

## **Historic Bridge Project Development Process**

### **April 2020**

#### **Background**

Each project involving an existing bridge, whether proposed for rehabilitation or replacement, will first confirm the historic status of the structure. INDOT has completed a study of the historic status of bridges in Indiana. The results of the study have been incorporated into the [Historic Bridges Inventory Summary and Results](#). [Volume 4](#) of the completed inventory documents contains the list of historic bridges (both Select and Non-Select) by county.

Additionally, the [Indiana Historic Buildings, Bridges, and Cemeteries Map](#) (IHBBC Map) includes Select and Non-Select Bridges. On the upper, right-hand side of the screen, click on the “Layer List” to find the available layers for both Select and Non-Select Bridges. Each layer must be turned on individually in order for each type of bridge to be shown in the map. These layers are not displayed by default and must be turned on each time the map is accessed. Clicking on the Select or Non-Select Bridge icon in the map will show the basic bridge ID information.

A bridge determined to be historic, whether Select or Non-Select, will require completion and approval of a [Historic Bridge Alternatives Analysis](#) (HBAA) prior to any other design activity. Development of the HBAA can occur concurrently with the development of other environmental and cultural resources studies. However, please note that effective June 1, 2019, all Section 106 Early Coordination Letters (ECL) must be submitted to INDOT’s Cultural Resources Office (CRO) prior to the initiation of above-ground and archaeological surveys. Please see [INDOT’s Section 106 Consultation Steps](#) for more information.

Preparing and submitting an ECL to CRO should be the first step taken by a consultant after they determine that the project will be processed under the Historic Bridges PA. Issuance of an early coordination letter for the Section 106 process should occur before completion of the HBAA. The project team is cautioned not to proceed too far along in other studies if the preferred alternative is uncertain. Different alternatives may have different impacts that need to be covered.

The process of developing a HBAA closely resembles the ‘Scoping Submittal for a Bridge Rehabilitation Project,’ found in the [Indiana Design Manual](#) (IDM) 14-2.05, and takes the place of that submittal. For historic bridge projects, only the HBAA document is needed; no other scoping submittal is required in the design phase of the project. For more information about historic bridges, see IDM Chapter 412-5.0.

It is important to note that FHWA will not participate in the demolition of a Select Bridge. All FHWA-funded projects involving Select Bridges must preserve the bridge in some manner. Non-Select Bridges may be replaced if no avoidance alternative is determined to be feasible and prudent, or no alternative that poses the least harm to the bridge is determined to be feasible and prudent.

## **Historic Bridge Alternatives Analysis (HBAA) Preparation**

### Field Check

A site-visit by the designer prior to the field check may be necessary in order to gather all of the relevant information for an informed and meaningful discussion with INDOT staff at the field check. With adequate background information, the designer will visit the site, as necessary, prior to the field check to identify and document specific element deterioration, noting items that should be highlighted for discussion during the field check. Information the designer may wish to collect prior to the field check includes--but is not limited to--the following:

- Confirmation of Select/Non-Select Status of bridge in the Historic Bridge Inventory Summary & Results;
- Existing Plans;
- Previous Inspection Reports;
- Traffic Data;
- Crash Data;
- Wetlands Data and other Environmental impacts;
- Preliminary Hydraulics and Scour information;
- Evaluate Level One and Level Two Design Criteria<sup>1</sup> for existing bridge and identify possible Design Exceptions. At a minimum, this evaluation should also consider constraints to Maintenance of Traffic (MOT), roadside safety, and intersection sight distance.

The designer will then hold a field check with INDOT District, Central Office Bridge and CRO staff, county engineer/county highway department staff (if the bridge is not owned by INDOT), as well as other interested parties (such as environmental sub-consultant staff), to explore the desired scope of the project. Documentation from the designer's preliminary site visit, including photographs and sketches, will be used at the field check with INDOT staff to develop the scope of a potential rehabilitation project for the bridge, which is the first alternative that must be thoroughly evaluated in the HBAA document regardless of the ultimate preferred alternative.

### Purpose and Need Statement

One of the essential elements of the environmental process--one that serves as a foundation for the rest of the process--is a purpose and need (P&N) statement. The P&N statement is part of the HBAA document. The P&N statement should clearly outline the transportation problem(s) to be solved and the goal(s) and objective(s) that should be included as part of a successful solution. The

---

<sup>1</sup>Level One controlling design criteria are those highway design elements which are judged to be the most critical indicators of a highway's safety and its overall serviceability. If a Level One criterion is not satisfied, the designer must apply for a design exception or revise the plans. Level Two design criteria are those which are judged to be important indicators of a highway's safety and serviceability, but are not considered as critical as the Level One criteria. If a Level Two criterion is not satisfied, the designer will document in the project file that the criterion has not been satisfied and will provide a brief rationale for not satisfying it. However, it is not necessary to prepare an in-depth documentation to justify the decision. More information about Level One and Two design criteria and design exceptions can be found in the [IDM 40-8.0](#).

P&N statement should be written clearly and concisely and should not predetermine the project outcome or eliminate otherwise reasonable alternatives.

See the [Procedural Manual for Environmental Studies](#) and [HBAA template](#) for more guidance on developing a purpose and need statement. Upon request, INDOT-CRO and Central Office NEPA staff can review the purpose and need statement prior to development of the HBAA document.

### Alternatives Analysis Submittal

The findings of the field check will be incorporated into a HBAA document. The Draft HBAA will be submitted through ERMS to the appropriate District Coordinator (INDOT Coordinators 1-6) to be transitioned to the Bridge Design Section (INDOT Coordinator 8) for review and approval. It is helpful to indicate in the body of the email that it is an HBAA document intended for both INDOT CRO and Bridge Design review.

The following should be reviewed in accordance with quality assurance procedures and included as applicable in this submission:

- 1. Transmittal Letter:* Identify any unique circumstances for the submittal (e.g. omitted items, the Responsible Person to receive the evaluation scores as well as any sub-consultants and their work responsibilities);
- 2. Draft Historic Bridge Alternatives Analysis:* The evaluated alternatives for a project involving a historic bridge will be documented in a HBAA document. Portions of the [HBAA template](#) closely follow the format of the Bridge Rehabilitation Scoping Report;
- 3. Level One Design Criteria and Design Exception Documentation:* The designer should submit a Level One checklist<sup>2</sup>. Required Level One Design Exceptions should be submitted at this stage;
- 4. Level Two Design Criteria Documentation:* Level Two Design Exceptions should be documented and submitted with this stage.<sup>3</sup>

### Scope-of-Work Approval

The Draft HBAA will be sent by the Bridge Design Section to CRO for concurrent review and comment. The Bridge Design Section will provide one set of INDOT comments back to the designer through ERMS. Upon INDOT approval of the Draft HBAA, the designer is requested to distribute the HBAA document for review to the Section 106 consulting parties (through [IN SCOPE](#)), and can proceed to the Stage 1 or Preliminary Plans submission as applicable. The [Report Distribution Letter template](#) should be used when distributing the HBAA, and the letter should be reviewed by CRO.

The consultant should place the following disclaimer on the first page of the Draft HBAA before it is distributed to consulting parties for review:

---

<sup>2</sup>More guidance can be found in the [IDM 14-2.0](#).

<sup>3</sup>More guidance can be found in the [IDM 14-2.0](#).

*This bridge was evaluated by personnel from the Indiana Department of Transportation (INDOT) Bridge Design Unit, the District Office and the designer. The attached Draft Historic Bridge Alternatives Analysis has been reviewed by the INDOT Bridge Design Unit and Cultural Resources Office for thoroughness of the rehabilitation option and compliance with INDOT design policies. Concurrence by INDOT with the proposed Scope of Work does not constitute Final Approval of the Historic Bridge Alternatives Analysis. This Draft HBAA may now be distributed to the historic consulting parties for review.*

This disclaimer lets consulting parties know that INDOT has reviewed the document while acknowledging that the final approval of the analysis and preferred alternative does not occur until FHWA approval of the environmental document.

If the project involves a Select Bridge, SHPO concurrence with preferred alternative identified in the HBAA is required.

### **Consulting Party Consultation**

The number of and type of submittals to consulting parties will vary based on project complexity. Any questions should be directed to CRO staff. Consulting parties should be afforded a 30-day comment period for each submittal. If requested by a consulting party, a reasonable extension of the review time can be granted. An overview of the Section 106 consultation process can be found in the [Cultural Resources Manual](#), Part II, Chapter 2 and guidance on the initiation of Section 106 can be found in the Cultural Resources Manual, Part II, Chapter 4.

#### Early Coordination Letter

- Please follow the most recent [template](#).
- It is important to remember that when referencing the project, the proposed scope (i.e., rehabilitation or replacement) should not yet be stated. Per the [Historic Bridges PA](#), INDOT will classify and label all historic bridge projects as “Bridge Project – Scope Undetermined” until after FHWA has identified a preferred alternative for the project. This generic classification for bridge projects will ensure that federal-aid applicants and the public do not have false expectations that the bridge will be replaced before the environmental process is completed.
- Please see [INDOT’s Section 106 Consultation Steps](#) for more information.

#### Consulting Party Feedback

As part of the Section 106 process, consulting party feedback should be sought on the following items:

- Area of Potential Effects (APE): See the [Cultural Resources Manual](#), Part II, Chapter 5 for guidance on developing an APE. Review usually occurs as part of the HPR review;
- Historic properties report (HPR): See the [Cultural Resources Manual](#), Part II, Chapter 6 for guidance on which type of HPR to prepare;

- Purpose and Need (P&N): See [Procedural Manual for Environmental Studies](#) and the [Historic Bridge Alternatives Analysis Template](#) for guidance on developing a purpose and need statement. Review usually occurs as part of the HBAA review;
- [Historic Bridge Alternatives Analysis \(HBAA\)](#);
- Assessment of Effects Letter/Memo: The Historic Bridges PA does not require an assessment of effects or an effect finding for the historic bridge itself. When historic properties other than the bridge are located within the project's APE, an assessment of the project's effects on these properties should be prepared as a letter or memo. Any questions should be directed to CRO staff;
- Section 106 Documentation and Finding: The Historic Bridges PA does not require an effect finding for the historic bridge itself. The finding applies to other properties in the APE. More information is provided below in 2-3.4;
- Memorandum of Agreement (MOA): The Historic Bridges PA takes the place of an MOA for effects to the historic bridge itself. An MOA is required, when applicable, to resolve "adverse effects" to any other historic properties in the APE.

### Consulting Parties Meeting

INDOT, in consultation with SHPO, may request that a consulting parties meeting be scheduled to address questions and concerns with the project. A common place in the schedule where this meeting may occur is at the mid-point of the 30-day comment period for the HBAA. It is common for at least a portion of the meeting to be held on-site for consulting parties to view the bridge. Guidance and procedures for consulting party meetings can be found in the [Cultural Resources Manual](#), Part II, Chapter 2.

### Section 106 Documentation and Finding Preparation

- Once INDOT is satisfied that substantive SHPO concerns have been addressed, the consultant should prepare the 800.11 documentation and effect finding for CRO review.
- Per the terms of the Historic Bridges PA, no issuance of an effect finding for the historic bridge itself is required. Therefore, the documentation and finding for the project only applies to other historic resources located within the APE and not the historic bridge. Please follow the most recent [templates](#).
- INDOT will review the 800.11 documentation and, once satisfactory, sign it if it involves a "no historic properties affected" or "no adverse effect" finding, or forward it to FHWA for signature if it involves an "adverse effect" finding.
- A Section 106 Public Notice should be published in a local newspaper concurrently with SHPO and consulting party review of the 800.11 documentation. Please follow the most recent [Section 106 Public Notice templates](#).
- If there is an "adverse effect" for historic resources other than the historic bridge, a draft MOA should be prepared to address non-bridge related "adverse effects." Please follow the most recent [MOA template](#).

## Public Hearing

- A public hearing is required for *every Select and Non-Select Bridge processed under the Historic Bridges PA*, regardless of the preferred alternative. Guidance on conducting a public hearing for a historic bridge project can be found in the [Cultural Resources Manual](#), Part IV, Chapter 3.
- For a bridge that is being marketed, the public hearing cannot be advertised until a minimum of six (6) months of marketing has occurred. See below in 2-5.0 for marketing requirements. The environmental document must be completed and ready for public involvement before the hearing can be advertised. After the environmental document has been deemed acceptable by INDOT, it will be initialed to be released for public involvement by the INDOT personnel who will eventually approve the document.

## Marketing

Marketing occurs concurrently with the above steps, but should never precede the early coordination letter. In other words, consulting parties should be aware that a bridge project is proposed before or at the same time that marketing measures are started. Historic bridge owners are cautioned that the allowance of marketing activities to commence does not constitute approval of a bypass or replacement alternative. A preferred alternative is developed through the preparation of the HBAA, and final approval of the analysis and preferred alternative does not occur until FHWA approval of the environmental document.

### Marketing Requirements by Bridge Type

- *Select Bridges*: Only required if vehicular use does not appear to be feasible and prudent and the owner wants to explore relocation options.
- *Non-Select Bridges*:
  - Required for all that may be proposed for bypass or replacement.
  - Required for all in which a superstructure replacement is proposed that would eliminate the historic elements of the bridge. Even if called a “rehabilitation” in engineering terminology, this type of scope is not considered a true rehabilitation in historic preservation terminology. Any questions should be directed to CRO staff.
  - Even bridges that cannot be relocated due to their structure type must be marketed (e.g., concrete arches). Even if it seems unlikely, someone may step forward and be willing to preserve such a bridge at its existing location. The entity would have to assume the legal liability, but if they were willing to do so, then they should have the opportunity to step forward and propose such an alternative (e.g., a local group using the bridge for a fishing pier, and being legally responsible for bridge preservation and maintenance and associated liability).

## Marketing Provisions from the Historic Bridges PA

- The bridge owner shall place one legal notice in a local newspaper and place one legal notice in a statewide newspaper at a minimum six (6) months in advance of the advertisement of the public hearing to notify interested parties of the historic bridge's potential availability for re-use. Each notice only needs to run once. The advertisement should follow the latest [template](#) and should be reviewed by CRO staff prior to placement.
- The bridge owner shall place signs at both approaches to the historic bridge at a minimum six (6) months in advance of the advertisement of the public hearing to notify users that the historic bridge may be available for reuse. The signage should also include a link to the [Historic Bridges Marketing Program](#) page and contact information for a project team member who can provide information should a responsible party who wants to assume ownership of the bridge desire additional information. The signs will remain in place until approval of the environmental document. Photographs of the signs after installation should be included in the environmental document. The required language that must be included on the signs can be found in Appendix C.
- The bridge owner shall provide CRO with the information needed to post the historic bridge on INDOT's [Historic Bridges Marketing Program website](#) and to be forwarded to Indiana Landmarks. The bridge should be listed on the website at a minimum six (6) months prior to the advertisement of the public hearing. Submit the information to CRO on a [Blank Bridge Marketing Website Data Form](#). CRO will notify the submitter of the information once the bridge has been posted on the INDOT website and will forward the information to Indiana Landmarks to post on their website, if they choose to do so.

## **Requirements per Appendix B of the Historic Bridges PA, Standard Treatment Approach for Historic Bridges**

Appendix B of the Historic Bridges PA, entitled 'Standard Treatment Approach for Historic Bridges,' prescribes additional actions that must be undertaken based on the preferred alternative for the bridge. Some of these items may occur concurrently with the other portions of the Section 106 process listed above, while other items, by their nature, will not occur until after approval of the environmental document. Any items that will not be completed before approval of the environmental document must be listed as commitments in the environmental document and the Project Commitments Database.

### Rehabilitation

- *Plan Submittals:*
  - Plans shall be developed in accordance with the [Secretary of the Interior's Standards for Rehabilitation](#) (Standards), or as close to the Standards as is practicable. If the project involves a bypass of the historic bridge, then the plan submittals shall include a site plan and design of the new bridge and the historic bridge. The purpose of these reviews is to evaluate the design and proximity of the

new bridge in relationship to the historic bridge, ensure compliance with the Standards, and to incorporate context sensitive design features, where practicable.

- The bridge owner shall provide plans to the SHPO at the stages listed below:
  - Approximately 30% complete;
  - Approximately 60% complete;
  - Final design plans.
- INDOT has seen issues on many projects with the process not being followed for the plan submittals specified at each of the stages. ALL THREE of these plan review submittals ARE REQUIRED for all projects for which the preferred alternative is rehabilitation of the historic bridge.
- For many projects, the design does not progress beyond Stage 1 (approximately 30% complete) plans before environmental document completion. Therefore, the 60% complete & final plan submittals often will occur after the environmental document has been approved. As a result, these plan submittals must be listed as commitments in the environmental document and the Project Commitments Database. These submittals should be completed prior to the submittal of the Environmental Consultation Form (ECF). The ECF cannot be approved until all three plan submittals have been completed.
- The SHPO staff and consulting parties are not engineers, and they have varying levels of proficiency in reading plans. Therefore, each plan submittal should include a transmittal letter that “tells the story” of what is happening in the plans. This narrative that accompanies the plans should quantify information as much as possible. For example, approximately how many stringers, gusset plates, floor beams, rivets, brackets, etc. are expected to be retrofitted, repaired, or replaced? What percentage of these elements is going to be impacted versus how many original elements will remain? If the bridge will be painted, how will the paint color compare with the existing paint color? What type of railing is on the bridge? Will it be replaced? If so, how will the new design differ from the original or can the original be replicated? Providing information in as much detail as possible helps the SHPO staff understand the level of impact of the work. A few example letters for transmitting plans can be found in Appendix D. More examples can be found in [IN SCOPE](#) by searching for the document type “Bridge Plan Review.”
- Highlighting and marking up plan sheets to better explain the information to non-engineers is encouraged where appropriate.
- The transmittal letter should include a brief explanation of the items that have changed since the last plan submittal.
- If the SHPO staff has posed any questions regarding the project scope/design, answers should be provided in the subsequent plan submittal information. SHPO comments must be addressed.
- The SHPO will have thirty (30) days to review and provide comments to the bridge owner. If comments are not received within thirty (30) days, the bridge owner may assume agreement from the SHPO on the plans submitted.
- Participating consulting parties should be copied on the plan submittals to SHPO with the information appropriately added to [IN SCOPE](#).



- *Photo Documentation:*
  - The bridge owner shall consult with the Indiana SHPO to determine if photo documentation of the bridge is needed.
  - If needed, the SHPO will specify the photo documentation standards and distribution requirements.
  - If the SHPO does not respond within thirty (30) days, the bridge owner may assume the SHPO does not require any photo documentation.
  - The bridge owner will complete any photo documentation in accordance with the specifications provided by the Indiana SHPO.
  
- *Preservation Commitment:* The bridge owner will ensure that the historic bridge will be maintained for a minimum period of 25 years.
  
- *National Register of Historic Places (NRHP) listing:* If the bridge is currently listed in the NRHP, then INDOT will seek approval of the Department of Interior to keep it listed. INDOT-CRO may request additional information from the bridge owner upon completion of construction in order to fulfill this requirement.

### Demolition

- *Photo Documentation:*
  - The bridge owner shall consult with the Indiana SHPO to determine if photo documentation of the bridge is needed.
  - If needed, the SHPO will specify the photo documentation standards and distribution requirements.
  - If the SHPO does not respond within thirty (30) days, the bridge owner may assume the SHPO does not require any photo documentation.
  - The bridge owner will complete any photo documentation in accordance with the specifications provided by the Indiana SHPO.
  
- *Salvage of Historic Elements:* Elements of the bridge may be stored and used for future repair of similar historic bridges, if a party interested in such items was identified during the bridge marketing phase of project development.

### **Environmental Document/Section 4(f) Approval**

- Once the public hearing comment period has expired, the environmental document should be updated as appropriate (finalize 4(f) alternatives analysis/preferred alternative, summarize public comments, finalize Commitments Summary Form, etc.) and forwarded to INDOT for final review. INDOT must ensure the following:
  - The final environmental document provides clearance for the new location of a Select Bridge, if the project involves relocation of a Select Bridge;
  - The final environmental document includes an executed transfer of ownership agreement, if the project involves transferring the historic bridge to another entity;

- Associated contracts/sureties should be in place and be specifically referenced in the environmental document Commitments Summary Form so FHWA can ensure that all provisions of the Historic Bridges PA, Appendix B ‘Standard Treatment Approach for Historic Bridges’ have been fully incorporated into the final environmental document.
- Once FHWA has ensured that all of the Historic Bridges PA requirements have been fully addressed (and MOA provided to ACHP if there is an “adverse effect” to non-bridge related historic resources), FHWA will be in a position to grant final environmental document approval.
- FHWA final approval of the environmental document will affirm that all Historic Bridges PA requirements have been fully addressed, will serve to confirm that FHWA has concluded its responsibilities under Section 106, and will serve as FHWA approval of the [\*Programmatic Section 4\(f\) Evaluation and Approval for FHWA Projects that Necessitate the Use of Historic Bridges\*](#), when applicable.

### **Project Commitments Database and Environmental Consultation Form**

INDOT will ensure that all Historic Bridges PA stipulations not implemented at the time of environmental document approval are included in the Project Commitments Database (i.e., SHPO review of plans at 30%, 60%, and Final Design; and photo documentation, if required). INDOT will also ensure that all of the commitments have been fully implemented prior to construction. INDOT approval of the ECF ([Design Memorandum No. 09-32 Technical Advisory](#), dated December 23, 2009) will provide assurance that all mitigation commitments have been fully implemented prior to construction.

### **Additional Requirements for State-Owned Bridges**

All projects for state-owned bridges (owned by INDOT or other state agencies, such as DNR), must comply with Indiana Code (IC) 14-21-1-18 (a) and (b), which states that a [Certificate of Approval \(COA\)](#) be obtained from the Indiana Historic Preservation Review Board (Review Board) before using state funds to alter, demolish, or remove a historic site or historic structure, if it is owned by the state or if it is listed in either the Indiana Register of Historic Sites and Structures or the NRHP.

Gaining a COA under state law IC 14-21-1-18 does not satisfy federal Section 106 requirements (16 USC 470f) – nor does completion of Section 106 through the Historic Bridges PA satisfy IC 14-21-1-18. Consequently, if a project utilizes both state and federal money, it must comply with both laws. In August 2013, a permanent rule (312 IAC 20-4-11.5) was passed for projects that are subject to both Section 106 and IC 14-21-1-18. This process outlined in this rule is referred to as Dual Review. Pursuant to Section 1(f) of this rule, at the conclusion of the review process, most projects will be granted a letter of clearance from the Division of Historic Preservation and Archaeology exempting the project from obtaining a COA under IC 14-21-1-18.

Previously, projects had to complete Section 106 and obtain a COA as separate processes. The Dual Review rule synchronizes these two processes. Guidance on the Dual Review process can be found in the [Cultural Resources Manual](#), Part III, Chapter 2.

If the Dual Review process has not been completed before approval of the environmental document, the commitment to obtain either a letter of clearance or a COA must be included in the Project Commitments Database.

## **Historic Bridges PA & PDP FAQ**

### ***Frequently Asked Questions about the Historic Bridges Programmatic Agreement (PA) and the Historic Bridge Project Development Process (PDP)***

***Updated April 2020***

#### **Q: How can I find out if a bridge is Select or Non-Select?**

A: [Volume 4](#) of the completed historic bridge inventory documents contains the list of Select and Non-Select Bridges by county.

Additionally, the [Indiana Historic Buildings, Bridges, and Cemeteries Map](#) (IHBBC Map) includes Select and Non-Select Bridges. On the upper, right hand side of the screen, click on the “Layer List” to find the available layers for both Select and Non-Select Bridges. Each layer must be turned on individually for each type of bridge to be shown in the map. These layers are not displayed by default and must be turned on each time the map is accessed. Clicking on the Select or Non-Select Bridge icon in the map will show the basic bridge ID information.

#### **Q: What does Select Bridge mean?**

A: These are historic bridges that are most suitable for preservation and are excellent examples of a given type of historic bridge. FHWA will not fund the demolition of a Select Bridge. All FHWA-funded projects involving Select Bridges must preserve the bridge in some manner.

#### **Q: What does Non-Select Bridge mean?**

A: These are historic bridges that may not be considered excellent examples of a given type of historic bridge or may not be as suitable candidates for preservation. Non-Select Bridges may be replaced if no avoidance alternative is determined to be feasible and prudent or no alternative that poses the least harm to the bridge is determined to be feasible and prudent. The Historic Bridge Alternatives Analysis (HBAA) document analyzes alternatives for feasibility and prudence.

#### **Q: Are Non-Select Bridges historic?**

A: Yes. Both Select and Non-Select Bridges are “historic”—that is, both types of bridges are ones that are either listed in the National Register of Historic Places or have been determined to be eligible for listing in the National Register. Volumes 1-2 of the Indiana Historic Bridge Inventory list historic and non-historic bridges and can be found here: <http://www.in.gov/indot/2531.htm>. Additionally, a database of the information can be found here: <http://www.in.gov/indot/div/public/HistoricBridgeDatabase.mdb>.

#### **Q: Did bridge owners have any say in the Select/Non-Select determinations?**

A: Yes. Before the list of historic bridges was finalized in 2009, a 60-day public comment period occurred. Before the Select/Non-Select determination process was started, a 30-day public comment period was given for the evaluation criteria for classifying historic bridges as Select and Non-Select. The draft list of Select and Non-Select Bridges, with the rationale for including a bridge on either list, was also subject to a 60-day public comment period. Before and during each of the comment periods, the public, bridge owners, agency officials, historic groups, and other interested parties and stakeholders were notified and asked to provide comment.

**Q: What if a bridge owner or consulting party disagrees with the National Register determination or Select/Non-Select determination for a bridge?**

A: The Historic Bridges PA states that examples of unusual circumstances that may warrant an owner requesting a change in designation may include, but are not limited to, the bridge collapsing due to a flood or an overweight vehicle. However, FHWA, SHPO, and INDOT staff recognize that other circumstances warranting reclassification could occur, such as newly uncovered historical evidence. In [Section 5 of Volume 3: Methodology to Identify Select and Non-Select Bridges](#), a process is outlined for reconsidering the status of a bridge.

The first step is to provide INDOT with the information outlining why the bridge warrants a change in designation. In some cases, additional research and reports may be required. For example, the best way to provide information as to why a bridge may no longer be Select may be for the bridge owner to prepare an [alternatives analysis document](#) considering a range of options, and making a clear case of why preservation of the bridge in some manner is not feasible and prudent.

If the request moves forward after initial INDOT/FHWA review, the SHPO, the Historic Bridge Task Group, and the public are notified of the request and allowed to make comments for 30 days. After the comment period, FHWA and SHPO review the comments and inform INDOT of their decision as to whether the designation should be changed or not. The INDOT Cultural Resources Office should be contacted for further guidance about this process.

**Q: What are the options for a Select Bridge?**

A: FHWA will not consider demolition to be a prudent alternative for any Federal-aid project involving a Select Bridge, and FHWA will not participate in a project that would result in the demolition of a Select Bridge. Therefore, any FHWA-funded project involving a Select Bridge must preserve that bridge in some manner. The project development process for Select Bridges can be found in Section III and Attachment B of the [Historic Bridges PA](#).

**Q: If a Select Bridge rehabilitation cannot follow the Secretary of the Interior's Standards and the result is determined an "adverse effect," is that allowable under the Historic Bridges PA?**

A: Yes, it is allowable. Under the provisions of the Historic Bridges PA, FHWA no longer issues an effect finding for the bridge itself. Section 106 for all Federal-aid projects involving bridges on the Select/Non-Select list will follow the provisions of the Historic Bridges PA, regardless of whether the project ultimately does or does not result in an "adverse effect." The alternatives analysis will discuss why certain improvements that may impact the historic integrity of the bridge are needed in order to meet the purpose and need of the project, and ultimately SHPO will need to concur with the preferred alternative.

**Q: What are the options for a Non-Select Bridge?**

A: Non-Select Bridges may be replaced if no avoidance alternative is determined to be feasible and prudent or no alternative that poses the least harm to the bridge is determined to be feasible and prudent. The [Historic Bridge Alternatives Analysis \(HBAA\)](#) document analyzes alternatives for feasibility and prudence.

**Q: Can a Non-Select Bridge be preserved?**

A: Yes. The results of the Purpose and Need development and HBAA might conclude that rehabilitation of a Non-Select Bridge is prudent and feasible, and therefore, is the preferred alternative for a Non-Select Bridge.

**Q: Why is an Alternatives Analysis needed for Non-Select Bridges? Why can't they simply be demolished given their Non-Select status?**

A: The Historic Bridges PA was formulated to streamline the Section 106 process for historic bridges, but does not specifically address Section 4(f) requirements. A Section 4(f) Alternatives Analysis is required to fulfill the [\*Programmatic Section 4\(f\) Evaluation and Approval for FHWA Projects that Necessitate the Use of Historic Bridges\*](#). As such, before demolition and replacement of a historic bridge can occur, the FHWA must confirm that, on the basis of extensive studies and analysis, there are no “feasible and prudent” alternatives to this use of the resource. The [\*“Historic Bridge Alternatives Analysis Layout” \(HBAA\)\*](#) should be used to develop the alternatives analysis.

**Q: How is the process streamlined for Non-Select Bridges for which the HBAA determines will be replaced? It seems like a lot of work is still involved to replace these bridges.**

A: If the only “adverse effect” is to the historic bridge, a Memorandum of Agreement (MOA) will not be required for the “adverse effect” involved with demolishing the bridge. The Historic Bridges PA outlines standard mitigation for any “adverse effects” to the historic bridge. Time and money are saved by not undergoing the MOA process.

Time and money are also saved through the lesser amount of standard mitigation that is specified in the Historic Bridges PA. Dismantling bridges for storage and potential reuse was previously a common mitigation practice specified in MOAs. It is not required per the Historic Bridges PA. Per Attachment B of the Historic Bridges PA (‘Standard Treatment Approach for Historic Bridges’), only two items of mitigation are required:

- The bridge owner shall consult with the Indiana SHPO to determine if photo documentation of the bridge is needed. If needed, the Indiana SHPO will specify the photo documentation standards and distribution requirements. If the Indiana SHPO does not respond within thirty (30) days, the bridge owner may assume the Indiana SHPO does not require any photo documentation.
- The bridge owner shall salvage elements that may be stored and used for future repair of similar historic bridges, if a party was identified during the bridge marketing phase of project development (see Stipulation III.B.2).

**Q: Can a Select or Non-Select Bridge be altered or removed with non-FHWA funds?**

A: Yes. A bridge owner can alter or remove Non-Select or Select Bridges with non-FHWA funds. FHWA/INDOT have no oversight authority for actions taken with local funds. If state funds are proposed to alter or remove a historic bridge, please see the question and answer below regarding that process.

The bridge owner should be aware that Section 106 may be required through another federal agency; for example, if the project requires a permit from the US Army Corps of Engineers (USACE). In that case, the USACE will be the lead federal agency and its procedures for Section 106 would be followed.

It should be noted that the Historic Bridges PA (Stipulation IV.G) states that if FHWA or Indiana SHPO determines that a bridge owner intentionally demolished or otherwise diminished the historic integrity of a *Select Bridge* under the bridge owner's jurisdiction with non-Federal-aid funds, then FHWA will comply with 36 CFR Part 800 for any future federal-aid bridge project proposed by that bridge owner for any of its bridges. That is to say, the normal Section 106 review process must be carried out for those projects and the streamlining procedures of the Historic Bridges PA cannot be utilized. After the next Bridge Survey update is completed, FHWA may again process Federal-aid projects in accordance with the Historic Bridges PA for that bridge owner.

It should also be noted that Section 110(k) of the National Historic Preservation Act (NHPA) prohibits FHWA from providing Federal-aid funds for a given project, where the bridge owner, with the intent to avoid the requirements of Section 106, has intentionally adversely affected the historic bridge prior to completion of an environmental document. In other words, a bridge owner could not remove a historic bridge with non-FHWA funds and then apply for Federal-aid funds to build the replacement structure at that location.

One clarification is that if a Select Bridge is destroyed due to some natural disaster (fire, tornado, etc.), then the bridge owner would not be held responsible, and there would be no need to invoke Stipulation IV.G of the Historic Bridges PA or Section 110(k) of the NHPA.

**Q: Does FHWA, INDOT or SHPO need to review or approve alterations with non-FHWA funds to a Select or Non-Select Bridge?**

A: No. Because FHWA does not have the authority to apply Section 106 to non-Federal undertakings, FHWA and INDOT will not be involved in projects that are not using FHWA funds. Likewise the SHPO would typically not be involved unless there was another federal action that would require their review (e.g., a US Army Corps of Engineers permit) or if there was state funding involved. If state funds are proposed to alter or remove a historic bridge, please see the question and answer below regarding that process.

It is recognized that routine maintenance work may need to be done to Select Bridges, and many times these maintenance activities will not diminish the historic integrity to the extent that a bridge would need to be removed from the Select list. It is a good idea to follow the [Secretary of Interior's Standards for Rehabilitation](#) for projects using non-FHWA money.

It should be noted that the Historic Bridges PA (Stipulation IV.G) states that if FHWA or Indiana SHPO determine that a bridge owner intentionally demolished or otherwise diminished the historic integrity of a *Select Bridge* under the bridge owner's jurisdiction with non-Federal-aid funds, then FHWA will comply with 36 CFR Part 800 for any future federal-aid bridge project proposed by that bridge owner for any of its bridges. That is to say, the normal Section 106 review process must be carried out for those projects and the streamlining procedures of the Historic Bridges PA cannot be utilized. After the next Bridge Survey update is completed, FHWA may again process Federal-aid projects in accordance with the Historic Bridges PA for that bridge owner.

One clarification is that if a Select Bridge is destroyed due to some natural disaster (fire, tornado, etc), then the bridge owner would not be held responsible, and there would be no need to invoke Stipulation IV.G of the Historic Bridges PA.

**Q: What are the requirements when state funds are utilized for a historic bridge project?**

A: All projects for state-owned bridges (owned by INDOT or other state agencies, such as DNR), must comply with Indiana Code (IC) 14-21-1-18 (a) and (b), which states that a [Certificate of Approval \(COA\)](#) be obtained from the Indiana Historic Preservation Review Board (Review Board) before using state funds to alter, demolish, or remove a historic site or historic structure owned by the state. For any locally-owned historic bridge project utilizing state funds, if the bridge is listed in either the Indiana Register of Historic Sites and Structures or listed in the National Register of Historic Places (NRHP), the project must comply with IC 14-21-1-18 (a) and (b). Guidance on the process to comply with IC 14-21-1-18 (a) and (b) can be found in the [Cultural Resources Manual](#), Part III, Chapter 2.

Gaining a COA under state law IC 14-21-1-18 does not satisfy federal Section 106 requirements (16 USC 470f) – nor does completion of Section 106 through the Historic Bridges PA satisfy IC 14-21-1-18. Consequently, if a project utilizes both state and federal money, it must comply with both laws. In August 2013, a permanent rule (312 IAC 20-4-11.5) was passed for projects that are subject to both Section 106 and IC 14-21-1-18. This process outlined in this rule is referred to as Dual Review. Pursuant to Section 1(f) of this rule, at the conclusion of the review process, most projects will be granted a letter of clearance from the Division of Historic Preservation and Archaeology exempting the project from obtaining a COA under IC 14-21-1-18. Guidance on the Dual Review process can be found in the [Cultural Resources Manual](#), Part III, Chapter 2.

**Q: Why is a historic property report (HPR) required for historic bridge projects when the bridge's National Register eligibility has already been established through the inventory results?**

A: To ensure all FHWA-funded projects are consistent, an HPR is required for all projects that do not fall under the [Minor Projects Programmatic Agreement \(MPPA\)](#). Even though we know the eligibility of the bridge, other resources in the APE must be evaluated for National Register eligibility. For some projects, a short HPR would be appropriate. See the [Cultural Resources Manual](#), Part II, Chapter 6 for guidance on which type of HPR to prepare.

Additionally, the appropriate archaeological investigations must also be conducted. Please see the [Cultural Resources Manual](#), Part II, Chapter 7 for detailed guidance on what level of archaeology investigation is appropriate and the guidelines for preparing archaeology reports.

**Q: Is Section 106 required for projects involving the non-historic bridges that were determined not to be National Register eligible in the inventory?**

A. Yes. Section 106 is required for these projects, although depending on the scope of work, the project may fall under the [Minor Projects Programmatic Agreement \(MPPA\)](#). Please see the [Cultural Resources Manual](#), Part II, Chapter 3 for information on the MPPA.

Even though we know the bridge is not National Register eligible, other resources in the APE must be evaluated for National Register eligibility if the project does not fall under the MPPA. Please



see the [Cultural Resources Manual](#), Part II, Chapters 6-7 for detailed guidance on what type of HPR and archaeology investigation is appropriate and the guidelines for preparing the reports.

**Q: Why do concrete and stone bridges have to be marketed for reuse when they can't be relocated?**

A: While it may seem unlikely, someone may step forward and be willing to preserve such a bridge at its existing location. The entity would have to assume the legal liability, but if they were willing to do so, then they should have the opportunity to step forward and propose such an alternative (e.g., a local group using the bridge for fishing pier, and being legally responsible for bridge preservation and maintenance and associated liability).

**Q: Are Memorandums of Agreement (MOAs) needed for historic bridge projects now?**

A: An MOA is not needed if the only “adverse effect” is to the historic bridge. The Historic Bridges PA sets out the process for mitigating any “adverse effects” to the historic bridge. However, if an “adverse effect” will occur to another above-ground resource or an archaeological resource as a result of the bridge project, an MOA will be needed to mitigate the effects of the project on those resources.

**Q: Is notification to the Advisory Council on Historic Preservation (ACHP) required under the Historic Bridges PA?**

A: ACHP notification is not needed if the only “adverse effect” is to the historic bridge. Through signature of the Historic Bridges PA, the ACHP agreed that implementation of the standard treatment approach includes all possible planning to minimize harm to the historic bridge and implementation of the standard treatment approach fulfills all consultation requirements under Section 106. However, if an “adverse effect” will occur to another above-ground resource or an archaeological resource as a result of the bridge project, the ACHP must be notified and the MOA to resolve those “adverse effects” must be filed with the ACHP.

**Q: Is a Section 106 Public Notice published in a local newspaper required for historic bridge projects?**

A: Yes. Although the public hearing notice can contain information on the Section 106 finding, INDOT requires that a separate newspaper notice be placed to advertise the project's effect finding at the time that the finding is issued. Due to the usual lag-time between the finding of effect and when the public hearing is held, it is easy for the Section 106 language to be forgotten in the hearing notice, causing issues. Running a notice for the Section 106 finding as soon as it is issued avoids this possible omission. Please follow the [templates](#) for Section 106 public notices.

**Q: Is a public hearing required for all historic bridge projects?**

A: A public hearing is required for *every Select and Non-Select Bridge project processed under the Historic Bridges PA*, regardless of the preferred alternative. Guidance on conducting a public hearing for a historic bridge project can be found in the [Cultural Resources Manual](#), Part IV, Chapter 3.

**Q: What type of sign should be placed for marketing a Non-Select Bridge?**

A: Any type of sign that is visible to vehicular traffic and easily accessible to be safely read by pedestrian traffic is fine. The sign can be a standard highway sign or a sign similar to those used

for permits on a construction site, as long as it will hold up to the weather for at least six (6) months. The required language that must be included on the signs can be found in the [Cultural Resources Manual](#), Part IV, Chapter 2, Appendix C. It is suggested that photographs with a time/date stamp be taken of the installed sign in order to prove that this requirement was met. Photographs of the signs should be included in the Section 106 800.11 documentation and should be included in the environmental document for the project.

**Q: Are any bridges on the interstate system in Indiana historic?**

A: No. The vast majority of the 46,700-mile Interstate Highway System (Interstate System) is exempt from consideration as a historic resource under requirements of Section 106 of the National Historic Preservation Act and Section 4(f) of the Department of Transportation Act per the [Section 106 Exemption Regarding Historic Preservation Review Process for Effects to the Interstate Highway System](#) adopted by the Advisory Council on Historic Preservation on March 10, 2005 and Section 6007 of the SAFETEA-LU act (August 10, 2005), respectively. Elements of the Interstate System that are exceptional in some way or meet a national level of significance under the criteria for the National Register of Historic Places are excluded from these respective exemptions. However, based on consultation between FHWA, INDOT, SHPO and other stakeholders, [no elements or sections of the Interstate System in Indiana](#) were determined to be "nationally significant."

Depending on the scope of work, a project involving an interstate bridge may fall under the [Minor Projects Programmatic Agreement \(MPPA\)](#). Please see the [Cultural Resources Manual](#), Part II, Chapter 3 for information on the MPPA.

Even though we know interstate bridges are not treated as a historic resource, other resources in the APE must be evaluated for National Register eligibility if the project does not fall under the MPPA. Please see the [Cultural Resources Manual](#), Part II, Chapters 6-7 for detailed guidance on what type of HPR and archaeology investigation is appropriate and the guidelines for preparing the reports.

**Q. What if a project involves a bridge that was not evaluated as part of the Historic Bridges Inventory because it was built after the inventory cut-off date of 1965, but the bridge is now over 50 years of age?**

A. On November 2, 2012, the Advisory Council on Historic Preservation (ACHP) issued the [Program Comment for Streamlining Section 106 Review for Actions Affecting Post-1945 Concrete and Steel Bridges](#) (*Program Comment*). The Program Comment relieves federal agencies from the Section 106 requirement to consider the effects of undertakings on most concrete and steel bridges built after 1945. On March 19, 2013, federal agencies were approved to use the Program Comment for Indiana projects.

The Program Comment applies for bridges built after 1945 that:

- have not been previously listed in or determined eligible for listing in the National Register of Historic Places;
- are not located in or adjacent to a historic district;

- are not one of the unique types to which the Program Comment does not apply: arch bridges, truss bridges, bridges with movable spans, suspension bridges, cable-stayed bridges, or covered bridges;
- have not been identified as having exceptional significance for association with a person or event;
- have not been identified as a very early or particularly important example of its type in the state or the nation;
- have not been identified as having distinctive engineering or architectural features that depart from standard designs;
- have not been identified as displaying other elements that were engineered to respond to a unique environmental context; or
- have not been identified as having some exceptional quality.

Based on consultation between FHWA, INDOT, SHPO and interested parties, [no bridges with exceptional significance were identified in Indiana.](#)

Depending on the scope of work, a project involving a bridge that falls under the Program Comment may fall under the [Minor Projects Programmatic Agreement \(MPPA\)](#). Please see the [Cultural Resources Manual](#), Part II, Chapter 3 for information on the MPPA.

Even though we know bridges that fall under the Program Comment are not treated as historic resources, other resources in the APE must be evaluated for National Register eligibility if the project does not fall under the MPPA. Please see the [Cultural Resources Manual](#), Part II, Chapters 6-7 for detailed guidance on what type of HPR and archaeology investigation is appropriate and the guidelines for preparing the reports. Also, the Cultural Resources Manual, Part II, Chapter 6, Page 28 provides guidance on how application of the Program Comment can be explained in the HPR.

**Q. What if a bridge is over 50 years of age, but was not included in the Historic Bridges Inventory, is not on the Interstate System, and does not fall under the Program Comment?**

A. If a bridge is over 50 years of age, but was not included in the Historic Bridges Inventory, is not on the Interstate System, and does not fall under the Program Comment, it must be evaluated for National Register eligibility. A project for such a bridge will not be able to utilize the Historic Bridges PA and must follow the regular Section 106 process. Such bridges could include bridges on the state's border, a bridge that was privately owned at the time of the Historic Bridge Inventory, or a bridge that was otherwise omitted from the Historic Bridges Inventory.

In order to assess the National Register eligibility of such a bridge, the "System for Applying the National Register Criteria for Evaluation" (System) from the *Indiana Historic Bridge Inventory* should be utilized (found in [Volume 1: National Register Eligibility Results](#), Appendix A). This System assigns points to calculate an Eligibility Score. The Eligibility Score is determined by assessing points for significance and deducting points, if applicable, for integrity issues. A bridge is recommended eligible to the National Register if it possesses both significance and historic integrity. According to the System, this is manifested in an Eligibility Score of 1 point or higher. Any questions should be directed to CRO staff, who can provide examples of bridges for which the System has been applied.

## **Required Language for Historic Bridge Marketing Signs**

The following text must be incorporated into all historic bridge marketing signs:

This is a historic bridge that may be available for reuse. The status of the bridge is currently "pending," meaning its future is undetermined as the Section 106 review process is on-going. Depending on the outcome of Section 106 consultation, interested parties may be able to acquire the bridge. For more information, please visit <https://www.in.gov/indot/2532.htm> or contact: [insert contact name, phone number, and/or email address].

## **Example Letters for Transmitting Plans**



# INDIANA DEPARTMENT OF TRANSPORTATION

100 North Senate Avenue  
Room N642  
Indianapolis, Indiana 46204

PHONE: (317) 234-5168

**Eric Holcomb, Governor**  
**Joe McGuinness, Commissioner**

## 30% Plan Review Letter Example Follow Entire Template

Highlighted information shows level of detail that should be provided regarding the plans

[Date]

This letter was sent to the listed parties.

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.]. [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 (FHWA) 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 Section 106 review process for this project. 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.

The proposed undertaking is on [route] from [project limits] in [County], Indiana. It is within [Township], [USGS Topographic Quadrangle], in [Section], [Township], [Range].

[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 and archaeological properties. In accordance with 36 CFR 800.2 (c), you were invited to become a consulting party as part of the Section 106 process. Entities that have accepted consulting party status are identified in the attached list.

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 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] 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 regards 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 regards 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 regards 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 graded level for the highway and adjacent ditches. Soils within the project area are eroded and range from 18-25% 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.]

Per Attachment B of the Historic Bridges PA, the 30% plans are available for review in IN SCOPE at <http://erms.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 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 you prefer a hard copy of this material, 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.

The attached plans may answer most of these questions posted by the State Historic Preservation Officer (SHPO) in a letter dated October 12, 2018, but specific questions and answers are addressed below. SHPO questioned if the bridge deck will be super-elevated and curved to match existing deck; if the replacement corbels under the sidewalk match the existing in style and dimension; and, if the existing, concrete bridge approach rail transitions will not be replaced. This letter also suggested the replacement match the details of the existing railing (piers, paneling, and bush-hammering). Answers:

- Replacement deck – The new deck will be super-elevated and curved to match the existing deck.
- Replacement corbels – The replacement corbels will be similar in appearance but will be longer (see attached plan sheet #10).
- The new bridge rail will be similar in appearance to the existing with bush-hammered panels, but it will be taller. (See attached plan sheet, #11-16).
- The existing concrete bridge approach rail transitions will be similar to existing (see attached plan sheet 13).

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:

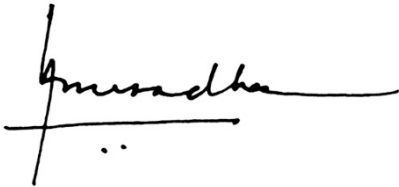
[Consultant Contact Person]



[Title]  
[Consulting Firm Name]  
Street Address  
City, State, Zip Code  
[email].

Tribal contacts may contact Shaun Miller at [smiller@indot.in.gov](mailto:smiller@indot.in.gov) or 317-233-6795 or Michelle Allen at FHWA at [michelle.allen@dot.gov](mailto:michelle.allen@dot.gov) or 317-226-7344.

Sincerely,

A handwritten signature in black ink, appearing to read "Anuradha", written over a horizontal line. There are two small dots below the line.

Anuradha V. Kumar, Manager  
Cultural Resources Office  
Environmental Services

Enclosures:

{plan sheets, photos, and or USPs}

Distribution List:

{Insert list of consulting parties}



# INDIANA DEPARTMENT OF TRANSPORTATION

100 North Senate Avenue  
Room N642  
Indianapolis, Indiana 46204

PHONE: (317) 234-5168

**Eric Holcomb, Governor**  
**Joe McGuinness, Commissioner**

## 60% Plan Review Letter Example Follow Entire Template

Highlighted information shows level of detail that should be provided regarding the plans

[Date]

This letter was sent to the listed parties.

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.]. [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 (FHWA) 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 Section 106 review process for this project. 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.

The proposed undertaking is on [route] from [project limits] in [County], Indiana. It is within [Township], [USGS Topographic Quadrangle], in [Section], [Township], [Range].

[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 and archaeological properties. In accordance with 36 CFR 800.2 (c), you were invited to become a consulting party as part of the Section 106 process. Entities that have accepted consulting party status are identified in the attached list.

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 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] 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 regards 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 regards 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 regards 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 graded level for the highway and adjacent ditches. Soils within the project area are eroded and range from 18-25% 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.]

Per Attachment B of the Historic Bridges PA, the 60% plans are available for review in IN SCOPE at <http://erms.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 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 you prefer a hard copy of this material, 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.

In the State Historic Preservation Officer's (SHPO) review letter dated November 10, 2016, it was requested that 60% plans be provided with proposed and existing railing details. The plans have been updated to include details for the proposed rail. The 32" vertical parapet was selected based on TL-4 criteria which is required for this project due to calculations that consider traffic volumes and barrier offset. The selected railing has been crash tested and approved by FHWA, and has been modified for the sake of this project with an additional aesthetic concrete surface on each side to replicate the look of the existing bush hammered railing. The ends of the proposed railing have been made smooth for attachment of standard guardrail transitions.

The railing layout is shown in the "Elevation" view of the General Plans on Sheet 11. The construction details for the railing are shown in the Railing Details on Sheet 15. Also attached for reference are the original General Plans showing the layout of the original railing, as well as a photograph of the railing as it exists today.

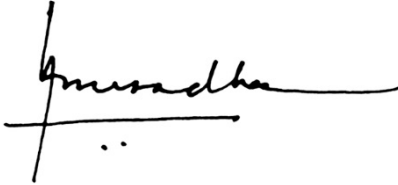
For questions concerning specific project details, you may contact [Consultant Contact Person] of [Consulting Firm Name] at [phone number] or [email]. All future responses regarding the proposed project should be forwarded to [Consulting Firm Name] at the following address:

[Consultant Contact Person]  
[Title]  
[Consulting Firm Name]  
Street Address

City, State, Zip Code  
[email].

Tribal contacts may contact Shaun Miller at [smiller@indot.in.gov](mailto:smiller@indot.in.gov) or 317-233-6795 or Michelle Allen at FHWA at [michelle.allen@dot.gov](mailto:michelle.allen@dot.gov) or 317-226-7344.

Sincerely,

A handwritten signature in black ink, appearing to read "Anuradha", written over a horizontal line. There are two small dots below the line.

Anuradha V. Kumar, Manager  
Cultural Resources Office  
Environmental Services

Enclosures:

{plan sheets, photos, and or USPs}

Distribution List:

{Insert list of consulting parties}



# INDIANA DEPARTMENT OF TRANSPORTATION

100 North Senate Avenue  
Room N642  
Indianapolis, Indiana 46204

PHONE: (317) 234-5168

**Eric Holcomb, Governor**  
**Joe McGuinness, Commissioner**

## Final Plan Review Letter Example Follow Entire Template

Highlighted information shows level of detail that should be provided regarding the plans

[Date]

This letter was sent to the listed parties.

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.]. [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 (FHWA) 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 Section 106 review process for this project. 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.

The proposed undertaking is on [route] from [project limits] in [County], Indiana. It is within [Township], [USGS Topographic Quadrangle], in [Section], [Township], [Range].

[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 and archaeological properties. In accordance with 36 CFR 800.2 (c), you were invited to become a consulting party as part of the Section 106 process. Entities that have accepted consulting party status are identified in the attached list.

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 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] 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 regards 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 regards 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 regards 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 graded level for the highway and adjacent ditches. Soils within the project area are eroded and range from 18-25% 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.]

Per Attachment B of the Historic Bridges PA, the final plans are available for review in IN SCOPE at <http://erms.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 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 you prefer a hard copy of this material, 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.

We would like to provide some additional information to address questions and comments from the State Historic Preservation Officer's (SHPO) letter dated March 22, 2019.

**SHPO Comment:** By comparing the excerpts of the original drawings that you provided with the proposed plans, it appears that the original north spandrel wall of the bridge would have been roughly under the stripe between the two northbound lanes (the bridge sits at an angle relative to the overall, north-south direction of Commerce Avenue). It would be interesting if any portion of the original, north spandrel wall and stone facing that exists could be photographically documented as demolition occurs below the deck. We realize, however, that demolition is not a surgical operation and that it may not be feasible or safe to attempt to identify or photograph intact sections of the original spandrel or facing. We can understand that, as INDOT has suggested, it is possible that the original spandrel and facing were entirely removed during the 1958 widening project.

**Response:** In consideration of this comment, a unique special provision has been added to the contract documents stating that should the contractor discover the original north spandrel wall and/or original stone facing intact during demolition activities, construction activities will cease for a reasonable amount of time to allow a licensed bridge engineer to photograph the wall and stone facing so as to provide some photographic documentation to the Indiana SHPO. The text of this USP is attached.

Please note that in order to satisfy the available construction budget, components of the Commerce Avenue bridge rehabilitation project had to be eliminated. The removal and replacement of the existing arch fill and



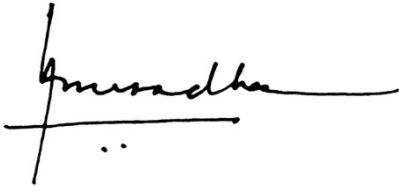
waterproofing membrane were eliminated from the project because of funding issues. The removal and replacement of the earth fill and waterproofing membrane are work elements located below the existing ground level and are items that do not change the final visual appearance of the rehabilitated structure. All other design details as previously provided remain as work items to be constructed for the project. The replacement of earth fill and waterproofing membrane were chosen for elimination from the project because of their cost and because the newly constructed concrete top slab replacing the existing bituminous pavement over the structure will provide a means of waterproofing for the rehabilitated structure within budget constraints. The project purpose and need will still be met with this change. All other elements, such as substructure, spandrel wall and arch ring patching are still being completed as part of this project.

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 may contact Shaun Miller at [smiller@indot.in.gov](mailto:smiller@indot.in.gov) or 317-233-6795 or Michelle Allen at FHWA at [michelle.allen@dot.gov](mailto:michelle.allen@dot.gov) or 317-226-7344.

Sincerely,



Anuradha V. Kumar, Manager  
Cultural Resources Office  
Environmental Services

Enclosures:

{plan sheets, photos, and or USPs}

Distribution List:

{Insert list of consulting parties}