

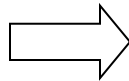
New York State Historic Preservation Office

Housing Trust Fund Corporation – State Funds

Electronic Project Submission Guide

Step 1

Access the SHPO Cultural Resource Information System (CRIS) to electronically transmit a submission for *each* building or project prior to work being undertaken. (**Use a different browser other than Google Chrome for full functionality*)



In # 2, **Project Overview**, under project description, identify the specific HCR State Program:

- Access to Home
- Accessory Dwelling Unit Plus One Program
- Affordable Homeownership Opportunity Program
- Buffalo Main Streets Initiative
- Downtown Revitalization Initiative
- Land Bank Initiative
- Leading in Lead Prevention
- Legacy Cities Access Program
- MMHR
- New York Main Street
- NY Forward
- NYS SRDI
- Resilient Retrofit
- RESTORE
- Targeted Home Improvement Program
- Vacant Residential Improvement Program

Electronic Submission instructions:

- Access: <https://cris.parks.ny.gov>
- Use a browser other than Google Chrome
- Login, Sign up or Proceed as Guest
- Click on ‘Submit’ in the top toolbar
- Click on ‘Consultation’
- Click on ‘Start’
- Follow instructions for all 6 Steps of the process
- When completing # 2: **Project Overview**
 - Indicate the specific HCR program name in the *project description* box
 - Check the box for Ground Disturbance as applicable to ensure the review considers Cultural Resources.
- When completing # 3: **Agency Information:**
 - Select **HCR/HTFC (S) - HCR Housing Trust Fund Corporation State Funds: Housing or Mixed-use** for primary agency
- 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.

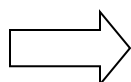
In # 2, **Project Overview**, check the box for *Involves Ground Disturbance* as applicable and provide specific information to ensure the review considers potentially impacted Cultural Resources.

In # 3, **Agency Information**, select: **HCR/HTFC (S) (HCR Housing Trust Fund Corporation State Funds: Housing or Mixed-use)** as the **Agency**. (**Be sure to select the option with (S) for state*)

Step 2

The NYSHPO will determine if cultural resources may be impacted by the project and will provide specific directives to avoid impacts.

The NYSHPO will determine if an 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.



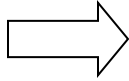
Properties can be individually listed or eligible for the Registers or they may be contributing buildings/sites in a larger historic district. Whether listed in the Registers individually or as part of a district or determined eligible the review process is identical.

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

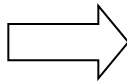
If the property is determined to be listed in or eligible for the Registers, the project will be reviewed using the Secretary of the Interior's Standards for Rehabilitation.



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

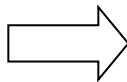
If proposed work meets the guidance provided by the Standards the SHPO will issue a **No Adverse Effect/Impact** letter or a **No Adverse Effect/Impact with conditions** letter. If conditions are identified, they must be followed and incorporated into the project scope of work.



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

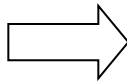
If proposed work does not meet the guidance provided by the Standards the SHPO will contact the project sponsor to determine if changes can be made in the project to meet the Standards.



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: If you have questions regarding how to complete a submission or use of the Cultural Resource Information System (CRIS) please contact the CRIS help desk at crishelp@parks.ny.gov If the property is determined to be listed or eligible for the Registers and you have additional questions about the NYSHPO initial response or process, please contact Beth Cumming at beth.cumming@parks.ny.gov or 518-728-8359