

**MEMORANDUM OF AGREEMENT AMONG  
THE CITY OF CHICAGO DEPARTMENT OF FLEET AND FACILITY MANAGEMENT, THE  
CITY OF CHICAGO DEPARTMENT OF HOUSING, AND  
THE ILLINOIS STATE HISTORIC PRESERVATION OFFICER,  
REGARDING THE ADAPTIVE REUSE AND REHABILITATION OF HUMBOLDT PARK  
UNITED METHODIST CHURCH AND APARTMENTS (HPUMC)  
IN CHICAGO, ILLINOIS  
(SHPO LOG #008041723)**

**WHEREAS**, the City of Chicago Department of Housing (DOH) plans to provide partial financing towards the adaptive reuse and rehabilitation of the Humboldt Park United Methodist Church and Apartments (HPUMC) located at 2120-28 N. Mozart St. in Chicago, IL (Building); and

**WHEREAS**, the adaptive reuse will include the partial demolition of the interior church sanctuary space to create 10 new affordable apartments and the rehabilitation of 12 existing apartments immediately north adjacent to the church; and

**WHEREAS**, the project will be implemented by Latin United Community Housing Association (dba LUCHA) (Developer), which have accepted the invitation to sign this Memorandum of Agreement (Agreement) as an Invited Signatory; and

**WHEREAS**, the project involves a HOME Investment Partnerships Program (HOME) grant which the US Department of Housing and Urban Development (HUD) requires be considered an Undertaking subject to review under Section 106 of the National Historic Preservation Act of 1966, as amended, 54 U.S.C. § 306108, and its implementing regulations (36 CFR Part 800) (Act); and

**WHEREAS**, the City of Chicago, acting through its Department of Fleet and Facility Management (2FM), has HUD delegated authority under 24 CFR Part 58 to act as the Responsible Entity for environmental review responsibilities under the National Environmental Policy Act; and

**WHEREAS**, 2FM has defined the undertaking's area of potential effects (APE) as 2120-28 N. Mozart St.; and

**WHEREAS**, 2FM has determined that the undertaking will have an adverse effect on the Building which is eligible for listing in the National Register of Historic Places; and

**WHEREAS**, 2FM has consulted with the Division of Historic Preservation of the Illinois Department of Natural Resources (IDNR), pursuant to the Act; and

**WHEREAS**, the Director of IDNR is the duly designated State Historic Preservation Officer (SHPO); and

**WHEREAS**, on May 5, 2023, the SHPO concurred with 2FM that the building at 2120-28 N. Mozart St. in Chicago is eligible to be listed on the National Register of Historic Places (NRHP); and

**WHEREAS**, on May 5, 2023, the SHPO concurred with 2FM that the Undertaking will have an adverse effect on the Building that is eligible for the NRHP; and

**WHEREAS**, the public was notified of the Undertaking and given an opportunity to comment on the adverse effect in notices published in the *Chicago Sun-Times* on June 30, 2023 with seven (7) comments

received; and

**WHEREAS**, recognizing the government-to-government relationship with federally recognized Indian tribes, the City invited the following tribes to participate in consultation pursuant to 36 CFR § 800.2(c)(2)(ii): Hannahville Indian Community, Michigan; Kickapoo Tribe of Oklahoma; Little Traverse Bay Bands of Odawa Indians, Michigan; Menominee Indian Tribe of Wisconsin; Citizen Potawatomi Nation, Oklahoma; Forest County Potawatomi Community of Wisconsin; Prairie Band Potawatomi Nation; Miami Tribe of Oklahoma; and

**WHEREAS**, the Miami Tribe of Oklahoma chose to participate in consultation, and the City has invited the Miami Tribe of Oklahoma to sign this Agreement as a Concurring Party; and

**WHEREAS**, in accordance with 36 CFR § 800.6(a)(1) and 36 CFR § 800.10(b), 2FM has notified the Advisory Council on Historic Preservation (ACHP) of the adverse effect determination, and on September 7, 2023 the ACHP has chosen not to participate in the consultation pursuant to 36 CFR § 800.6(a)(1)(iii); and

**NOW, THEREFORE**, 2FM, DOH and the SHPO agree that the Undertaking shall be implemented in accordance with the following stipulations in this Memorandum of Agreement (Agreement) in order to mitigate the adverse effects of this Undertaking to the NRHP-eligible property.

## **STIPULATIONS**

### **I. MITIGATION (HIBS)**

The Developer shall retain a historical contractor(s) of its choice (Contractor) who meets the Secretary of the Interior's Qualifications (36 CFR Part 61, <https://www.nps.gov/articles/sec-standards-prof-quals.htm>) to complete the measures described below. 2FM will ensure that the following mitigation and Level Three (3) Historic Illinois Building Survey (HIBS) recordation is completed by the Developer and its Contractor. The recordation must follow the HIBS guidelines established by the SHPO, according to the specifications listed in Attachments 1, 2, and 3 (*HIBS-HIER Standards and Guidelines*, *HIBS-HIER Program Administrative Rules*, and *HIBS Outline Format*). The Contractor must consult with the SHPO prior to the initiation of the work to ensure that expectations are understood.

#### **A. Recordation**

1. Fieldwork, in the form of a site visit, draft photography, measurements, and final photography must take place before the Project may commence.
2. Upon completion of photography, the Contractor shall digitally submit the images and copies of field notes to the SHPO for review and comment. Upon SHPO confirmation in writing that all of the final HIBS photographs to complete HIBS recordation have been collected, the Project may commence.
3. Recordation components shall consist of the following items, as described in Attachment 2:
  - a. Measured drawings.
  - b. HIBS photographs.
  - c. Detailed historical context development.
  - d. Physical descriptions in a prescribed written outline format.

- e. Optional original and/or historic drawings, images, and maps.
  - f. Optional original field notes.
  - g. CD/DVD of HIBS recordation.
4. Modification of HIBS format may be performed if agreed upon by the SHPO, the Developer, and the Contractor, in the best interests of recording the history of the Project site.

**B. Draft Submission**

1. The Contractor shall email the 95% draft of the HIBS recordation in .pdf format to the SHPO for review and comment.
2. When the SHPO accepts in writing the 95% draft submission, the Contractor shall incorporate into the recordation any comments that the SHPO provides and complete the final documentation.

**C. Final Submission**

1. Upon completion of the final documentation, the Contractor shall submit the following to the SHPO:
  - a. One (1) HIBS recordation package in an archival clamshell.
  - b. One (1) digital version of the HIBS recordation.
2. Upon completion of the final documentation, the Contractor shall submit the following to the Tribes:
  - a. One (1) digital version of the HIBS recordation.
3. Upon final approval of the SHPO that the recordation is complete, the SHPO will submit the HIBS recordation package to the Abraham Lincoln Presidential Library in Springfield, Illinois and upload the HIBS recordation package to the SHPO website.

**D. Additional Mitigation**

1. The Developer will make any and all reasonable efforts to salvage historical building components, furnishings, and finishes for:
  - a. Reuse at the undertaking.
  - b. Reuse by members of the congregation.
  - c. Donation.
2. Photographs of the historic features of the building from the surveying efforts and information regarding the building's architectural origins will be displayed within the building at a currently undisclosed space and on the publicly accessible LUCHA website for an agreed upon period of time.

**II. DURATION**

This Agreement shall be effective until such time as all of its terms are satisfied, or it is amended or terminated and replaced. Prior to such time, 2FM may consult with the other signatories to reconsider the terms of the Agreement and amend it in accordance with Stipulation VI. AMENDMENTS below. 2FM shall notify the signatories as to the course of action it will pursue.

**III. POST-REVIEW ENCOUNTERS**

If potential historic properties are encountered or unanticipated effects on historic properties found, 2FM and the Developer shall consult with the SHPO and Tribes immediately and make reasonable efforts to avoid, minimize, or mitigate adverse effects to such properties. In the event of an unanticipated encounter of human remains or burials, or archaeologically significant materials, the Developer understands and agrees that it must immediately stop work within the area of encounter, consult with the SHPO and representative Tribal Historic Preservation

Officers, and follow, to the best of its ability and in accordance with all local, state, and federal laws, the Inadvertent Discovery Policy recommended by the Miami Tribe of Oklahoma (Attachment 4).

#### IV. MONITORING AND REPORTING

Each year following the execution of this Agreement until it expires or is terminated, 2FM shall provide all parties to this Agreement and the ACHP a summary report detailing work undertaken pursuant to its terms. Such report shall include any scheduling changes proposed, any problems encountered, and any disputes and objections received in 2FM's efforts to carry out the terms of this Agreement.

#### V. DISPUTE RESOLUTION

Should any signatory to this Agreement object at any time to any actions proposed or the manner in which the terms of this Agreement are implemented, 2FM shall consult with the signatories to resolve the objection. If the signatories cannot agree regarding a dispute, the signatories shall:

- A. Forward all documentation relevant to the dispute, including any timely advice or comments regarding the dispute from the signatories and 2FM's proposed resolution, to the ACHP. The ACHP shall provide 2FM with its advice on the resolution of the objection within thirty (30) days of receiving adequate documentation. Prior to reaching a final decision on the dispute, 2FM shall prepare a written response that takes into account any timely advice or comments regarding the dispute from the ACHP, signatories and concurring parties, and provide them with a copy of this written response. 2FM will then proceed according to its final decision.
- B. If the ACHP does not provide its advice regarding the dispute within the thirty (30) day time period, 2FM may make a final decision on the dispute and proceed accordingly. Prior to reaching such a final decision, 2FM shall prepare a written response that takes into account any timely comments regarding the dispute from the signatories to the Agreement and provide them and the ACHP with a copy of such written response.
- C. 2FM's responsibility to carry out all other actions subject to the terms of this Agreement that are not the subject of the dispute remain unchanged.

#### VI. AMENDMENTS

This Agreement may be amended when such an amendment is agreed to in writing by all signatories. The amendment will be effective on the date a copy signed by all of the signatories is filed with the ACHP.

#### VII. TERMINATION

If any signatory to this Agreement determines that its terms become impossible to carry out, that party shall immediately consult with the other signatories to attempt to develop an amendment per Stipulations V and VI above. If within thirty (30) days an amendment cannot be reached, any signatory may terminate the Agreement upon written notification to the other signatories.

Once this Agreement is terminated, and prior to work continuing on the Undertaking, 2FM must either (a) execute a Memorandum of Agreement pursuant to 36 CFR § 800.6 or (b) request, take

into account, and respond to the comments of the ACHP under 36 CFR § 800.7. 2FM shall notify the signatories as to the course of action it will pursue.

VIII. COUNTERPARTS; FACSIMILE OR .PDF SIGNATURES

This Agreement may be executed in counterparts, each of which shall be considered an original and together shall be one and the same Agreement. A facsimile or .pdf copy of this Agreement and any signatures thereon will be considered for all purposes as an original.

IX. DISTRIBUTION OF AGREEMENT

In order to meet the requirements of Section 106. 36 CFR § 800.6(b)(1)(iv), upon the execution of this Agreement and prior to approving the Undertaking, 2FM must transmit to the ACHP the executed Agreement along with the documentation specified in Section 800.11(f).

EXECUTION of this Agreement by signatories, invited signatories and the implementation of its terms evidence that the signatories and invited signatories have afforded the ACHP an opportunity to comment on the effects of the Undertaking in compliance with the Act.

[Signature Pages to follow]

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UNITED METHODIST CHURCH AND APARTMENTS (HPUMC)  
IN CHICAGO, ILLINOIS  
(SHPO LOG #008041723)**

**SIGNATORY**

**THE CITY OF CHICAGO DEPARTMENT OF FLEET AND FACILITY MANAGEMENT (2FM)**


By: Julie Hernandez-Tomlin Date: 5/1/2024

Julie Hernandez-Tomlin  
Commissioner  
Chicago Department of Fleet and Facility Management

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**SIGNATORY**

**THE CITY OF CHICAGO DEPARTMENT OF HOUSING (DOH)**

By:  \_\_\_\_\_ Date: MAY 21, 2024

James R. Horan  
Managing Deputy Commissioner  
Chicago Department of Housing

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IN CHICAGO, ILLINOIS  
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**SIGNATORY**

**ILLINOIS DEPUTY STATE HISTORIC PRESERVATION OFFICER (SHPO)**


By: Carey L. Mayer Date: 5/2/2024  
Carey L. Mayer, AIA  
Deputy State Historic Preservation Officer  
Illinois Department of Natural Resources



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**INVITED SIGNATORY**

**LATIN UNITED COMMUNITY HOUSING ASSOCIATION (DBA LUCHA) (DEVELOPER)**

Signature:  Date: 5/1/24

Name: Lincoln Stannard

Title: Director of Community Development

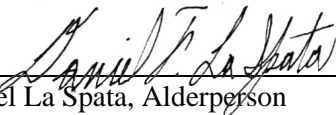
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**CONCURRING PARTIES**

**Miami Tribe of Oklahoma**

By: \_\_\_\_\_  
Douglas G. Lankford, Chief

**1<sup>st</sup> Ward**

By: \_\_\_\_\_  
  
Daniel La Spata, Alderperson

**Logan Square Preservation**

By: \_\_\_\_\_  
Andrew Schneider, President

**Palenque LSNA**

By: \_\_\_\_\_  
Juliet de Jesus Alejandre, Executive Director

**Preservation Chicago**

By: \_\_\_\_\_  
Ward Miller, Executive Director

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Ward Miller, Executive Director



## **Historic Illinois Building Survey(HIBS) and Historic Illinois Engineering Record (HIER) Standards and Guidelines**

The Illinois State Historic Preservation Office (SHPO) within the Illinois Department of Natural Resources (IDNR) administers the state cultural resources program and is responsible for the Historic Illinois Buildings Survey/Historic Illinois Engineering Record (HIBS/HIER) Program of documentation of historic buildings, sites, structures, and objects located in the State of Illinois. HIBS/HIER documentation includes measured drawings, large-format photographs, and written contextual histories and descriptions. The Abraham Lincoln Presidential Library (ALPL) is the repository for these documents.

This document outlines the SHPO's Documentation Standards the HIBS/HIER Standards. These performance standards define the criteria for projects to be accessioned into the HIBS/HIER Collection located at the ALPL.

Acceptable IL HIBS/HIER documentation often includes:

- Measured Drawings
- Large-Format Photographs
- Detailed Historical Context Development
- Physical Descriptions in a Prescribed Written Outline Format

These standards are intended to be used in conjunction with the accompanying guidelines for historical, architectural and engineering documentation. Other publications listed in the bibliography should be consulted.

These standards will be used:

- In preparation of documentation to fulfill mitigative requirements in accordance with the Illinois State Agency Historic Resources Preservation Act [20 ILCS 3420/1 et seq] and Section 106 of the National Historic Preservation Act of 1966, as amended.
- In preparation of voluntary documentation to be submitted for inclusion in the HIBS/HIER Collection.

### **HIBS/HIER Documentation Standards**

The IL HIBS/HIER Documentation Standards address the development of documentation for historic buildings, sites, structures, and objects. HIBS/HIER documentation provides relevant graphic and written information on a property's significance for use by scholars, researchers, preservationists, architects, engineers, and others interested in preserving and understanding historic properties. HIBS/HIER documentation is important for several reasons. It provides for accurate repair or reconstruction of parts of a property, records existing conditions for easements and preserves information about a property that is to be demolished or altered.

**Standard 1: Documentation shall adequately explicate and illustrate that which is significant or valuable about the historic building, site, structure, or object.**

The historic significance of the building, site, structure, or object identified in the evaluation process should be conveyed by the drawings, photographs, and written materials that comprise the documentation. The historical, architectural, engineering, or cultural values of the subject property, in conjunction with the purpose of the documentation, will determine the level and methods of documentation.

**Standard 2: Documentation shall be prepared accurately from reliable sources with limitations clearly stated to permit independent verification of the information.**

The purpose of documentation is to preserve an accurate record of historic properties that can be used in research and other preservation activities. To serve these purposes, the documentation must include information that permits assessment of its reliability.

**Standard 3: Documentation shall be prepared on and submitted in materials that are readily reproducible, durable, and in standard sizes.**

The size and quality of documentation materials are important factors in the preservation of information for future use. Selection of materials is based on the length of time expected for storage, the anticipated frequency of use, and a size convenient for storage and document management.

**Standard 4: Documentation will be clearly and concisely produced.**

In order for documentation to be useful for future research, written materials must be fully developed, legible and understandable. Graphic materials must contain scale information and location references.

### **HIBS/HIER Documentation Guidelines**

The HIBS/HIER Documentation Guidelines supply more specific guidance and technical information for HIBS/HIER Documentation Standards. They describe the general approach for meeting the Standards. Agencies, organizations, and individuals proposing to undertake the production of HIBS/HIER documentation in a different manner will need to review and gain approval of their strategy with the HIBS/ HIER Coordinator prior to the execution of a contract for or the initiation of production of HIBS/HIER documentation.

The following definitions are used in conjunction with these guidelines:

- **Documentation** – Measured drawings, photographs, contextual histories, physical descriptions, inventory cards, or other media that provide graphic and written information on historic buildings, sites, structures, or objects.
- **Field Photography** – Photography other than large-format negatives, intended for the purpose of producing documentation, usually 35 mm.
- **Field Records** – Notes of measurements taken, field photographs, and other recorded information intended for the purpose of producing documentation.
- **Large-Format Photographs** – Photographs made from 4” x 5” negatives. Appropriate techniques are to be implemented to correct perspective distortion.
- **Measured Drawings** – Drawings produced on HIBS/HIER acceptable materials depicting historic or existing conditions and other relevant features of the subject. Measured drawings are produced in ink on archivally stable mylar.
- **Photocopy** – A photograph, with large-format negative, of a photograph or drawing.
- **Select Existing Drawings** – Drawings of original construction or later alterations that portray or depict the subject’s historic value or significance.
- **Sketch Plan** – A floor plan, generally not to exact scale although often drawn from measurements, where the features are shown in proper relation and proportion to each other.

## Goal of Documentation

The goal of the HIBS/HIER Collection is to provide historians, architects, engineers, scholars, and interested members of the public with comprehensive documentation of buildings, sites, structures, and objects significant in Illinois' history. HIBS/HIER documentation often consists of measured drawings, photographs, and written data that provide a detailed record of a property's significance. Measured drawings and properly executed photographs act as a form of insurance against fires and natural disasters by permitting the repair and, if necessary, reconstruction of historic structures damaged by such disasters. HIBS/HIER documentation is sometimes used to provide the basis for enforcing preservation easements. In addition, HIBS/HIER documentation is often the last means of preservation when a historic property is to be demolished or permanently altered. HIBS/HIER documentation provides future researchers access to valuable information that would otherwise be lost.

HIBS/HIER documentation is developed as a result of two separate catalysts. First, the SHPO, pursuant to the Illinois State Agency Historic Resources Preservation Act (20 ILCS 3420/1 et seq] and/or Section 106 of the National Historic Preservation Act of 1966, as amended, requires recordation of historic properties proposed for demolition or substantial alteration as a result of adverse undertakings conducted on those properties (referred to as mitigation projects). Secondly, individuals and organizations, on their own initiative, can prepare documentation according to HIBS/HIER Standards and donate that documentation to the HIBS/HIER Collection. Required documentation levels will vary.

HIBS/HIER Standards describe the fundamental principles of the development of HIBS/HIER documentation. The HIBS/HIER Guidelines listed under each of the following HIBS/HIER Standards provide basic information about developing documentation for the HIBS/HIER Collection. The HIBS/HIER Guidelines are augmented by more specific graphic and written documentation requirements which are included here as supplemental information. Additional specific information concerning the production of HIBS/HIER documentation is included in a separate document entitled HIBS/HIER Program/Technical Commentary, which can be made available upon request.

Documentation prepared for the purpose of inclusion in the HIBS/HIER Collection must meet the requirements listed below. The SHPO HIBS/HIER Coordinator retains the right to refuse documentation for inclusion in the HIBS/HIER Collection when that documentation does not meet HIBS/HIER requirements specified in this document.

**Standard 1: Content – HIBS/HIER documentation shall adequately explicate and illustrate what is significant or valuable about the historic building, site, structure, or object being documented.**

### Guidelines

Documentation shall meet one of the following levels to be considered adequate for inclusion in the HIBS/HIER Collection, unless another agreed-upon method for recordation is approved by the HIBS/HIER Coordinator.

#### 1. Documentation Level I

- a. Drawings: a full set of measured drawings depicting existing or historic conditions.
- b. Photographs
  - i. large-format (4" x 5") negatives and 5" x 7" prints of exterior and interior views
  - ii. photocopies with large format (4" x 5") negatives of select existing drawings, site plans or historic views
- c. Written Data
  - i. contextual history(ies)
  - ii. architectural/site description

#### 2. Documentation Level II

- a. Drawings: original drawings photographically reproduced on archivally stable HIBS/HIER mylar.
- b. Photographs
  - i. large-format (4" x 5") negatives and 5" x 7" prints of exterior and interior views
  - ii. historic views
- c. Written Data
  - i. contextual history(ies)
  - ii. architectural/site description

### 3. Documentation Level III

- a. Drawings: sketched floor plan
- b. Photographs: large-format (4" x 5") negatives and 5" x 7" prints of exterior and interior views
- c. Written Data
  - i. contextual history(ies)
  - ii. architectural/site description

The HIBS/HIER Program retains the right to refuse any documentation of buildings, sites, structures or objects lacking historical significance. Buildings, site, structures, or objects must be listed on or eligible for listing on the National Register of Historic Places to be considered for inclusion in the HIBS/HIER Collection.

The type and amount of documentation should be appropriate to the nature and significance of the properties being documented. Similarly, the aspect of the property that is being documented should reflect the nature and significance of the property.

**Standard 2: Quality - HIBS/HIER documentation shall be prepared accurately from reliable sources with limitations clearly stated to permit independent verification of information.**

#### Guidelines

For all levels of documentation, the following quality requirements shall be met:

1. **Measured Drawings** shall be produced from recorded, accurate measurements. Portions of buildings or structures that are not accessible for measurement should not be drawn on the measured drawing but clearly labeled as not accessible or drawn from available construction drawings or other sources, and so identified. No part of the measured drawings shall be produced from hypothesis or non-measurement related activities. Documentation Level I measured drawings shall be accompanied by a set of field notebooks in which measurements were first recorded. Other drawings prepared for Documentation Levels II and III, shall include a statement describing where the original drawings are located.
2. **Large-Format Photographs** shall clearly depict the appearance of the property and areas of significance of the recorded building, structure, site, or object. Each view shall be perspective corrected and fully captioned.
3. **Written Contextual History(ies) and Physical Descriptions** for documentation Levels I and II shall be based on primary sources to the greatest extent possible. For Level III, secondary sources may provide adequate information; if not, primary research will be necessary. An assessment of the reliability and limitations of sources shall be included. Within the written contextual history(ies), statements shall be footnoted, or end noted as to their sources, where appropriate. The written data shall include a methodology section specifying research strategy, names of research staff, dates of research, sources searched, limitations of the project and a project information statement.

The reliability of the HIBS/HIER Collection is dependent upon high-quality documentation. Quality is not easily prescribed or quantified, but it derives from a process in which thoroughness and accuracy play a large part. The principle of independent verification of HIBS/HIER documentation is critical to the HIBS/HIER Collection.

**Standard 3: Materials HIBS/HIER documentation shall be prepared on materials that are readily reproducible for ease of access, durable for long storage, and in standard sizes for ease of handling.**

#### Guidelines

For all levels of documentation, the following material requirements shall be met.

1. **Measured Drawings** – Ink on translucent, archivally stable materials in standard size of 24" x 36".
2. **Large-Format Photographs** – Black and white film only, printed on archival paper, mounted on properly labeled archival board; 4" x 5" negatives will accompany prints; print size will be 5" x 7".

3. **Written History(ies) and Physical Description** – Text contained within the HIBS/HIER Written Outline Format; submitted on 8.5” x 11” archival bond paper.
4. **Field Records** – Field notebooks and field photography; photo identification sheet will accompany 35 mm negatives and contact sheet; no archival requirements; submitted field records must fit into 9.5” x 12” folding file.
5. **95% Submittals** – 95% review documentation shall be emailed to the SHPO HIBS/HIER Program Coordinator/Cultural Resources Coordinator.
6. **100% Submittals** - All 100% IL HIBS/HIER documentation accepted by the IL HIBS/HIER Program Coordinator must be submitted in the standard, archival formats in an archival clamshell.
7. **All IL HIBS/HIER Documentation is intended for reproduction.** Although field records are not intended for quality reproduction, it is specified that they be used to supplement the formal documentation. Field records are not required to meet the archival standard but are maintained as a courtesy to the collection user.
8. The basic durability standard for IL HIBS/HIER Documentation is **500 years**.

**Standard 4: Presentation - IL HIBS/HIER documentation shall be clearly and concisely produced.**

**Guidelines**

For all levels of documentation, the following requirements for presentation will be met.

1. **Measured Drawings** - Level I measured drawings will be lettered mechanically (i.e., Leroy or similar) or in a hand-printed equivalent style. Adequate dimensions shall be included on all sheets. Levels I and II title sheet(s) shall include state, local, and site maps; property significance statement; project information statement; and drawings index listing. Level III sketch plans shall be neat and orderly.
2. **Large-Format Photographs** - 5x7”, black and white, fiber paper prints will be mounted on archival card stock and labeled in the appropriate manner.
3. **Written History(ies) and Physical Description** - Data shall be typewritten on 8.5’ x 11” archival, bond paper using the required IL HIBS/HIER outline format and follow accepted rules of grammar and notation.
4. **Sources of Technical Information** for IL HIBS/HIER Documentation
  - a) Burns, John A. Recording Historic Structures. Washington, D.C.: The AIA Press, 1989.
  - b) Turabian, Kate L. A Manual for Writers of Term Papers, Theses, and Dissertations. Chicago: University of Chicago Press, 1987.
  - c) A Manual of Style. Chicago: University of Chicago Press, 1980.
  - d) HABS Field Instructions for Measured Drawings. Washington, D.C.: HABS/HAER, National Park Service, 1981.
  - e) HABS Historical Reports. Washington, D. C.: HABS/HAER, National Park Service, 1995. (Draft)
  - f) HABS Historian’s Procedures Manual. Washington, D.C.: HABS/HAER, National Park Service, 1983.
  - g) HAER Field Instructions. Washington, D.C.: HABS/HAER, National Park Service, 1981.
  - h) HABS/HAER Program IHPA Program/Technical Commentary. Springfield, IL: IL HIBS/HIER, Illinois Historic Preservation Agency, 1999.
  - i) Manual for Preparing Historic American Buildings Survey/Historic American Engineering Record Documents. Omaha, NE: Great Plains Systems Office, National Park Service, 1996. (Draft)
  - j) Photographic Specifications for the Historic American Buildings Survey and the Historic American Engineering Record. Omaha, NE: Great Plains Systems Office, National Park Service, 1996.
  - k) Transmitting Documentation to HABS/HAER WASO. Washington, D.C.: HABS/HAER, National Park Service, 1995. (Draft)

Effective Date: 1-21-1999

Revised 10-27-2022



## Attachment 2



# Illinois Department of Natural Resources

One Natural Resources Way Springfield, Illinois 62702-1271  
www.dnr.illinois.gov

JB Pritzker, Governor  
Colleen Callahan, Director

## **Historic Illinois Building Survey (HIBS) and Historic Illinois Engineering Record (HIER) Program Administrative Policies**

1. The Historic Illinois Building Survey/Historic Illinois Engineering Record (HIBS/HIER) Coordinator/Cultural Resources Coordinator within the State Historic Preservation Office (SHPO) in the Illinois Department of Natural Resources (IDNR) administers the HIBS/HIER Program.
2. HIBS/HIER documentation can be generated as result of state and federal statutory compliance requirements, local government/commission mandates, or through voluntary contribution.
3. HIBS/HIER documentation requirements are established through the HIBS/HIER Standards and Guidelines. For general technical assistance, contact the HIBS/HIER Coordinator.
4. All HIBS/HIER documentation accepted for inclusion in the HIBS/HIER Collection must meet the HIBS/HIER Standards and Guidelines, HIBS/HIER technical requirements, and specific scopes of work, as established by the HIBS/HIER Program Coordinator/Cultural Resources Coordinator.
5. No movement, demolition, alteration or other form of modification will be authorized on properties that are part of historic-preservation statute mitigation until fieldwork HIBS/HIER documentation is received, reviewed, and accepted in writing by the HIBS/HIER Program Coordinator/Cultural Resources Coordinator.
6. A list of HIBS/HIER consultants/contractors will be maintained and updated as needed by the SHPO for public use. Firms, organizations, and/or individuals on the list must have successfully completed at least one HIBS/HIER documentation project and have expressed a desire to be considered for HIBS/HIER work. This list is not to be considered an endorsement by SHPO or IDNR. Consultants/ Contractors can be deleted from this list at their own request or through SHPO initiative, due to consultant/contractor failure to meet HIBS/HIER Standards and Guidelines or SHPO-generated scopes of work.
7. Specific HIBS/HIER documentation scopes of work are not formally established until the subject scopes are issued in writing by the SHPO and acknowledged in writing by lead agencies participating in regulatory project mitigation or entities generating HIBS/HIER documentation through self-initiative. It is strongly recommended that HIBS/HIER consultants/contractors not bid on HIBS/HIER documentation projects until the SHPO, and the concerned parties agree to scopes of work in writing.
8. HIBS/HIER consultants/contractors shall consult with the SHPO HIBS/HIER Coordinator/Cultural Resources Coordinator prior to commencing work to confirm the scope of work and specific historic contextual requirements.
9. HIBS/HIER consultants/contractors, or their clients, will submit to the SHPO a 95% digital HIBS/HIER draft for review and comment prior to producing and submitting 100% HIBS/HIER documentation for review and acceptance.

10. The HIBS/HIER Program requires submittal of one archival set of 100% HIBS/HIER documentation with color printed images of the subject property, and one digital version of the 100% documentation to be displayed on the SHPO website.
11. SHPO review and comment period for HIBS/HIER documentation is generally thirty (30) working days. The review and comment period begins upon receipt of complete HIBS/HIER documentation at SHPO offices.
12. HIBS/HIER Collection is curated and managed by the Abraham Lincoln Presidential Library (ALPL). HIBS/HIER documentation is available for public use. The 100% archival set of HIBS/HIER documentation is available for use, provided the HIBS/HIER Coordinator or the ALPL Chief of Acquisitions authorizes such use.

Effective 1-21-1999

Revised 10-27-2022

Attachment 3  
**Historic Illinois Building Survey (HIBS) and  
Historic Illinois Engineering Record (HIER) Written  
Outline Format**

HISTORIC ILLINOIS BUILDING SURVEY  
NAME OF BUILDING (SECONDARY NAME)

Location:

Present Owner: This heading may be combined to Present Owner and Occupant if they are one and the same. Include address of owner if it is different from address of structure.

Present Use:

Significance:

PART I. HISTORICAL INFORMATION

(Double space between outline headings -- single space text. Omit any heading or part of a heading that is not appropriate, and re-number other outline headings as needed.)

- A. Physical History
  - 1. Date(s) of construction:
  - 2. Architect:
  - 3. Original and subsequent owners:
  - 4. Builder, contractor, suppliers:
  - 5. Original plans and construction:
  - 6. Alterations and additions:
- B. Historical Context:

PART II. ARCHITECTURAL INFORMATION

- A. General Statement:
- B. Description of Exterior:
  - 1. Over-all dimensions:
  - 2. Foundations:
  - 3. Walls:
  - 4. Structural system, framing:
  - 5. Porches, stoops, balconies, bulkheads:
  - 6. Chimneys:
  - 7. Openings:
    - a. Doorways and doors:
    - b. Windows and shutters:
  - 8. Roof:
    - a. Shape, covering:
    - b. Cornice, eaves:
    - c. Dormers, cupolas, towers:
- C. Description of Interior:
  - 1. Floor plans:
    - a. Describe by floors
    - b. Etc.
  - 2. Stairways:
  - 3. Flooring:

4. Wall and ceiling finish:
  5. Openings:
    - a. Doorways and doors:
    - b. Windows:
  6. Decorative features and trim:
  7. Hardware:
  8. Mechanical equipment:
    - a. Heating, air conditioning, ventilation:
    - b. Lighting:
    - c. Plumbing:
    - d. Etc.
- D. Site:
1. General setting and orientation:
  2. Historic landscape design:
  3. Outbuildings:

### PART III. SOURCES OF INFORMATION

- A. Original Architectural Drawings:
- B. Early Views:
- C. Interviews:
- D. Bibliography:
  1. Primary and unpublished sources:
  2. Secondary and published sources:
- E. Likely Sources Not Yet Investigated:
- F. Supplemental Material:

### PART IV. METHODOLOGY OF RESEARCH

- A. Research Strategy:
- B. Actual Research Process:
- C. Archives and Repositories Used:
- D. Research Staff:
  1. Primary Preparer: Name, Title, Organization
  2. Photographer: Name, Title, Organization
  3. Delineator: Name, Title, Organization
  4. Additional Staff: Name, Title, Organization

### PART V. PROJECT INFORMATION

NOTE: The project information statement will be provided by the SHPO Cultural Resources Manager handling the mitigation proceedings. This statement will cite the state or federal statute the general project is being reviewed under and the applicable Memorandum of Agreement requiring HIBS recordation.

For HIBS/HIER projects submitted without statutory involvement, a short statement identifying why the project was undertaken will be appropriate.

The project information statement will be duplicated on the title sheet of HIBS/HIER Level I and II mylars under the heading of "Project Information Statement."

**Miami Tribe of Oklahoma**

**Inadvertent Discovery Policy**

**Created by the Miami Tribe of Oklahoma NAGPRA Committee:**

**Julie Olds, Cultural Resources Officer, Chair of NAGPRA Committee**

**Scott Willard, NAGPRA Director, Vice-Chair of NAGPRA Committee**

**Robin Lash, Miami Tribe General Counsel**

**Rebecca Hawkins, Consulting Archeologist, Algonquin Consulting**

**Morgan Lippert, NAGPRA Historian and Archivist**

**Introduction:**

The Miami Tribe of Oklahoma does not condone, support or initiate archeological exploration that knowingly targets ancestral human remains. Unfortunately, the inadvertent discovery of ancestral human remains occurs too frequently due to modern infrastructure construction or improvements as well as archeological exploration that was not intended to find ancestral remains. This document provides a policy roadmap for the inadvertent discovery of ancestral human remains that lie within the original homelands of the Myaamia people.

**Implementation:**

This policy statement shall be deemed valid for use and implementation by any federal, state or local-municipal entity that engages in ground disturbing activities for any reason. This policy also applies to universities, museums and any federally funded non-governmental institution that engages in archeological exploration for academic or non-academic purposes.

This policy is effective for ground disturbing activities in the following locations in the ancestral homelands of the Myaamia people: The entire states of Ohio, Indiana, Michigan, Illinois and Wisconsin and the Ohio river border counties in Kentucky. We also recognize the post 1846 removal territories, Miami and Linn counties in Kansas and Ottawa County in Oklahoma.

## **Initial Discovery:**

Through the process of ground disturbing activities, when the discovery of human remains occur:

- 1) All work in that area must immediately cease. Any remains or funerary objects removed from the excavation as a result of the ground disturbing work must be collected and safeguarded.
- 2) Law enforcement and the county coroner must be notified in order to determine if the remains constitute a crime scene or modern burial.
- 3) All ground disturbing work within a 100 foot radius of the discovery must cease.
- 4) Written documentation of the discovery, the condition of the remains and any detailed information that may benefit the decision making process of the Miami Tribe should be recorded.
- 5) Only LEO/Coroner personnel are authorized to take photos or make drawings of the discovery unless consent is given by the Miami Tribe in writing.
- 6) First notification of the inadvertent discovery should occur within 36 hours of discovery. A more detailed follow-up with LEO-Coroner's initial findings and any important data should be made within 72 hours following discovery.
- 7) Consultation should commence with the Miami and other interested Tribes to mutually determine how ground disturbing activities within the quarantined area will resume. Participation in the consultation may include any or all of the following: representatives from the NAGPRA Department, THPO and Tribal Government. Initial contact should be made to both the NAGPRA Department and the THPO.

Scott Willard, NAGPRA Director  
[swillard@miamination.com](mailto:swillard@miamination.com)

Diane Hunter, THPO  
[thpo@miamination.com](mailto:thpo@miamination.com)

## **In-Situ reburial and site avoidance:**

The preferred outcome for an inadvertent discovery would be the covering of the remains In-Situ (as well as replacing anything removed during the excavation that caused the discovery) and avoidance of the area or deviation around the site of discovery. However, the Miami Tribe recognizes that this preferred solution may not be obtainable due to the nature and scope of the work being conducted. Every reasonable option should be explored before the decision is made to remediate the ancestor.

## **Remediation Procedures:**

If the consensus determination following consultation is to remove (remediate) the ancestor(s), the following procedures should be implemented.

- 1) All remediation work must be conducted by qualified, state certified archeology personnel from a university or private firm as to be determined through consultation.
- 2) Tribal Monitors may (should) be present during the exhumation process to observe and report progress back to Tribal representatives. Monitors may also provide immediate direction should questions arise during the process.
- 3) All human remains that constitute each single individual shall be kept together, along with all funerary objects collected with that individual.
- 4) The curation facility housing the remains shall be determined through the consultation process and qualify as a secure location with experience in the handling of ancestral human remains as well as the NAGPRA repatriation process.
- 5) A preliminary inventory of remains and funerary objects, as well as standard archeological data collection should be conducted throughout the remediation process and delivered to the Tribe for study and to aid in future decisions resulting from ongoing consultation.
- 6) Photography and artistic renderings of the remediation site (including human remains and funerary objects) can only be approved through prior consultation and with the advice and consent of the Miami Tribe and other consulting Tribes.
- 7) Location identifying information (GPS coordinates) as well as any approved photography and/or artistic renderings and archeological data should be considered sensitive information not for distribution to the public or other unauthorized personnel. All information of this nature shall be quarantined and only used as needed by authorized individuals. Consultation with the Miami Tribe and other interested Tribes will determine the future use or disposition of this information.

### **Proper Care and Handling of Ancestors / Cultural Advisory:**

The Miami Tribe believes that ancestral human remains, even if affiliation cannot be determined, should be treated with the same respect and dignity as any human being should expect to be treated. The following procedures serve to present the current best practices while taking all conditions into consideration.

#### **Cultural Considerations:**

The following represent cultural guidelines that may safeguard the physical and spiritual health of the individuals remediating the ancestor. They are only guidelines, but strongly recommended for implementation.

- 1) No use or possession of tobacco products within 20 feet of the burial location or the remains themselves, including associated funerary objects.
- 2) No food or beverages within 20 feet of the burial site or the remains themselves, including the associated funerary objects. This applies to the transport, analysis, storage and repatriation of the remains and the associated funerary objects.

- 3) No pregnant or menstruating women within 20 feet of the burial site or the remains themselves, including the associated funerary objects.
- 4) No photographs or artistic renderings of the human remains or funerary objects without the express consent of the Miami Tribe or consent of interested Tribes engaged in consultation.

### **Care and Handling of Human Remains and Funerary Objects:**

The following represent the procedures to follow throughout the remediation of the ancestor's remains and funerary objects.

- 1) The archeological team conducting the remediation will follow all standard professional processes and procedures throughout and will not deviate from standard practice without approval from all consulting parties.
- 2) The human remains will be removed in articulated sections as much as possible. Each section will be wrapped in bubble wrap and nested in a plastic tub for protection.
- 3) If the remains are too fragile to be removed in a clean state, they will be removed with the stabilizing soil attached.
- 4) To preserve fragile remains, some surrounding dirt should be placed in the plastic tub to help maintain humidity and prevent further degradation.
- 5) Small funerary objects that will fit in the same container as the human remains shall be kept together. Larger items shall be wrapped in bubble wrap and placed in individual containers. The separated objects must have identifiers to link them to the human remains.
- 6) If there is more than one individual, there must be distinct identification labels to ensure associated funerary objects can be reunited later with the correct individual.
- 7) All residual dirt accumulated through the remediation process is considered by the Miami Tribe to be associated with the human remains. All care will be taken to preserve the dirt so it can be reburied with the ancestor at a future date.
- 8) If the remediation is expected to last more than one day, all reasonable and appropriate security actions must be taken to protect the site from looting, vandalism or other criminal activity. Recommendations include but are not limited to:
  - a) Security guard or LEO involvement
  - b) Perimeter fencing of site
  - c) Tarp coverings of excavation
  - d) Surveillance cameras and signage
  - e) Other as determined by site conditions and circumstances at time of remediation.
- 9) Exhumed human remains and funerary objects shall not be left unprotected or unattended at the remediation site. Transfer to a secure facility or the agreed upon curation facility should be ensured daily, if necessary.



## Post Exhumation Procedures

This section details steps to follow upon completion of the remediation.

- 1) A full inventory should be completed listing human remains and all funerary objects collected during the remediation.
- 2) The human remains, funerary objects and any unassociated objects removed shall not be subjected to any scientific testing, analysis or experimentation.
- 3) A qualified osteologist should inspect any faunal remains to determine that all human remains are accounted for.
- 4) The Miami, as well as other interested Tribes, should be consulted on culturally acceptable storage of the individual(s) until the NAGPRA process is complete.
- 5) For Federal or State controlling parties: It is the agency's responsibility under the law to conduct NAGPRA consultation for the repatriation of the individual(s). If the agency chooses not to engage in the NAGPRA consultation process, legal control of the individual(s) must be immediately relinquished (in writing) to the curation facility in possession of the individual(s) so that the NAGPRA process can be fulfilled.
- 6) For Universities or federally funded non-governmental institutions: It is the institution's responsibility under the law to conduct NAGPRA consultation for the repatriation of the individual(s). It is recommended that consultation commence as soon as an inventory is completed.