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March 30, 2010

Mr. Rob Carter, Director & State Historic Preservation Officer
Indiana Department of Natural Resources
Division of Historic Preservation & Archaeology
c/o Karie Brudis
402 West Washington Street, Room W274
Indianapolis, IN 46204

Dear Mr. Carter:

The Indiana Office of Energy Development gives any applicants of the Hoosier Efficiency Loan Program (HELP) the approval to begin the Section 106 review process. For this program only, I respectfully request you copy Kristen Trovillion, Program Manager for HELP, on all correspondence to applicants if possible.

If you have any questions, please contact Kristen at 317-234-5326 or by email at ktrovillion@oed.in.gov.

Sincerely,

Carmen Pippenger
Director of Programs

SECTION 106 REVIEW PROCESS:
Hoosier Efficiency Loan Program (HELP)

What is the Section 106 process?

- The Section 106 process determines whether a property is historic (one that is either listed in or eligible for inclusion in the National Register of Historic Places) and to insure work doesn't significantly and unnecessarily alter, damage, or destroy both above and below ground historic and/or cultural resources.
- Federal financial assistance (grants or loans) triggers the Section 106 review.
- Even if you don't consider your project to fall under these requirements or to be a historical property, you must still undergo this process.
- Even if you have submitted information for Section 106 review in the past, you must still undergo this process, as it is project-specific.

What information should <u>applicants</u> send to SHPO?

- A letter identifying the following: Indiana Office of Energy Development (as the state agency), the Hoosier Efficiency Loan Program (as the program), and the U.S. Department of Energy (as the federal agency)
- Written authorization for applicant to correspond with SHPO on behalf of the federal agency. You can find a copy of this letter following these instructions.
- Project narrative. Be specific! Some examples to include, if applicable: What is this project? If you propose to replace lights, how many will be retrofitted and where are they located? If you propose to replace doors, how many, which doors, and where are the doors located? If you propose to replace your HVAC system, where is it located and will you disturb the property in any way?
- Visual or written description of potential effects
- Map of the area surrounding the proposed building(s) to retrofit
- Approximate construction dates
- Any known historical significance of any buildings, structure, or objects within Area of Potential Effects (APE)
- Description of existing condition of vacant land that will be disturbed by construction and where previous disturbance has occurred
- Sources of information about buildings and about condition of vacant land that could be disturbed (SHPO suggests referencing the county interim report)
- Recent photographs

Where should applicants send this information?
Indiana Department of Natural Resources
Division of Historic Preservation & Archaeology
Attn: Karie Brudis
402 West Washington Street, Room W274
Indianapolis, IN 46204

What is the process once the applicant has submitted information to SHPO?

- Once the State Historic Preservation Officer (SHPO), within the Indiana Department of Natural Resources (DNR), receives your information, SHPO will comment on whether potentially historic properties may or will be affected and how adverse effects on historic property may be avoided, reduced, or mitigated.
- SHPO's comments will be sent back to the applicant.
- At this point, the applicant should not issue a finding. Although this is typical practice, another entity's finding will not be accepted.
- Upload an electronic copy of SHPO's letter with your application.
- If you have not received a response from SHPO by the application due date, you should include a letter of assurance from your highest official (examples: mayor, president of the county commissioners, non-profit executive director) telling us that you have started this process and what date your information was sent to SHPO.
- OED will send SHPO's comments to the U.S. Department of Energy (DOE) for review by the program area's Project Officer and Contracting Officer.

Is there anything else we should know?

- Adhere to the timeframe the Office of Energy Development has provided to you. Do not send in this information to SHPO the same day you submit your application! OED will take this information into consideration and it will affect your score.
- Know that it is the applicant's responsibility to start this process and provide all information to SHPO. The Office of Energy Development simply gives you the authority to start this process and will interact with the federal Department of Energy once SHPO has commented on the project.
- If you receive a response from SHPO requesting additional information, do not ignore the letter, but send in the additional information that has been requested.
- Visit http://www.in.gov/dnr/historic/2830.htm for additional information about the Section 106 process.
- If you have any questions about this process, please contact Kristen Trovillion, Program Manager for HELP, or Molly Whitehead, Grants Specialist, at 317-232-8939.

These guidelines and the process are subject to change, as OED receives additional information from the U.S. Department of Energy.