

DLNR State Historic Preservation Division

State & National Register of Historic Places Nominations in HICRIS

January 2022

Introduction

This document details the tasks required to nominate a historic property to the State and/or National Register using the Hawaii Cultural Resource Information System (HICRIS). **Please note that you will need to complete this process and nominate the property 120 days before the next Historic Review Board Meeting for it to be placed on that meeting's agenda.** Please see the Review Board meeting schedule on the SHPD website by clicking this [link](#).

This procedure only details the operations within HICRIS and is not a complete guide for how to nominate a property to the State or National Register of Historic Places. This procedure will guide you through the steps to submit the National Register of Historic Places nomination forms to SHPD using HICRIS.

HICRIS is a GIS-enabled, web-based application that allows SHPD to reduce paperwork, increase efficiency in the review process, and facilitate better communication with project proponents. Because HICRIS is GIS-enabled, every project, resource, document, etc., will have a geographic representation in the web map. Some features and layers are restricted unless SHPD grants you elevated permissions and privileges.

HICRIS requires that a "resource" (historic property) needs to be created in the system **before** submitting a nomination form so that there is a GIS feature for the nomination forms to be attached to. **This means that you need to first complete an SIHP (State Inventory of Historic Places) Request in HICRIS to generate an SIHP # and a HICRIS Resource # for the historic property being nominated.** Once you have a Resource # you can submit your nomination documents and begin the review process.

Here are the steps this procedure will detail:

1. Submitter uses the "Inventory Form" submission module for each property being nominated to request an SIHP number and Resource number.
2. Submitter notifies SHPD that a resource has been submitted.
3. SHPD Reviewer views request and confirms an SIHP Number is needed.
4. GIS Specialist assigns SIHP Number and processes the resource in the system.
5. The SIHP Number and Resource Number is reported back to the reviewer and submitter.
6. Submitter can now submit their nomination by using the "HI & NR Nomination" submission module in HICRIS and use the Resource Number to associate the historic property with the nomination.
7. NPS reviews nomination and makes comments.
8. Historic Places Review Board reviews nomination and makes comments.
9. SHPD reviews nomination and makes comments.
10. Determination is made.
11. SHPD Reviewer closes project.

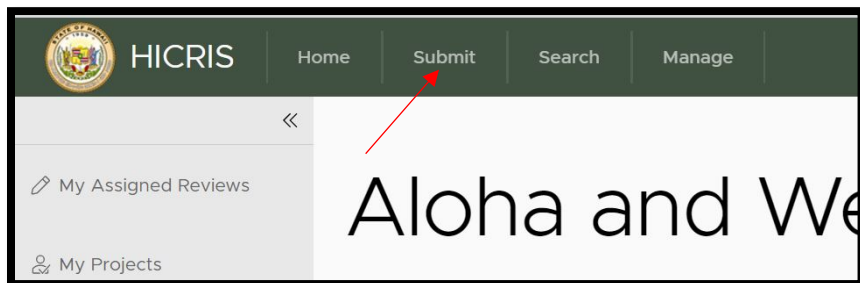
Notes on submitting a nomination in HICRIS:

1. Please choose the HI & NR Nomination module in HICRIS when submitting any documentation for the Review Board or nomination process- **do not select Determination of Eligibility for Type or Project Name.**
2. Label ALL Project Document File Name as: State_County_Name_Which Meeting and Year_SubmitterLastName_FileType (nomination form, photo, additional document)_page (page number)
 For Example: *HI_Honolulu_IolaniPalace_March2022_Downer_NominationForm_Photos_Page1*
 If the nomination is an amendment to a previously listed resource, please add "Amended" in front of the Project name:
HI_Honolulu_AmendedChinatown_March2022_StateRegister_NominationForm
 Attachment names can be: *Name_StateRegister_NominationForm*
1. Include SIHP Number Request forms and documents as attachments.
2. Additional information about the nomination process can be found on the SHPD website:
<https://dlnr.hawaii.gov/shpd/home/state-register/>

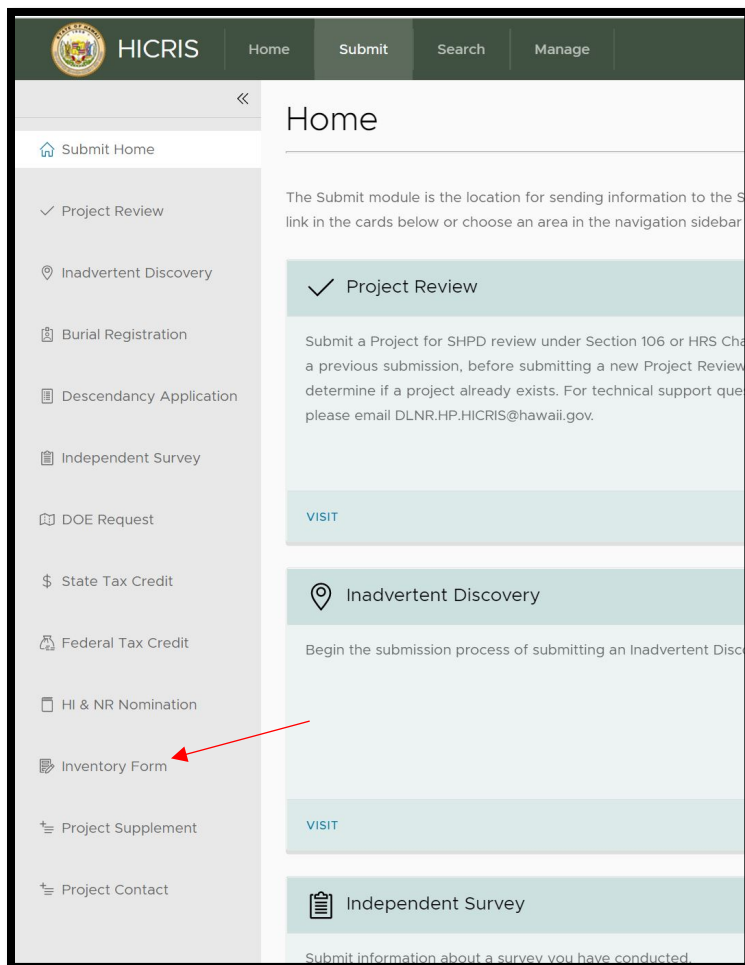
Step 1: How to Make an SIHP Request using HICRIS

1. Login to HICRIS: <https://shpd.hawaii.gov/hicris/home/welcome>

2. Click on **Submit**



3. In the menu to the left, click on **Inventory Form**



4. Add your Primary Contact information.

5. Click on **Add Resource** and choose the resource type.

The screenshot shows a 'Contact Information' form. At the top, there is a button labeled 'ADD A NEW CONTACT' with a person icon. Below this, there are fields for 'Email' and 'First Name'. The email field contains 'michael.a.wahl@hawaii.gov' and the first name field contains 'MICHAEL'. Below these fields, there is a dropdown menu with three options: 'Above Ground Resource', 'Archeological Resource', and 'Burial Resource'. Below the dropdown menu, there is a button labeled 'ADD RESOURCE' with a red arrow pointing to it. Below the button, there is a table with two columns: 'Type' and 'Name'.

Note: *Above Ground Resource* = historic buildings, objects, structures, districts.

6. Fill out all the resource details.

The screenshot shows a 'Resource Details' form. At the top, there is a note: 'All fields are REQUIRED unless specified as optional. To begin fill-out the required information section.' Below this, there are two main sections: 'Required Information' and 'Resource Location'. The 'Required Information' section contains a 'Resource Classification' dropdown menu with 'Building' selected, a 'Resource Name' text field with 'test' entered, and a 'Resource Description' text area with 'Test building for HICRIS.' entered. The 'Resource Location' section contains a 'House Number' text field with '123' entered, a 'Street Name' text field with 'Street' entered, a 'City' text field with 'City' entered, and a 'Zip Code' text field with '96701' entered. To the right of the form, there are three help sections: 'Required Information Help', 'Resource Location Help', and 'Map Help'. At the bottom of the form, there are three buttons: 'CLOSE', 'SAVE AND CONTINUE', and 'SAVE AND CLOSE'.

7. Upload shapefile or draw polygon of historic property boundary. To upload a shapefile, click on the **Upload** button. You will need a single feature exported as an ArcGIS polygon shapefile, compressed in a zip file. Contact HICRIS Admin for assistance.

Resource Details

Zip Code
96707
5 characters remaining

Find address or place

Esri, NASA, NGA, USGS, FEMA | Esri, HERE, Garmin, SafeGraph, METI/NASA, USGS, EPA, USDA | County of Hawaii; City... Powered by Esri

Ahupua'a
 Draw on the map to populate this list.
 Ahupua'a: 0

Moku
 Draw on the map to populate this list.
 Moku: 0

Mokupuni
 Draw on the map to populate this list.
 Mokupuni: 0

Tax Map Keys
 Draw on the map to populate this list.
 TMKs: 0



Census Designated Places
 Draw on the map to populate this list.
 CDPs: 0

Counties
 Draw on the map to populate this list.
 Counties: 0

USGS Quadrangles
 Draw on the map to populate this list.
 Quads: 0

helps you identify the location of your submission for SHPD staff. There are two tools for this, both of which can be found in the bottom-right corner of the map. The two tools include an option to sketch the geographic location onto the map and a second option to upload a .zip archive of a shapefile.

You can click on one of the buttons below to learn more about a particular tool:

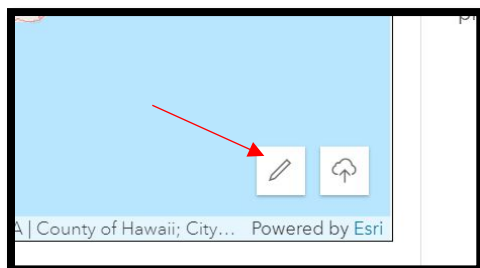



More Help

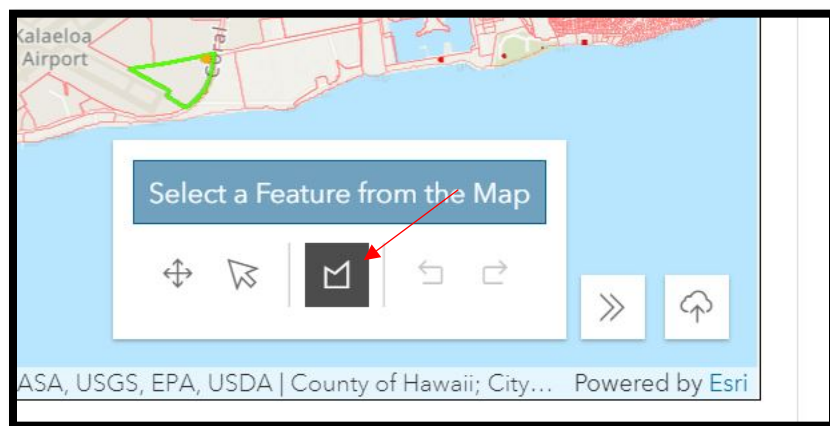
For more information about the map window and the controls within it, please review the [related Help](#) topic.

CLOSE SAVE AND CONTINUE SAVE AND CLOSE

To draw a polygon, zoom into your property and click on the **Pen** button.



In the menu that appears, click on the **Draw Polygon** button



Draw the polygon for the boundary of your historic property. Double-click when you are finished drawing.

Zip Code
96707
5 characters remaining

Find address or place

Map navigation controls: Home, Previous, Next, Full Screen, Print, Layers, Settings, etc.

Map labels: Kalaeloa Airport, Kalaeloa Hawaiian Home Land, America St, Kalia Ave, Bon Homme Richard St, Kalia Ave.

Map data: Esri, NASA, NOAA, USGS, FEMA | Esri Community Maps Contributors, City and County of Honolulu, Esri, HERE, Garmin, ... Powered by Esri

Ahupua'a Honouliuli Ahupua'a: 1	Moku Ewa Moku: 1	Mokupuni O'ahu Mokupuni: 1
---------------------------------------	------------------------	----------------------------------

Tax Map Keys (T) 9 - 1 - 013 : 032 (T) 9 - 1 - 013 : 060 TMKs: 7	Census Designated Places Draw on the map to populate this list. CDPs: 0	Counties Honolulu Counties: 1	USGS Quadrangles Ewa Quads: 1
---	---	-------------------------------------	-------------------------------------

your submission for
There are two tools
which can be found
right corner of the
tools include an opt
geographic location
and a second optio
archive of a shapefi

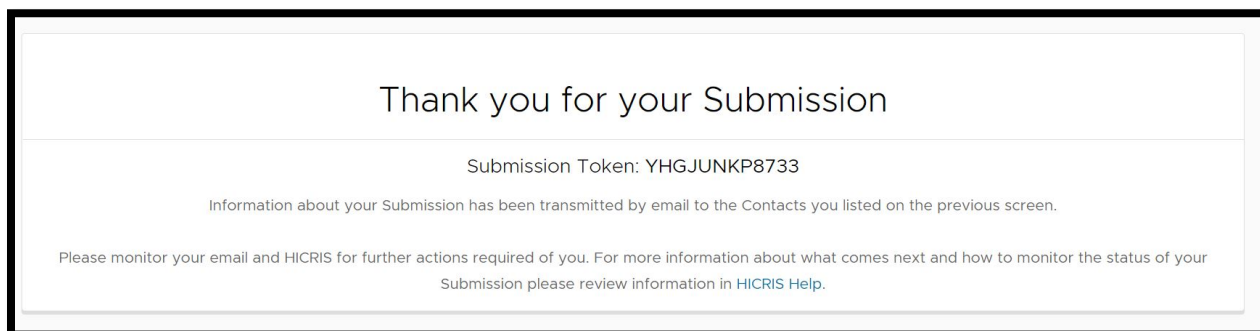
You can click on on
below to learn more
particular tool:

More Help

For more informati
window and the cor
please review the re

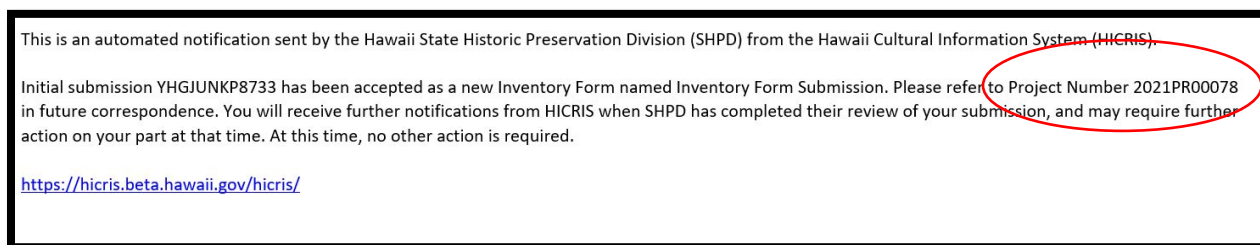
8. Scroll down and fill out all applicable information. Please upload all reports, documents, and SIHP Request forms. SIHP request forms can be downloaded from the SHPD website here: <https://dlnr.hawaii.gov/shpd/forms/>.

9. You can always come back and edit your resource later when you get more information. Click on Save and Continue to save your info, and click Save and Close to complete the submission.



Step 2: Submitter notifies SHPD they have completed Step 1.

Submitter sends an email to a SHPD representative with the Submission Token number and that they filled out an Inventory Form to submit an SIHP request for a National Register Nomination. When the submitted Inventory Form has been assigned a reviewer the submitter will receive an email with the project number.



Keep a record of this project number so you can revisit the project later.

Step 3: SIHP Number and Resource Number are assigned

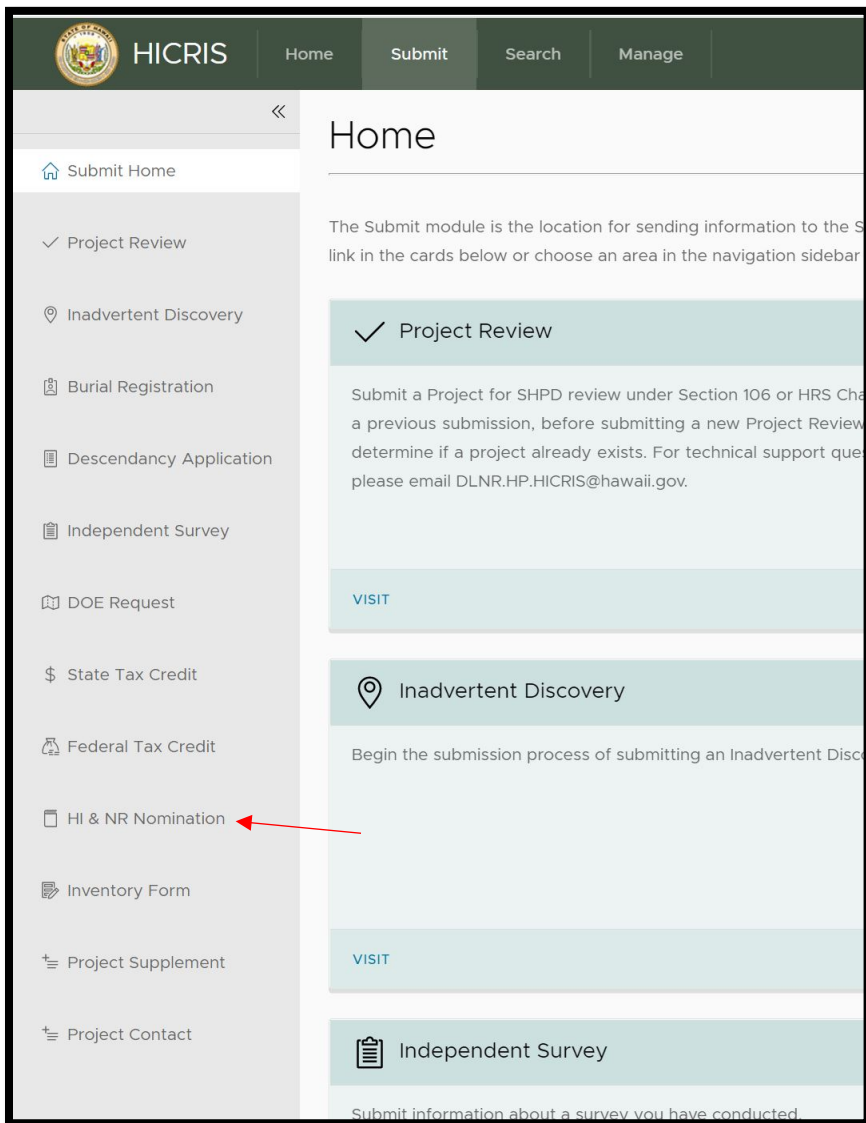
The SHPD Reviewer will ensure the information provided is accurate and let the GIS Specialist know when an SIHP number can be assigned. The GIS Specialist will add the historic property to the State Inventory of Historic Places and process the resource in HICRIS. Submitter will receive an email stating the SIHP number and Resource Number.

SIHP # format: 50-80-14-01234

Resource # format: 2021RE00123

Step 4: Use Resource Number to Submit Nomination in HICRIS

1. Log in to HICRIS and click on Submit. Click on **HI & NR Nomination**



- Fill out your contact info and all the information requested in the form. Select the **Type of Nomination**: Hawaii Register, National Register, 6E Evaluation. Click **Select Resource**.

Nomination Overview

Additional Information About this Nomination

Test

995 characters remaining

Integrity Statement


Test

3996 characters remaining

Type of Nomination

Hawaii Register ▾

Select a type

SELECT RESOURCE 

Resource Type:


- Select the Resource Type and enter the Resource Number. Click on Search Resources.

Resource Association Search

Resource Type
Above Ground ▾
Select a type

Resource Num
202IRE00087
244 characters remaining

Resource Name
(optional)
255 characters remaining

[SEARCH RESOURCES](#) [RESET](#) 

Search results

Type	Number	Name
Above Ground	202IRE00087	test

Resources: 1

[CANCEL](#) [SAVE](#)

The resource will appear in the Search results. Click Save.

4. Fill out all applicable information and click **Submit to SHPD**. The submitter will receive an email with a Submission Token for the nomination submittal, and later an email with their project number.

This is an automated notification sent by the Hawaii State Historic Preservation Division (SHPD) from the Hawaii Cultural Information System (HICRIS).

Initial submission QSS5UFALU84J has been accepted as a new Hawaii and National Register Nomination named Hawaii and National Register. Please refer to Project Number 2021PR00079 in future correspondence. You will receive further notifications from HICRIS when SHPD has completed their review of your submission, and may require further action on your part at that time. At this time, no other action is required.

Step 5: Review Process

At this point in the procedure, the National Park Service (NPS), the Historic Places Review Board, and SHPD all review the nomination. The submitter may be requested to provide more information. The SHPD Reviewer will communicate with the project proponent and manage the project in HICRIS through the review process and close it out once there is a determination.

For further assistance, please visit the [SHPD website](#) and/or email the HICRIS Administrators at: dlnr.hp.hicris@hawaii.gov