

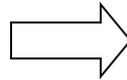
# New York State Historic Preservation Office

## *Housing Trust Fund Corporation*

### *Electronic Project Submission Guide*

#### Step 1

Access the SHPO Cultural Resource Information System (CRIS) to electronically transmit a submission for *each* building/project prior to the work being undertaken. **Choose HTFMS as the agency** and indicate the project is a “Main Street project” in the project description to ensure the correct review process is initiated.



Electronic Submission instructions:

- Access: <https://cris.parks.ny.gov>
- Login, Sign up or Proceed as Guest
- Click on ‘Submit’ in the top toolbar
- Click on ‘Consultation Project’
- Click on ‘Start’
- Follow instructions for all 6 Steps of the process
- The FAQ section has additional instructions
  - Click on ‘FAQ’ on top right
  - Click on ‘Submit Page’ on left
  - Under ‘Submitting a New Project’ click on ‘Consultation Project’
  - This section provides individual instructions for completing the 6-Step submittal process.
- When filling out Step 2: Project Overview
  - Indicate the project as a “Main Street Project” in the project description box
  - **Select Housing Trust Fund Main Street Grant Program (HTFMS) for primary agency**

#### Step 2

The NYSHPO will determine if the individual property is listed in the NYS or National Registers of Historic Places or if the property is eligible to be listed in the registers.



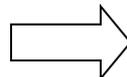
Properties can be individually listed or eligible for the Registers or they may be contributing buildings/sites in a larger historic district. Whether listed in the Registers individually or as part of a district or determined eligible the review process is identical.

#### Step 3

If the property is determined to be Not Eligible for the Registers, the process ends, and a letter will be sent indicating that the project will have *No Effect* on historic/cultural properties.

#### Step 4

If the property is determined to be listed in or eligible for the Registers, the project will be reviewed using the Secretary of the Interior’s Standards for Rehabilitation.

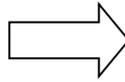


The standards provide guidance on how to effectively work with historic buildings. These guidelines provide information on how to adapt historic properties for modern uses. Issues such as window replacement/repair, siding replacement, masonry repair, and additions are fully addressed by the Standards. A full explanation of the Secretary’s Standards can be found at:  
<http://www.nps.gov/tps/standards/rehabilitation.htm>

### Step 5

If proposed work meets the guidance provided by the Standards the SHPO will issue a **No Adverse Effect** letter.

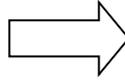
- Consultation process ends.



This step may require the submission of additional information or phone calls to clarify exactly how the work being proposed is planned. The more specific the information provided in the original submission is (see Step 2) the quicker the review can be completed. Reviewing the Standards prior to planning each project will help to achieve this result.

### Step 6

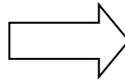
If proposed work does not meet the guidance provided by the Standards the SHPO will contact the project sponsor to determine if changes can be made in the project to meet the Standards.



Once again it is important to plan projects that respect the architectural character of an historic building without creating /inserting elements that may not be compatible with the building or its surroundings.

If changes *can* be made a No Adverse Effect Letter will be issued and the consultation Process ends

If changes *cannot* be made an Adverse Effect letter will be issued. The issuance of an Adverse Effect letter may impact the ability of the project to receive funding.



Every effort should be made to avoid an Adverse Effect determination for a project, thus the importance of submitting the project packages as early in the planning process as practical.

**NOTE:** If your project includes ground disturbing activity such as the establishment of new park space, the placement of new utilities or the installation of sidewalks an archaeological review may be required.

**NOTE:** You can gather specific historic preservation information about your target area by signing on to the New York State Parks web site at <http://parks.ny.gov> then selecting Historic Preservation Office from the menu. This will bring you to the NY State Historic Preservation Web Site. From this site select *Online Tools* and go to our **Public GIS** program. This map-based program will allow you to zoom into your target area and determine if your area contains resources listed in the New York State and/or National Registers of Historic places. You will need to “turn-on” Background Maps from the menu to view streets. By turning on the Archaeological Sensitivity coverage you will also be able to determine if your project (if ground disturbance is proposed) falls within a known archaeological sensitive area of the state.

**NOTE:** If you have questions regarding how to complete a submission or using the NYSHPO web site resources please contact: John A. Bonafide, Director, Technical Preservation Bureau, Agency Preservation Officer, 518-268-2166.