

# HPF Grant-Funded Survey Requirements FY2021

Survey projects funded by the Historic Preservation Fund (HPF) through the State Historic Preservation Office (SHPO) of the Kansas Historical Society must result in specific products as outlined below 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 <https://khri.kansasgis.org/>. These forms shall include complete survey information, digital images, and site plans. SHPO 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). Please justify the use of the name in comments.
- 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 must be done for existing properties in the KHRI; any existing entries must be edited instead of creating new entries. Existing entries should NOT be included if you choose to upload data via a spreadsheet and the assistance of SHPO staff. Data entry will follow the instructions detailed in the KHRI Tutorial and pop-up tooltips on the Spreadsheet and/or Enter New and Edit pages.

## Images

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

- Images must be clear, in-focus, and cover each elevation of the property, as well as all outbuildings, depending on permission to access property (a minimum of 4 photos per building is suggested).
- Minimal visual intrusions (e.g., cars, trees, signs) will be present in photographs.
- Each resource surveyed must be photographed close enough to see building details. This may require additional images beyond the four taken for overall coverage.
- Overall streetscape images are acceptable in addition to but not instead of individual images of each building.
- Take images in highest resolution format available. Images uploaded to KHRI must be JPG, but TIFF images are required as an additional submission directly to SHPO.
- Pixel dimension on your camera should be at least 2200 x 1500
- Name image files according to SHPO protocol: CountyAbbreviation\_City\_PropertyNameorAddress\_Photo number.  
**Example: SN\_Topeka\_100Main\_01 or SH\_Topeka\_SmithBuilding\_01.**
- Each image must also have a caption using this format: Property Name or Address. City, County, State. View. Photographer. Date.

**Example: 2 N Main St. Caldwell, Sumner County, Kansas. Southwest View. Mike Konner. 6/25/1970.**

- Upload resized JPGs to KHRI (dimensions shall not exceed 800 dpi wide at 300 dpi)
- Send full-size TIFFs to SHPO (including site plans), preferably with the draft survey report.

## Site Plans

Each survey form will 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 staff for examples of acceptable site plans.

- Upload to KHRI. Files in JPG format are preferred.
- Name file according to SHPO file naming protocol: CountyAbbreviation\_City\_PropertyNameorAddress\_SitePlan.  
**Example: SN\_Topeka\_100Main\_SitePlan or SN\_Topeka\_SmithBuilding\_SitePlan.**
- Submit site plan files in TIFF file format along with digital images to SHPO
- Clearly indicate which building on the plan is the focus of the inventory record. This can be done with a highlighted box or arrow, for example.

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](#) 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

**Request:** It is very helpful to SHPO staff for reporting purposes to know how many properties were not previously in the inventory and the approximate acreage of those newly added properties. Please include this information if possible.

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

## Meetings with SHPO Staff

Consultants and Grant Project Administrators will 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) Review of KHRI upload – Once the consultant has completed upload of information to KHRI, a meeting will be scheduled with SHPO staff to go through the uploads. The purpose of the meeting is to do a quick review of the inventory records, point out any missing information, and discuss eligibility recommendations. Any deficiencies can be addressed by the consultant and then incorporated into the draft survey report.

## Additional Submittals

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

- Full-size digital images & site plans in TIFF file format on CD/DVD, thumb drive, or via file share.
- One (1) digital copy of the final survey report submitted in PDF format on CD/DVD, thumb drive, or via file share.