

This is a sample organization chart only. States may use any format they wish as long as the information stipulated in Section C.1.f. of this chapter (Chapter 7 of the HPF Manual) is included. Please note that whatever format is used, it should readily indicate what the reporting relationships are.

Sample Organization Chart

State Historic Preservation Officer:
Deputy State Historic Preservation Officer(s):
HPF Grants Manager:
36 CFR 61 Qualified Staff (please note discipline in parentheses):
Staff Responsible for Title VI and Section 504 Compliance:

The Organization chart must detail all positions associated with State staff work that is charged in full or in part to the HPF or Matching share. The Organization Chart must include the following components: a) All positions by title, noting which positions fulfill 36 CFR 61 staff requirements; b) Names of incumbents of all positions paid in full or part by HPF funds, or claimed as nonfederal share costs; c) Which positions are supervisory; d) Reporting relationships; e) Assigned Chapter 6 Program Areas for each staff person; f) Which staff person has primary responsibility for HPF Grants Management (both grant-assisted internal operations and subgrants); and g) Which staff person has responsibility for Title VI and Section 504 compliance (see Chapter 10, Section C.5.f.).

The staff person's primary program area should be indicated in parentheses. Reporting relationships may be indicated with arrows or lines between the relevant boxes. Please use the following abbreviations:

SUPERVISOR	Supervisory Positions
36 CFR 61	Staff Meeting the professional qualification requirements in 36 CFR 61
HPF	Staff paid for with HPF funds
MATCH	Staff paid for with Matching funds