

## **Checklist for NPS THPO Application**

### **Writing a THPO Application: Section by Section Reference Outline**

This annotated outline can be used as a checklist or quick reference for application components during the drafting and revising process. Numbering corresponds to that in the application, and green text is “Required documentation to attach to the cover sheet” on p.1. This checklist can also be used with the NPS training video “Writing a THPO Application: Section by Section” that can be found on [YouTube](#).

#### **I. Application Coversheet**

#### **II. Formal Request/Resolution Formal THPO Designation (if not part of formal request)**

#### **III. Program Plan**

##### Program Administration Elements:

##### 1. Tribal Lands Description

- Includes: total acreage of tribal lands as defined by the NHPA, maps, and BIA letter/documentation
- NHPA Tribal Lands Formula: All land within the exterior boundaries of a reservation + any additional land held in trust outside of those boundaries = total acreage of tribal land for the NHPA

##### 2. Access to Qualified Professionals (Archeologist, Historian, Architectural Historian)

- Standards: [https://www.nps.gov/history/local-law/arch\\_stnds\\_9.htm](https://www.nps.gov/history/local-law/arch_stnds_9.htm)

##### 3. Advisory Review Board

##### 4. Participation of Tribal Cultural Authorities, Representatives of Other Interested Tribes, and the Interested Public

##### 5. Acknowledgement Regarding Non-Tribal Ownership and SHPO Participation

##### THPO Functions:

##### 6. List of the THPO functions that the Tribe proposes to assume

##### 7. List of the THPO functions that will remain the responsibility of the SHPO

##### 8. How will the Tribe carry out each function?

- (1) in cooperation with Federal and State agencies, local governments, and private organizations and individuals, direct and conduct a comprehensive survey of historic properties on tribal land and maintain inventories of such properties;

*Links: Secretary of the Interior’s Standards for the Identification and Evaluation of Historic Properties*

- [https://www.nps.gov/history/local-law/arch\\_stnds\\_2.htm](https://www.nps.gov/history/local-law/arch_stnds_2.htm)
- [https://www.nps.gov/history/local-law/arch\\_stnds\\_3.htm](https://www.nps.gov/history/local-law/arch_stnds_3.htm).

- (2) identify and nominate eligible properties to the National Register and otherwise administer applications for listing historic properties on the National Register;

*Links: National Register Evaluation and Nomination Regulations*

- Evaluation criteria: [36 CFR 60.4](#)
- Nomination process: [36 CFR 60.5-60.12](#)

(3) prepare and implement a comprehensive Tribal historic preservation plan;

*Links:*

- [The Secretary of the Interior's Standards for Preservation Planning](#)
- [National Register Bulletin # 24: Guidelines for local Surveys: A Basis for Preservation Planning](#)
- Information about how this work is done by State Historic Preservation Offices can be found on the [NPS Preservation Planning site](#).

(4) administer the Tribal program of Federal assistance for historic preservation within tribal lands;

*Notes:* Funds should be administered according to the [NHPA 54 U.S.C. 300101 et seq.](#), [2 CFR Section 200](#), and [related guidance](#) from the Secretary of the Interior and the National Park Service.

(5) advise and assist, as appropriate, Federal and State agencies and local governments in carrying out their historic preservation responsibilities;

(6) cooperate with the Secretary [of the Interior], the Advisory Council on Historic Preservation, other Federal and State agencies, local governments, and private organizations and individuals to ensure that historic properties are taken into consideration at all levels of planning and development;

(7) provide public information, education, and training; and technical assistance in historic preservation;

(8) cooperate with local governments in the development of local historic preservation programs and assist local governments in becoming certified pursuant to 54 USC Chapter 3025; *(not generally assumed)*

*Links:* [Certified Local Government Program](#)

(9) consult with appropriate Federal agencies in accordance with this section on –

(A) Federal undertakings that may affect historic property; and

(B) the content and sufficiency of any plans developed to protect, manage, or reduce or mitigate harm to that property; and

*Links:* [36 CFR 800](#)

(10) advise and assist in the evaluation of proposals for rehabilitation projects that may qualify for Federal assistance. *(not generally assumed)*

*Links:* [NPS Technical Preservation Services](#)

## 9. A Description of current Historic Preservation Activities