State Agency Biennial Report on State-owned Heritage Properties to the Preservation Review Board

Due by First Tuesday in February of every even-numbered year
(reporting on two previous calendar years)

(SB3 New language:) ***MCA 22-3-424 (4): pursuant to 22-3-422 (6), provide to the preservation review board on the first Tuesday in February of every even-numbered year the following information:***

(a) A list of the heritage properties managed by the agencies as those properties have been identified pursuant to this section;

- Summarize the known, documented heritage properties under your agency ownership and management: number, type, locations, etc.
- Highlight prominent heritage properties on the list
- Has your agency inventory of heritage properties changed or improved since the last reporting period? New heritage properties added? Heritage properties lost?
- Address identification efforts for undiscovered, undocumented or unevaluated potential heritage properties. How many known but undocumented or unevaluated historic sites does your agency own (> 50 years old)?

(b) The status and condition of each heritage property;

- Describe the range and overall statuses of your agency's state-owned heritage properties (from summary table and property-specific data reporting forms).
- Describe the range and overall condition of your agency's state-owned heritage properties (from summary table and property specific data reporting forms).
- Highlight the condition of specific heritage properties, especially those in Excellent and Poor conditions. If Failed, describe what led to this condition.
- Highlight properties in Endangered or Threatened status and what measures will be undertaken or are needed to address negative impacts.

(c) The stewardship efforts in which the agencies have engaged to maintain each heritage property and the cost of those activities;

- Has your agency undertaken efforts to improve the status and condition/historic integrity of state-owned heritage properties under your control?
- Describe the range and type of stewardship efforts over past 2 years.
- Total costs of stewardship efforts during the reporting period.
- *What is the estimated increase in value of heritage properties resulting from your stewardship efforts/investment?*
- Highlight special and/or successful stewardship efforts.
- Highlight stewardship efforts that addressed threats to heritage properties and/or properties with acute condition needs.
- Highlight interagency and/or public-private partnership efforts.

(d) A prioritized list of the maintenance needs for the properties;

- Describe the primary preservation maintenance needs of your heritage properties.
- Highlight the prioritized top 20% of heritage properties with preservation maintenance needs (from summary table and property specific data reporting forms).
- Address preservation maintenance needs to correct identified condition deficiencies of Threatened or Endangered properties.
- Is your agency's current use and maintenance of state-owned heritage properties consistent with their preservation?

(e) A record of the agencies' compliance with subsections MCA 22-3-424 (1) and (2).

(Note: agencies should review these sections of the Montana State Antiquities Act)

- Does your agency have/use up-to-date approved administrative rules (ARM reference) implementing the Montana State Antiquities Act (22-2-424)? Or use SHPO Administrative Rules (ARM 10-121-901 to 916)?
- What agency policies or programs are in place regarding heritage resource management? How are heritage properties considered in agency decision-making?
- What methods and procedures does your agency use to ensure the identification and protection of heritage properties? Does your agency have a cultural resource manual (if yes, provide reference)?
- Does your agency have a historic preservation point-of-contact/coordinator?
- What proposed project/undertaking consultations occurred with the State Historic Preservation Office, pursuant to 22-3-424, during the reporting period? Did some of these consultations end with an adverse effect finding? Why?
- Does your agency provide heritage property management training?
- Describe major challenges, successes, and opportunities your agency has experienced in identifying, evaluating, and protecting state-owned heritage properties.

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Attach a summary table/spreadsheet that provides: (1) a list of agency state-owned heritage properties; (2) their status; (3) their condition; (4) the total cost of stewardship efforts in period of reporting; and (5) their ranking/priority for addressing their preservation needs (1-5). This information may be generated directly from the individual heritage property data reporting forms.

OPTIONAL: Illustrate with representative photos.

OPTIONAL: Attach individual state-owned heritage property data reporting forms as an appendix.

For examples of previous state agency biennial reports, see:
http://www.montanahistoricalsociety.org/shpo/State-owned%20Heritage%20Properties.asp