**INDOT Cultural Resources Office (CRO) Recommended Email Submission Template**

**Please provide information below in body of email for first submittal of documents for CRO review (ECL, MPPA determination). Can also be used for subsequent submittals (HPR, archaeology report, etc.), especially if any of the project information has changed since the previous submittal.**

To ensure submittals are routed to the proper staff as quickly as possible, please remember to adhere to the following protocols. Indicate in the subject line of your email if you’re submitting an LPA or historic bridge project.

* Send all review requests to Archaeology Team Lead Matt Coon ([MCoon@indot.IN.gov](mailto:MCoon@indot.IN.gov)) and History Unit Team Lead Susan Branigin ([SBranigin@indot.IN.gov](mailto:SBranigin@indot.IN.gov))
* For LPA projects (**including Community Crossings and Local Trax reviews**) add Major Projects/LPA Review Liaison Kelyn Alexander ([KAlexander3@indot.IN.gov](mailto:KAlexander3@indot.IN.gov)) as a cc. Also, please **indicate in the subject line** that it is an **LPA project**
* For historic bridge projects add Historic Bridge Specialist Mary Kennedy ([MKennedy@indot.IN.gov](mailto:MKennedy@indot.IN.gov)) as a cc. Also, please **indicate in the subject line** that it is a **historic bridge project**

**LPA Project? Yes/No**

**Historic Bridge Project? Yes/No**

**Level of Section 106 Review: Full/Historic Bridges PA/MPPA**

**If Full Section 106:**

**1)Reason why the MPPA does not apply**

**2)Potential for Section 106 adverse effects? Yes/No/Unsure**

**3)Potential for Section 4(f) use of a historic property? Yes/No/Unsure**

**RFC Date:**

**ProjectWise Links to submitted documents:** ECL, HPR, Archaeology Report, MPPA Form, 800.11 Documentation, Shapefiles, etc.

From: janedoe@acme.com

To: sbranigin@indot.in.gov; mcoon@indot.in.gov; kalexander3@indot.in.gov

Subject: North Street Intersection Improvement Project, LPA Project, Des. No. 0123456,

ECL

Date: Monday, October 27, 2022 1:58:00 PM

Hello CRO Team,

Please find information below for your review for the above-mentioned project.

LPA Project? Yes

Historic Bridge Project? No

Level of Section 106 Review: Full

Reason why the MPPA does not apply: Intersection Improvement (roundabout) is located

adjacent to two IHSSI “outstanding”-rated properties.

Potential for Section 106 adverse effects? Yes

Potential for Section 4(f) use of historic property? Yes

RFC Date: 07/15/2022

Items for Review: ECL

ProjectWise Links: WayneCoRoundabout\_Des0123456\_ECL\_2022-10-27.pdf