**INDOT Cultural Resources Office (CRO)**

**Instructions for Submitting Projects for Consideration under the**

 **Minor Projects PA**

**Category B Projects**

**Instructions:**

* Applicants should first consult the Minor Projects PA in order to determine if the proposed project meets the conditions of the categories listed in Appendix A. Projects that meet the conditions listed in Appendix A and are limited to the existing road right-of-way do not need to be reviewed by INDOT-CRO. Questions regarding Category A applicability should generally be directed towards the appropriate INDOT District environmental staff, who will contact INDOT-CRO if necessary (for contact info see <http://www.in.gov/indot/2527.htm>). In unique circumstances or if the level of soil disturbance is unclear, applicants may contact INDOT-CRO (see the Cultural Resources Manual (CRM), Pt. 2, Ch. 3-2.1).
* The MPPA Submission Form has three sections (1, 2, and 3).
* All submissions to INDOT-CRO must include a completed Section 1.
* Most submissions to INDOT-CRO only require Section 1 to be completed.
* Section 1 may be completed by an INDOT Project Manager, INDOT Environmental Staff, Environmental or Design Consultant, Local Public Agency Official, or other person associated with the project. A qualified professional historian (QP) is not required to complete Section 1.
* If applicable, Section 2 and Section 3 must be completed by a QP.
* Consult the MPPA flowchart to determine if Section 2 or Section 3 need to be completed.
* Please provide all the information requested in the MPPA submission forms. INDOT-CRO will reject incomplete submissions.
* Please do not provide more information than what is requested in the MPPA submission forms. Providing information beyond what is required creates unnecessary project costs and delays.
* Applicants should email MPPA submissions to all of the following: the CRO Manager, History Team Lead, and Archaeology Team Lead (see CRM Pt 1, Ch. 3 for contact info).
* The submission form should be submitted to INDOT-CRO as a Microsoft Word file.

**Important things to remember about the MPPA submission and review process:**

* All projects requiring right-of-way acquisition must be submitted to INDOT-CRO for review under either Category A or B using the MPPA Submission Form.
* After reviewing the applicant’s submission, INDOT-CRO may determine that the project cannot meet the conditions of the MPPA and must go through full Section 106.
* INDOT-CRO may request additional information in order to determine if the project meets the conditions of the MPPA.
* INDOT-CRO may require firm project commitments in order to approve the project under the MPPA. Resolution of these commitments often requires notes on the plans and sometimes requires unique special provisions (USPs).
* Submit project information for MPPA review as early as possible. This will help to ensure that Section 106 compliance does not cause delays to the project schedule.
* If the project scope or limits change for a project that was previously determined to meet the conditions of Category B, INDOT-CRO must review the revised project scope/limits in order to determine if the project still meets the conditions of the MPPA. INDOT-CRO should be notified of any changes to scope/limits ASAP in order to avoid delays to the project schedule.
* MPPA submissions should not include an Area of Potential Effects (APE). An APE is needed only if the project proceeds to full Section 106.
* For the purposes of the MPPA, INDOT-CRO prefers to take a conservative approach and assume that most of the properties rated ‘notable’ or ‘outstanding’ in the IHSSI as well as all IHSSI-surveyed historic districts are National Register-eligible. In rare cases, INDOT-CRO will determine otherwise if the project is unlikely to cause impacts to the resource and there is clear and overwhelming evidence that the resource is not eligible for the National Register of Historic Places (National Register) or that the resource has been demolished. QP consultants should work under the same assumption regarding the eligibility of ‘notable’ and ‘outstanding’ properties and IHSSI-surveyed historic districts.
* Detailed National Register evaluations and analyses should not be included in an MPPA submission.

