

HPF Grant-Funded Survey Requirements 2012-2013

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

Online submittal

All survey forms shall be submitted online through the Kansas Historic Resources Inventory (KHRI) at kshs.org/khri. These forms shall include complete survey information, digital images, and site plans. KSHS does **not** require hard copy, printed forms nor should such forms be submitted. Survey information can be submitted using the provided Excel spreadsheet or individually.

Survey Information

All fields in the online survey form shall be filled out as completely as possible. Before entering new information, a thorough search shall be made for existing properties in the KHRI; any existing entries must be edited instead of creating new entries. Data entry shall follow the instructions detailed in the KHRI Tutorial and pop-up tool tips on the Spreadsheet and Enter New and Edit pages.

When reading the Tutorial or filling out the survey form, users should take note of recent changes or additions to the survey form, some of which include:

- Parcel ID (PID) numbers
- Latitude/longitude coordinates [only needed if PID numbers are not available or for locating multiple resources under one parcel number (i.e. farmsteads or air force bases)].
- “Physical Description” box under styles. Basic descriptions of resources are required.
- Information pertaining to the history and historic function shall be included in the “Historic Function Remark” box instead of “General Remarks.”
- “Register Status Remarks” box for entering information about integrity of resource and justification of potential register status.
- Map function is available. Basic functions are ready, and work continues to improve and add functionality.

Images

Survey forms should include multiple digital images of each property. Images should cover each elevation of the property, as well as any outbuildings, depending on permission to access property. Images must meet the following specifications:

- JPG format
- Pixel dimension on your camera should be at least 2200x1500
- Name image files according to KSHS protocol. See online Tutorial for examples & instructions.
- Upload resized JPGs to KHRI (dimensions shall not exceed 800 dpi wide at 300 dpi)
- Send full-size TIFFs to KSHS on CD/DVD (including site plans)

Site Plans

Each survey form should have a site plan. Site plans can be hand drawn or computer generated. Aerial images are also acceptable provided that the building outline is clearly visible. Contact Amanda Loughlin, Survey Coordinator at aloughlin@kshs.org for examples of acceptable site plans.

- Upload as JPG or PDF.
- Name file according to KSHS file naming protocol (see online Tutorial).
- Submit on CD/DVD in TIFF file format along with digital images.

Required Site Plan elements:

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

Survey Report

The survey report must include the following components. See the HPF Products Manual (<http://www.kshs.org/resource/hpinfo.htm>) for a detailed description of each item.

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

Additional Submittals

In addition to the online survey forms, the following items should also be submitted to KSHS:

- Full-size digital images & site plans in TIFF file format on CD/DVD
- Two (2) hard copies of the survey report
- Two (2) digital copies of the survey report submitted in MSWord or PDF format on separate CD/DVDs