

Self Guided Training (THPO Application)

Welcome to the THPO Application Self-Guided Training

If you have any questions, please feel free to email them to the NPS THPO Program anytime at THPO_Program@nps.gov.

Program Manager, Tribal Historic Preservation Program, National Park Service

Recommended Task One: Review the THPO Application Process Overview Video

1. Visit the following NPS site: <https://www.nps.gov/articles/thppapps.htm>
2. Click on the video: [THPO Application Process and Timeline Overview](#) (10 min)
3. Make notes about the process. What are the most important pieces of information in this presentation? What questions do you have?

__ I've watched the overview video and made a note of any questions I have.

Recommended Task Two: Review the NPS Application Materials

1. Visit the following NPS site: <https://www.nps.gov/articles/thppapps.htm>
2. Read the paragraph on the webpage about the application, and download the application guidance linked on the application website or by clicking [HERE](#).
3. Print and read the application, making note of any questions or concerns you have.
4. Print the detailed [THPO Application Checklist](#) and make sure you feel comfortable with what the application requirements are. Prepare any questions for our class. Bonus tip: This checklist document can be used as an outline for writing your application. It also links to applicable regulations and standards that are necessary to be aware of when drafting your application.
5. For an in depth deeper discussion of what standards, policies, or documents should be used or cited to write your application, you can refer to the following video: [Writing a THPO Application: Section by Section](#). The video is 30 minutes in length, but meant to serve as a reference to you while you're drafting your application. It discusses each application requirement section by section.

__ I've reviewed the application materials and made a note of any questions I have.

Task Three: Review the Complete Application

1. Download the file named: Example Application Pascua Yaqui Tribe 2019.pdf (shared with permission)
2. Read through the application. If you had questions about how to meet the requirements described in the application guidance, did this application answer them?

__ I've reviewed the application example and made a note of any questions I have.

Task Four: Request Tribal Lands Documentation from the Bureau of Indian Affairs

1. Review the template provided, and customize it to request BIA documentation of the total acreage of lands meeting the description of "tribal lands" as defined in 54 U.S.C.

2. Send your request to the address provided on the template.

__I've submitted a request for land documentation from the Bureau of Indian Affairs

Task Five: Start your Application!

1. Now, you're ready to start your application. You have the application guidance, the Section by Section discussion of what's required in the application, an example application, and the THPO Application checklist to refer to if you get stuck! Remember this process is not a test, it is an ongoing process during which you have support and technical assistance from the National Park Service.
2. I recommend downloading another digital copy of the THPO application checklist and using it as an outline as you type the sections so that you ensure they're all present in the application packet you submit.
3. As you write, make note of any questions you might have, and feel free to email THPO_Program@nps.gov if you feel stuck, or to open the Section by Section video to review what's required in the section you're working on. I can review any drafted materials submitted at or before the workshop or to me directly.

__I've started drafting my application.

Resource Appendix

1. Video: [THPO Application Process and Timeline Overview](#)
2. [THPO Application and Application Guidance](#)
3. [THPO Application Checklist](#)
4. Example PDF Application from the Pascua Yaqui Tribe (shared with permission)
5. Video: [Writing a THPO Application: Section by Section](#)
6. PDF of slides used in the video [Writing a THPO Application: Section by Section](#)
7. Customizable Bureau of Indian Affairs Land Documentation Request Template

Examples of sections that typically take more review and revision:

8. Example Sections: Function 2 Description (National Register)
9. Example Sections: Function 3 Description (Preservation Planning)
10. Example Sections: Function 9 Description (Section 106)

Example THPO Agreement

11. Example THPO Memorandum of Agreement (Pascua Yaqui Tribe)