

FY 10 Work Plan

Environmental Review

Make presentations to the public on the environmental review program and Section 106 requirements. Attend meetings with project contacts to assist with review and compliance issues. Make site visits to assess National Register eligibility, consult on mitigation measures and to address rehabilitation issues. Review Phase I archaeology reports, Phase II archaeology reports, and Phase III reports. Review development projects for compliance with the Secretary of the Interior Standards for Rehabilitation. Respond to inquiries on environmental review projects by mail, phone and email. Conduct bi weekly Section 106 meetings to coordinate review and maintenance of projects. Provide Section 106 and disaster planning workshop for consultants and communities. Prepare Memorandum of Agreement and Programmatic Agreements. Maintain database to track projects.

Public Archaeology Education Project

Provide presentations to public and public officials on general significance of archaeological sites. Respond to requests for information on archaeological projects.

National Register Program

Provide National Register information at workshops. Enter data into NR Access Database. Submit nominations to state review board and forward to National Park Service. Prepare public notices and NR certificates. Respond to inquiries on the NR program. Hold three NR review board meetings. Review NR nominations. Review Preliminary Information Forms on historic properties. Review draft and final Alabama Register nominations. Make site visits to assess eligibility. Present nominations to staff review board and prepare certificates.

Preservation Tax Credits

Respond to requests for general information on tax incentives program. Make public presentations on program and distribute information. Communicate with active tax credit project contacts and make site visits to review potential and active projects. Review applications and forward to National Park Service.

Main Street

Assist with the creation and launch of a statewide non-profit organization to be Alabama's Main Street Coordination Program, including seeking start up funding, recruiting board members, securing 501c3 status, and assisting with executive director search. Continue to provide assistance and information to existing and potential communities and provide 4 points training for quarterly manager meetings until director is hired.

Archaeology and Structure Surveys

Make site visits in response to public concerns and provide consultations on archaeological resources and survey efforts from state and contracted projects. Respond to requests for information on the architectural survey program. Make site visits to assess architectural survey issues. Seek opportunities to digitize architectural survey data and provide in a public and web-accessible format. Monitor architectural survey grants and perform in house structure surveys. Provide for public involvement with architectural survey projects. Maintain paper files in accessible and useful format. Make site visits to assess cemetery preservation issues and/or conduct cemetery surveys. Hold workshops on cemetery preservation, maintenance, and legal issues. Maintain cemetery register program. Process cemetery survey forms and cemetery historical marker applications completed by public. Respond to requests for information.

Easement Program

Provide information on historic preservation easements to the public. Assist property owners with developing preservation easements. Review development proposals on properties with easements. Develop local partnerships to assist with easement promotion and monitoring.

Certified Local Government

Make site visits to provide technical assistance, training and grant assistance to participating CLG programs. Provide information on CLG program and grants to interested communities through phone, email and packets. Make site visits to interested communities committed to the process. Review CLG applications from communities applying to the program. Review annual reports from CLGs and recommend re-certification or decertification. Conduct annual CLG training workshop. Develop certification requirements for local historic preservation commissioners and distribute for comments. Manage CLG grant program to insure projects are in accordance with federal program standards. Provide regular e news to CLG contacts. Attend state planning workshops.

Technical Assistance on Preservation/Conservation Issues

Assist the public with technical preservation and design issues for historic properties. Respond to requests for information. Make site visits to provide assistance.

Preservation Trust Fund Management

Monitor active trust fund grant projects. Review and approve projects.

Archaeology Supervision of Historic Preservation Activities

Review contract reports on resources at AHC sites. Participate in master planning and field archaeology at AHC sites. Coordinate maritime council activities.

State Historic Preservation Planning

Distribute approved plan to statewide constituents and by request. Provide plan on agency web site. Make presentations at regional meetings to planning and community development groups to reach new audiences and educate constituents on the statewide goals and objectives.

Historic Preservation Component in Major Statewide Activities

Participate with Alabama Communities of Excellence community assessments and programs to coordinate preservation objectives with statewide community development initiatives. Participate in regular state scenic byways council meetings and assessment of proposed state byways to adequately address cultural resources. Participate with Your Town Alabama workshop and organizational meetings to educate local activists on preservation tools and programs.

Public Information Program

Maintain and update web site content; produce and distribute bimonthly Preservation Report newsletter and the Advocate. Develop and promote preservation awareness in general and specialized media through workshops, publications, presentations, events, audience development, heritage area development, and historic markers. Assist preservation partners in development of annual 2010 statewide preservation conference, collaborative statewide funding plan, and Black Heritage Council Forum. Continue delivering leadership and board training to local non-profit boards. Assist with technical assistance through workshops, publications, and web-based information, including a sustainability initiative in cooperation with the statewide nonprofit.

Enforce State Laws

Provide consultations on cemetery preservation and relocation requests and issue cemetery permits. Provide archaeological consultation on burial bill issues.