

SECTION 106 REVIEW PROCESS

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.

How long will approval take?

- You should expect 30-120 days for all paperwork to be processed. If possible, start this process prior to application.

What information should applicants send to SHPO?

- A letter identifying the state agency (OED) and program (State Energy Program, Alternative Power & Energy Program, or EECBG with the activity number) and the responsible federal agency (DOE)
- 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
- Visual or written description of potential effects
- Map
- 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 the information be sent?

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.
- The applicant should forward an electronic copy of the letter to the Indiana Office of Energy Development at reports@oed.in.gov.
- 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.
- DOE will notify OED of its approval.
- OED will notify applicant of approval.

Is there anything else we should know?

- Start this process early! This could affect how quickly you can start your project.
- 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.
- Your initial comment letter from SHPO should be included with your OED grant application.
- Visit <http://www.in.gov/dnr/historic/2830.htm> for additional information.
- If you have any questions about this process, please contact Molly Whitehead with the Office of Energy Development at 317-232-8939 or by email at mwhitehead@oed.in.gov.

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



September 30, 2009

Mr. Rob Carter, Director & State Historic Preservation Officer
Indiana Department of Natural Resources
Division of Historic Preservation & Archaeology
Attn: 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 following programs the approval to begin the Section 106 review process:

- State Energy Program – ARRA
- Alternative Energy & Power (APE) program
- Energy Efficiency & Conservation Block Grant program – ARRA
 - Activity 1: LED Traffic Signals for Government
 - Activity 2: Lighting retrofits for Government-owned Structures
 - Activity 3: Government-owned Structure Retrofits (excludes lighting)
 - Activity 4: Small Business, Non-Profit, and higher Education Energy Efficiency Revolving Loan Program

Please copy Molly Whitehead on all correspondence back to applicants if possible. If you have any questions, please contact Molly at 317-233-0541 or by email at mwhitehead@oed.in.gov.

Sincerely,

A handwritten signature in blue ink that reads "Carmen Pippenger".

Carmen Pippenger
Director of Programs