

6.1.6 SOP No. 6: Coordination of Tenant/Lessee Projects with CRM Program

In compliance with Section 106 of NHPA and its implementing regulations, this SOP specifies procedures to coordinate tenant/lessee projects with the requirements of NASA's CRM Program for such undertakings on behalf of ARC. This SOP is applicable to historic properties that are listed in the NRHP, eligible for the NRHP, or potentially eligible for the NRHP and may be impacted by actions proposed by tenants/lessees.

Applicable Laws/Regulations/Procedural Requirements

- National Historic Preservation Act
- National Environmental Policy Act
- NASA Policy Directive 8500.1
- NASA Procedural Requirement 8510.1

Policy

- NASA will proactively protect and preserve NRHP-eligible historic buildings, structures, and districts. The HPO will periodically inspect the condition of all NRHP-eligible buildings, structures, and districts to monitor the compliance of undertakings and to ensure that deterioration through neglect or natural disasters has not adversely affected the properties. Deterioration will be documented in writing and photographs and will be reported to SHPO.
- Avoidance of adverse effects to NRHP-eligible historic buildings will be proactively incorporated into the planning process.
- Until such time as SHPO has concurred with NASA's determination that a historic building is ineligible for inclusion to the NRHP, it will be treated as potentially eligible.
- All buildings and structures listed in or considered eligible for the NRHP will receive priority and regular maintenance to prevent deterioration through neglect.
- Maintenance, repair, alterations, and demolition of historic buildings should be performed in accordance with the Secretary of the Interior's Standards and Guidelines for the Treatment of Historic Properties or other provisions under Section 106.
- Maintenance, repair, alteration, or demolition activities that would disturb soils at a historic site must undergo an archaeological survey before the activity may proceed.
- Procedures covered herein apply to in-house work, contracted work, and work conducted by outside agencies or tenants to ARC facilities.

Procedures

Any leasing/licensing of historic properties must follow the same guidelines for cultural resources management and Section 106 consultation as required for ARC-initiated federal undertakings. The tenant/lessee will notify the HPO of any proposed action that may impact historic properties, including rehabilitation or structural alteration or changes to the

landscape/landscape features, and will provide a detailed description of the undertaking prior to any action. Supporting documentation submitted to the HPO should include, at a minimum:

- A written description of the proposed action in as much detail as known at the time of the submittal. Describe which physical features will be modified and how the action will modify the original design and character-defining features of the property, the methods for conducting the work, and the materials that will be used.
- Visual representation of the proposed action, including photos of the location of proposed work, architectural drawings (e.g., site plan, floor plans, and elevations), and sample materials (if known).
- A written description of efforts to incorporate the Secretary of the Interior's Standards for the Treatment of Historic Properties, as well as alternative solutions that were explored to reduce or avoid impacts to the character-defining features of the historic property.

Within 30 days of receipt of such notification and adequate supporting documentation (including a completed Environmental Checklist), the HPO will notify the lessee/licensee in writing that the action:

- results in "No Historic Properties Affected" or "No Adverse Effect," and that the lessee/licensee may proceed, or
- results in "Adverse Effect," and that the lessee/licensee may not proceed until the requirements of Section 106 discussed below are met.

If the HPO determines that the action results in "Adverse Effect," the HPO may, with the assistance of the tenant/lessee, fulfill the requirements of Section 106 (see SOP No. 1 for an explanation of the Section 106 process). The lessee/licensee will not undertake the proposed action until the HPO notifies the lessee/licensee that the requirements of the Section 106 process have been fulfilled and the lessee/licensee may proceed.