- The structure has been disposed of by planned action or destroyed by natural forces, or accident.

Management Category D contains structures that exist but may be disposed of as determined through the planning process. Management Category D also contains structures that have been disposed. If the structure has been disposed of it should be included in the Shadow database, not the LCS database.

⁷ National Park Service, List of Classified Structures Program.

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 archeological resources.

National Register listing considers the quality of significance in American history, architecture, archeology, engineering, and culture present in districts, sites, buildings, structures, and objects that possess integrity of location, design, setting, materials, workmanship, feeling, and association and meet the following criteria for evaluation:

Criteria A:

Associated with events that have made a significant contribution to the broad patterns of our history.

Criteria B:

Associated with the lives of persons significant in our past.

Criteria C:

Embody the distinctive characteristics of a type, period, or method of construction, or that represent the work of a master, or that possess high artistic values, or that represent a significant and distinguishable entity whose components may lack individual distinction.

Criteria D:

Yielded, or may be likely to yield, information important in prehistory or history.

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 archeology.

Criterion 1

Properties that are associated with events that have made a significant contribution to, and are identified with, or that outstandingly represent, the broad national patterns of United States history and from which an understanding and appreciation of those patterns may be gained.

Criterion 2

Properties that are associated importantly with the lives of persons nationally significant in the history of the United States.

Criterion 3

Properties that represent some great idea or ideal of the American people.

Criterion 4

Properties that embody the distinguishing characteristics of an architectural type specimen exceptionally valuable for a study of a period, style, or method of construction, or that represent a significant, distinctive and exceptional entity whose components may lack individual distinction.

Criterion 5

Properties that are composed of integral parts of the environment not sufficiently significant by reason of historical association or artistic merit to warrant individual recognition but collectively compose an entity of exceptional historical or artistic significance or outstandingly commemorate or illustrate a way of life or culture.

Criterion 6

Properties that have yielded or may be likely to yield information of major scientific importance by revealing new cultures or by shedding light upon periods of occupation over large areas of the United States. Such sites are those that have yielded or that may reasonably be expected to yield data affecting theories, concepts, and ideas to a major degree.

Period of Significance

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

Preservation⁸

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, and
- 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.

8 “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>.

Predesign

Predesign consists of the Project Program, which 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 will 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.

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.

Reconstruction⁹

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 historical location.

Rehabilitation¹⁰

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

Restoration¹¹

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.

9 “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>.

10 “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>.

11 “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 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 will be respected within the larger historic preservation community.

Secretary of the Interior’s Standards¹²

The Secretary of the Interior’s (SOI) *Standards for the Treatment of Historic Properties* are common sense historic preservation principles in nontechnical 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 Approach¹³

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.

12 *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>.

13 *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>.

Appendix C: Project Examples

Scenario #1: Roof Replacement

There is a roof that needs to be replaced on a building that is contributing to a historic district. The building does not have an HSR and likely would not warrant one. Use the HPPD to quickly gather the CR documentation needed to evaluate the impacts to the historic fabric of the building. The HPPD will allow the team to aggregate the needed documentation to review with the CRS and help inform the impacts to the historic structure. In many cases, a project of this scale and scope may only need to complete an HPPD and will not need to complete an HSR/CLR.

Scenario #2: Fence Replacement

There is a fence in a historic landscape that needs to be replaced. There is no CLR on the site and the fence is contributing. Use the HPPD to gather CR documentation on file or use the template Scope of Work to get help producing additional information about the historic property that may be necessary to inform the design options and assess effects of the fence replacement to the cultural landscape.

Scenario #3: Tight Construction Schedule

There are multiple projects that need to be completed on a building individually listed in the National Register of Historic Places.

The NPS project team thinks there may be a need for an HSR so that the ultimate treatment and use of this building can be established. The facility funding to contract an external architect/engineer (A/E) firm for design work will not be available this fiscal year.

There is a tight timeline for when construction needs to begin. The NPS team can start aggregating information on file for HPPD sections 2 and 3 and work together analyzing the proposed project scope (Section 1) and critically thinking through potential effects (Section 5) to help them determine if an HSR is necessary. The process may show the team that they can move through the planning to construction continuum without an HSR. If the process leads to the conclusion that an HSR is necessary, the information gathered for the HPPD can be used to inform the HSR Scope of Work and documentation itself, saving time and money when that effort is funded.

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Appendix D: Guidance For Projects Requiring Investment Concept Approval

Investment Concept approval is needed for projects estimated at greater than \$2 million. HPPD Workbook sections 2, 3, and 4 can be useful for Investment Concept submissions. For approved projects, the HPPD should be further completed and developed in sync with all other stages of project development, design, and construction.

For projects over \$2 million, 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.

For more information please visit Strategic Facility Investment Planning Sharepoint Site: <https://doimsp.sharepoint.com/sites/NPS-DSC-SFIP/?CT=1604506999351&OR=OWA-NT&CID=b5527e7e-650a-c806-5c59-09747656264e>.

The HPPD could be used for SME review at the BIRB Investment Concept submittal stage and for any subsequent reviews.

Refer to Appendix G: System Integration Instructions for step-by-step instructions on how to upload to the Automated Investment Review Board (AIRB): <https://doimsp.sharepoint.com/sites/nps-AIRB/SitePages/AIRB-Submissions.aspx>.

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Appendix E:

Development of the HPPD

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 the 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 75 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 144 NPS

staff members and representatives of 44 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. In addition, 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.

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Appendix F: Roles and Responsibilities Checklist

The typical roles and responsibilities, as outlined here, are the recommended baseline approach to completing a thorough HPPD based on typical relationships of collaboration for NPS project development.

Park, regional, or support center managers may choose to formalize these roles differently.

Typical Roles and Responsibilities For Completing an HPPD					
Park to DSC to A/E Relationship					
Park	REGION	DSC	A/E	SHPO/ THPO	TASK
☒	☒	☐	☐	☐	HPPD SECTION 1: PROPOSED PROJECT INFORMATION
☒	☒	☐	☐	☐	HPPD SECTION 2: ADMINISTRATIVE DATA
☒	☒	☒	☒	☐	HPPD SECTION 3: PRIMARY HISTORIC PROPERTIES INFORMATION *typical baseline roles and responsibilities may vary by project agreement/contract SOW
☒	☐	☐	☒	☐	HPPD SECTION 4: CURRENT CONDITION ASSESSMENT *may vary by project agreement / contract SOW
☒	☒	☒	☒	☒	HPPD SECTION 5: POTENTIAL EFFECTS OF PROJECT SCOPE TO HISTORIC PROPERTY INTEGRITY *may vary by project agreement / contract SOW
☒	☐	☒	☒	☐	HPPD SECTION 6: HISTORIC PROPERTY PROJECT SUMMARY REPORT *may vary by project agreement / contract SOW
☒	☒	☐	☐	☐	UPLOAD HPPD TO CRIS

Refer to Appendix A for template scope of work.

Typical Roles and Responsibilities For Completing an HPPD				
Park to NPS Center Relationship				
Park	REGION	CENTER	SHPO/ THPO	TASK
☒	☐	☐	☒	HPPD SECTION 1: PROPOSED PROJECT INFORMATION
☒	☐	☐	☐	HPPD SECTION 2: ADMINISTRATIVE DATA
☒	☒	☒	☐	HPPD SECTION 3: PRIMARY HISTORIC PROPERTIES INFORMATION *typical baseline roles and responsibilities may vary by project agreement/contract SOW
☒	☐	☒	☐	HPPD SECTION 4: CURRENT CONDITION ASSESSMENT *may vary by project agreement / contract SOW
☒	☒	☒	☒	HPPD SECTION 5: POTENTIAL EFFECTS OF PROJECT SCOPE TO HISTORIC PROPERTY INTEGRITY *may vary by project agreement / contract SOW
☒	☐	☒	☐	HPPD SECTION 6: HISTORIC PROPERTY PROJECT SUMMARY REPORT *may vary by project agreement / contract SOW
☒	☒	☐	☐	UPLOAD HPPD TO CRIS

Refer to Appendix A for template scope of work.

Appendix G:

Systems Integration Instructions

TO UPLOAD AN HPPD TO THE AUTOMATED INVESTMENT REVIEW BOARD (AIRB):

Note: AirB is temporary and should be revised when that database evolves.

- » Navigate to the AIRB Submission Portal
- » Create a new submittal or locate your existing submittal
- » Once in the Submittal Home page:
- » Under “Actions” select “Upload and View Supporting Docs”
- » Upload the most current draft of your HPPD in the “Upload” column
- » Select “Upload Attached Files”
- » Select “Submittal Home” to return to submittal homepage.

INSTRUCTIONS FOR RUNNING A CRIS HPPD REPORT FOR HISTORIC STRUCTURES OR CULTURAL LANDSCAPES:

- » Log into CRIS
- » Find your historic structure or cultural landscape Resource ID
 - Resource > Resource list
 - Record a copy of your Resource ID
- » Select Reports
 - Select Historic Structure or Cultural Landscape as applicable
 - Select applicable report: HPPD HS Report or HPPD CL Report
- » Enter/paste your Resource ID in the top data field to run your report.

Reports can be saved in .pdf, Word, or Excel format.

Word and Excel formats seem to be the most usable for the reports because they are multi-page documents. For .pdf, both the HS and CL reports are most usable if you put Adobe Acrobat view into two-page mode. You will probably want to use Word or Excel, not .pdf

If you do not have rights to access this data, work with your regional coordinator or contact Colleen Truskey at Colleen_Truskey@nps.gov.

TO UPLOAD AN HPPD TO CULTURAL RESOURCES INVENTORY SYSTEM (CRIS):

- » Navigate to the [CRIS](#) and log in
- » Select “Resource > Resource List” from the top navigation bar
- » Using the Data Fields, navigate to your park and select the Resource ID for the historic structures or cultural landscapes that need to be included in the HPPD for a given project
- » Within the Resource file, select “Attachments” from the navigation bar
- » With the “Attachments” tab selected and highlighted, select “Edit”
- » Upload the most current draft of the HPPD.

TO UPLOAD AN HPPD TO PLANNING, ENVIRONMENT, AND PUBLIC COMMENT (PEPC):

- » Navigate to the internal PEPC site
- » Create a Project or select your existing project from “My Current Projects List”
- » From the Project Home page, select “Edit”
- » From the Basic Information (Edit) page, scroll to the bottom of the page and locate the “Add Link/File” subtable
- » Select “Choose Files”
- » Upload the latest draft of the HPPD for this project
- » Select “Save.”

TO UPLOAD AN HPPD INTO PROJECT MANAGEMENT INFORMATION SYSTEM (PMIS)

- » Navigate to the internal PMIS site
- » Select "Process" from the home screen
- » Select the applicable operation
- » Navigate to your PMIS project
- » Upload HPPD per usual procedures.

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