

**TEXAS HISTORICAL COMMISSION**

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**ATTACHMENT B**

**EXPECTED PRODUCTS OF HISTORIC RESOURCES SURVEY AND INVENTORY PROJECTS**

Historic resource surveys are a process of identifying and gathering data on a community's historic resources. In as comprehensive a manner as possible, a survey documents all potentially historic buildings, objects, structures, sites and districts within a given geographical boundary. Surveys assign high, medium or low priority rankings to these resources as well as assess eligibility for inclusion in the National Register of Historic Places. Such resources are of significance in American history, architecture, archeology and culture, and generally are more than 50 years of age.

The Survey Project Manager must meet the Standards for Professional Qualifications as outlined in 36 CFR 61 (Attachment C). Please provide a résumé for the Survey Project Manager with a description of one (1) similar survey project conducted by the Project Manager (provide project description on separate page).

Project Manager Name: \_\_\_\_\_ Employed by: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Email address: \_\_\_\_\_  
 Résumé received  1 Project Description received

Who will be providing the survey fieldwork labor?

Professional consulting firm: \_\_\_\_\_  
 In-house (qualified city/county staff): \_\_\_\_\_  
 Volunteers (university students, local organization): \_\_\_\_\_

Per the CLG contract, the Project Manager must contact the Commission's Certified Local Government and Historic Resources Survey staff prior to commencing work.

Contacted:  CLG Coordinator (date contacted) \_\_\_\_\_  
 Historic Resources Survey Coordinator (date contacted) \_\_\_\_\_

CLG Grant Report Due Dates

- April 30, 2016 project update
- August 31, 2016 project update with Research Design Report
- December 31, 2016 project update
- April 29, 2017 project update
- July 29, 2017 Draft Historic Resources Survey Report due
- August 29, 2017 project update
- September 30, 2017 project completion date with Final Historic Resources Survey Report

Milestones

Research Design due by August 31, 2016 (date received) \_\_\_\_\_  
 Draft Historic Resources Survey Report due by July 29, 2017 (date received) \_\_\_\_\_  
 Final Historic Resources Survey Report due by Sept. 30, 2017 (date received) \_\_\_\_\_

## Final Deliverables

One (1) bound hard copy. The hard copy should be printed on 8½ x 11 and 11 x 17 paper. Please do not use 8½ x 14/legal-sized paper. For binding, use 3-hole punch binder; do not use spiral or comb bindings.

One (1) electronic copy on CD or thumb drive. The electronic copy should include the Historic Resources Survey Report and all photographic documentation, maps, etc. in PDF format. The survey data shall also be submitted in Microsoft Access, Microsoft Excel, or GIS-based format. This allows the THC to upload the survey data into the THC Online Atlas database.

Each CLG survey grant recipient is sent a THC Historic Resources Survey Packet on a CD that includes a THC Access database for survey purposes. While it is not required to use this Access database, the survey data should include the same information. The full range of products for a historic resources survey includes the following:

- A **Research Design Report** is written to establish knowledge of the area's historical development and to list known existing historical resources such as National Register of Historic Places and districts, Recorded Texas Historic Landmarks, State Antiquities Landmarks, Official Texas Historical Markers, and local landmarks and districts, and to provide a map of the area to be surveyed. This report sets up periods of significance and areas of significance so surveyors know how to assess the resources.
- A **Draft and Final Historic Resources Survey Report** should include the survey's purpose and methodology, a historic context (pulled from the Research Design), survey results, and survey recommendations. Survey results should discuss analysis, implications and recommendations for local, state and federal historical designation and other appropriate preservation methods. This report must be in conformance with the *U.S. Secretary of the Interior's Guidelines for Identification*.
- A **Texas Historic Resources Survey Form** must be provided for each surveyed resource in the survey area. It is preferred that the THC survey database form (Microsoft Access format preferred) is used, but an equivalent format is acceptable.
- An **Inventory Table** must be provided for all surveyed resources in the survey area. This should include basic information about each resource: image, address, historic and current name, historic and current function, construction date, existing designations, National Register of Historic Places eligibility, and Priority rating at a minimum.
- **Photo documentation** for all surveyed resources must be provided. Color digital images should be saved as uncompressed TIF files. If this format is not available, save as JPGs. Do not alter images (other than naming files). The size of each image must be at least 1200 x 1600 pixels at 300 ppi (pixels per inch) or larger (2000 x 3000 preferred). It is recommended that digital images be saved in 8-bit (or larger) color format. Proper identification of each view must be provided with all photo documentation, utilizing the standard 2-letter Texas county abbreviations recognized by TARL (see the THC Photo Labeling Protocol). Example: The first image for 103 East Marshall Street in Pittsburg, Camp County would be: TX-CP-Pittsburg-Marshall-St-E-103-01.tif. In addition, a second set of digital images of representative streetscape views is encouraged.
- **Detailed Maps** must identify the location of all surveyed resources with their site numbers. Maps developed using GIS data are strongly encouraged, but not required.
- The Project Manager is responsible for reviewing all survey work before submission to the THC. Reports and other documentation require proper citations and may not be plagiarized. All of the above-mentioned products become the property of the THC upon completion of the grant project. Survey and inventory projects may be modified, but should be discussed with and approved by THC staff prior to modification. Attachment E must be submitted with all contract amendments, including modifications to the deliverables described here.