



E-mail MEMO:
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WX-2020-3

MEMO

TO: Agency Directors and Weatherization Coordinators
FROM: Steve Divan, Weatherization Program Coordinator
RE: SHPO Programmatic Agreement
DATE: December 14, 2020

Greetings,

Oregon Housing and Community Services (OHCS) and the State Historic Preservation Office (SHPO) in conjunction with the US Department of Energy (USDOE) entered into a new programmatic agreement (PA) that will allow limited weatherization activities to be exempt from SHPO section 106 reporting requirements. As part of this new arrangement OHCS and OR SHPO have interpreted the PA to include, but not limited to, the following exemptions:

- Weatherization of manufactured housing
- Wall insulation using either cellulose or fiberglass insulation
- Outdoor mechanical equipment installed (NOT visible from the public right of way).

The attached Appendix A is a comprehensive list of exempt activities under the new PA to be utilized moving forward to exempt projects.

The following is an outline of the process necessary to determine whether the project can be exempted.

- Step 1: Determine if a property can be exempted based on information in the SHPO database:
- a. Go to the SHPO website: <http://heritagedata.prd.state.or.us/historic/>
 - b. Select the property city and street to determine if the property is listed and/or has been evaluated for historic significance. Check the box labeled "all listed properties" under "Options for National Register Search".
 - b1. If the property is *not* included in the list, that indicates the property has *not* yet been inventoried or evaluated for historic status. Go to Step 2.
 - (1) Print the entire screen as documentation of the search and attach it to the project file checklist.
 - b2. If the property is included in the list, click on the property. Check the following:
 - (1) If the "NR Status" box states "listed in a historic district" or "individually listed", the property is *not* eligible for exemption. Complete the [Oregon SHPO Clearance Form](#) as usual.
 - (2) If the "NR Status" box is blank, the property is eligible for exemption. Proceed to step 2.
 - (3) Click on the "form" button, print the results, and attach it to the project file checklist.



- Step 2: Determine if the work to be done on the property is included in the Programmatic Agreement (PA) as an exemption under Appendix A. (See the attached [SHPO PA Appendix A.pdf](#))
- a. If the work being completed is listed as an exempted activity, then the property is eligible for exemption. Go to Step 3.
 - b. If some of the work is exempted, but there is other work being performed that is *not* listed in the PA, then complete the [Oregon SHPO Clearance Form](#) as usual.
 - c. If the work being performed is *not* listed, then complete the [Oregon SHPO Clearance Form](#) as usual.

- Step 3: If the property meets the criteria for exemption then the following procedure must be followed for compliance.
- a. SHPO reporting:
 - a1. SHPO tracking is done through OPUS reporting. Agencies will indicate either PA exempted or Section 106 Completed for all qualified SHPO properties.

Job Information (Fields marked with * are required.)

Applicant	JAMES TIBEROUS KIRK *	REM MMBTUs Saved	43.00 *
Job Number	WX-123 *	Intake Worker	MF *
Intake Date	05-01-2020 (mm-dd-yyyy) *	Auditor	▼ *
Audit Date	05-20-2020 (mm-dd-yyyy) *	Fuel Type	ELECTRIC *
Completion Date	07-03-2020 (mm-dd-yyyy) *	Building Type	OWNER SINGLE FAMILY ▼ *
Job Status	COMPLETED ▼ *	Refrigerator KWH Saved	0 *
Year Built	1960 * yyyy	LED	10 *
CFL	0 *	HPWH	0 *
Clothes Washer	0 *	DHP Deemed MMBTUs	<input type="checkbox"/>
DHP	1 *	High Energy Usage HH	▼ *
High Energy Burden HH	▼ *		
Weatherized Only?	<input checked="" type="radio"/>	No SHPO	<input checked="" type="radio"/>
Baseload Only?	<input type="radio"/>	PA Exempted?	<input type="radio"/>
Re-Weatherized?	<input type="radio"/>	Section 106 Completed?	<input type="radio"/>

- a2. OHCS will compile all SHPO PA Exempted properties identified through OPUS and submit to OR SHPO on an annual basis.
- b. Client file documentation:
 - b1. Include documentation in the file, such as a checklist, that shows that the appropriate steps were taken to assure the project qualifies for exemption.
 - b2. Include pre and post photo documentation in the file.
 - b3. Include documentation of national register search in the file.

If you have questions, please contact Michael Figueredo, OHCS Weatherization Training & Technical Coordinator, at: michael.figueredo@oregon.gov or on his direct phone (503) 986-0972.

Thank you for your attention in this matter.

Best Regards,
Steve Divan
Weatherization Coordinator

Attachments: SHPO PA Appendix A