[Date]

This letter was sent to the listed parties.

{Add **Dual Review Project** to the subject line for any project that uses state funds and that may alter, demolish, or remove any state-owned historic site or historic structure, such as state-owned historic bridges, culverts, or archaeological sites (including those located within INDOT right of way), or any historic site or historic structure listed in the State or National Register. The recommendation of a Qualified Professional historian and archaeologist must be sought when determining whether a project requires a dual review.}

RE: [Dual Review Project: ] [Project Title and Des. No.] [Location]

Dear Consulting Party (see attached list),

{For state projects, use the following introduction}

The Indiana Department of Transportation (INDOT), with funding from the Federal Highway Administration, proposes to proceed with [project description and Des. No.]. [Consulting Firm Name] is under contract with INDOT to advance the environmental documentation for the referenced project.

{For LPA project, use the following introduction}

[Project sponsor], with funding from the Federal Highway Administration and administrative oversight from the Indiana Department of Transportation (INDOT), proposes to proceed with [project description and Des. No.]. [Consulting Firm Name] is under contract with [Project sponsor] to advance the environmental documentation for the referenced project.

{For both state and LPA projects, use the following text in the body of the letter}

This letter is part of the early coordination phase of the environmental review process requesting comments associated with this project. We are requesting comments from your area of expertise regarding any possible environmental effects associated with this project. Please use the above Des. Number and project description in your reply and your comments will be incorporated into the formal environmental study.

The proposed undertaking is on [route] from [project limits] in [County], Indiana. It is within [Township,] [USGS Topographic Quadrangle], in [Section], [Township], [Range]. The project area can be viewed online at <https://arcg.is/jqueP> (the Des. No. is the most efficient search term once in the CRO - Public Web Map App).

[Purpose and Need, Scope of Work, Temporary and Permanent R/W Limits, Acreage, etc.]

Section 106 of the National Historic Preservation Act requires federal agencies to take into account the effects of their undertakings on historic properties. In accordance with 36 CFR 800.2 (c), you are hereby requested to be a consulting party to participate in the Section 106 process. Entities that have been invited to participate in the Section 106 consultation process for this project are identified in the attached list. Per 36 CFR 800.3(f), we hereby request that the Indiana State Historic Preservation Officer (SHPO) notify this office if the SHPO staff is aware of any other parties that may be entitled to be consulting parties or should be contacted as potential consulting parties for the project.

The Section 106 process involves efforts to identify historic properties potentially affected by the undertaking, assess its effects and seek ways to avoid, minimize or mitigate any adverse effects on historic properties. For more information regarding the protection of historic resources, please see the Advisory Council on Historic Preservation’s guide: *Protecting Historic Properties: A Citizen’s Guide to Section 106 Review* available online at <https://www.achp.gov/sites/default/files/documents/2017-01/CitizenGuide.pdf>.

{For a project involving a historic bridge add the following paragraph to the body of the letter}

Per the terms of the “Programmatic Agreement Regarding Management and Preservation of Indiana’s Historic Bridges” (Historic Bridges PA), the FHWA-Indiana Division will satisfy its Section 106 responsibilities involving “Select” and “Non-Select” bridges through the Project Development Process (PDP) of the Historic Bridges PA (Stipulation III). Because [insert bridge number] is a “Select”/“Non-Select” [choose appropriate designation] bridge, the procedures outlined in Stipulation III.A./III.B. [choose appropriate stipulation] of the Historic Bridges PA will be followed to fulfill FHWA’s Section 106 responsibilities for the project. (A copy of the Historic Bridges PA can be downloaded here: <http://www.in.gov/indot/2530.htm>).

{For a Dual Review Project submittal add the following paragraph to the body of the letter}

Please note that per the permanent rule issued by the Indiana Department of Natural Resources effective August 14, 2013 (312 IAC 20-4-11.5), INDOT is requesting that this project be subjected to “dual review”; that is, reviewed by the Division of Historic Preservation and Archaeology simultaneously under 54 U.S.C. 306108 (Section 106) and IC 14-21-1-18 (Indiana Preservation and Archaeology Law dealing with alterations of historic sites and structures requiring a Certificate of Approval). Pursuant to Section 11.5(f) of this rule, at the conclusion of the review process we anticipate that the Division Director would issue a letter of clearance exempting this project from obtaining a Certificate of Approval under IC 14-21-1-18. Enclosed with this letter is a detailed list of the consulting parties, including contact information including email addresses, for processing the dual review submission.

{If an archaeological report is needed, or it is currently unknown if archaeology will be needed, insert the following paragraph}

The Area of Potential Effects (APE) is the area in which the proposed project may cause alterations in the character or use of historic resources. At this time, no cultural resource investigations have occurred; however, the results of cultural resource identification and evaluation efforts, both above-ground and archaeological, will be forthcoming. Consulting parties will receive notification when these reports are completed.

{If an archaeological report is not needed, insert paragraph below followed by the archaeological assessment}

The Area of Potential Effects (APE) is the area in which the proposed project may cause alterations in the character or use of historic resources. A historian who meets the Secretary of the Interior’s Professional Qualification Standards is conducting a survey of above-ground resources within the APE for potential eligibility for the National Register of Historic Places (NRHP). A report of that investigation is forthcoming and will be distributed to the appropriate consulting parties for review at a later date.

With regards to archaeological resources {INSERT ARCHAEOLOGICAL ASSESSMENT}

**1)** Name of QP who reviewed the project area

**2)** Results of archaeological records review (SHAARD, Historic Atlases, Sanborn Maps, etc.) noting the presence or absence of archaeological resources ***within or adjacent*** to the project area

**3)** A description of what the project area consists of and ground disturbances visible in desktop review that limit the potential for intact archaeological resources to be present

**4)** A statement that the project has no potential to impact previously unrecorded or recorded sites within or adjacent to the project area

**5)** A recommendation for no further work;

**6)** Accidental discovery statement.

***Example***:

[With regards to archaeological resources, Jane Doe, an INDOT Qualified Professional archaeologist reviewed the proposed project area and determined that the US 41 HMA Overlay, Preventative Maintenance project will not likely affect archaeological resources due to the project scope and setting. All work will occur in previously disturbed soils, which in the rural portions, consist of the 4-lane divided highway and paved shoulders, raised road berm, median and roadside ditches, lane tapering, and utility easements. Within Muncie, the project area consists of two traffic lanes, turn lanes, curb and curb ramps, sidewalks, storm sewers, cut soils, traffic/pedestrian poles and boxes, and utility easements. The majority of curb ramps within the project area have been previously updated and any work to improve the selected intersection curb ramps will not extend deeper than previous construction of curbs and sidewalks. According to SHAARD, there are no archaeological sites recorded within or adjacent to the project area. Since the proposed project is confined to repaving US 41 and to excavation work in previously disturbed soils, there are no archaeological concerns and no further work is recommended. However, state law (Indiana Code 14-21-1-27 and -29) requires that if any prehistoric or historic archaeological artifacts or human remains are uncovered during construction, demolition, or earth moving activities, that the discovery must be reported to the Department of Natural Resources within two (2) business days].

Please review the information and comment within thirty (30) calendar days of receipt. If you indicate that you do not desire to be a consulting party, or if you do not respond, you will not be included on the list of consulting parties for this project. If we do not receive your response in the time allotted, the project will proceed consistent with the proposed design and you will not receive further information about the project unless the design changes.

For questions concerning specific project details, you may contact [Consultant Contact Person] of [Consulting Firm Name] at [phone number] or [email]. All future responses regarding the proposed project should be forwarded to [Consulting Firm Name] at the following address:

[Consultant Contact Person]

[Title]

[Consulting Firm Name]

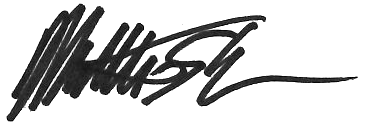
Street Address

City, State, Zip Code

[email].

***Tribal Contacts please respond to INDOT’s Acting Tribal Liaison, Matt Coon*** [mcoon@indot.in.gov](mailto:mcoon@indot.in.gov); (317-697-9752) with any responses pertaining to this project including to provide INDOT/Indiana FHWA additional information about Tribal resources/concerns and questions/comments regarding cultural resources. The FHWA point of contact is Kari Carmany-George at [K.CarmanyGeorge@dot.gov](mailto:K.CarmanyGeorge@dot.gov) (317-226-5629).

Sincerely,



Matthew S. Coon, Manager

Cultural Resources Office

Environmental Services

Enclosures:

{Attach topographic map showing project area}

Distribution List:

{Insert list of consulting parties}