

SHPO Workforce Survey 1

Please take a few minutes to complete the survey. We are requesting **one official answer per state or territory, completed by the SHPO or DSHPO.**

Thank you so much for your time and effort!

National Conference of State Historic Preservation Officers
Internal Subcommittee of the NCSHPO Workforce Committee

Questions or comments? Please contact Anne Raines, Deputy Director / DSHPO, Maryland Historical Trust, Chair of the Internal Subcommittee, at anne.raines@maryland.gov.

ncshpo2023@gmail.com [Switch account](#)



* Indicates required question

Email *

Your email

1. What is your name? *

Your answer



2. Which state or U.S. territory do you represent? *

(territories/freely associated states at bottom)

Choose ▼

3. What is the zip code of your SHPO office? *

Your answer

SECTION 1: SHPO Structure and Budget

For the following questions, "SHPO" should include staff performing state and federal historic preservation related duties, but should exclude staff in museum or historic site operations, for example.

4. Which best describes the structure of your SHPO? *

- Independent State Government Agency
- Within a State Museum, Commission, or Historical Society within a State Government Agency
- Within a State Planning or Environmental Division within a State Government Agency
- Within a State Parks and/or Recreation Division within a State Government Agency
- Within a State Housing and/or Economic Development Division within a State Government Agency
- Nonprofit
- Other:



5. What was your SHPO office's Federal FY 2023 annual Historic Preservation Fund (HPF) apportionment? Please use the figure provided here: <https://www.nps.gov/subjects/historicpreservationfund/shpo-application-information.htm> *

Must be a number. No \$ signs, no commas, no decimals.

Your answer

6. What is your agency's negotiated indirect rate for the HPF, if applicable? If not applicable, put "none". *

Your answer

7. For Federal FY 2023, what dollar amount of your payroll was covered by the HPF? *

Must be a number. No \$ signs, no commas, no decimals.

Your answer

8. For Federal FY 2023, what were your total SHPO payroll costs, inclusive of all funding sources (state funds, grants, HPF, fee revenues, etc.)? *

Must be a number. No \$ signs, no commas, no decimals.

Your answer



9. Identify the **primary** funding source of payroll expenses that are not covered by **HPF**. *

Select only one.

- State Operating Funding (AKA annual appropriation, general fund support, etc.)
- State dedicated revenue streams for the SHPO (gaming revenues, license plates, transfer taxes, etc.)
- SHPO-generated income (program fees, application fees, GIS data subscriptions, etc.)
- Funding from another federal or state agency (DOT, Forest Service, etc.) - this may be competitive grant funding, pass-through funding, embedded staff, etc.
- Private grants or donations
- Other:

10. Identify **any other** funding sources of payroll expenses that are not covered by **HPF**. *

Check all that apply; do not include the primary source you selected in response to Question 9.

- State operating funding (annual appropriation, general fund support, etc.)
- State dedicated revenue streams for the SHPO (gaming revenues, license plates, transfer taxes, etc.)
- SHPO-generated income (program fees, application fees, GIS data subscriptions, etc.)
- Funding from another federal or state agency (DOT, Forest Service, etc.) - this may be competitive grant funding, pass-through funding, embedded staff, etc.
- Private grants or donations
- Other:



11. Does your SHPO **currently** administer a **state** historic rehabilitation tax credit program? *

- Yes
- No

12. Does your SHPO **currently** administer any state-funded grant programs? *

- Yes
- No

13. Does your SHPO **currently** administer or participate in a **state** equivalent to Section 106 review? *

- Yes
- No

SECTION 2: Overall SHPO Staffing

For the questions below, an **FTE is a "full-time equivalent,"** so you may express your answers as portions of an FTE, but please round to 0.25, 0.5 or 0.75. Do not count each individual person as more than 1.0 even if they are doing the work of more than one person.

*Also note: Please use the same definition of SHPO that you used in Section 1. **Please use staffing levels as of October 1, 2023.***



14. How many FTE does your SHPO have? Include all staff, regardless of how they are funded. *

Numerical responses only (for example: 5, 8.5, 10.25).

Your answer

15. Of the FTE in your response to Question 14, how many are permanent employees? *

Numerical responses only (for example: 5, 8.5, 10.25).

Your answer

16. How many FTE are performing your mandated federal responsibilities under the HPF (regardless of how they are funded)? *

Numerical responses only (for example: 5, 8.5, 10.25).

Your answer

17. Of the FTE in your response to Question 16, how many are permanent employees? *

Numerical responses only (for example: 5, 8.5, 10.25).

Your answer



18. Of the FTE who are performing your mandated federal responsibilities under the HPF, how many FTE are HPF-funded? *

Numerical responses only (for example: 5, 8.5, 10.25).

Your answer

19. Of the FTE in your response to Question 18, how many are permanent employees? *

Numerical responses only (for example: 5, 8.5, 10.25).

Your answer

20. For SHPO staff working in HPF program areas, do they tend to be **specialists** (working within a single HPF program area) or **generalists** (working across several program areas)? (Choose the scenario that is most prevalent in your SHPO.) *

- Specialists (working within a single program area)
- Generalists (working across 2 or more program areas)



21. Does your SHPO office allow staff the option of working remotely? *

- No, we work entirely at the office
- Yes, we are fully remote
- Yes, staff may work remotely as much or as little as desired
- Yes, staff may work remotely 1-2 days each week
- Yes, staff may work remotely 3-4 days each week
- Yes, remote work is allowed but only on a case by case basis, based on the desires of the supervisor and/or demands of the job position
- Remote work is allowed only in extenuating circumstances
- Other:

22. Does your SHPO office allow staff to work compressed schedules (four x ten hour days per week, for example)? *

- Yes
- No
- Only in extenuating circumstances

SECTION 3: Preservation Education & Workforce Pipeline

This section will be used to glean information about current preservation employment trends and the ways in which your office interacts with preservation education.



23. To the extent known without launching your own research effort, identify the higher education institutions in your state that offer preservation or preservation-related education (for example: historic preservation, archaeology, architecture, or architectural history). *

Where possible, we would like to know the name of the institution and department, whether a degree or certificate is offered, and any contacts in the program who might be willing to talk with us.

We would also like to know who on your staff lectures or teaches on preservation related topics at the higher education level, and what those topics are - we would like to contact them for more information.

If none, please indicate none rather than leaving the response blank. You may also choose to email a word document to anne.raines@maryland.gov - if you plan to do this, please indicate below.

Your answer



24. What is the most common **prior** employment of your current **permanent** employees? *

Choose up to four. Answer to the best of your knowledge without launching a research project.

- No work experience
- Non-preservation related position(s)
- Student
- In-discipline internships
- Another SHPO
- THPO
- Federal Government Agency
- State Government Agency
- Local Government
- Preservation-Related Non-Profit
- Higher Education Employment
- Private Sector (CRM firms, architecture and engineering firms, etc)
- Don't know
- Other:



25. What is the most common **prior** employment of your current **contractual / term limited** employees? *

Choose up to four. Answer to the best of your knowledge without launching a research project.

- No work experience
- Non-preservation related position(s)
- Student
- In-discipline internships
- Another SHPO
- THPO
- Federal Government Agency
- State Government Agency
- Local Government
- Preservation-Related Non-Profit
- Higher Education Employment
- Private Sector (CRM firms, architecture and engineering firms, etc)
- We do not have any contractual / term limited employees
- Don't know
- Other:



26. In the past 7 years, where have your **permanent** employees most frequently taken employment upon leaving your SHPO? *

Choose up to four. Answer to the best of your knowledge without launching a research project.

- Went back to school
- Another SHPO
- THPO
- Federal Government Agency
- State Government Agency
- Local Government
- Higher Education Employment
- Preservation-Related Non-Profit
- Private Sector (CRM firms, architecture and engineering firms, etc)
- Left the preservation profession
- Retirement
- Don't know
- Other



27. In the past 7 years, where have your **contractual / term limited** employees most frequently taken employment at the end of their contract / term? *

Choose up to four. Answer to the best of your knowledge without launching a research project.

- Went back to school
- Another SHPO
- THPO
- Federal Government Agency
- State Government Agency
- Local Government
- Higher Education Employment
- Preservation-Related Non-Profit
- Private Sector (CRM firms, architecture and engineering firms, etc)
- Left the preservation profession
- Retirement
- Took a permanent position in our SHPO
- Took a different contractual position in our SHPO
- Don't know
- Other



28. Where do you advertise your open positions? *

Choose all that apply.

- Indeed or similar online job search apps/websites
- SHPO or agency website
- State job board
- Statewide or national professional or nonprofit organization
- PreserveNet
- Preservation Directory
- ShovelBums
- National Trust Job Board (recently changed to a LinkedIn group)
- NCSHPO Member Forum
- Social Media (LinkedIn, Facebook, etc)
- Graduate school/University listservs
- Attend job fairs
- Word of mouth (phone, in person contact, targeted emails)
- Other:



29. How does your SHPO office engage higher education students? *

Choose all that apply.

- Give lectures to university classes
- Teach university classes
- Paid internships to students or recent grads
- Unpaid internships to students or recent grads
- College work study program
- AmeriCorps, Vista, or similar program
- None of the above
- Other:

30. How does your SHPO office engage K-12 students? *

Choose all that apply.

- Scout programs
- Summer camps
- Classroom instruction
- Internships
- Informal in-person contact at fairs, community events, school events, etc.
- None of the above
- Other:



31. Please add any other information you think may be helpful, or other questions you think we should ask, as we undertake further inquiry into the factors affecting preservation careers and the SHPO/preservation workforce. You can also contact Anne Raines, Deputy Director / DSHPO, Maryland Historical Trust, Chair of the Workforce Internal Subcommittee, at anne.raines@maryland.gov, with any comments.

Your answer

32. May we contact you with follow up questions? *

- Yes
- No

Thank you for your time and consideration!

A copy of your responses will be emailed to the address you provided.

Submit

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