



LOUISIANA STATE HISTORIC PRESERVATION OFFICE

2021-2022 Historic Preservation Fund Grants Application Information

IMPORTANT DEADLINES

Grant Applications Due June 1, 2021 by 5:00 PM CDT
Grant Selection June 2021
Notice of Award..... June 25, 2021
Grant Period July 1, 2021 – June 30, 2022

LASHPO must receive applications by 5:00 PM (CDT) June 1, 2021, via electronic submittal only.

This program receives Historic Preservation Funds. The U. S. Department of Interior prohibits discrimination on the grounds of race, color, sexual orientation, national origin, disabilities, religion, age, or sex per Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended and the Age Discrimination Act of 1975. If you believe that you have been discriminated against in any program, activity, or facility or if you desire further information regarding Title VI, please write to The Office of Equal Opportunity, National Park Service, 1849 C Street, NW, Washington, D.C. 20240.

LOUISIANA STATE HISTORIC PRESERVATION OFFICE

MISSION

The Louisiana State Historic Preservation Office (LASHPO), a component of the Office of Cultural Development, is composed of the Division of Archaeology and the Division of Historic Preservation. The Office of Cultural Development serves the citizens of Louisiana by preserving, supporting, developing, and promoting Louisiana culture, including archaeology, arts, French language, and historic places.

HISTORIC PRESERVATION FUND GRANT PROGRAM

Each year the State Historic Preservation Office distributes an allocation of federal Historic Preservation grant funds (HPF) for projects through a competitive grants process. These funds are provided to us by the U.S. Department of the Interior's National Park Service.

Previously funded preservation projects include, but are not limited to, the development of preservation plans; design guidelines; oral history projects; and document digitization. Previous projects also included Historic American Building Survey (HABS) documentation; surveys of historic districts; the preparation of national register nominations; and educational activities to promote historic preservation. These grants are available to organizations that focus on historic preservation, parish governments, economic development districts, planning commissions, museum houses, state agencies, municipal governments, educational institutions, historic district commissions, and Certified Local Governments (CLG).

Examples of CLG grant projects include, but are not limited to developing design guidelines for historic districts; municipal Historic Resource Inventory Surveys; feasibility studies on a single historic building or groups of historic buildings; conditions assessments and historic structures reports; public information projects relative to historic preservation; education projects relative to historic preservation; and historic preservation training programs for officials and local citizens.

The Division of Archaeology will direct the FY 2021-2022 HPF grant monies to the Poverty Point Station Archaeology Program. The station archaeologist identifies, defines, and designs projects to address priorities that focus on surveying, testing, and planning. These projects also focus on site protection and public information for the Poverty Point World Heritage Site.

PRIORITIES

Annually, LASHPO selects priority funding areas for preservation-related projects in Louisiana. In 2021-2022, LASHPO will give special priority to **Digitizing Historic Resources**.

However, other preservation oriented projects are eligible under the following categories:

PROGRAM AREAS

Emphasizing the Importance of Education and Public Knowledge

- creating or enhancing digital databases, maps, and websites
- digitizing local historic district maps and creating websites
- digitizing documents and collections that relate to the built environment for online publications
- building statewide digital databases of documentation materials.

Expanding Existing Partnerships and Collaboration

- creating webinars, storyboards, and virtual tours
- documenting local musicians, restaurants, food halls, dance halls, bars, etc.
- developing museum online curation and virtual tours
- transcribing or collecting oral histories

PROPOSAL SUBMISSION

All applications must be submitted through the Louisiana Office of Cultural Development, Division of Historic Preservation online grant application. THE DEADLINE FOR SUBMISSION IS TUESDAY, JUNE 1, 2021, BY 5:00 PM (CDT).

GENERAL INFORMATION

Applicants are responsible for obtaining landowner consent and all necessary permits, if a grant is awarded.

Mitigation activities performed as a condition or precondition for

obtaining a federal permit, license, or funding by other federal programs are not eligible for these grant funds.

Grant funds must be matched by non-federal monies on at least a 50/50 basis, though grantees may elect to overmatch.

Funds are distributed on a REIMBURSABLE BASIS, i.e., the recipient makes an expenditure and is subsequently reimbursed for the grant portion of the expenditure, once the necessary billing documentation is received.

Not allowable expenses for archaeology projects are: indirect costs, purely archival research, archaeological salvage, archaeological mitigation, entertainment, fines, lobbying, and curation after the end of the project during which artifacts were recovered. An individual or entity may submit no more than two applications.

Activities funded under this program must be performed in compliance with applicable *Secretary of the Interior's Standards for the Treatment of Historic Properties (Rehabilitation)* and shall be conducted under the professional supervision of the Division of Historic Preservation.

GRANT AWARDS

Funding is contingent upon LASHPO's annual appropriation from the National Park Service Historic Preservation Fund and State General Fund appropriation. The number and size of grants will depend on the funding available and the proposals received. Further, the finalization of grants depends on the negotiation of a jointly acceptable grant agreement.

PROPOSAL REVIEW PROCESS

Proposals will be accepted only if they are complete and meet the requirements listed in this document. LASHPO reserves the right to reject any or all proposals.

The LASHPO Grant Review Panel will review all proposals and will evaluate projects based on the criteria outlined below. Award considerations will be made without regard to race, color, national origin, age, sex, sexual orientation, or disability. The panel's recommendations then will be submitted to the State Historic Preservation Officer for approval.

EVALUATION CRITERIA

During the selection process, at least three third-party evaluators will read each proposal.

A 100-point evaluation system, as described below, will be used in the review of each project.

Impact – 20 Points
The project will have an impact on the public and will advance Preservation efforts or awareness either on a local level or statewide.
Preservation Priority - 20 Points
The project aligns with FY 2021-22 grant priorities.
Budget - 20 Points
The budget is detailed and realistic for the project proposed. The applicant provides an appropriate match and expenses are reasonable.
Project Planning - 20 Points
The project is well planned, with a detailed scope of work provided. The timeline of the project is realistic and the deliverables proposed are reasonable.
Deliverables - 10 Points
Deliverable proposed will be available to the public, or help the public by advancing Preservation goals in a real way.
Experience - 10 Points
Personnel are qualified for the project and meet the Secretary of the Interior’s Professional Qualification Standards. Applicant has prior experience and success with a project of this nature.

GRANT APPLICATION INSTRUCTIONS

Applicants must submit their HPF grant application through the Louisiana Office of Cultural Development's website.

The following explanatory information is organized to coincide with the sections in the application.

ORGANIZATION INFORMATION

In the Organization Information section, give a brief overview of the project.

A. Project Name: List the name of the project.

B1/B2. Applicant Name & Contact and Organization Name: Include the name of the applicant (individual) and the name of the organization or local, non-federal, government agency applying for the grant. Also, include address and contact information.

C. Project City/Parish/DUNS/Congressional District:

Includes the city/parish location of the project. Also, provide the Data Universal Numbering System (DUNS) number and congressional district of the project. To determine the congressional district, go to: <http://www.legis.la.gov/legis/FindMyLegislators.aspx>

NARRATIVE

D. Project Summary: Summarize the project. Discuss the need for the project, the objectives, the anticipated results, and how the project relates to Louisiana's 2021-22 priorities - DIGITIZING. State clearly who will be the recipient of the grant, if the project is selected to receive grant funds.

E. Scope of Work: Provide details about how the work will be accomplished and what outcomes are expected. Demonstrate that the scope and methodology of the work are appropriate and consistent with Secretary of the Interior's Historic Preservation Standards and Guidelines (Rehabilitation) <https://www.nps.gov/subjects/historicpreservation/standards.htm>

Discuss anticipated deliverables (see Appendix A: Grant Product Requirements for Select Project Types). Note that after proposals are selected for funding, DHP will work with each project contact to finalize the list of deliverables for each grant.

Mention which outreach, public education, or media components will be incorporated into the project. At a minimum, DHP may request a short article for posting on the OCD social media platforms.

F. Personnel: List the names of all personnel, including consultants, who will contribute to the project. Note the role of each and the percentage of time each will provide to the project. Upload resumes for key personnel, showing that they meet the Secretary of the Interior's professional standards (see Appendix B).

G. Proposed Schedule of Work: Include a schedule of planned work that lists key tasks, outcomes, and/or deliverables, and their completion dates. The schedule should be detailed enough to demonstrate adequate planning. All activities must take place between July 1, 2021, and June 30, 2022. Some project deliverables (e.g., the narrative portion of reports) may require drafts to be submitted by June 1. Therefore, consider this when preparing a schedule.

H. Performance Record: Briefly provide information about similar projects conducted within the past five years.

Describe the project, list the sponsoring organization, give the project dates, and tell whether the project was finished on time.

BUDGET INFORMATION

A proposed itemized budget must be uploaded as part of the grant application. There is a required format for the budget.

Use the Budget template to show all project costs- those to be charged to grant funds and those to be paid by the applicant's cash or in-kind contributions (match). All budget items must be allowable according to state and federal guidelines, necessary, fully documented, and incurred during the grant period.

- **Total Cost of Project:** Show the total cost of the project, including both grant share and matching share. Grant funds must be matched on a 50/50 basis, though applicants may elect to overmatch.
- **Requested Grant Amount:** Indicate the amount being requested from the LASHPO office.
- **Match Amount:** Indicate the amount the applicant will contribute (cash or in-kind) toward the total cost of the project.

Personnel

Salaries: For key project personnel, list the name (if known), title, and pay rate. For other staff, list job title, number of hours, and pay rate. Compliance with Davis-Bacon is required.

Fringe Benefits: List fringe benefits for personnel who are employees of institutions or organizations. Self-employed personnel is not eligible for fringe benefits. Specify the benefits and the percentage of salary for each fringe benefit.

Consultants/Sub-grantees: Consultants are hired by the applicant to provide specific services. In the budget, list the type of consultant (e.g., "architect") and the pay rate. Maximum hourly rates charged to this grant may not exceed 120% of the salary of a Federal Civil Service GS-15, Step 10.

Office Expenses

Office Rental: If the cost of rented office space will be part of the grant, provide a floor plan depicting the office along with documentation supporting the rate per square foot for the space (common areas are not an allowable office rental cost).

Utilities and Telephone: Estimate cost, if applicable.

Travel

Mileage: Estimate the total number of miles, multiplied by the State of Louisiana mileage rate (\$0.58/mile).

Lodging and Meals: Calculate using the State of Louisiana rates established by the Division of Administration revised PPM-49 State Travel Regulations. To view PPM No. 49 – General Travel Regulations, go to <https://www.doa.la.gov/Pages/osp/Travel/travelPolicy.aspx> Note Addenda.

General Expenses

Supplies/Materials/Equipment: Estimate supplies and materials to be used in project activities. Items exceeding a cost of \$500 each must be individually listed. LASHPO must receive National Park Service approval before equipment costing \$5,000 or more can be purchased with grant funds.

Photography: Estimate cost.

Report Preparation: Include typing, editing, and graphic production cost. Refer to Appendix A for estimating the

cost of final grant products.

Printing/Copying: Estimate cost relative to the scope of project and deliverables cost.

Audit Fee: Only include the cost of audits performed per OMB's final rule "Uniform Guidance: Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards."

Indirect Cost: Use the indirect cost rate that will be in effect throughout the duration of the grant project. A copy of the federally/state-approved rate must be included with the application.

NATIONAL REGISTER NOMINATIONS

- **National Register Eligibility Questionnaire:** Download and submit the eligibility questionnaire for any properties you will be nominating to the National Register. Follow instructions on the [website](#) and contact Emily Ardoin eardoin@crt.la.gov to review the form before submission.
- For proposed National Register districts, the grantee or consultant must complete an LHRI survey and preliminary proposal prior to the nomination. For larger districts, completing the survey and nomination components in separate grant cycles might be necessary. Please contact Emily Ardoin at eardoin@crt.la.gov to discuss the scope of the nomination before submission.

GENERAL APPLICANT INFORMATION

- These questions are designed to ensure that National Park Service Grant obligations are met and to help us understand the specific needs of the applicant. Selecting NO will NOT automatically disqualify your application.
- The application must be signed and dated per guidance on the form.

Appendix A: Grant Product Requirements for Select Project Types

Certain project types have specific, predetermined grant deliverables. These specific deliverables are outlined below and should be taken into consideration when developing the grant application budget. For project types not listed below, the proposed deliverables should be included in the application scope of work and the grant application budget. Feel free to contact the DHP Survey & Planning Coordinator with questions – Jennie Garcia jgarcia@crt.la.gov.

National Register of Historic Places Nomination

- One (1) electronic copy of the final draft documents, including:
 - Completed National Register form 10-900, 10-900a, or 10-900b in Microsoft Word format (contact National Register Coordinator for correct form template)
 - Digital copies of all maps and photographs per Louisiana DHP National Register Manual
 - Louisiana DHP required forms
 - Digital Submission Checklist
 - Copyright Permission Form
 - Owner Verification Form
 - Political Representation List
 - All materials must be completed per the Louisiana Division of Historic Preservation National Register Manual (2021 version) and National Register Bulletin 16A or 16B, as applicable.
 - Completed first draft documents must be submitted well in advance of the final product deadline to allow for DPH review and requested revisions. Exact dates will be specified in the grant agreement.
- PowerPoint presentation to be presented at a Louisiana National Register Review Committee by the grantee or consultant at a later date. PowerPoint template and guidance are available at: <https://www.crt.state.la.us/cultural-development/historic-preservation/national-register/nomination-packet/index>.
- For proposed National Register districts, the grantee or consultant must complete an LHRI survey and preliminary proposal prior to the nomination. See “Survey” below.

Survey

There are two types of surveys, one for National Register updates and nominations (individual and districts) and one for surveys not directly associated with National Register listings or updates. However, each survey will require a report that identifies the purpose of the survey, recommendations such as eligible NR resources, NR updates and nominations, and any associated history. See Appendix C: LHRI Survey Guidelines for projects not associated with National Register updates or nominations for detailed instructions on how to complete the survey process. Overall guidance is as follows:

- One (1) digital DHP Database Spreadsheet will be used to assign resource ID numbers that must be used on the corresponding LHRI survey form. The spreadsheet must contain latitude/longitude for each resource surveyed and submitted electronically.
- One (1) digital Louisiana Historic Resources Inventory (LHRI) form for each resource 50 years of age or older.
- Jpeg copies of any additional photographs with image numbers linked on the spreadsheet provided.
- Map outlining survey boundary area.
- Survey report: A survey report will be needed to support LHRI forms. The report should

outline the purpose of the survey such as to identify historic resources, a need to update an NR District, and/or the reason for conducting a survey, etc. The report should contain the history of the resources, area, and any other relevant information.

- **Additional requirements for surveys completed for potential National Register districts or district updates:**
 - All resources must be surveyed, regardless of age.
 - Survey forms must record all information required in “Inventories for New National Register Historic Districts” in the Louisiana DHP National Register Manual (2021 version).
 - The survey report must include a preliminary National Register district proposal based on survey results, including proposed district boundaries, National Register criteria and area(s) of significance, period of significance, and first draft Narrative Description and Statement of Significance summary paragraphs.

Electronic Resources (digitized records, curated materials, virtual experience, or training):

- One (1) digital report detailing the project goals, process, and outcomes. For digitization projects, include the number of records to be digitalized. For web training, include the number of actual or expected virtual participants. Include a web link to all digital resources and/or copies of electronic databases or files.
- Create online access to historic photos and documents associated with historic resource(s) to be digitized.
- May process photographic negatives and papers, if applicable by placing them in archival sleeves, envelopes, and boxes for permanent storage in a public repository.
- Identify locations and individuals in photographs. Provide accurate dates and other information regarding resources to be digitized.

Historic American Building Survey (HABS)

Historic American Engineering Record (HAER)

Historic American Landscape Survey (HALS)

- One (1) compact disk containing PDF copies of the field notes, measured drawings, and Written Historical and Descriptive Data report and JPEG and TIFF copies of record photographs. See Guidelines: <https://www.nps.gov/hdp/standards/guidelines.htm>
- For the Peterson Prize Competition, please refer to NPS submission guidelines: https://www.nps.gov/hdp/competitions/Peterson_submission.htm

DHP must be copied when the final HABS/HAER/HALS is submitted to the Library of Congress and final approval is obtained.

Oral History Projects

- Follow the guidance in keeping with best practices per The Oral History Association: <https://www.oralhistory.org/best-practices/>
- Transcribe oral histories using Nuance Dragon voice recognition software; transcriptions will also be made available in a Word document to accompany videos.
- Extract MP3 files from videos.
- Finalize video interviews into accessibly sized archival-quality files by editing existing 60 min. video into shorter segments suitable for dissemination on the internet in MP4 format.

Creating Story Maps

- Please follow Story Map Guidelines:
<https://storymaps.arcgis.com/stories/230d7eb023714eb991dac61fa118e55a>

Archaeological Reports, Historic Structures Reports, Historic Preservation Conservation Studies, Historic Architectural Studies, Miscellaneous Studies

- One (1) compact disk containing a PDF copy of the final approved study/report and JPEG and TIFF digital images contained in the final, approved reports

Appendix B: Professional Qualifications Standards

The following is a summary of the 36 CFR 61 standards that currently apply.

History

The minimum professional qualifications in history are a graduate degree in history or closely related field, or a bachelor's degree in history or closely related field plus one of the following:

- At least two years of full-time experience in research, writing, teaching, interpretation, or other demonstrated professional activity with an academic institution, historic organization or agency, museum, or other professional institution, or
- Substantial contribution through research and publication to the body of scholarly knowledge in the field of history.

Archaeology

The minimum professional qualifications in archaeology are a graduate degree in archaeology, anthropology, or closely related field plus:

- At least one year of full-time professional experience or equivalent specialized training in archaeological research, administration, or management;
- At least four months of supervised field and analytic experience in general North American archaeology, and
- Demonstrated ability to carry research to completion.

In addition to these minimum qualifications, a professional in prehistoric archaeology shall have at least one year of full-time professional experience at a supervisory level in the study of archaeological resources of the prehistoric period. A professional in historic archaeology shall have at least one year of full-time professional experience at a supervisory level in the study of archaeological resources of the historic period.

Architectural History

The minimum professional qualifications in architectural history are a graduate degree in architectural history, art history, historic preservation, or closely related field, with course work in American architectural history; or a bachelor's degree in architectural history, art history, historic preservation, or closely related field plus one of the following:

- At least two years of full-time experience in research, writing, or teaching in American architectural history or restoration architecture with an academic institution, historical organization or agency, museum, or other professional institution, or
- Substantial contribution through research and publication to the body of scholarly knowledge in the field of American architectural history.

Architecture

The minimum professional qualifications in architecture are a professional degree in architecture plus at least two years of full-time experience in architecture, or a state license to practice architecture.

Historic Architecture

The minimum professional qualifications in historic architecture are a professional degree in architecture or a state license to practice architecture, plus one of the following:

- At least one year of graduate study in architectural preservation, American architectural history, preservation planning, or closely related field; or
- At least one year of full-time professional experience in historic preservation projects.

Such graduate study or experience shall include detailed investigations of historic structures, preparation of historic structure reports, and preparation of plans and specifications for preservation projects.

Appendix C: LHRI Survey Guidelines for Surveys not associated with National Register updates & nominations

The goal of the Louisiana Historic Resource Inventory (LHRI) Form is to capture information about above-ground resources across our state that are 50 years of age or older. The surveys provide insight into areas the Division of Historic Preservation (DHP) may not have immediate knowledge about. According to the National Park Service, the historic resources of a community or neighborhood give it its special character and cultural depth. Some historic resources contain information whose study can provide unique insights into a community's past, and help answer broad questions about history and prehistory. These resources may include buildings, structures, objects, sites, and districts. LHRI forms provide a base for preservation planning statewide.

SUBMISSION REQUIREMENTS

To process survey records, the following items must be submitted: a DHP database spreadsheet (which will be used to assign the Resource ID Number), a map, and a .pdf of all completed LHRI forms.

COMPLETING THE FORM

The LHRI form is a fillable .pdf document with drop-down menus. We recommend using a .pdf editor, but it will work in the Reader application as well.

All properties within the survey area 50 years or older will be documented at the minimum level with an LHRI form.

1. The DHP is responsible for issuing all resource ID numbers for the LHRI Survey program forms. Each resource must also be evaluated for National Register eligibility. The evaluation must be completed by an SOI-qualified professional (See Appendix B: Professional Qualification Standards) and must follow the Guidelines for Assessing the Eligibility of Resources for the National Register.
2. Prior to surveying for above-ground resources, it must first be determined if the area has already been surveyed. Applicants are encouraged to use the [Louisiana Cultural Resources Map/ OCD Standing Structures and Districts Map](#) to determine if resources have been previously documented. If it is determined that a resource was previously documented, an updated LHRI form must be completed using the previously assigned resource ID number, unless the resource was documented after 2018 (if so, a current form should have been used). If recently documented, the resource ID number must be added to the DHP Database spreadsheet. Contact Jennie Garcia jgarcia@crt.la.gov with questions.
 - A. If a resource has never been surveyed, the following steps must be taken:
 - A DHP Database spreadsheet must be completed and submitted to DHP for unique LHRI resource ID numbers to be assigned.
 - DHP staff will return the spreadsheet to the requester with assigned resource ID numbers. RESOURCE ID NUMBERS MAY NOT BE ASSIGNED BY ANOTHER ENTITY!
 - Input each resource ID number onto corresponding LHRI forms and save LHRI forms using the uniquely assigned resource ID numbers.
 - Once the LHRI forms are completed applicants will submit LHRI forms electronically. Forms must be saved as individual pdf files. Large files may be loaded onto an online file sharing service or emailed in batches. Please note that our email server does not accept files over 10MB.

- B. **Resources** – A resource can be anything above ground that can be documented. A resource can include buildings, ancillary buildings, objects such as monuments, streetscape features, sites, etc. For further clarification, you may contact the Historic Standing Structures Survey Coordinator.

Resource ID Number – The resource ID number consists of two separate numbers, the parish ID number, and resource number. Resource numbers are assigned by the Division of Historic Preservation only and upon submittal of the executed DHP Database Spreadsheet by the surveyor. The Division of Historic Preservation will affix the ID number(s) to the DHP Database Spreadsheet and return it to the surveyor who will affix ID numbers to the Louisiana Historic Resource Inventory form(s) and submit them for review and editing (if required).

Historic Name - List the historic name of the property, if known. Generally, this is the name of the original owner/occupant, the name of the property by an early owner/occupant, or the name of the most significant person or event associated with the property. If two or more names are associated with the property, hyphenated names can be used. If the historic name is not known, you may leave this blank.

Address/City - Please include the street number and name on the address line and the city name. This should be the official mailing or 911 address of the property.

Latitude/Longitude - This should be the Northing/Easting coordinates of the property, in the decimal degree form. If a GPS receiver or a GPS application is not available, these coordinates may be obtained using an online mapping application.

Date Surveyed - This should reflect the date of the fieldwork in MM/DD/YYYY format.

National Register Status – There are seven choices in the field:

1. **Potential District** - This property is located within a potential National Register District that is being surveyed for eligibility.
2. **Potential Individual Listing** - This property is eligible for listing on the National Register.
3. **Individually Listed** - This property is Individually Listed on the National Register.
4. **Contributing to a District** - This property is a contributing element to a listed National Register District.
5. **Non-Contributing to a District** - This property does not contribute to the significance of a listed National Register District.
6. **Ineligible** - This property does not meet the qualifications required for listing on the National Register, either individually or as part of a district.
7. **Other** - Undetermined or unknown status. Note: The surveyor's assessment of National Register of Historic Places eligibility is not official but their professional assessment assists the Louisiana State Historic Preservation Office in making eligibility determinations.

Contributing Status (District Surveys Only) - When surveying an eligible or listed historic district, this section will be used to determine whether the property contributes to that district.

Eligibility Criteria - To be eligible for listing on the National Register, a resource must embody one of these four categories of significance:

- A - Association with a historic event or trend,
- B - Association with a significant person,
- C - An important example of design or construction, or
- D - Archaeology.

More than one may be selected. For additional information on how to apply eligibility criteria, please refer to National Register Bulletin 15: https://www.nps.gov/subjects/nationalregister/upload/NRB-15_web508.pdf

Type of Resource - Check the property type that applies to the resource: Building, Site, Structure, or Object.

Construction Date - Estimated date of construction. This can be based on historic maps, building plaques, and cornerstones, or may be estimated based on architectural style and type.

Date of Alterations - List any known or estimated dates of significant alterations. This may be left blank.

Form- Choose the building form that best describes this resource. Only one may be chosen, but you may use the comment section to describe more complex building types.

Style - Choose the style that is best reflected in this structure. If there is no distinct style, you may choose "No Style", and if there are multiple styles reflected, this may be described in the comments section.

Architectural Descriptions and Comments- This section should be used to describe the resource being surveyed, using as many characters as necessary.

Inserting Photos - This section is designed to allow you to click and select a photo to insert. If using a tablet in the field, you should also have the option to access the camera after clicking on the box and take the photo.

File/Image Name - Type in the digital file name (if available). This will be used to link the original digital file within the database and online map.

Only two photos are required, but additional photos may be submitted with the digital form. These should be linked by typing file names within the DHP Database spreadsheet.

Batch Processing LHRI forms into a Spreadsheet- The easiest and recommended method to obtain a spreadsheet in the appropriate format which will be ready to submit to DHP is to create one using the completed LHRI forms. To do this, you will need Adobe Professional. To begin, save all of the .pdf LHRI forms into a single folder.

1. Open Adobe Professional
2. Click on "Tools" in the upper right-hand corner.
3. Click on the Forms Tab in the navigation plane.
4. Select "More Form Options"
5. Select "Merge Data files into Spreadsheet"
6. Navigate to the folder containing the LHRI forms and select them all. This should produce a spreadsheet that can be submitted to the DHP to obtain numbers.

Download the DHP DATABASE Spreadsheet – For a blank version see our website:

<https://www.crt.state.la.us/cultural-development/historic-preservation/louisiana-historic-standing-structures-survey/index>