{This template can be used for most post-ECL correspondence, including distribution of HPRs, archaeology reports, HBAAs, historic bridge plan transmittals, effects reports, and 800.11 documentation (in instances when a transmittal letter is needed).}

[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 Registers. 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, Des. No. and DHPA No.]

Dear Consulting Party,

{For state projects, use the following introduction}

The Indiana Department of Transportation (INDOT), with funding from the Federal Highway Administration (FHWA), proposes to proceed with [project description and Des. No.].

{For LPA project, use the following introduction}

[Project sponsor], with funding from the Federal Highway Administration (FHWA) and administrative oversight from the Indiana Department of Transportation (INDOT), proposes to proceed with [project description and Des. No.].

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

This letter is part of the Section 106 review process for this project. Section 106 of the National Historic Preservation Act requires federal agencies to take into account the effects of their undertakings on historic properties. We are requesting comments from you regarding the possible effects of 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.

A Section 106 early coordination letter was distributed on [date]. {Insert following sentence, if applicable} In addition, a letter distributed on [date] notified consulting parties that a [historic property report/archaeology report] was available for review and comment. {Insert dates of other correspondence, if applicable}

The proposed undertaking is on [route] from [project limits] in [County], Indiana. It is within [Civil 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. Note any changes in the project since the distribution of previous correspondence.]

[Consulting Firm Name] is under contract with [Project sponsor] to advance the environmental documentation for the referenced project. {If the Section 106 consultant is different from the environmental consultant, insert following} [Consulting Firm Name] has been subcontracted to complete the Section 106 documentation for the project. {If archaeology and above-ground Section 106 efforts are split between two different firms, modify the previous sentence, e.g. ABC Inc. (above-ground) and XYZ Inc. (archaeology) have been subcontracted to complete the Section 106 documentation for the project.}

In accordance with 36 CFR 800.2 (c), you were invited to become a consulting party as part of the Section 106 process, or you are hereby invited to become a consulting party as part of the Section 106 process. Entities that have previously accepted consulting party status--as well as additional entities that are currently being invited to become consulting parties--are identified in the attached list.

The Section 106 process involves efforts to identify historic properties potentially affected by the undertaking, to assess the undertaking’s effects and to 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 with contact information, including email addresses, for processing the dual review submission.

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. The APE contains [no resources *or* insert # of resources (list names and addresses)] listed in the National Register of Historic Places (NRHP).

{Choose one of the two following options regarding above-ground identification efforts:}

A historian who meets the Secretary of the Interior’s Professional Qualification Standards identified and evaluated above-ground resources within the APE for potential eligibility for the NRHP. As a result of the historic property identification and evaluation efforts, [name and IHSSI# of resource(s) / no above-ground resources] [is/are] recommended as eligible for listing in the NRHP. {OR}

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 NRHP. A report of that investigation is forthcoming and will be distributed to consulting parties for review at a later date.

{Choose one of the three following options regarding archaeological identification efforts:}

With regard to archaeological resources, an archaeologist who meets the Secretary of the Interior’s Professional Qualification Standards identified [#] sites within the project area. As a result of these efforts, site(s) [state site number(s)] [was/were] recommended [as eligible or not eligible] for listing in the NRHP and [no further work or further work] is recommended. {OR}

An archaeologist who meets the Secretary of the Interior’s Professional Qualification Standards is conducting a survey of archaeological resources within the APE for potential eligibility for listing in the NRHP. A report of that investigation is forthcoming and will be distributed to the appropriate consulting parties for review at a later date. {OR}

With regard to archaeological resources {INSERT ARCHAEOLOGICAL ASSESSMENT}

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

***2)*** *Results of SHAARD review 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 regard to archaeological resources, Jane Doe, a qualified professional archaeologist, reviewed the proposed project area and determined the landslide stabilization project planned for SR 15 above South Fork Creek in Adams County will not likely affect archaeological resources due to the project setting. SR 15 in this location was mechanically cut into a ridge that slopes steeply south to South Fork Creek and then graded level for the highway and adjacent ditches. Soils within the project area are eroded and range from 18-25% slope, making the presence of intact, significant archaeological resources highly unlikely. According to SHAARD, there are no archaeological sites within or adjacent to the project area and the potential for such sites to be present within the project area is considered extremely low. Given these factors, it is recommended that the project be allowed to proceed without additional archaeological study. 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.]

**{ADDRESS ANY COMMENTS OR QUESTIONS FROM SHPO OR OTHER CONSULTING PARTIES. If SHPO requested that certain entities be invited to become consulting parties, note that those entities have been/are being invited to become consulting parties.}**

**{If letter is being used to transmit plans as part of the Historic Bridge Project Development Process, explain the key elements of the plans, explain any updates to plans since the last submittal, and answer any questions posed by SHPO or other consulting parties. For examples, see the Cultural Resources Manual, Part IV, Chapter 2, Appendix D.}**

The [Historic Property Report and/or Archaeology Report (Tribes only) and/or Historic Bridge Alternatives Analysis and/or other document] [is/are] available for review in IN SCOPE at <http://erms12c.indot.in.gov/Section106Documents/> (the Des. No. is the most efficient search term, once in IN SCOPE). You are invited to review these documents and to respond with comments on any historic resource impacts incurred as a result of this project so that an environmental report can be completed. We also welcome your related opinions and other input to be considered in the preparation of the environmental document. If a hard copy of the materials is needed, please respond to this email with your request within seven (7) 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 have not previously accepted consulting party status and you do not respond to this letter, you will not be included on the list of consulting parties for this project and 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]

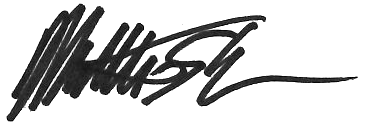
Street Address

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:

{If entities are being invited to become consulting parties via this letter or if the project area has changed since the last letter, attach topographic map showing the project area.}

{For projects with historic properties in the APE, other graphics/maps may be helpful, e.g., aerial maps, ROW maps, renderings, and/or plan sheets with historic properties marked.}

{If SHPO or other consulting parties have provided substantive comments or questions, attach copies of the associated letters/emails/telephone conversation logs}

{Insert other attachments as applicable.}

Distribution List:

{Insert list of entities who have accepted consulting party status and any entities that are being invited to become a consulting party for the first time via this letter. Distinguish between the former and latter. Include emails, if available, or addresses. NOTE: Remember that if the project proposes to take ROW from historic properties or if the project may cause an adverse effect to historic properties, the owners of those historic properties should be invited to become consulting parties. See CRM, Part 2, Chapter 4 for more information about identifying consulting parties. In the list of consulting parties, property owners should be identified by name and the property they own, e.g. “John Smith (property owner of 123 Main St.”).}