

# appendix a glossary

## **36 CFR Part 800**

The Federal Regulations of the Advisory Council for Historic Preservation (ACHP), *Protection of Historic Properties*, that govern the Section 106 process of the National Historic Preservation Act (NHPA). These regulations were amended on August 5, 2004.

## **ABK Methodology for Seismic-Prone Buildings**

An engineering design methodology for unreinforced masonry buildings developed by a team of engineers in Los Angeles. This methodology finds that masonry buildings respond differently from the way traditional codes and engineering approaches have assumed. Rather than amplifying the forces of an earthquake, heavy masonry-walled buildings have the effect of dampening the shaking by acting as a “rigid rocking block on a soft soil base.” Using the ABK Methodology, the computed force levels in an unreinforced masonry building are lower than found under conventional code analysis, and as such the amount of strengthening work required for such buildings is less than that needed when conventional code analysis is employed. Thus, this approach reduces retrofit intervention and costs.

## **Adverse Effect**

Harm to historic properties directly or indirectly caused by a Federal agency’s action. The adverse effect may diminish the integrity of the property’s location, design, setting, materials, workmanship, feeling, or association. The regulations that set forth the adverse effect criteria are located in 36 CFR §800.5.

## **Advisory Council for Historic Preservation (ACHP)**

An independent Federal agency composed of a 19-member council that advises the President and Congress on historic preservation issues and administers the provisions of Section 106 of the National Historic Preservation Act (NHPA).

## **Area of Potential Effects (APE)**

The geographic area or areas within which an undertaking may cause changes in the character or use of historic properties, if any such properties exist. This area always includes the actual site of the undertaking, and may also include other areas where the undertaking will cause changes in land use, traffic patterns, or other aspects that could affect historic properties.

## **Certified Local Government**

Local governments strengthen their local historic preservation efforts by achieving Certified Local Government (CLG) status from the National Park Service (NPS). NPS and State governments, through their State Historic Preservation Officers (SHPOs), provide technical assistance and small matching grants to these communities. In turn, NPS and States gain the benefit of local government partnership in the national historic preservation program.

Another incentive for participating in the CLG program is the pool of matching grant funds SHPOs set aside to fund CLG historic preservation subgrant projects—at least 10% of the State’s annual Historic Preservation Fund (HPF) grant allocation. Grant funds are distributed through the HPF grant program, administered by NPS and SHPOs.

Projects eligible for funding and the criteria used to select them are developed annually by the SHPO. Funding decisions are made by the State, not NPS. Among the kinds of activities funded are the following: architectural, historical, and archeological surveys; oral histories; nominations to the National Register; staff work for historic preservation commissions; design guidelines and preservation plans; public outreach materials such as publications, videos, exhibits, and brochures; training for commission members and staff; and rehabilitation or restoration of National Register listed properties.

### **Comprehensive Planning**

A process of developing broad plans that express community goals and objectives. Comprehensive plans are decision-making tools that establish broad, long-range policy guidelines for decisions relating to the development of a community. Comprehensive plans generally include three topics: 1) an inventory of existing conditions; 2) a statement of needs and goals; and 3) implementation strategies and timeframes. Communities often incorporate a series of elements, such as population, land use, economic development, transportation, natural and historic resources conservation, community facilities/services, and housing into such plans. This process addresses multiple facets of a community and integrates these into a coherent vision that guides orderly growth and development for the future.

### **Concurring Party**

Organizations, groups, or individuals who are consulted as part of the Section 106 process and who agree with the consensus of the consulting parties on the method to be used to resolve the adverse effects of a Federal undertaking. Although concurring parties may sign an agreement, they cannot amend or terminate it.

### **Consulting Party**

Organizations, groups, or individuals who have consultative roles in the Section 106 process. According to 36 CFR Part 800, any of the following may be a consulting party: State Historic Preservation Officers/Tribal Historic Preservation Officers (SHPO/THPOs); Indian Tribes and Native Hawaiian organizations; representatives from local governments; applicants for Federal assistance; the public or other individuals or organizations with a legal or economic relation to the undertaking or a demonstrated interest in the undertaking’s effects on historic properties.

### **Contributing Property**

A building, site, structure, or object that adds to the historic associations, historic architectural qualities, or archeological values for which a historic district is significant because it: was present during the period of significance; relates to the documented significance of the property and possesses historic integrity or is capable of yielding important information about the period; or independently meets National Register criteria.



## Criteria Considerations

Under the four Criteria for Evaluation of National Register eligibility, cemeteries, birthplaces, or graves of historical figures; properties owned by religious institutions or used for religious purposes; structures that have been moved from their original locations; reconstructed historic buildings; properties primarily commemorative in nature; and properties that have achieved significance in the past 50 years shall not be considered eligible for the National Register. However, these properties will qualify if they are integral parts of historic districts that do qualify or fall into certain special categories. For a description of these categories, see National Register Bulletin #15, *How to Apply the National Register Criteria for Evaluation*.

## Criteria for Evaluation

The nomination process for the National Register identifies four criteria that describe how properties are significant for their associations with important events or persons, for their importance in design or construction, or for their information potential. In order to be listed in the National Register, a property must be shown to be significant for one or more of the four Criteria for Evaluation.

**Criterion A Events:** Properties can be eligible for the National Register if they are associated with events that have made a significant contribution to the broad patterns of our history.

**Criterion B Person:** Properties can be eligible for the National Register if they are associated with the lives of persons significant in our past.

**Criterion C Design/Construction:** Properties can be eligible for the National Register if they embody the distinctive characteristics of a type, period, or method of construction; represent the work of a master; possess high artistic values; or represent a significant and distinguishable entity whose components may lack individual distinction.

**Criterion D Information Potential:** Properties can be eligible for the National Register if they have yielded, or may be likely to yield, information important in prehistory or history.

## Cultural Resource

Non-living examples of objects acquired and preserved because of their potential value as examples, reference material, or objects of artistic, historic, scientific, educational, or social importance, either individually or as a collection. Often housed in libraries, museums, archives, historical repositories, or historic properties, these resources range from three-dimensional examples such as sculptures, historic furnishings or textiles, to two-dimensional examples such as family records, old photographs and maps, and other archival materials.

## Curation

A treatment used by Federal agencies to avoid, minimize, or offset the adverse effects of a Federal action on historic properties. This measure removes certain features or architectural elements from a property for re-use or permanent curation at a museum or other facility. This also involves treatment of artifacts that result from archeological surveys.



## **Data Recovery**

A treatment used by Federal agencies to avoid, minimize, or offset the adverse effects of a Federal action on historic properties. This measure, which obtains and recovers information about the historic property, specifically pertains to archeological sites adversely impacted by a FEMA undertaking. As a result of 2001 revisions to the Section 106 regulations, new guidance has been issued by the Advisory Council on Historic Preservation (ACHP) on the treatment of historic and prehistoric archeological resources. When a federally assisted project may affect one or more archeological sites listed, or eligible for listing, in the National Register, Federal agencies must consider the impacts to such sites. Appropriate treatments may include preservation in place for future study or use, recovery or partial recovery of archeological data, or any combination of these other measures.

## **Determination of Eligibility**

Under the National Historic Preservation Act (NHPA), properties that are either listed in, or eligible for listing in the National Register, trigger Federal review under Section 106. Eligible historic properties meet one or more of the National Register Criteria for Evaluation and may be nominated to the National Register at a future date. If a property is not listed or previously determined eligible for listing in the National Register prior to the FEMA undertaking, FEMA must make a determination of eligibility for the property.

## **Displacement Cost**

The expense for a business or service to be relocated to another structure because of a hazard event. This cost can include the rent for temporary building space per month and a one-time cost to set up operations in the new place.

## **Displacement Time**

The number of days a business or service would operate away from its original location due to a hazard event.

## **Evaluation**

The process by which the significance and integrity of a historic property are judged and eligibility for National Register listing is determined.

## **Federal Preservation Officer (FPO)**

Official designated by the head of each Federal agency to be responsible for coordinating the agency's activities under the National Historic Preservation Act (NHPA).

## **Federal Undertaking**

Serving as the trigger for the Section 106 review under the National Historic Preservation Act (NHPA), an undertaking is any Federal project, activity, or program that involves the expenditure of Federal money and can result in changes in the character or use of historic properties. The project, activity, or program must be under the direct or indirect jurisdiction of a Federal agency or licensed or assisted by a Federal agency. These activities may include construction, rehabilitation and repair projects, demolition, licenses, permits, loans, loan guarantees, grants, Federal property transfers, and many other types of Federal involvement.

NOTE: One technical amendment to 36 CFR Part 800, which became effective on August 5, 2004, clarified that the Section 106 process does not apply to undertakings that are merely

subject to State or local regulation administered pursuant to a delegation or approval by a Federal agency. This clarification was made in a revision to the definition of “undertaking” under §800.16(y).

### **Floodplain**

As defined under the National Flood Insurance Program (NFIP), any land area susceptible to being inundated by water from any source.

### **Floodway**

As defined under the National Flood Insurance Program (NFIP), the channel of a river or other watercourse and the adjacent land areas that must be reserved in order to discharge the base flood without cumulatively increasing the water surface elevation more than a certain height.

### **Flood Insurance Rate Map (FIRM)**

Map of a community, prepared by FEMA, that shows both the special flood hazard areas and the risk premium zones applicable to the community.

### **Functional Downtime**

The number of days that a business would be closed due to damage from a hazard event before it could resume in another location.

### **Geographic Information System (GIS)**

A computer system for capturing, storing, checking, integrating, manipulating, analyzing, and displaying data related to positions on the Earth’s surface. Typically, a GIS is used for handling maps of one kind or another. These might be represented as several different layers where each layer holds data about a particular kind of feature. Each feature is linked to a position on the graphical image of a map. GIS is becoming an important tool in promoting coordinated efforts between emergency management and historic preservation.

### **Goals**

General guidelines that explain what you want to achieve. They are usually broad policy statements and represent long-term, global visions.

### **HABS/HAER**

The Historic American Buildings Survey (HABS) is the oldest Federal preservation program. Established in 1933 by the National Park Service (NPS) as a make work program for jobless architects and photographers in the Depression, the program’s mission is to create a lasting archive of American historic architecture. In 1969, the Historic American Engineering Record (HAER) began as a companion program to document structures of technological and engineering significance. The program established qualitative standards for both architectural and photographic documentation and it directs the placement of the archives in the Library of Congress. FEMA often applies these standards when using recordation as a treatment measure.

### **Hazard Mitigation**

Sustained action taken to reduce or eliminate the long-term risk to human life and property from natural hazards and their effects. Note that this emphasis on long-term risk distinguishes mitigation from actions geared primarily to emergency preparedness and short-term recovery.



## **Hazard Mitigation Actions**

Specific actions that help you achieve your hazard mitigation goals and objectives.

## **Hazard Mitigation Plan**

A systematic evaluation of the nature and extent of vulnerability to the effects of natural hazards typically present in the planning area and includes a description of actions to minimize future vulnerability to hazards.

## **HAZUS**

FEMA's nationally applicable standardized methodology and risk assessment software program for analyzing potential losses from floods, hurricane winds, and earthquakes. In HAZUS-MH, current scientific and engineering knowledge is coupled with the latest GIS technology to produce estimates of hazard-related damage before or after a disaster occurs.

## **Historic Context**

Information about historic trends and properties grouped by an important theme in the prehistory or history of a community, State, or the nation during a particular period of time. Organized by theme, place, and time, they provide a framework for determining the significance of a property and its eligibility for National Register listing.

## **Historic District**

A historic district is a National Register (or often State and local) designation referring to either historic properties having a number of resources that are relatively equal in importance, such as a neighborhood, or large acreage properties with a variety of historic properties.

## **Historic Preservation**

An approach to conserving structures, sites, and objects that represent a physical connection with people and events from our past. Historic preservation utilizes various land use planning strategies, governmental programs, and financial incentives to protect historic resources. The preservation of historic structures and sites helps to create a unique environment and sense of place.

## **Historic Preservation Specialist**

Historic Preservation Specialists are technical experts who identify and evaluate historic properties, apply the Secretary of the Interior's Standards and Guidelines to proposed projects, and negotiate and draft agreement documents. They may work with FEMA program staff, other specialists, the applicant, and staff of the State Historic Preservation Office/Tribal Historic Preservation Office to bring a scope of work into conformance with the Standards or Guidelines.

## **Historic Property**

As defined by 36 CFR Part 800, means any prehistoric or historic district, site, building, structure, or object included in, or eligible for inclusion in, the National Register maintained by the Secretary of the Interior. This term includes artifacts, records, and remains that are related to and located within such properties. The term includes properties of traditional religions and cultural importance to an Indian Tribe or Native Hawaiian organization and that meet the National Register criteria (Source: 36 CFR §800.16 [I][1]).



**Historic Property Survey**

A survey of historic properties in a State, which usually involves the collection of background research on each property, fieldwork that includes photographic and architectural documentation of the property and a written description of the property, and the reporting of this information. The survey is normally conducted as part of the State Inventory of Historic Properties.

**Historic Review**

The Federal process of taking into account whether a Federal action will have an effect on any property included in or eligible for the National Register. Historic Review is synonymous with Section 106 review.

**Identification**

Process through which information is gathered about historic properties in an undertaking's Area of Potential Effects (APE) in order to identify the National Register Evaluation Criteria and determine eligibility for their listing on the National Register. This is one of the first, and most important, initial steps in the Section 106 review process (§800.4[b]).

**Indian Tribe**

An Indian Tribe, band, nation, or other organized group or community, including a native village, regional corporation, or village corporation, as those terms are defined in Section 3 of the Alaska Native Claims Settlement Act (43 U.S.C. 1602), which is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians (Source: 36 CFR Part 800).

**In-Kind Repair**

Work that returns a facility to its pre-disaster condition and substantially matches the original form, workmanship, and materials.

**Integrity**

The authenticity of a property's historic identity, evidenced by the survival of physical characteristics that existed during the property's prehistoric or historic period. Historic integrity is the composite of seven qualities, including location, design, setting, materials, workmanship, feeling, and association. It is an important qualification for National Register listing.

**Keeper of the National Register**

The person at the National Park Service (NPS) responsible for administering the National Register program and maintaining a database of the completed nominations.

**Locally Designated Historic Properties**

Historic properties nominated for official designation at the local level through a historic preservation ordinance or a local preservation/historical organization.

**Loss Estimation Table**

Projects the losses likely to be sustained due to a specific type of hazard event (e.g., floods) based on observed past damages. Estimated losses are provided for different magnitudes of the hazard and are expressed as a percentage of replacement cost.



## **Memorandum of Agreement (MOA)**

An agreement, resulting from consultation, that outlines measures Federal agencies will take to avoid, reduce, or offset the effects on historic properties as the agency carries out its undertaking. The MOA is signed by the agency, the State Historic Preservation Officer/ Tribal Historic Preservation Officer, and the Advisory Council for Historic Preservation, if participating. Other consulting parties assigned responsibilities in the Agreement must also be signatories.

## **National Environmental Policy Act (NEPA)**

Signed into law by President Nixon in 1969, the National Environmental Policy Act establishes the broad national framework for protecting the environment, including historic properties. NEPA's basic policy is to ensure that all branches of government give proper consideration to the environment prior to undertaking any major Federal action that significantly affects the environment. In general, this law established a national policy which would 1) "encourage productive and enjoyable harmony between man and his environment"; 2) promote efforts which would "prevent or eliminate damage to the environment and biosphere and stimulate the health and welfare of man"; and 3) "enrich the understanding of the ecological systems and natural resources important to the Nation."

The NEPA process subsumes the review of proposed actions under an array of other Federal laws. In regard to historic properties, the most significant Federal law is the National Historic Preservation Act of 1966 (NHPA – see below). To achieve improved project streamlining, NEPA and NHPA requirements are sometimes combined. The Advisory Council for Historic Preservation's (ACHP) regulations that implement Section 106 of NHPA, 36 CFR Part 800, allow Federal agencies to coordinate the two processes. Guidance may be found under §800.8(a).

## **National Flood Insurance Program (NFIP)**

Federal program created by Congress in 1968 that makes flood insurance available in communities that enact minimum floodplain management regulations as indicated in 44 CFR §60.3.

## **National Historic Landmark (NHL)**

Districts, sites, buildings, structures, and objects found to possess national significance in illustrating or representing the prehistory and history of the United States. Designated by the Secretary of the Interior, NHLs comprise less than four percent of the properties listed in the National Register. Section 110(f) of the National Historic Preservation Act (NHPA) and 36 CFR §800.10 outline special requirements for undertakings affecting NHLs.

## **National Historic Preservation Act (NHPA)**

In response to the rapid loss of historic resources from urban renewal in the 1950s and 60s, Congress passed this Act in 1966 to ensure that Federal agencies integrate historic properties in their project planning and execution, and encourage States to begin their own historic preservation programs. The primary components of the NHPA are: adoption of the National Register as the country's official list of historic properties; creation of the Advisory Council for Historic Preservation (ACHP) and State Historic Preservation Offices; requirement of Federal



agencies to establish historic preservation programs, designation of a Federal Preservation Officer, and consideration of the effects of Federal undertakings on historic properties.

### **National Park Service (NPS)**

Responsible for performing many of the responsibilities specifically vested in the Secretary of the Interior under the National Historic Preservation Act (NHPA). NPS maintains a large cultural resources professional staff with expertise in the broad range of historic preservation activities authorized under the NHPA.

### **National Register of Historic Places (National Register)**

The national list of districts, sites, buildings, structures and objects significant in American history, architecture, archeology, engineering, and culture, maintained by the Secretary of the Interior under authority of Section 101(a)(1)(A) of the National Historic Preservation Act (NHPA).

### **Natural Resource Protection Actions**

Actions that, in addition to minimizing hazards, also preserve or restore the functions of natural systems. Some natural resources either are historic properties in themselves or contribute to an understanding of historic properties. Such types of mitigation actions include sediment and erosion control, stream corridor restoration, watershed management, forest and vegetation management, and wetland restoration and preservation.

### **Non-Contributing Property**

A building, site, structure, or object that does not add to the historic associations, historic architectural qualities, or archeological values for which a historic district is significant because it: was not present during the period of significance; does not relate to the documented significance of the property and does not possess historic integrity or is not capable of yielding important information about the period; or, it does not independently meet National Register criteria.

### **Objectives**

Define strategies or implementation steps for attaining the identified goals. Unlike goals, objectives are specific and measurable.

### **Planning**

The act or process of making or carrying out plans; the establishment of goals, policies, and procedures for a social or economic unit.

### **Planning for Post-Disaster Reconstruction**

The process of planning (preferably prior to an actual disaster) those steps the community will take to implement long-term reconstruction with one of the primary goals being to reduce or minimize its vulnerability to future disasters. These steps can include a wide variety of land-use planning tools, such as acquisition, design review, zoning, and subdivision review procedures. It can also involve coordination with other types of plans and agencies but is distinct from planning for emergency operations, such as the restoration of utility service and basic infrastructure.



## **Pre-Disaster Mitigation (PDM) Program**

A FEMA program to provide technical and financial assistance to States and local governments to assist in the implementation of pre-disaster hazard mitigation actions. These measures must be cost-effective and designed to reduce injuries, loss of life, and damage and destruction of property, including damage to critical services and facilities under the jurisdiction of the States or local governments.

## **Prehistoric**

A term that refers to the period prior to recorded history. In American society, prehistoric refers to the period prior to the arrival of Europeans in the New World because few documents or records exist to supplement any physical evidence that may exist.

## **Preservation**

A treatment to a historic property which is specifically the act or process of applying measures to sustain the existing form, integrity and material of a building or structure, and the existing form or vegetative cover of a site. It may include initial stabilization work, where necessary, as well as ongoing maintenance of the historic building materials.

## **Professional Qualification Standards**

Criteria set forth in the Secretary's Standards (48 FR 44739) and 36 CFR Part 61 Appendix A that define minimum education and experience required to perform identification, evaluation, registration, and treatment activities associated with historic properties.

## **Programmatic Agreement**

An agreement that defines the roles and responsibilities of Federal and State/Tribal partners and streamlines the Section 106 historic review process. The Programmatic Agreement is typically developed for a large or complex project or a class of undertakings that would otherwise require numerous individual requests for Advisory Council for Historic Preservation (ACHP) comments under Section 106. Under the National Historic Preservation Act (NHPA), the Programmatic Agreement replaces the Section 106 process outlined in 36 CFR Part 800.

## **Protection**

A treatment to a historic property, which is specifically the act or process of applying measures designed to affect the physical condition of a property by defending or guarding it from deterioration, loss, or attack, or to cover or shield the property from danger or injury. In the case of buildings or structures, such treatment is generally of a temporary nature and anticipates future historic preservation treatment; in the case of archeological sites, the protective measure may be temporary or permanent.

## **Public Assistance (PA) Program**

A FEMA program that provides grants to State and local governments, Tribal organizations, eligible private non-profit organizations, and other public entities for losses sustained in disasters and other related needs. Eligible projects include debris removal, emergency protective measures, and permanent restoration.



**Public Participation**

The involvement of parties in the Section 106 consultation process who may be concerned with the possible effects of an agency action on historic properties. This involvement is outlined in the Section 106 regulations that govern the historic review process.

**Recordation and Documentation**

One measure used by Federal agencies for treating the adverse effects of an undertaking, recordation and documentation is the process of conducting fieldwork and background research for a property, including measured drawings, photographs, an architectural description, and a historic narrative. This information is then filed with the State Historic Preservation Office/Tribal Historic Preservation Office or other archive, as identified in the Memorandum of Agreement (MOA).

**Redevelopment**

The process of rebuilding a community's economic activity similar to the process of reconstruction. Redevelopment differs from economic recovery in that it goes beyond the process of merely restoring disrupted economic activity to the creation of new economic opportunities and enterprises in the aftermath of the recovery period, particularly including those that arise as by-products or direct outcomes of the disaster itself.

**Rehabilitation**

One measure used by Federal agencies for treating the adverse effects of an undertaking, rehabilitation is the process of returning a historic property to a state of utility, through repair or alteration, which makes possible an efficient contemporary use while preserving those portions and features of a property which are significant to its historical, architectural, and cultural values.

**Relocation**

One measure used by Federal agencies for treating the adverse effects of an undertaking, relocation is an option for individual property owners when technically and financially feasible. While it is preferred to keep a property in its historic context, when possible, relocation often provides the opportunity to satisfy the needs and concerns of all parties involved.

**Replacement Value**

Represents the approximate cost of the contemporary reconstruction of an existing building, structure, or cultural resource. The replacement value is used in determining the cost-effectiveness of various hazard mitigation alternatives.

**Restoration**

A treatment measure for a historic property, restoration is the act or process of accurately recovering the form and details of a property and its setting as it appeared at a particular period of time.

**Risk**

The potential loss associated with a hazard, defined in terms of expected probability and frequency, exposure, and consequences. Also, the estimated impact that a hazard would have on people, services, facilities, and structures in a community; or the likelihood of a hazard



event resulting in an adverse condition that causes injury or damage. Risk is often expressed in relative terms such as a high, moderate, or low likelihood of sustaining damage above a particular threshold due to a specific type of hazard event. It also can be expressed in terms of potential monetary losses associated with the intensity of the hazard.

### **Risk Assessment**

Measuring the potential for property damage, economic loss, injury, and death that may result from both natural and manmade hazards. Specifically, it involves identifying potential hazards and assessing a community's ability to survive them, diminish their impact, or avoid them completely. Risk assessment is central to the hazard mitigation planning process, and is described fully in FEMA 386-2, *Understanding Your Risks: Identifying Hazards and Estimating Losses*.

### **Secretary of the Interior's Standards for Archeology and Historic Preservation**

Professional standards that address results to be achieved by Federal agencies when planning for the identification, evaluation, registration, and treatment of historic properties.

### **Secretary of the Interior's Standards for Rehabilitation**

The section of the overall preservation project standards that addresses the most prevalent treatment (in 36 CFR 67) of a property's characteristics that are significant to its historic, architectural, and cultural values.

### **Secretary of the Interior's Standards for the Treatment of Historic Properties**

A series of concepts about maintaining, repairing, and replacing historic materials, as well as designing new additions or making alterations; as such, they cannot, in and of themselves, be used to make essential decisions about which features of a historic property should be saved and which might be changed. Once an appropriate treatment is selected, the Standards provide philosophical consistency to the work.

### **Section 106**

The review process established under Section 106 of the National Historic Preservation Act (NHPA) that addresses results to be achieved by Federal agencies when planning for the identification, evaluation, registration, and treatment of historic properties. The NHPA under Section 106 requires that every Federal agency "take into account" how each of its undertakings could affect historic properties. An agency must also afford the Advisory Council for Historic Preservation (ACHP) a reasonable opportunity to comment on the agency's undertakings.

### **Seismic Rehabilitation/Seismic Retrofit**

Technical measures used to reduce a building's earthquake vulnerability. Includes the development of an objective, the determination of a design event, a preliminary building evaluation, including the concept of building redundancy, a classification of building elements into primary and secondary, and the development of a preliminary rehabilitation or retrofit design specific to the building and the area in which it is located. For more information please see FEMA 274, *NEHRP Commentary on the Guidelines for the Seismic Rehabilitation of Buildings*, October, 1997.



**Significance**

Historic significance is the importance of a property to the history, architecture, archeology, engineering, or culture of a community, State, or the nation. Historic significance is based on four criteria (see Criteria for Evaluation above) and is an important qualification for National Register listing.

**Sound Land Management and Use**

The process wherein the governmental body responsible for land use regulation in a political jurisdiction plans and regulates the use of land within its jurisdiction in order to promote the reduction of property exposure to flood hazard and the protection of environmental values of floodplains. Sound use of land acquired with FEMA funds and transferred to local governments is used primarily for open space and recreational purposes to minimize potential for any future flood damage.

**Special Flood Hazard Area (SFHA)**

Land area subject to inundation by a flood having a 1-percent or greater probability of being equaled or exceeded during any given year (base, or 100-year flood).

**State Historic Preservation Officer (SHPO)**

In cooperation with Federal agencies, SHPOs are responsible for directing and conducting a comprehensive statewide survey of historic properties and maintaining inventories of such properties under Section 101(b)(3) of the National Historic Preservation Act (NHPA). These State officials maintain important information on historic properties in inventories and in comprehensive statewide historic preservation plans, and are required to have qualified preservation professionals on staff. Federal agencies are directed in Section 110 of the NHPA to cooperate with SHPOs in establishing programs to locate, inventory, and nominate historic properties to the National Register.

**State Inventory of Historic Properties**

Based on State Historic Property Surveys (HPSs), the State Inventory is a listing of all historic resources in the State, including those of local or regional significance. This inventory is the responsibility of the State Historic Preservation Office.

**State Register of Historic Places**

Based on State Cultural Resource Surveys (CRSs) and the State Inventory of Cultural Resources, States maintain a list of historic properties of State significance. Although the State Registers contain National Register properties, they usually contain more properties and are based on different criteria than the National Register. Designated by a State Review Board and administered by the State Historic Preservation Officer (SHPO), State Registers are often the first hurdle for obtaining National Register status for historic properties.

**Structure**

As defined under the National Flood Insurance Program (NFIP), a walled and roofed building, including a storage tank for gas or liquid, that is principally above ground, as well as a manufactured home.



Within the historic preservation community, the term “structure” refers to a specific type of historic property. This term is used to distinguish from buildings those historic properties made for purposes other than human shelter. Representative examples include a bandstand, canal, earthwork, gazebo, grain elevator, lighthouse, silo, tunnel, and windmill.

### **Traditional Cultural Property (TCP)**

A property eligible for inclusion in the National Register because of its association with cultural practices or beliefs of a living community that are rooted in that community and are important in maintaining the continuing cultural identity of the community. An example of a TCP is a location associated with the traditional beliefs of a Native American group about its origins, its cultural history, or the nature of the world. Federal agencies must treat TCPs as historic properties under Section 106. For further guidance, see National Register Bulletin #38, *Guidelines for Evaluating and Documenting Traditional Cultural Properties*.

### **Treatment**

A measure used by a Federal agency to avoid, reduce, minimize, or offset the adverse effects that a Federal undertaking may have on a historic property. Although there are some treatment measures that are typically used by the agency (see Recordation and Documentation; Data Recovery; Curation; Relocation), Federal agencies are not limited to these measures and can use any measure upon which the involved parties agree. Treatment does not have to have a direct impact on the adverse effect for a specific historic property, but may include educational and planning tools or other measures to promote historic preservation awareness and practice in a community.

### **Tribal Government**

The recognized governing body of an Indian Tribe, band, nation, pueblo, village, or community, including any Alaska Native Village defined in or established pursuant to the Alaska Native Claims Settlement Act (85 Stat. 688) (Source: FEMA Tribal Policy).

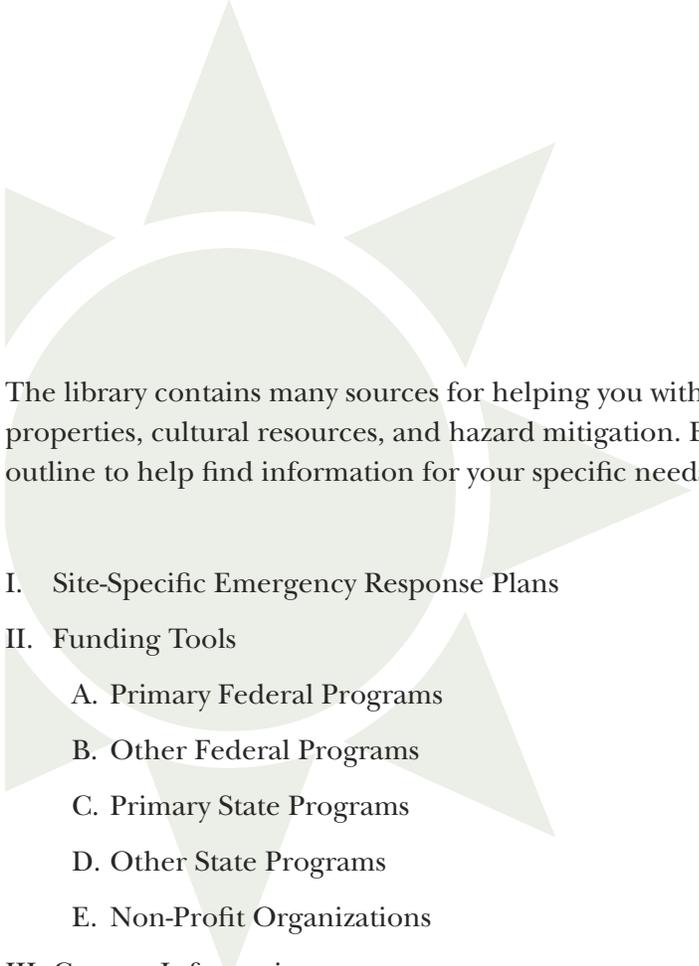
### **Tribal Historic Preservation Officer (THPO)**

The Tribal equivalent to a State Historic Preservation Officer (SHPO). The THPO may assume a role parallel to that of State government in administering the national historic preservation program on reservations. Tribes will tailor the program to accommodate Tribal values and address Tribal priorities. The 1992 Amendments to the National Historic Preservation Act (NHPA) recognized the Tribes’ growing capabilities in historic preservation and the Tribes’ rightful place in the national program. Specifically, the 1992 Amendments provide for Tribes, at their request, to assume responsibilities for such functions as identifying and maintaining inventories of culturally significant properties, nominating properties to the National Register, conducting Section 106 review of Federal agency projects on Tribal lands, and administering educational programs on the importance of preserving historic properties.

### **Tribal Lands**

All lands within the exterior boundaries of any Indian reservation and all dependent Indian communities (Source: 36 CFR Part 800).





# appendix b library

The library contains many sources for helping you with historic properties, cultural resources, and hazard mitigation. Below is an outline to help find information for your specific needs.

- I. Site-Specific Emergency Response Plans
- II. Funding Tools
  - A. Primary Federal Programs
  - B. Other Federal Programs
  - C. Primary State Programs
  - D. Other State Programs
  - E. Non-Profit Organizations
- III. Contact Information
  - A. Federal Government
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- IV. Publications
- V. Other Useful Web Sites

## I. Site-Specific Emergency Response Plans

Development of site-specific emergency response plans should be strongly considered for historic properties with extensive collections of cultural resources. Ideally, each plan should cover continuation and staffing, pre-disaster planning, actions to be taken immediately prior to the disaster, if possible, and actions to take in response to the disasters.



A number of publications and Web sites can provide guidance on developing a site-specific emergency response plan:

## Preparedness

**California Preservation Clearinghouse** (<http://cpc.stanford.edu/disasters/index.html>) includes a generic disaster plan, information on other sites to visit for sample disaster plans and case histories, and a disaster plan exercise to test an existing disaster plan and train staff.

**Federal Alliance for Safe Homes (FLASH)** (<http://www.flash.org>) can assist with mitigation planning and insurance issues.

## Mitigation

*Archaeological Stabilization Guide: Case Studies in Protecting Archaeological Sites* (Florida Department of State, 2000, <http://www.flheritage.com>) contains useful techniques for stabilizing and protecting archeological resources, including vegetation, hay bales, renourishment, and sandbags.

*Best Management Practices: An Owner's Guide to Protecting Archaeological Sites* (Florida Department of State, 2000, <http://www.flheritage.com>) overviews stabilization and protection techniques.

**Federal Emergency Management Agency's Historic Preservation and Cultural Resources Program** (<http://www.fema.gov/ehp>) includes ideas on how to mitigate disaster damage to historic and cultural resources.

*Hurricane Readiness Guide for Owners and Managers of Historic Resources* (National Trust for Historic Preservation's Information Series, <http://www.cr.nps.gov/hps/tps/briefs/presbhom.htm>) focuses on various techniques to protect historic structures from hurricane damage and to employ in the recovery process.

*Preserving History from Fire: Bridging the Gap Between Safety Codes and Historic Buildings* (Old House Journal, November/December 2000) addresses fire code issues for historic buildings.

## Response and Recovery

*FEMA Job Aid for Photographing Historic Properties After a Disaster* (FEMA, 2001, call 1.800.480.2520 and ask for Job Aid #9580.6) provides clear direction on how to take photographs necessary to document a site for the purposes of determining National Register eligibility after a disaster.



**Georgia Historic Preservation Division** ([http://www.gashpo.org/assets/documents/1996\\_after\\_the\\_flood.pdf](http://www.gashpo.org/assets/documents/1996_after_the_flood.pdf)) contains a publication about recovering from a flood.

**Heritage Emergency National Task Force** (<http://www.heritagepreservation.org>) has a series of useful publications, including the *Emergency Response and Salvage Wheel*, *Resources for Recovery: Post-Disaster Aid for Cultural Institutions*, and *Cataclysm and Challenge: Impact of September 11, 2001, on Our Nation's Cultural Heritage* (2002). This Web site also includes useful links to numerous disaster preparedness and response sites for cultural institutions.

**North Carolina State Historic Preservation Office** (<http://www.hpo.dcr.state.nc.us/disaster.htm>) includes extensive information for owners of damaged buildings following a natural disaster.

*Treatment of Flood-Damaged Older and Historic Buildings* (National Trust for Historic Preservation's Information Series, <http://www.cr.nps.gov/hps/tps/briefs/presbhom.htm>) identifies ways to deal with foundation erosion, wood rot, saturated insulation, damage to interior finishes, and other recovery concerns.

## Disaster Planning for Cultural Institutions

**Central New York Library Resources Council** (<http://www.clrc.org>) provides information on completing a disaster plan for libraries, museums, and cultural institutions.

**The Getty Conservation Institute** (<http://www.getty.edu/conservation>) provides information on disaster preparedness and response for cultural institutions.

## II. Funding Tools

Several sources of funds are available for the protection of historic resources in hazard-prone communities. Various State, Federal, and private programs provide assistance to local communities and homeowners, although grant funds may be limited in amount. Some of the major programs available to local communities, individual businesses, and homeowners are listed below. Many of these funding tools may be combined in hazard mitigation projects which protect historic resources.

Note that the Advisory Council for Historic Preservation (ACHP) has provided an exhaustive list of funding sources for historic and cultural resource projects, only some of which are described here.



To learn more about this list, visit <http://www.achp.gov/funding.html>.

## **A. Primary Federal Programs**

The **Federal Emergency Management Agency (FEMA)** provides help to States and communities for disaster assistance and hazard mitigation activities under the following programs:

### **Emergency Management Performance Grant (EMPG)**

**Program.** Formerly known as the State and Local Assistance Program, the EMPG is another potential source of funds. A Federal program that is administered by your State emergency management agency (SEMA), EMGP's purpose is to encourage communities to develop comprehensive disaster preparedness and assistance plans, programs, and capabilities. Congress appropriates funds for the EMGP program, and grants are available on a 50 percent matching basis. Additional information about this program may be requested from a grant administrator.

**Flood Mitigation Assistance (FMA) Program.** Funding under this program provides grants to States and communities to plan and carry out activities designed to reduce the risk of flood damage to structures covered under the National Flood Insurance Program (NFIP). The program provides planning and project grants for activities that are technically feasible, cost-effective, and proposed projects that meet minimum NFIP Standards and are cost-beneficial to the NFIP. This is an annual FEMA program with funding levels for each State based upon the number of insured properties in that State. For more information, see <http://www.fema.gov/fima/mitgrant.shtm>.

**Hazard Mitigation Grant Program (HMGP).** This program provides grants to States for their use in conducting mitigation activities, implementing State or local hazard mitigation plans, and funding mitigation actions in disaster-prone areas. Funding for the HMGP is set at 7.5% of the total Federal disaster assistance grants made under a Presidentially declared disaster. States with Standard Plans may be granted this percentage. For States with Enhanced Plans, HMGP grants of up to 20% may be provided. Individual property owners should contact their local jurisdiction for application procedures. Further information is available on <http://www.fema.gov/fima/mitgrant.shtm>.



**Increased Cost of Compliance (ICC).** Coverage that may be available to historic structures covered by a Standard Flood Insurance Policy (SFIP) under the National Flood Insurance Program (NFIP). ICC is an endorsement of the flood insurance policy that provides a claim payment directly to a property owner for the cost to comply with State or community floodplain management laws or ordinances after a direct physical loss caused by a flood. When a building covered by an SFIP under the NFIP sustains a loss and the State or community declares the building to be substantially or repetitively damaged, ICC will help pay up to \$30,000 for the cost to elevate, floodproof, demolish, or relocate the building. ICC is not available on a historic structure if it is exempt under the community's ordinance from the floodplain management requirements or is granted a variance. ICC is also not available for mitigation actions that do not bring the building into compliance with the community's floodplain management ordinance. Additional information is available at <http://www.fema.gov/nfip/icc.shtm>.

**Pre-Disaster Mitigation (PDM) Program.** This program was authorized by §203 of the Robert T. Stafford Disaster Assistance and Emergency Relief Act (Stafford Act), 42 U.S.C., as amended by §102 of the Disaster Mitigation Act of 2000. Funding for the program is provided through the National Pre-Disaster Mitigation Fund to assist States, Tribes, and local governments in implementing cost-effective hazard mitigation activities that complement a comprehensive mitigation program. Additional information is available at <http://www.fema.gov/fima/pdm.shtm>.

Most FEMA funding programs are administered through the State emergency management agencies (SEMAs). Further information on these and other FEMA funding programs may be obtained at <http://www.fema.gov>.

## **B. Other Federal Programs**

**Community Development Block Grants (CDBG).** Administered by State community development agencies and local governments on the behalf of the U.S. Department of Housing and Urban Development (HUD) to provide decent housing and a suitable living environment, principally for low-to-moderate-income individuals. CDBG activities may include the acquisition,



rehabilitation, and reconstruction of disaster-damaged properties and the redevelopment of disaster-affected neighborhoods. Additional information is available at <http://www.huduser.org/periodicals/rrr/cdbg.html>.

**Disaster Assistance Loans.** The Small Business Administration (SBA) provides low-interest disaster assistance loans of up to \$200,000 for the repair or replacement of a primary residence; low-interest loans of up to \$40,000 for the repair and replacement of household and personal property; and low-interest loans of up to \$500,000 for business owners and non-profit organizations for the repair, rehabilitation, or replacement of property. SBA assistance is generally available following a major disaster declaration. This may be useful for hazard-prone historic commercial districts. Further information is available on the SBA's homepage at [http://www.sba.gov/disaster\\_recov/index.html](http://www.sba.gov/disaster_recov/index.html).

**Federal Rehabilitation Tax Credit.** Federal law provides a Federal income tax credit equal to 20% of the cost of rehabilitating a historic building for commercial use. To qualify for the credit, the property must be a certified historic structure—that is, on the National Register or contributing to a registered historic district. (Non-historic buildings built before 1936 qualify for a 10% tax credit.) A substantial rehabilitation is necessary, and the work must meet the *Secretary of Interior's Standards for Rehabilitation*. The historic preservation tax credit has been a powerful tool for neighborhood revitalization. Applications for the credit are available through State Historic Preservation Offices and the final decisions are made by the National Park Service (NPS). More information is available at <http://www.cr.nps.gov/hps/tps/tax/index.htm>.

**Historic Preservation Fund Grants-in-Aid.** Grants provided by the U.S. Department of the Interior, National Park Service (NPS) for the identification, evaluation, and protection of historic properties. These grants are awarded through State Historic Preservation Offices for survey and planning activities, and in some instances, for improvements to historic properties through matching acquisition and development grants. Further information is available through your State Historic Preservation Office. More information is available at <http://www.cr.nps.gov/hps/clg/index.htm>.

**Planning Assistance.** The National Resources Conservation Service (NRCS) provides planning assistance for watershed protection projects, water quality improvement projects, wetland preservation, and management for agricultural and rural communities. Many



rural communities may feature hazard-prone historic resources. Further information is available on the NRCS's homepage at <http://www.nrcs.usda.gov>.

**Technical Assistance Program.** The U.S. Department of Energy (DOE) Technical Assistance Program provides services to communities for the revitalization of single-family, multi-family, and commercial buildings. DOE staff are experienced in performing housing assessment needs, and in identifying financing mechanisms, especially those that include funds for energy efficiency. Further information is available on the DOE's homepage at [http://www.energy.gov\\_engine/content.do](http://www.energy.gov_engine/content.do).

Another DOE program, the Department's Center for Excellence for Sustainable Development, works with communities to help them define and implement sustainable development strategies as part of their comprehensive community planning efforts. The Center provides technical assistance to disaster-affected communities as they plan community-scale long-term recovery efforts, including relocation, repairs, and reconstruction by introducing a wide array of environmental technologies and sustainable redevelopment planning practices. Further information is available by visiting the DOE's Web site <http://www.sustainable.doe.gov>.

**Transportation Enhancements Funding.** In 1991, Congress created a special fund to encourage States to dedicate transportation money to projects that enhance local communities. In the legislation—normally referred to as ISTEA—that established that fund, Congress listed specific activities, including acquisition of historic or scenic sites, historic highway programs with heritage tourism components, "rails to trails" programs, and rehabilitation of historic transportation buildings, and archeological planning as "transportation enhancements." Since 1991, States have dedicated nearly \$1 billion in Federal-aid highway funds to thousands of transportation-related historic preservation projects; historic resources have also benefited from enhancement money for landscaping, land acquisition, historic bridge and road activities, and streetscapes in historic commercial districts.

For more information on transportation enhancements funding, download *Building on the Past, Traveling to the Future*, a free guide prepared by the National Trust and the Federal Highway Administration, or visit <http://www.enhancements.org>, <http://www.tea21.org>, <http://www.transact.org>.



## C. Primary State Programs

**State Emergency Management Agencies (SEMAs)** provide disaster assistance to local communities and hazard mitigation grants to residents and business owners. Through the Stafford Act, a SEMA administers many of FEMA's funding programs. For more information on three Federal programs administered by your SEMA, see:

**Emergency Management Performance Grant Program;**  
**Hazard Mitigation Grant Program;** and  
**Pre-Disaster Mitigation Program.**

**State Historic Preservation Officer (SHPO)** offices provide the following funding programs:

**Historic Preservation Fund (HPF).** Provides grants to Tribes, States, and local governments to use for activities such as education, preparation of National Register nominations, and development of comprehensive preservation plans. Established in 1976 as an amendment to the National Historic Preservation Act (NHPA) of 1966, the HPF receives annual appropriations from Congress, and this Federal money is matched by State dollars. The fund is administered in a partnership between the National Park Service (NPS) and the States through SHPO offices, Tribes, and local governments. To learn more, visit <http://www.cr.nps.gov/hps/hpf/index.htm>.

**State Grant Programs.** Many States provide matching funds to carry out historic preservation activities. Project work includes such activities as rehabilitation and restoration of historic properties, survey and evaluation of historic properties, educational materials, and development of local historic preservation programs. For more information, contact your local SHPO office.

**State Tax Credits.** Many States offer historic preservation tax incentive programs including credits, reductions, freezes, and abatements for owners of commercial and residential historic properties. The National Trust for Historic Preservation (NTHP), a non-profit organization, maintains a State-by-State list of available tax incentive programs at <http://www.nationaltrust.org/help/taxincentives.pdf>.



## D. Other State Programs

**Statewide, Regional, and Local Main Street Programs.** Numerous communities across the nation have participated in the National Main Street Program, which has been a valuable mechanism for the revitalization of historic downtown areas. An important part of the Main Street approach to downtown revitalization involves the rehabilitation of downtown facades. In addition to assisting communities in improving the appearance of their downtown areas and promoting historic preservation, the program has also been an economic stimulus in that it has led to the creation of new businesses and jobs in these communities. The organizational structure of Main Street programs is often a public-private partnership, but varies from State to State. Further information is available at <http://www.mainstreet.org/>.

## E. Non-Profit Organizations

**The National Trust for Historic Preservation (NTHP).** Assists individual historic property owners with financial help and advice. The NTHP provides low-interest, short-term loans for property stabilization. Grants are also awarded to governments, non-profit organizations, and private property owners for professional assistance in rehabilitating historic structures. These grants may be used to plan for the rehabilitation of hazard-prone historic resources. Further information is available on the National Trust's homepage at <http://www.nthp.org/help/grants.html>.

**The Preservation Services Fund.** Provides non-profit organizations and public agencies matching grants from \$500 to \$5,000 (typically from \$1,000 to \$1,500) for preservation planning and education efforts. Funds may be used to obtain professional expertise in areas such as architecture, archeology, engineering, preservation planning, land-use planning, fund raising, organizational development, and law, as well as preservation education activities to educate the public.

**The Johanna Favrot Fund for Historic Preservation.** Provides non-profit organizations and public agencies grants ranging from \$2,500 to \$10,000 for projects that contribute to the preservation or the recapture of an authentic sense of place. Individuals and for-profit businesses may apply only if the project for which funding is requested involves a National Historic Landmark. Funds may be used for professional advice, conferences, workshops, and education programs.



**The Cynthia Woods Mitchell Fund for Historic Interiors.**

Provides non-profit organizations and public agencies grants ranging from \$2,500 to \$10,000 to assist in the preservation, restoration, and interpretation of historic interiors.

Individuals and for-profit businesses may apply only if the project for which funding is requested involves a National Historic Landmark. Funds may be used for professional expertise, print and video communications materials, and education programs.

**The Save America’s Treasures Funding (SAT).** A program founded by the White House Millennium Council and the National Trust for Historic Preservation to celebrate America’s great historic and cultural legacy. SAT fosters pride in our heritage by identifying and raising resources to preserve historically significant sites and collections—the enduring symbols that define us as a nation. Each year, a competitive process awards Federal grants to eligible historic resources for approved preservation activities. These grants require non-Federal dollar-for-dollar matches and are administered by the National Park Service (NPS), in partnership with the National Endowment for the Arts. For more information, visit <http://www.saveameericastreasures.org/funding.htm>.

### III. Contact Information

#### A. Federal Government

**Advisory Council on Historic Preservation (ACHP)**

The ACHP is an independent Federal agency that promotes the preservation, enhancement, and productive use of our Nation’s historic resources, and advises the President and Congress on national historic preservation policy. The ACHP also serves as the primary Federal policy advisor to the President and Congress; recommends administrative and legislative improvements for protecting our Nation’s heritage; advocates full consideration of historic values in Federal decision-making; and reviews Federal programs and policies to promote effectiveness, coordination, and consistency with national preservation policies.

Advisory Council on Historic Preservation  
1100 Pennsylvania Avenue, NW, Suite 809  
Old Post Office Building  
Washington, DC 20004  
Telephone: 202-606-8503  
<http://www.achp.gov>



**Federal Emergency Management Agency (FEMA)**

Federal agency created in 1979 to provide a single point of accountability for all Federal activities related to disaster mitigation and emergency preparedness, response, and recovery. In 2003, it was absorbed into the newly created Department of Homeland Security.

FEMA Headquarters  
500 C Street SW  
Washington, DC 20472  
Telephone: 202-566-1600  
<http://www.fema.gov>

FEMA Publications Warehouse  
1-800-480-2520

Environmental, Historic Preservation, and Cultural  
Resources Programs  
<http://www.fema.gov/ehp>

Hazard Mitigation Planning Resources  
<http://www.fema.gov/fima/planning.shtml>

State and Local Mitigation Planning How-To Guides  
<http://www.fema.gov/fima/resources.shtml>

**National Park Service (NPS)**

Created in 1916 within the U.S. Department of the Interior, NPS supports the preservation of natural and historic places. NPS administers the National Register of Historic Places and offers services to citizens and communities to identify, evaluate, protect, and preserve historic properties for future generations of Americans.

National Register of Historic Places  
National Park Service  
1201 Eye St., NW, 8th Floor  
Washington, DC 20005  
Telephone: 202-354-2213  
<http://www.cr.nps.gov/nr>

Heritage Preservation Services  
National Park Service  
1201 Eye Street, NW, 6<sup>th</sup> Floor (2255)  
Washington, DC 20005  
Telephone: 202-513-7270  
<http://www.cr.nps.gov/hps>



## **B. State Governments**

### **National Conference of State Historic Preservation Officers (NCSHPO)**

Every State and territory has a State Historic Preservation Office. For an up-to-date listing and current contact information, please visit the Web site of the following organization:

National Conference of State Historic Preservation  
Officers  
Suite 342 Hall of the States  
444 North Capitol Street, NW  
Washington, DC 20001-1512  
Telephone: 202-624-5465  
Facsimile: 202-624-5419  
<http://www.ncshpo.org/>

The NCSHPO is the professional association of the State government officials who carry out the national historic preservation program as delegates of the Secretary of the Interior pursuant to the National Historic Preservation Act (NHPA) of 1966, as amended (16 U.S.C. 470). The NCSHPO acts as a communications vehicle among the State Historic Preservation Offices and their staffs and represents the State Historic Preservation Officers (SHPOs) with Federal agencies and national preservation organizations. Questions about historic preservation (i.e., a Federal project, listing in the National Register, tax incentives, etc.) in individual States should be directed to the respective State.

The NCSHPO, a 501(c)(3) corporation registered in the District of Columbia, is governed by a Board of Directors elected by the member States. The NHPA names the NCSHPO as the point of contact for the SHPOs. The president of the NCSHPO is an ex-officio member of the Advisory Council on Historic Preservation.

## **C. Tribal Governments**

### **National Association of Tribal Historic Preservation Officers (NATHPO)**

NATHPO, founded in 1998, is a national, non-profit corporation composed of Tribal Historic Preservation Officers and associate member Tribes. NATHPO's overarching purpose is to support the preservation, maintenance, and revitalization of the culture and traditions of Native peoples of the United States. This is accomplished most importantly through the support of Tribal



Historic Preservation Programs approved by the National Park Service (NPS).

National Association of Tribal Historic Preservation Officers  
 P.O. Box 19189  
 Washington, DC 20036-9189  
 Telephone: 202-628-8476  
 Facsimile: 202-628-2241  
<http://www.nathpo.org>

Additional information on Tribal Historic Preservation Offices may be found on the following Web sites:

<http://www.achp.gov/thpo.html>  
<http://www2.cr.nps.gov/tribal/tribaloffices.htm>

## **D. Non-Profit Organizations**

### **American Association for State and Local History (AASLH)**

The AASLH is a non-profit organization which serves to meet the diverse needs of regional historians and historical organizations.

American Association for State and Local History  
 1717 Church Street  
 Nashville, TN 37203-2991  
 Telephone: 615-320-3203  
<http://www.aaslh.org/>

### **American Institute of Architects (AIA)**

The AIA is a professional association which provides ongoing professional training and accreditation for architects, in addition to promoting the creation of a better built environment. The AIA also maintains multiple local and regional chapters, and many special interest committees, including the Historic Resources Committee.

The American Institute of Architects  
 1735 New York Ave., NW  
 Washington, DC 20006-5292  
 Telephone: 800-AIA-3837  
<http://www.aia.org/hrc/>

### **American Institute for Conservation of Historic and Artistic Works (AIC)**

The AIC is a professional non-profit organization which sponsors training sessions, a juried research publication, and annual meetings for conservators – individuals who manage, care for, preserve, or treat cultural objects, including artistic, historical, archeological, scientific, or religious objects.



American Institute for Conservation of Historic and  
Artistic Works

1717 K Street NW, Suite 200

Washington, DC 20006

Telephone: 202-452-9545

<http://aic.stanford.edu>

#### **American Planning Association (APA)**

The APA is a non-profit public interest and research organization committed to urban, suburban, regional, and rural planning. APA and its professional institute, the American Institute of Certified Planners, advance the art and science of planning to meet the needs of people and society. The APA maintains a number of regional and local chapters, as well as a number of special interest divisions.

American Planning Association

122 S. Michigan Ave., Suite 1600

Chicago, IL 60603

Telephone: 312-431-9100

<http://www.planning.org/>

#### **Association for Preservation Technology International (APT)**

The APT is a non-profit professional organization dedicated to advancing the application of technology to the conservation of the built environment. The APT sponsors a juried publication, and organizes training programs on a wide variety of historic preservation topics.

Association for Preservation Technology International

4513 Lincoln Ave., Suite 213

Lisle, IL 60532-1290 USA

Telephone: 630-968-6400

Facsimile (Toll Free): 888-723-4242

<http://www.apti.org>

#### **American Society of Landscape Architects (ASLA)**

The ASLA is the national professional association representing landscape architects. The ASLA promotes the landscape architecture profession and advances the practice through advocacy, education, communication, and fellowship.

American Society of Landscape Architects

636 Eye Street, NW

Washington, DC 20001-3736

Telephone: 202-898-2444

<http://www.asla.org/>



**Disaster Research Center (DRC)**

The DRC at the University of Delaware conducts field and survey research on group, organizational and community preparation for, response to, and recovery from natural and technological disasters and other community-wide crises. DRC researchers have carried out systematic studies on a broad range of disaster types, including hurricanes, floods, earthquakes, tornadoes, hazardous chemical incidents, and plane crashes.

Disaster Research Center  
87 East Main Street  
Newark, DE 19716-2581  
Telephone: 302-831-6618  
<http://www.udel.edu/drc>

**Heritage Preservation**

Heritage Preservation is a non-profit information clearinghouse which works to ensure the preservation of America's collective heritage. The Heritage Emergency National Task Force is co-sponsored by Heritage Preservation and FEMA, and features a broad membership of over 30 Federal agencies and national service organizations. The Heritage Emergency National Task Force allows for libraries and archives, museums, historical societies, and historic sites to better protect their collections from natural disasters and other emergencies. It promotes preparedness and mitigation measures and provides expert information on response and salvage to institutions and the public.

Heritage Preservation  
1012 14th St., NW, Suite 1200  
Washington, DC 20006  
Telephone: 202-233-0800  
<http://www.heritagepreservation.org/>

**National Trust for Historic Preservation (NTHP)**

A private non-profit organization with more than a quarter million members, the NTHP is the leader of the vigorous preservation movement that is saving the best of our past for the future. The NTHP features a variety of services, including an information clearinghouse, advocacy and support services, legal services, training, and outreach.

The NTHP's regional and field offices bring the programs and tools of the NTHP to local communities across the country. They offer technical assistance through consultations and field visits and financial assistance, primarily through small grants to help jump



start local efforts. The NTHP convenes educational programs for professional preservationists, and it works to foster preservation-friendly public policies which affect historic places. The NTHP also provides leadership on issues that concern entire regions, such as saving historic schools, fighting urban sprawl, and revitalizing cities through historic preservation.

National Trust for Historic Preservation  
1785 Massachusetts Ave., NW  
Washington, DC 20036-2117  
Telephone: 202-588-6000  
<http://www.nthp.org>

### **Regional Alliance for Preservation (RAP)**

The RAP is a cooperative program of 14 organizations created to foster cooperation among various Preservation Field Service Programs and to assist a wide variety of cultural institutions with collections care activities. The mission of the RAP is to provide comprehensive preservation information to cultural institutions and the public throughout the United States. As a collaborative umbrella organization, RAP does not maintain its own headquarters or staff. For a list of participating organizations and additional information on RAP, please see their Web site at <http://www.rap-arcc.org>.

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## **National Register Bulletins (available from the National Park Service)**

See <http://www.cr.nps.gov/nr/publications/bulletins.htm>.

### **The Basics**

How to Apply the National Register Criteria for Evaluation  
How to Complete the National Register Multiple Property Documentation Form  
How to Complete the National Register Registration Form  
How to Prepare National Historic Landmark Nominations  
Researching a Historic Property

For information about property types as well as general guidance and technical assistance for preparing nominations, see <http://www.cr.nps.gov/nr/publications/bulletins.htm>.

## **Preservation Briefs**

See <http://www.cr.nps.gov/hps/tps/briefs/presbhom.htm>.

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See <http://www.cr.nps.gov/hps/tps/technotes/tnhome.htm>.

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Keeping it Clean: Removing Dirt, Paint, Stains, and Graffiti from Historic Exterior Masonry. Anne E. Grimmer.

Metals in America's Historic Buildings: Uses and Preservation Treatments. Margot Gayle, David W. Look, AIA, and John G. Waite, AIA.

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## V. Other Useful Web Sites

### FEMA

For information about FEMA funding for stabilization and treatment of collections and individual objects of exceptionally significant cultural value located within or on the property of public or non-profit facilities after a disaster, see FEMA's *Collections and Individual Objects Policy* at [http://www.fema.gov/rrr/pa/9524\\_6.shtm](http://www.fema.gov/rrr/pa/9524_6.shtm).

For information on Darlington, Wisconsin's historic property flood mitigation efforts, see [http://www.fema.gov/regions/v/ss/r5\\_n16.shtm](http://www.fema.gov/regions/v/ss/r5_n16.shtm).

For information on HAZUS, see <http://www.fema.gov/hazus/>.

For information on Milton, Pennsylvania's planning process for historic flood-prone properties, see <http://www.fema.gov/ehp/milton.shtm>.

For information on safe rooms and community shelters, see <http://www.fema.gov/mit/saferoom>.

### National Park Service

For information about the appropriate design of additions to historic buildings, see [http://www2.cr.nps.gov/tps/standguide/rehab/rehab\\_newadd.htm](http://www2.cr.nps.gov/tps/standguide/rehab/rehab_newadd.htm).

For information on historic contexts, see <http://www.cr.nps.gov/nr/research/contexts.htm> and [http://www.cr.nps.gov/local-law/arch-stnds\\_1.htm](http://www.cr.nps.gov/local-law/arch-stnds_1.htm).

For State historic preservation plans, see <http://www.cr.nps.gov/hps/pad/stateplans/planlist.htm>.

### Other

For a copy of *Disaster Planning for Florida's Historic Resources*, see <http://www.dca.state.fl.us/fdcp/dcp/publications/historic.pdf>.

For a copy of the *National Capital Urban Design and Security Plan* (October 2002) see [http://www.ncpc.gov/publications\\_press/publications.html](http://www.ncpc.gov/publications_press/publications.html).

For economic benefits of historic preservation in the Loudoun County, Virginia's heritage area, see <http://www.mosbyheritagearea.org/Report/renovate.html>.



To learn more about economic benefits of historic preservation in the State of Florida, see [http://www.flheritage.com/files/economic\\_impact.pdf](http://www.flheritage.com/files/economic_impact.pdf).

For information on the 113 Calhoun Street Foundation and the rehabilitation of this historic Charleston, South Carolina, building as a center for sustainable living, see <http://www.113calhoun.org>.

To view the artistic Paducah, Kentucky, floodwall murals, see <http://www.kentuckylake.com/gallery/ontheroad/The%20Wall/080802wall.htm>

To learn more about the American Institute for the Conservation of Artistic and Historic Works (AIC) guidelines for selecting a qualified conservator, see <http://aic.stanford.edu/public/select.html>. For a complete list of AIC online publications, including those pertaining to disaster response and recovery, see <http://aic.stanford.edu/library/online/index.html>.

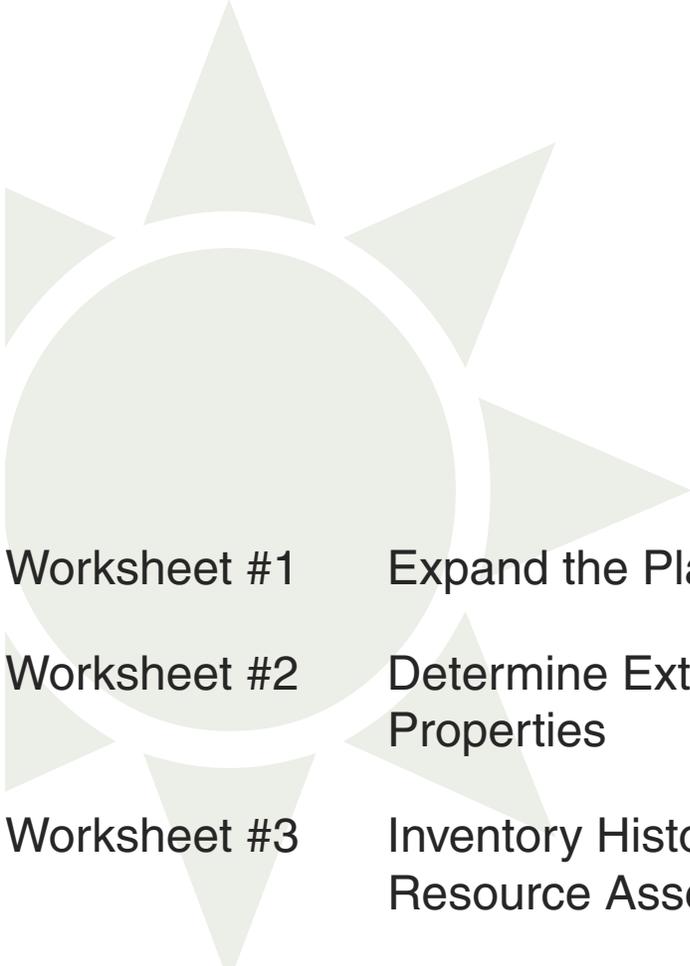
For information on the care and treatment of cultural resources damaged through disasters, see the CoOL Web site at <http://palimpsest.stanford.edu>.

For the H. George Friedman, Jr. postcard collection and Decatur, Illinois, Transfer House, see <http://www-faculty.cs.uiuc.edu/~friedman/decatgur/Decatur.htm>.

For additional information about Maryland's building rehabilitation code, see <http://www.dnr.state.md.us/education/growfromhere/LESSON15/MDP/SMARTCODE/SMARTCODE00.HTM>.

For additional guidance regarding New Jersey's building rehabilitation code, see <http://www.state.nj.us/dca/codes/rehab/index.shtml>.





appendix c  
worksheets

Worksheet #1	Expand the Planning Team
Worksheet #2	Determine Extent and Value of Historic Properties
Worksheet #3	Inventory Historic Property and Cultural Resource Assets
Worksheet #4	Determine Community Value for Historic Property and Cultural Resource Assets
Worksheet #5	Estimate Total Losses for Historic Properties and Cultural Resources
Worksheet #6	Identify Alternative Mitigation Actions for Historic Properties and Cultural Resources
Worksheet #7	Evaluate Alternative Mitigation Actions for Historic Properties and Cultural Resources
Worksheet #8	Prioritize Alternative Mitigation Actions for Historic Properties and Cultural Resources





Date: \_\_\_\_\_

*Step 2 of Getting Started (FEMA 386-1) discusses establishing a planning team with a broad range of backgrounds and experiences represented. This worksheet suggests additional individuals, agencies, and organizations that should be included on the team to address historic properties and cultural resource considerations in the hazard mitigation planning process. State organizations can be included on local teams when appropriate to serve as a source of information and to provide guidance and coordination.*

*Use the checklist as a starting point for expanding your team.*

Specialists for Historic Properties and Cultural Resource Preservation	On Team	Add to Team
Archeologist	<input type="checkbox"/>	<input type="checkbox"/>
Architectural Historian	<input type="checkbox"/>	<input type="checkbox"/>
Archivist (State/Local)	<input type="checkbox"/>	<input type="checkbox"/>
Business/Development Organizations for Historic Commercial Districts	<input type="checkbox"/>	<input type="checkbox"/>
Collections Manager	<input type="checkbox"/>	<input type="checkbox"/>
Historian	<input type="checkbox"/>	<input type="checkbox"/>
Historical Society (State, Regional, Local)	<input type="checkbox"/>	<input type="checkbox"/>
Historic Preservation Architect	<input type="checkbox"/>	<input type="checkbox"/>
Historic Preservation Planner	<input type="checkbox"/>	<input type="checkbox"/>
Historic Restoration/Rehabilitation Professional	<input type="checkbox"/>	<input type="checkbox"/>
Librarian	<input type="checkbox"/>	<input type="checkbox"/>
Museum Director or Specialist	<input type="checkbox"/>	<input type="checkbox"/>
Non-profit Historic Preservation Organization (name) _____	<input type="checkbox"/>	<input type="checkbox"/>
State Historic Preservation Officer	<input type="checkbox"/>	<input type="checkbox"/>
Tribal Historic Preservation Officer	<input type="checkbox"/>	<input type="checkbox"/>







Hazard: \_\_\_\_\_

Date: \_\_\_\_\_

*Make a copy of a blank worksheet for each hazard of concern. Fill in the name of the hazard and the date. List the name and address of vulnerable historic properties and cultural resources in Column 1. For each property/cultural resource (row) fill out Columns 2 to 10 to complete the information about the asset. For Columns 11 to 15, use results from Worksheet #5 to fill in the applicable columns. For Column 16, use the ranking from Column 7 of Worksheet #4. See the Building Data Requirement table below to determine what additional columns to add to this worksheet, depending on the hazard.*

*Examples of the types of information to fill in for Columns 3, 5, and 6:*

*Column 3: Type of Property/Resource (include, but not limited to, buildings, structures, objects, sites, and districts)*

*Column 5: Structural System (e.g., concrete, wood frame, or steel)*

*Column 6: Primary Material(s) of Property/Resource (e.g., brick veneer, concrete, or plaster)*

**Building Data Requirements by Hazard**

<b>Building Characteristics</b>	<b>Flood</b>	<b>Earthquake</b>	<b>Tsunami</b>	<b>Tornado</b>	<b>Coastal Storm</b>	<b>Landslide</b>	<b>Wildfire</b>
Building Type/Type of Foundation	■	■	■		■		
Building Code Design Level/Date of Construction	■	■	■	■	■		■
Roof Material				■	■		■
Roof Construction				■	■		■
Vegetation							■
Topography	■				■	■	■
Distance from the Hazard Zone	■		■		■	■	■















Hazard: \_\_\_\_\_

Date: \_\_\_\_\_

Make a copy of this worksheet for each hazard of concern. Note the date and the hazard at the top of the worksheet. List each historic property or cultural resource asset. For each asset (row) calculate the structure, contents, function, and displacement losses. Enter each loss and total loss on Worksheet #3, as indicated.

Name/ Description of Structure	Structure Loss				Contents Loss					
	Structure Replacement Value (\$)	X	Percent Damage (%)	=	Loss to Structure (Worksheet 3, Column 11)	Replacement Value of Contents (Professionally Appraised for Historic Contents)	X	Percent Damage (%)	=	Loss of Contents (\$) (Worksheet 3, Column 12)
		X		=			X		=	
		X		=			X		=	
		X		=			X		=	
		X		=			X		=	
		X		=			X		=	
		X		=			X		=	
<b>Total Loss to Structures</b>						<b>Total Loss of Contents</b>				

Name/ Description of Structure	Loss of Function Cost				Displacement Cost				Structure Loss + Content Loss + Function Loss + Displacement Cost (Worksheet 3, Column 15)	
	Average Daily Operating Budget (\$)	X	Functional Downtime (# of days)	=	Total Function Loss (\$) (Worksheet 3, Column 13)	Displacement Cost per Day (\$)	X	Displacement Time		=
		X		=			X		=	
		X		=			X		=	
		X		=			X		=	
		X		=			X		=	
		X		=			X		=	
		X		=			X		=	
<b>Total Loss of Function</b>						<b>Total Displacement Cost</b>				
										<b>Total Loss for Hazard Event</b>



# Identify Alternative Mitigation Actions for Worksheet #6 Historic Properties and Cultural Resources

phase **3**

Hazard: \_\_\_\_\_

Date: \_\_\_\_\_

**step 2**

*Fill in the goal and its corresponding objective developed in Step 1. Use a separate copy of this worksheet for each objective. Make sure you note the sources of information you consulted in identifying alternative actions. Use Worksheet Job Aid #1 as a starting point for identifying potential mitigation actions.*

Goal: \_\_\_\_\_

Objective: \_\_\_\_\_

Alternative Actions	Sources of Information (Include sources you consulted for future reference and documentation.)	Comments (Note any initial issues you may want to discuss or research further.)
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

*Have you considered alternative mitigation actions from other mitigation action categories? Do those options have negative impacts to historic properties or cultural resources? Among the categories below, check off the ones that apply to this objective.*

- |  |   |
|--|---|
| <input type="checkbox"/> Prevention            | <input type="checkbox"/> Public education and awareness                                     |
| <input type="checkbox"/> Property protection   | <input type="checkbox"/> Natural resource protection for historic landscape features        |
| <input type="checkbox"/> Structural diversions | <input type="checkbox"/> Offsetting the impacts of mitigation actions on historic resources |



# Identify Alternative Mitigation Actions for Worksheet #6 Historic Properties and Cultural Resources

phase **3**

Worksheet Job Aid #1: Alternative Mitigation Actions by Hazard (page 1 of 2)

**step 2**

*Job Aid #1 from FEMA 386-3, Developing the Mitigation Plan: Identifying Mitigation Actions and Implementation Strategies has been included in this guide for your convenience. You can use this job aid when filling out Worksheet #6. This job aid shows you at a quick glance the types of actions that can address the selected seven hazards. A description of each action is included in the glossary in Appendix A of FEMA 386-3.*

Alternative Mitigation Actions	Prevention																
	Building codes	Coastal zone management regulations	Density controls	Design review standards	Easements	Environmental review standards	Floodplain development regulations	Floodplain zoning	Forest fire fuel reduction	Hillside development regulations	Open space preservation	Performance standards	Shoreline setback regulations	Special use permits	Stormwater management regulations	Subdivision and development regulations	Transfer of development rights
Floods	■	■	■	■	■	■	■	■			■	■	■	■	■	■	■
Earthquakes	■		■	■	■	■				■	■	■		■		■	■
Tsunamis	■	■	■	■		■					■	■	■	■		■	■
Tornadoes	■			■		■						■				■	
Coastal Storms	■	■	■	■	■	■	■	■			■	■	■	■		■	■
Landslides	■		■	■	■	■			■	■	■	■	■	■		■	■
Wildfires	■		■	■	■	■			■	■	■	■		■		■	■

Alternative Mitigation Actions	Property Protection					Public Education and Awareness			Natural Resource Protection							
	Acquisition of hazard-prone structures	Construction of barriers around structures	Elevation of structures	Relocation out of hazard areas	Structural retrofits (e.g., reinforcement, floodproofing, storm shutters, and/or bracing)	Hazard Information Centers	Public Education and Outreach Programs	Real Estate Disclosure	Best Management Practices (BMPs)	Dune and beach restoration	Forest and vegetation management	Sediment and erosion control regulations	Stream corridor restoration	Stream dumping regulations	Urban forestry and landscape management	Wetlands development regulations
Floods	■	■	■	■	■	■	■	■	■		■	■	■	■	■	■
Earthquakes	■			■	■	■	■	■	■							
Tsunamis	■	■	■	■	■	■	■	■		■		■				
Tornadoes					■	■	■	■								
Coastal Storms	■	■	■	■	■	■	■	■	■	■		■				■
Landslides	■			■		■	■	■	■		■	■	■		■	■
Wildfires	■			■		■	■	■	■		■				■	■



# Identify Alternative Mitigation Actions for Worksheet #6 Historic Properties and Cultural Resources

phase **3**

Worksheet Job Aid #1: Alternative Mitigation Actions by Hazard (page 2 of 2)

**step 2**

Alternative Mitigation Actions	Emergency Services						Structural Projects				
	Critical facilities protection	Emergency response services	Hazard threat recognition	Hazard warning systems (community sirens, NOAA weather radio)	Health and safety maintenance	Post-disaster mitigation	Channel maintenance	Dams and reservoirs	Levees and floodwalls	Safe room/shelter	Seawalls/bulkheads
Floods	■	■	■	■	■	■	■	■	■		
Earthquakes	■	■	■	■	■	■					
Tsunamis	■	■	■	■	■	■			■		■
Tornadoes	■	■	■	■	■	■				■	
Coastal Storms	■	■	■	■	■	■	■		■	■	■
Landslides	■	■	■	■	■	■					
Wildfires	■	■	■	■	■	■					



Date: \_\_\_\_\_ (page 1 of 3)

**step 2**

1. *Fill in the goal and its corresponding objective. Use a separate worksheet for each objective. The considerations under each criterion are only suggestions—you may revise these to reflect your own considerations.*
2. *For each objective, fill in the alternative actions you listed under that objective in Worksheet #6.*
3. *For each consideration for each action, indicate a plus (+) for favorable and a minus (-) for less favorable.*

*When you complete the scoring, minus signs will indicate gaps or shortcomings in the particular action, which can be noted in the Comments section. For considerations that do not apply, fill in N/A for not applicable. Leave a blank only if you do not know an answer. In this case, make a note in the Comments section (page 3 of this worksheet) of the “expert” or source to consult to help you evaluate the criterion.*

Goal: \_\_\_\_\_

Objective: \_\_\_\_\_







Alternative Actions	Comments
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	



**Worksheet #8** **Prioritize Alternative Mitigation Actions for Historic Properties and Cultural Resources**

phase **3**

**step 2**

Date: \_\_\_\_\_

*List the Alternative Mitigation Actions, in order of priority. Identify the goal(s) and corresponding objective(s) each action addresses, and note the sources of information for easy reference and any comments or issues to keep in mind when implementing the action.*

Alternative Actions (In Order of Priority)	Goal(s) and Objective(s) (From Worksheet #6)	Source(s) of Information (From Worksheet #6)	Comments (From Worksheets #6 and #7)
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			



# appendix d answers to review tests

## Phase One Answers

### *Steps 1-3, Page 1-12*

1. d
2. b
3. d
4. a

## Phase Two Answers

### *Step 3, Page 2-28*

1. d
2. b
3. d
4. c
5. b
6. *Best answer:* c., the library. This building provides a valuable community service, is listed in the National Register, and contains a valuable collection of historic records.

*Next best answer:* a., the block of bungalows. Although some of the houses have been altered, the block as a whole is important as an example of buildings that reflect a prominent architectural style of the early 20th century. In addition, they are important because of their association with a prominent local architect.

*Last in the hierarchy:* b., the privately owned house. Although this building is more significant than any single bungalow, it is just one historic property and therefore would rank lower in the hierarchy than an entire block of architecturally significant buildings.

*Step 4, Page 2-38*

1. b
2. c
3. a
4. c
5. a
6. c

## Phase Three Answers

*Step 1, Page 3-5*

1. a
2. b
3. c

*Step 2, Page 3-35*

1. c
2. a
3. b

*Step 3, Pages 3-40*

1. d
2. a
3. d

