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

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
   o https://www.nps.gov/history/local-law/arch_stnds_2.htm

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

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9. A Description of current Historic Preservation Activities