

## Guidelines – Annual Significant Preservation Accomplishments Report

The Annual Significant Preservation Accomplishments Report provides a framework for NPS to evaluate actual results achieved by the THPO during the **Fiscal Year period** (October 1 through September 30). Statistics related to the items below must be reported on the *Grants Product Summary Report*.

1. *A description of the additional properties surveyed and added to the Tribe's inventory;*
2. *A description of the Federal undertakings reviewed pursuant to Section 106 of the Act, and;*
3. *A description of any educational activities and programs carried out.*
4. *A description of any other activities accomplished through the use of the grant funds (this is an additional requirement of your grant agreement, not a requirement of the THPO/NPS partnership agreement).*

A discussion of these subjects is the minimum requirement to satisfy the narrative portion of your THPO Partnership Agreement and grant reporting obligations. The narrative must explain how each reported project or activity is linked to identifying, evaluating, documenting, designating, preserving, or protecting significant historic and archeological properties. Additionally, the NPS appreciates the sharing of any success stories/photographs that it could use in annual reports or social media posts in order to illustrate the benefits of the HPF grant program to its Tribal partners.

For THPOs that accept HPF grant funds to support their activities, these accomplishments will be compared to the activities specified in the Tribe's Anticipated Activities Report (aka Workplan) approved as part of the grant application, and the Workplan submitted the year before, as both grants cover costs for the fiscal year on which you are reporting. If any administrative item or unforeseen event impacts a THPO's ability to accomplish a planned activity, please report on those circumstances as appropriate in this report. For example, if a THPO reports 0 acres surveyed but had listed 100 acres as an anticipated survey area, the THPO should comment as to why that intended work activity has been delayed or cancelled.

NPS expects that the Tribe's tracking and reporting system results in data that is accurate, replicable, and based upon regularly updated source records.

*Report template and sample report on following pages.*

## Annual Significant Preservation Accomplishments Report Format

*You may use this report format or use one of your own.*

Tribe:

THPO Name:

Federal Fiscal Year:

***You must address each activity that was listed in the Anticipated Activities List submitted at the start of the Fiscal Year. The report must include:***

- 1. A description of the additional properties surveyed and added to the Tribe's inventory;*
- 2. A description of the Federal undertakings reviewed pursuant to 54 U.S.C 306108 (commonly referred to as Section 106 of the National Historic Preservation Act), and;*
- 3. A description of any educational activities and programs carried out.*
- 4. A description of any other activities accomplished through the use of the grant funds (this is an additional requirement of your grant agreement, not a requirement of the THPO/NPS partnership agreement).*

Administration:

Planning:

Survey and Inventory:

Review and Compliance:

National Register:

Development/Acquisition/Covenants:

Tax Credits:

Local Government Certification:

Other or Education (optional program area):

*\*Attach images on a separate page with captions.*

***The NPS drafts an annual report that showcases the important work THPOs do to preserve, protect, and promote tribal heritage. Reading your annual reports helps us to select success stories to share. Please attach any images you would be willing to share along with a description of what's pictured on a separate page.***