HPF Grant-Funded Survey Requirements
FY2017

Survey projects funded by the Historic Preservation Fund (HPF) through the State Historic Preservation Office (SHPO) of 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 more "intensive" rather than "reconnaissance" in nature unless otherwise determined upon consultation with SHPO. Failure to submit products as outlined may result in reduced reimbursement or termination of the grant project agreement without reimbursement.

Survey Record Submittal

All survey forms 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 individually or by using the provided Excel spreadsheet, which will be uploaded to the KHRI by SHPO staff.

Survey Information

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

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

Before entering new information, a thorough search 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.

Images

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

- Images shall cover each elevation of the property, as well as all outbuildings, depending on permission to access property.
- Minimal visual intrusions (e.g., cars, trees, signs) shall be present in photographs.
- Each resource surveyed shall be photographed close enough to see building details.
- Overall streetscape images are acceptable in addition to but not in lieu of individual images of each building.
- 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 the SHPO grants manager 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/hpfinfo.htm) for a detailed description of each item.

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

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

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

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

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

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