

Instructions for Notifying National Park Service (NPS) about the Appointment of a New Tribal Historic Preservation Officer (THPO)

If your Tribe has appointed a new permanent or acting THPO, the NPS must be notified of the appointment before it can recognize the new person as the THPO. Notification of the appointment is a requirement of the Memorandum of Agreement (MOA) that the Tribe signed with the NPS when it accepted the responsibilities and duties of the State Historic Preservation Officer (SHPO). Notification is also a requirement of Historic Preservation Fund grants. Notification must be submitted to NPS by a mailed/mailed letter from the Tribal Chairman or Tribal Council (on the Tribe's letterhead). A copy of the letter should also be sent to the Chief, State, Tribal, and Local Plans & Grants Division. It must name the newly appointed THPO and provide contact information. A template can be found on the following page.

Please send the mailed/mailed letter to the following offices:

Letter to:

Program Manager, THPO Program
National Park Service
1849 C Street, N.W. (Mail Stop 7360)
Washington, D.C. 20240
thpo_program@nps.gov

Enclose copy for:

State, Tribal, and Local Plans & Grants Division
National Park Service
1849 C Street, N.W. (Mail Stop 7360)
Washington, D.C. 20240
preservation_grants_info@nps.gov

Tribal Letterhead

[MM/DD/YYYY]

Program Manager, THPO Program
National Park Service
1849 C Street, N.W. (2262)
Washington, D.C. 20240
thpo_program@nps.gov

NPS THPO Program,

In accordance with the National Historic Preservation Act, as amended, I hereby designate [name, title, Tribe,] as the Tribal Historic Preservation Officer. She/He has been delegated authority to represent the Tribe in carrying out the responsibilities specified in the Act, and in the regulations and administrative requirements established for implementation of that Act.

[Ms./Mr./Dr. Name] can be reach at the following:

Address: 123 Main St. Anytown, MO 55555

Phone: 555-555-5555

Fax: 999-999-9999

Email: THPO@ourtribe.com

Please contact [name] at [phone number or email, if not the THPO] if you have any questions about this appointment.

Thank you,

Tribal Chairperson