



Construction and Capital Expenditures

Obtaining a Historical Site Impact Letter

The Prior Authorization Request form for Construction and Capital Expenditures requires the grantee to discuss any probable effect on any district, site, building, structure, or object that is included or eligible under the National Register of Historic Places (34 CFR 75.602). The Kansas State Historical Society (KSHS) has a process in place to meet this and similar state requirements and has the authority to issue an official determination that meets the prior approval requirement.

To begin this process, the district should submit a request to KSHS through the online portal at <https://review.ksks.gov/Account/Login>.

These requests typically require a scope of work, plans if available, and photos of the property. KSHS will first assess if the property is listed in the National Register of Historic Places or would be determined eligible for listing in the Register based on the property address and photos. If the property is listed or is determined eligible for listing, KSHS will then determine if the proposed project will adversely impact that cultural resource based on the scope of work and plans provided. If the project will adversely impact the historic resource then the project cannot proceed without further consultation, redesign, or possible mitigation. **KSHS advises that the initial review takes about 30 days.**

KSDE cannot issue a response to a prior approval request without all required documentation, so it is important that districts begin this process as soon as possible. A district wishing to use ESSER funds for the project can request the historic review prior to receiving approval from the Commissioner's Taskforce. Both approvals are required but may be sought concurrently.

If you have questions regarding the use of Elementary and Secondary School Emergency Relief (ESSER) aid, please email esser@ksde.gov. For questions about the historical review process please contact Lauren Jones at 785-272-8681 ext. 225, Lauren.Jones@ks.gov or Katrina Ringler, 785-272-8681 ext. 215, Katrina.Ringler@ks.gov