



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

April 2026

Determination of Eligibility Process for Project Review & Compliance

The following steps outline the process for preparing and submitting Determinations of Eligibility (DOE) to the Maryland Historical Trust (MHT) as part of the Section 106 review process.

Step 1 —Request MIHP Numbers and Project Setup

Before beginning survey documentation, contact the MHT Architectural Inventory Registrar. If the properties being evaluated do not already have Maryland Inventory of Historic Properties (MIHP) numbers, request numbers by providing:

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

The Architectural Inventory Registrar will also establish a **Microsoft Teams channel** for the project, which will be used to transmit survey documentation to MHT. Please provide:

- Project name
- Agency name
- Email addresses for all staff requiring access (agency and consultant staff)

Even if MIHP numbers are not required, preparers must contact the Registrar to establish a Teams channel.

Step 2 —Prepare the DOE Form

Complete the MHT DOE Word form using the fillable fields and check boxes provided.

The form documents the evaluation of a property's eligibility for listing in the National Register of Historic Places, including:

- the preparer's recommendation regarding eligibility
- a description of the property as it exists today
- a narrative discussion of the property's history and significance within the relevant historic context

All supporting documentation must be embedded within the DOE Word template, including:

- maps
- figures and drawings
- photographs
- photo log

Step 3 —Upload Survey Documentation

Upload the following materials to the project Microsoft Teams channel established by the Architectural Registrar:

- completed DOE Word form
- digital photograph files

All supplemental documentation supporting the evaluation should be embedded in the DOE form.

Digital photograph files must be submitted as uncompressed TIFF images following the file naming conventions described in MHT's *Standards and Guidelines for Architectural and Historical Investigations in Maryland*.

Step 4 —Submit Project Correspondence

The Teams channel is used only for transmitting survey documentation and supporting files related to DOEs. The Teams channel is not monitored by MHT for chat or comments.

All Section 106 consultation materials and correspondence should be transmitted through the e106 Project Submission Portal, MHT's online system for submitting and tracking project review documentation.

What Happens Next

After submission, MHT will review the DOE and provide comments on the eligibility recommendation as part of the Section 106 project review process.

Maryland Historical Trust

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 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 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 template.

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 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 (MIHP) numbers, request MIHP 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 MIHP numbers are not needed, contact the Registrar so that a Microsoft Teams channel can be created for the project. To establish a Teams channel, provide:

- Name of project
 - Name of agency undertaking the project
 - Email addresses of all staff who require access (agency and consultant staff)
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Preparing the DOE Form

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

All supporting documentation must be embedded within the DOE form rather than submitted as separate documents. This includes maps, figures, photographs, and the photo log.

Incorporating Supporting Documentation

All supporting documentation must be embedded in the DOE form.

Supporting documentation typically includes:

- Maps
- Figures and drawings
- Photographs
- Photo log

To insert supporting documentation:

- Click within the designated 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.”
- Compress images by selecting Picture Format → Compress Photo → Print quality

Digital Photographs

Photographs must be embedded in the DOE form and clearly labeled with captions and corresponding entries in the photo log. Images should provide sufficient coverage to document the property, including primary and secondary elevations, setting, character-defining features, and notable alterations.

While the number of photographs will vary by property, submissions should be limited to those necessary to support the evaluation and generally should not exceed approximately twenty images.

Digital photograph files must be submitted as uncompressed TIFF images with a minimum resolution of 3000 × 2000 pixels at 300 dpi. Images should be original captures (first generation) or derived directly from original files. Preparers should be mindful of overall file size. Images should be of sufficient quality for evaluation and should not substantially exceed the minimum capture requirements.

File names must follow the conventions established in the *Standards and Guidelines for Architectural and Historical Investigations in Maryland*.

Before Submitting the DOE

Before uploading materials to the project Teams channel, confirm the following:

National Register Evaluation

The DOE 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 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.

Submitting Materials to MHT

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

Within the Teams channel, preparers must create a separate folder for each surveyed property, labeled using the assigned Maryland Inventory of Historic Properties (MIHP) number. Each property must be documented in its own folder; multiple properties may not be combined within a single folder.

Each property folder must include:

- the completed DOE form, with all supporting documentation embedded (maps, figures, photographs, and the photo log); and
- the corresponding digital photograph files (TIFF format), named in accordance with the file naming conventions provided in the *Standards and Guidelines for Architectural and Historical Investigations in Maryland*.

Files uploaded to the Microsoft Teams channel should not be altered, replaced, or deleted once submitted unless specifically instructed by MHT staff. The Teams channel functions as a temporary file-sharing location during the review process and is not intended for long-term storage. Once materials are migrated into MHT's digital archive, files in Teams will be deleted. Although documentation will be available through MHT systems, preparers may retain copies of submitted electronic files for their records, if desired.

Important: All Section 106 consultation materials and project correspondence must be submitted through MHT's e106 Project Submission Portal. The Microsoft Teams channel facilitates the sharing of DOE documentation in support of the consultation process. The chat and comments features in Teams are not monitored; please direct questions to your assigned MHT reviewer.

For additional guidance, including a tutorial video demonstrating the DOE preparation and submission process, please refer to MHT's online resources.