

E-mail MEMO:
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WX-2018-1

MEMO

TO: Agency Directors and Weatherization Coordinators
FROM: Steve Divan, Weatherization Program Manager
RE: SHPO Programmatic Agreement
DATE: April 3, 2018

Greetings,

On February 10, 2010, Oregon Housing and Community Services (OHCS) and the State Historic Preservation Office (SHPO) entered into a programmatic agreement that will allow some weatherization measures to be exempt from SHPO section 106 reporting requirements. The following is an outline of the process necessary to determine whether or not the project can be exempted.

Step 1: Determine if a property can be exempted based on information in the SHPO database:

- a. Go to the SHPO website: <http://heritagedata.prd.state.or.us/historic/>
- b. Select the property city and street to determine if the property is listed and/or has been evaluated for historic significance. Choose the “search all properties in database” selection.
 - b1. If the property is *not* included in the list, that indicates the property has *not* yet been inventoried or evaluated for historic status. Go to Step 2.
 - b2. If the property is included in the list, click on the property. Check the following:
 - (1) If the “NR Status” box states “**listed in a historic district**” or “**individually listed**”, the property is *not* eligible for exemption. Complete the Oregon SHPO Clearance Form as usual.
 - (2) If the “NR Status” box is blank, the property is eligible for exemption. Proceed to step 2.

Step 2: Determine if the work to be done on the property is included in the Programmatic Agreement (PA) as an exemption.

- a. If the work being completed is listed as an exempted activity, then the property is eligible for exemption. Go to Step 3.
- b. If some of the work is exempted, but there is other work being performed that is *not* listed in the PA, then complete the [Oregon SHPO Clearance Form](#) as usual.
- c. If the work being performed is *not* listed, then complete the Oregon SHPO Clearance Form as usual.

- Step 3: If the property meets the criteria for exemption then the following procedure must be followed for compliance.
- a. SHPO annual reporting:
 - a1. In OPUS, check either PA Exempted or Section 106 Completed.
 - a2. At the end of each calendar year, OHCS will report to ORSHPO utilizing OPUS Data.
 - b. Client file documentation:
 - b1. Include documentation in the file such as a checklist that shows that the appropriate steps were taken to assure the project qualifies for exemption. See example checklist attached to this e-mail.
 - b2. Include pre and post, front and rear photo documentation in the file.

If you have questions, please contact Steve Divan, OHCS Weatherization Program Manager, at: steven.divan@state.or.us or on his direct phone (503) 986-0979.

Thank you for your attention in this matter.

Attachments