

UPDATED FILE LABELING PROCEDURES

Historic Preservation (HP) Reporting Guidance

To provide guidance regarding the National Historic Preservation Act (NHPA or "the Act"), 16 U.S.C. 470 et seq., as it relates to the DOE Weatherization Grantees and subgrantees, where federal dollars will be used to alter any structure or site. DOE requires every state weatherization grantee to maintain a Historic Preservation Review Section 106 Report Inventory, as approved by the WV SHPO, for all structures weatherized 45 years old or older, addressing all historic preservation requirements. In West Virginia, this Historic Preservation Inventory will be maintained in the DBA Weatherization Pro data system. This inventory system will allow the State Weatherization Office to keep the required Inventory of HP reports for review by DOE, by WV State Historic Preservation Office (SHPO) and by the public.

As per training review to weatherization subgrantees by the state weatherization office, all agency estimator/auditors should be familiar with and have a copy of the two page "Weatherization Undertakings Exempt from Section 106 Review" (WUE-106), which is the official guide on weatherization undertakings and activities that should not require a SHPO or Section 106 review. However, all structures weatherized 45 years old or older must first have a Historic Preservation Review Data Sheet filled out and submitted for approval before proceeding with weatherization.

All local weatherization offices are required to submit their Historic Preservation files electronically in WX Pro as soon as a job is estimated, but before any federal dollars are installed on a structure. Once filed in WX Pro, each estimated job's data will be reviewed and approved by the state weatherization Historic Preservation Specialist with electronic notification or, the agency will be notified that additional information on the job will be required before approval to proceed with weatherization.

To be considered complete in WX Pro the two steps below MUST be completed:

1. Action plan task for 'HP Review Data sheet submitted' must be completed with an employee name and date
2. HP Review Data Sheet and digital photo of front of the dwelling are attached in the documents tab

All Weatherization Historic Preservation files need to be properly labeled before attaching to the appropriate customer file in Weatherization Pro. **We are currently requiring CAAs to upload the HP Review Data Sheet and a digital photo of the structure in the Documents section of WX Pro for each customer weatherization Job.** Be sure that both files have been properly named using your agency identification information before you upload and attach the files. The HP review data sheet must be submitted as a .pdf file. If the photos are attached in .jpeg format (.pdf recommended) the photo must be submitted in a size no larger than 800 by 600 pixels. This can be accomplished by settings in the camera (recommended) or by utilizing a photo editor. Additionally, maps that are submitted must be in topo view.

File Labeling Example from a CRI job:

- **Historic Preservation Review Data Sheet file from CRI would be labeled: CRI HP-RDS – **Smith** - #1234**
- **Historic Preservation structure digital picture from CRI would be labeled: CRI HP-PIC - **Smith** - #1234**
- **Historic Preservation GIS map picture from CRI would be labeled: CRI HP-GIS – **Smith** - #1234**

NOTE: The file name and electronic picture must be labeled with the **agency identifier** abbreviation, **the customer last name** and the Weatherization job number. This is the same system your agency uses to submit Monthly Progress Reports.

GOEO WAP Two or Three Letter Agency Identifiers:

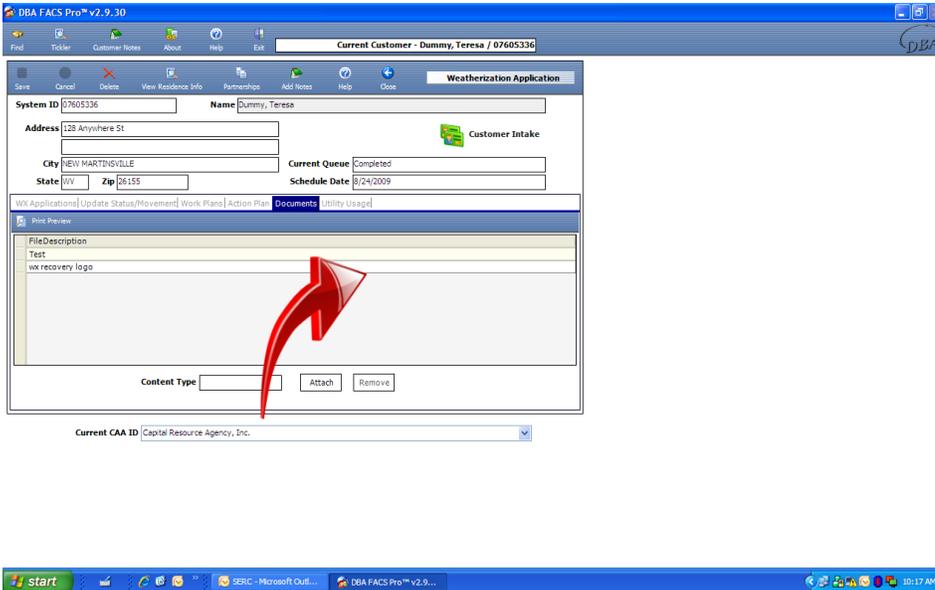
CASE – CA	Mountain CAP - MTC
CHANGE – CH	Mountain Heart – MH
Coalfield CAP – COA	Nicholas CAP - NI
Council – COU	North Central - NC
CRI – CRI	PRIDE - PR
Eastern – EA	Southwestern - SW

Submission and Review Procedure

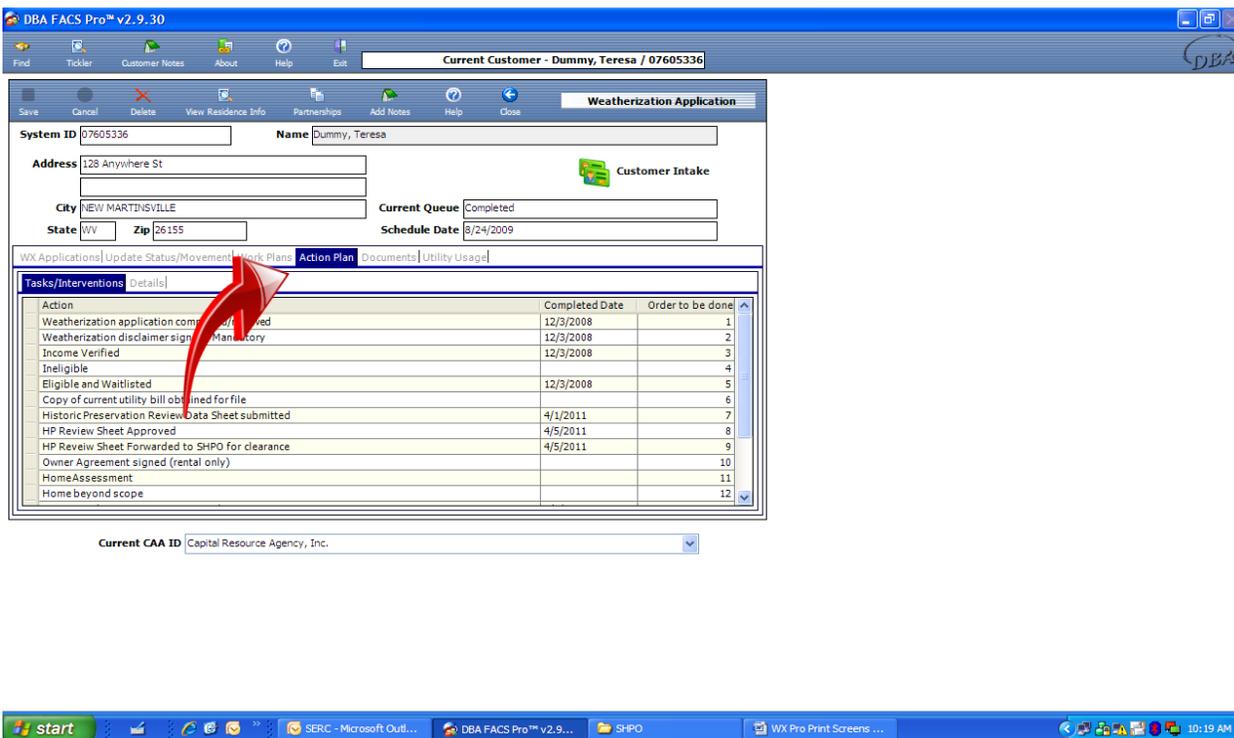
1. Once you have completed the customer action plan and uploaded your files send an e-mail to Teresa Shepard putting in the e-mail subject line the same agency identifier job label and notify Teresa that your files are ready for review and approval. *Each HP client submission must be in a separate email.*
2. ALWAYS include the following identifying information in the body of the email:
 - FACs Pro system id #
 - Last name
 - First name
 - WX job #
3. Teresa Shepard will review completeness of WX Pro components.
4. If issues are noted, Teresa will send by email notice back to the agency asking issues be addressed.
5. Agency staff will correct issues and send verification by email to Teresa.
6. If no issues are noted, Teresa will forward by email to Danny Neely that WX Pro components are complete and the file is ready for HP review.
7. Danny will review the documents as attached in WX Pro for HP compliance.
8. If issues are noted, Danny will send by email notice back to the agency asking issues be addressed.
9. Agency staff will correct issues and send verification by email to Danny.
10. If no issues are noted, Danny will complete the customer action plan task for 'HP Review Data Sheet approved' and send by email notice back to the agency of approval.
11. If there is work required outside the scope of WUE 106 that require review by the State Historic Preservation office, Danny will complete the customer action plan task for 'HP Review Data Sheet submitted to SHPO for clearance', send by email notice back to the agency and follow additional steps as required to move forward with HP compliance.
12. If clearance is granted by the State Historic Preservation Office Danny will send by email notice back to the agency and complete the customer action plan task for 'HP Review Data Sheet approved'.

How to Upload Files in Weatherization Pro

Use the **“Documents”** tab to attach each Historic Preservation Review Data Sheet (HP-RDS) and also the digital picture of the home -



Use the **“Action Plan”** tab to denote completed Historic Preservation specific tasks



Weatherization Pro reminders for Historic Preservation reporting

- “one-click” access to customer intake
- Demographic screen of customer intake to ensure completion of “year of home construction” data field

