

Instructions for Preparing Compliance-Generated Determinations of Eligibility (DOE)

Purpose

This guidance describes the process for preparing Determinations of Eligibility (DOE) using the Maryland Historical Trust (MHT) DOE Word form and submitting documentation for review.

Federal and state agencies must consider how their projects may affect historic properties under Section 106 of the National Historic Preservation Act and the Maryland Historical Trust Act of 1985. When a project may affect historic resources, those resources must be identified and evaluated for eligibility for listing in the National Register of Historic Places. A DOE documents this evaluation and provides MHT with the information needed to review and record the eligibility determination.

The DOE Word form is designed to comply with Title II of the Americans with Disabilities Act (ADA) and should be completed using the fillable fields and check boxes provided.

What's New

DOE Form Prepared in Word

Determinations of Eligibility are now prepared using the MHT DOE Word template instead of the previous Microsoft Access form.

Maryland Inventory Numbers for All Surveyed Properties

All surveyed properties now receive Maryland Inventory numbers, including properties recommended not eligible for the National Register.

Teams Channels for Submissions

Survey documentation is now transmitted to MHT through Microsoft Teams project channels created by the Architectural Inventory Registrar.

DOE Short Form Eliminated

The DOE Short Form for Ineligible Properties is no longer used. Preparers should consult their MHT reviewer for guidance on documenting clearly ineligible resources.

Before You Begin

Before beginning survey documentation, contact the [Architectural Inventory Registrar](#).

If your project includes properties that do not yet have Maryland Inventory of Historic Properties numbers, request Maryland Inventory numbers at this time. Requests should include:

- Property name and address
- A USGS 7.5-minute quadrangle map (1:24,000 scale) showing the property location
- A zoomed-in map clearly showing the property boundary
- A tax map for urban properties

Even if new Maryland Inventory numbers are not needed, contact the Registrar before beginning survey documentation so that a Microsoft Teams channel can be created for the project.

The Teams channel will serve as the primary method for transmitting survey documentation to MHT.

Preparing the DOE Form

Complete the DOE Word form provided by MHT using the fillable fields and checkboxes in the template.

All supporting documentation, including maps, figures, photographs, and the photo log, must be embedded within the DOE Word template rather than submitted as separate documents.

Incorporating Supporting Documentation

All supporting documentation must be embedded in the DOE Word template.

Supporting documentation typically includes:

- Maps
- Figures and drawings
- Photographs
- Photo log

To insert supporting documentation:

- Click within the blue field to insert a figure, drawing, map, or photograph.
 - Use the “+” icon in the caption field to add additional images.
 - Add alt text to each image by right-clicking the image and selecting “View Alt Text.” Alt text should be brief and specific (generally 35–100 characters). *For example: “Front (south) façade of the Smith House, facing Main Street.” Or “Location map showing property on MD 42 near Friendsville.”*
 - Compress images by selecting Picture Format → Compress Photo → Print quality.
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Digital Photographs

Digital photo files must be submitted as uncompressed TIFF images with a minimum resolution of 3000 × 2000 pixels at 300 dpi.

File names must follow the standards in MHT’s [Standards and Guidelines for Architectural and Historical Investigations in Maryland](#).

Before Submitting the DOE

The Teams channel will serve as the primary method for transmitting survey documentation to MHT. Before uploading materials to the project Teams channel, confirm the following:

National Register Evaluation

The Determination of Eligibility clearly states whether the property is eligible or not eligible for listing in the National Register of Historic Places, identifies the applicable National Register Criteria (A–D) and any relevant Criteria Considerations (A–G), and assesses the relevant aspects of historic integrity that support the eligibility determination. The narrative discussion of the property’s history and historic context belongs in Section 8 (Significance).

Form Content

- Section 7 (Description) provides a brief summary followed by a description of the property as it exists today, addressing architectural form, materials, construction methods, alterations, condition, and the surrounding setting.
- Section 8 (Significance) provides a narrative discussion of the property’s history and significance within the relevant historic context. This discussion should incorporate

information derived from historical research, such as the property's chain of title, historic maps, newspapers, and other relevant documentary sources. The National Register evaluation should not be repeated in this section.

Form Accuracy

- Section 1 (Name of Property) and Section 2 (Location) match the information originally submitted to the Architectural Inventory Registrar. Notify the Registrar if the name or address has changed.
 - Section 6 (Classification) correctly lists contributing and non-contributing resource counts.
 - Section 10 (Geographical Data) includes the acreage of the surveyed property, which is required for state and federal reporting.
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Submitting Materials to MHT

All materials should be uploaded to the Microsoft Teams channel created for the project by the Architectural Inventory Registrar.

Files uploaded to the Microsoft Teams project channel should not be altered, replaced, or deleted once submitted unless specifically instructed by MHT staff. The Teams channel functions only as a temporary file-sharing location during the review process and is not intended for long-term storage. Once MHT's review is complete, files in the Teams channel will be deleted. Preparers should keep copies of submitted materials in their own project files if they wish to retain them.

Upload the following materials:

- Completed DOE Word form
- Digital photograph files (TIFF format)

Important: The Microsoft Teams channel is used only to transmit survey documentation and supporting materials, such as DOE forms and digital photographs. Section 106 consultation materials and correspondence must be submitted through MHT's e106 Project Submission Portal. The chat and comments features in Teams are not monitored by MHT staff. Direct questions or project correspondence to your MHT reviewer or submit them through the e106 portal.