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**PROGRAMMATIC AGREEMENT
BETWEEN
THE UNITED STATES DEPARTMENT OF AGRICULTURE,
NATURAL RESOURCES CONSERVATION SERVICE, MICHIGAN DIVISION,
AND THE STATE HISTORIC PRESERVATION OFFICER OF MICHIGAN**

**REGARDING THE IMPLEMENTATION OF CONSERVATION ASSISTANCE PROGRAMS
FOR SOIL, WATER, AND RELATED RESOURCE CONSERVATION ACTIVITIES**

**CREATED IN ACCORDANCE WITH THE MAY 2002, NATIONAL PROGRAMMATIC
AGREEMENT AMONG THE UNITED STATES DEPARTMENT OF AGRICULTURE,
NATURAL RESOURCES CONSERVATION SERVICE,
THE ADVISORY COUNCIL ON HISTORIC PRESERVATION AND THE
NATIONAL CONFERENCE OF STATE HISTORIC PRESERVATION OFFICERS**

INTRODUCTION AND PURPOSE

This State Level Agreement (SLA) implements Stipulation 2.A (State Level Agreements) of the May 2002, National Programmatic Agreement among the United States Department of Agriculture-Natural Resources Conservation Service (NRCS), the Advisory Council on Historic Preservation (Council), and the National Conference of State Historic Preservation Officers (NCSHPO) regarding the implementation of Conservation Assistance Programs for soil, water, and related resource conservation activities on private and public lands.

The purpose of the SLA is to tailor compliance procedures and requirements of the National Historic Preservation Act (NHPA) and the Section 106 implementing regulations (36 CFR Part 800) to conditions that exist in Michigan that cannot be uniformly addressed at the national level, and to facilitate NRCS actions. Unless otherwise defined differently in this agreement, all terms are used in accordance with NRCS General Manual (GM) 420, Part 401, and the NRCS Cultural Resources Handbook, Part 601.

The NRCS Michigan and the State Historic Preservation Officer of Michigan (SHPO) agree that execution of this agreement provides for the implementation of policies and procedures developed by NRCS to effectively ensure that the effects of conservation activities on historic properties are thoroughly considered in the earliest planning stages and that historic properties are protected as efficiently as possible.

STIPULATIONS

I. PROFESSIONAL STAFF

A. NRCS

1. The NRCS Michigan shall employ or contract with qualified personnel who meet the Secretary of the Interior's Professional Qualification Standards (48 FR 44716, September 29, 1983) for archaeologist, historian, architectural historian or other historic preservation professional, as appropriate, to hold the position of NRCS State Cultural Resources Specialist (SCRS). This position shall oversee the identification of historic properties, determinations of eligibility and development of historic properties treatment recommendations.
2. The NRCS Michigan shall employ a State Cultural Resources Coordinator (SCRC) who shall be responsible for communicating with the SHPO, meeting NRCS policies, and for

maintaining a cultural resources training program acceptable to the NRCS Michigan State Conservationist and the SHPO. The SCRC (see GM 420, Part 401, definitions) is responsible for the implementation of cultural resources policies and procedures as outlined in the NRCS GM 420, Part 401, and the National Cultural Resources Handbook, Part 601.

3. The NRCS Michigan SCRS and SCRC shall be located as deemed appropriate by both the NRCS Michigan and the SHPO.
4. The NRCS Michigan and the SHPO acknowledge that the NRCS Michigan employs field personnel who are involved with undertakings that may have the potential to affect historic properties. The NRCS Michigan shall ensure that all field personnel who are involved with the implementation of such undertakings have successfully completed NRCS Cultural Resource training modules 1-8. A description of the training modules is attached in the Appendix.

B. SHPO

1. The Environmental Review Coordinator (ERC) of the SHPO shall be responsible for working with the NRCS Michigan on Section 106 review and consultation procedures. The ERC is located within the SHPO, Michigan Historical Center, Department of History, Arts and Libraries, 702 West Kalamazoo, PO Box 30740, Lansing, MI 48909-8240.
2. Except under special circumstances to be discussed in consultation with the SHPO, only the State Historic Preservation Officer is authorized to sign consultation correspondence and agreements.
3. The Office of the State Archaeologist, also housed within the Michigan Historical Center, may be consulted for matters concerning the identification and evaluation of archaeological resources.
4. The SHPO will assign a representative to participate with NRCS Quality Improvement Teams and other working groups, as needed.

II. STAFF TRAINING

- A. The SCRC and the SCRS shall complete, at a minimum, training in Section 106 policies and procedures within one year of beginning duties. The Section 106 training must be approved by the Advisory Council on Historic Preservation or the National Preservation Institute.
- B. The SCRC and the SCRS shall also complete other training as necessary to carry out the duties of the positions. The SHPO recommends Archaeological Resources Protection Act training if time and funding permit.
- C. The NRCS will ensure that all NRCS field personnel who are involved with undertaking implementation will receive, at a minimum, NRCS Cultural Resources training modules 1-8. This training shall be completed in FY 2004. New employees will receive the training within one year of employment. Course updates and "refresher" courses shall be completed every three years.
- D. Subject to need and staff availability, the SHPO will assist in the development and implementation of NRCS cultural resource training programs.

III. REVIEW AND CONSULTATION PROCEDURES: IDENTIFICATION OF UNDERTAKING

A. CONSERVATION PRACTICES NOT REQUIRING SCRS OR SHPO CONSULTATION

1. The following activities are not considered undertakings and do not require SCRS or SHPO consultation:
 - Advice or technical assistance, including the development, review and /or approval of conservation plans or technical designs when NRCS provides no financial assistance for their implementation or otherwise exercises no control over implementation;
 - Technical determinations based upon empirical or factual findings and determinations of compliance or non-compliance including, but not limited to, wetlands determinations, determinations of highly erodible land, certification of the existence of a wetland or highly erodible land, determination of prime and unique farmland, etc.;
 - Analyses of data from technical determinations or resource inventories;
 - Development or revision of technical standards and specifications;
 - Changes or amendments to approved actions when the NRCS Michigan, in consultation with the SHPO, concur that such changes have the potential to affect national register eligible properties;
 - Resource inventory, monitoring, field trials, and other information gathering activities that do not involve subsurface disturbance;
 - Conservation easement purchases, the management plans for which do not call for structural modification or removal or ground disturbing activities;
 - Programs of study under the authority of Public Law 83-566, as amended (7 CFR Part 621);
2. Although the above activities may be implemented without SHPO consultation, the NRCS Michigan shall maintain records of these determinations for at least 5 years.

B. CONSERVATION PRACTICES REQUIRING SCRS AND SHPO CONSULTATION

1. All activities listed in Michigan electronic Field Office Technical Guide (eFOTG) shall be considered NRCS undertakings that will require SCRS or SHPO consultation.

IV. REVIEW AND CONSULTATION PROCEDURES: IDENTIFICATION OF HISTORIC PROPERTIES AND FINDINGS OF EFFECT

- A. For the purposes of this Agreement, historic properties shall be defined as any prehistoric or historic district, site, building, structure, object or Traditional Cultural Property (TCP) included in, or eligible for inclusion in, the National Register of Historic Places. This term includes artifacts, records, and remains that are related to and located within such properties. Historic Properties are further defined in 36 CFR Part 800.16.
- B. For projects considered an undertaking, NRCS field personnel who have successfully completed NRCS Cultural Resource training modules 1-8 will submit the following information to the SCRS for review:
 - Identification of the Area of Potential Effects (APE) for the proposed undertaking. The APE is the geographic area or areas within which the undertaking may directly or indirectly cause changes in the character or use of historic properties. The APE is further defined in 36 CFR Part 800.16. The APE should be drawn on a clear and detailed map of the project area.

- Identification of historic properties within the APE. NRCS personnel will make a good faith effort to determine whether historic properties are present within the APE of each undertaking. If a historic property is identified, NRCS field personnel will document the site on the Historic/Archaeologic New Site Report form (MI-SSC-1, Exhibit 2).
 - Additional supporting information such as photographs, written information etc. may be necessary. The SHPO's Preliminary Project Information sheet in the Appendix provides an example of common supplemental information. The SCRS may establish requirements for submittal information.
- C. The SCRS will review project information from the NRCS personnel and request additional information or conduct additional research or survey as needed in order to identify historic properties within the APE and to make an adequately documented finding of effect. Project activities and findings will be documented in the appropriate case files.
- D. The SCRC and the SCRS will have exclusive access to archaeological site files retained at the Office of the State Archeologist (OSA) and will request site information from the OSA as needed. In critical situations, when there is not adequate time to accomplish normal procedures for cultural resources review, the SCRC or SCRS may make file searches under the guidance of the OSA without a written request or charge.
- E. The OSA will annually supply an updated computer listing of all known archaeological sites in Michigan arranged by township, range and section. This information will be used by NRCS Michigan to update the county maps showing location of known sites by section. This information will be treated as protected information and stored in a secure file in each office. The file will be accessible only to field personnel who have successfully completed the NRCS Cultural Resources training modules 1-8, the SCRS, State Environmental Liaison (SEL) and the SCRC.
- F. For large scale undertakings (larger than 50 acres in size) NRCS Michigan shall consult with the SHPO on historic property inventory methodology. The SHPO shall have 30 days from the date of receipt to respond.
- G. If the NRCS Michigan determines that an undertaking will result in a finding of "no historic properties affected" per 36 CFR Part 800.6(d)(1), then no further consultation is necessary and the undertaking may proceed. For all other findings ("no adverse effect" and "adverse effect") the NRCS Michigan must consult with the SHPO.

V. REVIEW AND CONSULTATION PROCEDURES: CONSULTATION WITH THE SHPO

- A. The NRCS Michigan shall initiate consultation with the SHPO for all findings of "no adverse effect" or "adverse effect" by submitting project documentation in accordance with the Preliminary Project Information Sheet located in the Appendix. The project documentation submitted to the SHPO must include historic properties identified, if any, and a determination of project effects.
- B. The SHPO shall have thirty (30) days to respond to an adequately documented finding of effect with a concurrence in the finding, with a request for more information or with a request for survey (to be conducted by qualified personnel meeting the Secretary of the Interior's Professional Qualification Standards (48 FR 44716, September 29, 1983)).
1. If the SHPO requests a survey that is beyond the capabilities of the NRCS Michigan to provide, it will be the landowner's responsibility to obtain the survey.

- C. If the SHPO concurs in the finding of “no adverse effect”, the undertaking may proceed.
- D. If the undertaking will result in an adverse effect to a historic property, the NRCS Michigan shall first attempt to modify the undertaking in order to avoid adverse effects upon historic properties and maintain an adequate buffer around historic properties. If an archaeological site is to be avoided, site boundaries will be identified by the SCRS or by procedures developed through consensus of the SHPO, NRCS Michigan and the landowner.
- E. If adverse effects to historic properties cannot be avoided, the SHPO and the NRCS Michigan shall consult pursuant to 36 CFR Part 800.6 to resolve the adverse effect, including the execution of a memorandum of agreement (MOA)
- F. Consultation with the SHPO will not conclude until the SHPO and the NRCS Michigan concur in a finding of effect for the proposed undertaking and adverse effects, if any, are resolved. In the event the NRCS Michigan disputes the opinion of or a request by the SHPO, the Dispute Resolution procedures will be followed (Stipulation X, Dispute Resolution Procedure).

VI. SPECIAL PROVISIONS

A. EMERGENCY SITUATIONS

1. The NRCS Michigan may proceed with undertakings that are immediate rescue and salvage operations conducted to preserve life or property or are in response to a disaster or emergency declared by the President, a tribal government, or the governor of Michigan. If time allows, the NRCS Michigan must notify the SHPO of the emergency and afford the SHPO an opportunity to comment on the undertaking within seven (7) days of notification. This provision only applies to undertakings that will be implemented within thirty (30) days after the disaster or emergency has been formally declared by the appropriate authority.
2. The NRCS Michigan and the SHPO are encouraged to develop additional guidelines and procedures for the treatment of historic properties during an emergency. The NRCS National Cultural Resource Handbook, Part 601, will be used as the framework for developing procedures for emergency situations.

B. UNANTICIPATED OR ACCIDENTAL DISCOVERY OF HISTORIC PROPERTIES

In the event that a historic property is discovered during the course of implementing an undertaking, all work shall cease immediately in the area of discovery and the NRCS Michigan will notify the SHPO. If a professional archeologist is monitoring construction, they may consult directly with the SHPO to determine how the area may be avoided to allow the project to proceed. Consultations for discovery situations will be carried out in accordance with procedures identified in the NRCS National Cultural Resources Handbook, Section 601. Preference will be given to minimizing further disturbance to the discovery and avoidance, if at all possible.

C. DISCOVERY OF HUMAN REMAINS

Any undertaking involving human remains on private property or state owned land is subject to Michigan Law. For all human remains discovered on private property and state owned land, NRCS will follow P.L. 168 as amended; Michigan Compiled Laws (750.160) and the Michigan Attorney General’s opinion for the proper consultation procedures. On federally managed property, NRCS, when designated as the lead agency and the remains are Native American, will follow the requirements of the Native American Graves Protection and Repatriation Act (25 U.S.C. 3001-3013), and its regulations. If remains are not Native American, NRCS, if designated

as the lead agency, will follow Michigan Compiled Laws (750.160). On federally managed property where NRCS is not designated as the lead agency, the policies established by the lead agency or land management agency will be followed.

D. CURATION

All artifacts recovered in the course of any undertaking shall remain in the ownership and possession of the landowner. Responsibility for curation rests with the owner of the artifacts. NRCS will not act as a curator for any artifacts found during an undertaking or non-undertaking activity. Where NRCS is not the lead agency or on projects on federal land, curation will be handled by the lead agency or the land management agency responsible for the land. All landowners will be provided with specific information by the OSA on curation/donation agreements and procedures. The NRCS will encourage landowners to enter into such agreements with the State Archaeologist so that the cultural resources found will be preserved for future generations.

VII. CONSULTATION WITH TRIBES

The NRCS Michigan will continue or immediately initiate consultation with Tribal Historic Preservation Officers, Federally recognized tribes with land within the state and non-resident tribes with interest in ancestral lands within the state boundaries to establish mutually acceptable Section 106 consultation protocols or agreements. Consultation shall be nation-to-nation and direct, personal and otherwise initiated in an appropriate manner for each individual American Indian tribal government; carbon-copied or similar mailing or notification is not appropriate. These agreements shall establish who (by title) will participate in consultation, when and where this consultation shall take place and specific needs (e.g. level of documentation needed). When feasible and agreed-upon by all parties, the SHPO shall be invited to participate in these consultation activities. Whenever possible, the consultations shall build upon existing relationships between NRCS Michigan and tribal governments, established through NRCS Michigan's technical assistance program, while recognizing the importance of government-to-government communication with the sovereign American Indian nations. Tribal consultation does not release NRCS Michigan from consultation with the SHPO as specified in 36 CFR Part 800.

NRCS Michigan recognizes tribal agreements with the Michigan Anishinaabek Cultural Preservation Repatriation Alliance (MACPRA) and the Keweenaw Bay Indian Community.

VIII. CONSULTATION WITH THE PUBLIC

The NRCS Michigan recognizes that the views of the public are essential to informed Federal decision making in the Section 106 process. The NRCS Michigan shall seek and consider the views of the public in a manner that reflects the nature and complexity of each undertaking and its effects on historic properties. The NRCS Michigan shall consult with the public in accordance with 36 CFR Part 800.2(d) and 800.6 (a)(4).

IX. SLA REVIEW, REVISION, MONITORING AND REPORTING

- A. On a quarterly basis, the NRCS Michigan shall prepare and submit to the SHPO a list of all projects undertaken within that quarter, including their locations and findings of effect.
- B. The NRCS Michigan will prepare an annual cultural resource report detailing Section 106 compliance activities and results for the fiscal year, including a section discussing spot checks and quality reviews of NRCS Michigan cultural resource operations. The NRCS Michigan shall

use this report as a basis for annual consultation with the SHPO to determine how this Agreement is being implemented and whether revisions are necessary.

- C. The NRCS Michigan will produce a concise annual report on NRCS Michigan activities and performance outcomes and incorporate this information into the SLA and consultation agreements or protocols with American Indian Tribes. These reports would be incorporated into an annual NRCS agency-wide report to the National Conference of State Historic Preservation Officers, National Association of Tribal Historic Preservation Officers, and the Advisory Council on Historic Preservation.

X. DISPUTE RESOLUTION

Should any party to this SLA object within thirty (30) days to any of the proposed actions pursuant to this agreement, the NRCS Michigan shall consult with the objecting party to resolve the objection. If the NRCS Michigan determines that the objection cannot be resolved pursuant to 36 CFR Part 800.7(b), the NRCS Michigan shall forward all documentation relevant to the dispute to the Advisory Council on Historic Preservation (Council). Within forty-five (45) days after receipt of all pertinent documentation, the Council will either:

- A. Provide the NRCS Michigan with recommendations, which the NRCS Michigan will take into account in reaching a final decision regarding the dispute (36 CFR Part 800.7(b)); or
- B. Notify the NRCS Michigan that it will comment pursuant to 36 CFR Part 800.7(c) and proceed to comment. Any Council comment provided in response to such a request will be taken into account by the head of USDA in accordance with 36 CFR part 800.7(c)(4) with reference to the subject of the dispute.

Any recommendation or comment provided by the Council will be understood to pertain only to the subject of the dispute. The NRCS Michigan's responsibility to carry out all actions under this Agreement that are not subjects of the dispute will remain unchanged.

XI. AMENDMENT AND TERMINATION OF AGREEMENT

- A. Any party to this Agreement may request that it be amended, whereupon the parties will consult in accordance with 36 CFR 800.6(c)(7) and NRCS GM 420, Part 401 to consider such an amendment.
- B. If the NRCS Michigan determines that it cannot implement the terms of this Agreement, or if the SHPO determines that the Agreement is not being properly implemented, the NRCS Michigan or the SHPO may propose to the other parties to this Agreement that it be terminated.
- C. The party proposing to terminate this Agreement shall so notify all parties to this Agreement explaining the reasons for termination and affording at least sixty (60) days to consult and seek alternatives to termination. The parties shall then consult.
- D. Should such consultation fail, the NRCS Michigan or the SHPO may terminate the Agreement by so notifying all parties.
- E. In the event of termination, prior to final revisions of the SLA, or in the absence of an SLA or operating procedures, the NRCS Michigan shall comply with Section 106 of the National Historic Preservation Act by immediately implementing the Council's December 12, 2000 regulations, specifically 36 CFR Part 800.3 and 800.7. None of the provisions of the national programmatic agreement shall then apply.

Execution and implementation of this Agreement evidences that the NRCS Michigan has taken into account the effects of the program on historic properties.

NATURAL RESOURCES CONSERVATION SERVICE

By: /S/
State Conservationist

Date: 11/25/03

MICHIGAN STATE HISTORIC PRESERVATION OFFICER

By: /S/
Brian D. Conway
State Historic Preservation Officer

Date: 11/19/03

ABBREVIATIONS

SA -----	State Agreement
NRCS -----	Natural Resources Conservation Service
GM -----	General Manual
SHPO -----	State Historic Preservation Officer
SCRC -----	State Cultural Resources Coordinator
SCRS -----	State Cultural Resources Specialist
SEL-----	State Environmental Liaison

NRCS MICHIGAN CONSERVATION PRACTICES

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<u>Practice Name and Unit</u>	<u>Code</u>
Access Road (Ft.)	560
Agrichemical Containment Facility (No.)	702
Alley Cropping (Ac.)	311
Brush Management (Ac.)	314
Clearing and Snagging (Ft.)	326
Closure of Waste Impoundments (No.)	360
Commercial Fish Ponds (Ac.)	397
Composting Facility (No.)	317
Conservation Cover (Ac.)	327
Conservation Crop Rotation (Ac.)	328
Constructed Wetland (Ac.)	656
Contour Buffer Strips (Ac.)	332
Contour Farming (Ac.)	330
Contour Orchard and Other Fruit Area (Ac.)	331
Cover Crop (Ac.)	340
Critical Area Planting (Ac.)	342
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Deep Tillage (Ac.)	324
Dike (Ft.)	356
Diversion (Ft.)	362
Drainage Water Management (Ac.)	554
Dry Hydrant (No.)	432
Early Successional Habitat Development/Management (Ac.)	647
Fence (Ft.)	382
Field Border (Ft.)	386
Field Ditch (Ft.)	607
Filter Strip (Ac.)	393A
Firebreak (Ft.)	394
Fish Pond Management (No.)	399
Fish Raceway or Tank (Ft.)	398
Forage Harvest Management (Ac.)	511
Forest Harvest Trails and Landings (Ac.)	655
Forest Site Preparation (Ac.)	490
Forest Stand Improvement (Ac.)	666
Grade Stabilization Structure (No.)	410
Grassed Waterway (Ac.)	412
Heavy Use Area Protection (Ac.)	561
Hedgerow Planting (Ft.)	422
Herbaceous Wind Barriers (Ac.)	422A

<u>Practice Name and Unit</u>	<u>Code</u>
Irrigation Pit or Regulating Reservoir (No.)	552-A
Irrigation Pit or Regulating Reservoir (No.)	552-B
Irrigation Storage Reservoir (No.)	436
Irrigation System, Microirrigation (No. & Ac.)	441
Irrigation System, Sprinkler (No. & Ac.)	442
Irrigation Water Conveyance Pipeline - High-Pressure, Underground, Plastic (Ft.)	430-DD
Irrigation Water Conveyance Pipeline - Low-Pressure, Underground, Plastic (Ft.)	430
Irrigation Water Management (Ac.)	449
Land Reconstruction, Abandoned Mined Land (Ac.)	543
Land Reconstruction, Currently Mined Land (Ac.)	544
Land Smoothing (Ac.)	466
Lined Waterway or Outlet (Ft.)	468
Manure Transfer (No.)	634
Mine Shaft and Adit Closing (No.)	457
Mulching (Ac.)	484
Nutrient Management (Ac.)	590
Obstruction Removal (Ac.)	500
Open Channel (Ft.)	582
Pasture and Hayland Planting (Ac.)	512
Pest Management (Ac.)	595
Pipeline (Ft.)	516
Pond (No.)	378
Pond Sealing or Lining - Bentonite Treatment (No.)	521-C
Pond Sealing or Lining - Flexible Membrane (No.)	521-A
Pond Sealing or Lining - Soil Dispersant (No.)	521-B
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Prescribed Grazing (Ac.)	528A
Pumping Plant for Water Control (No.)	533
Recreation Area Improvement (Ac.)	562
Recreation Land Grading and Shaping (Ac.)	566
Recreation Trail and Walkway (Ft.)	568
Residue Management, Mulch Till (Ac.)	329B
Residue Management, No-Till and Strip Till (Ac.)	329A
Residue Management, Ridge Till (Ac.)	329C
Residue Management, Seasonal (Ac.)	344
Restoration and Management of Declining Habitats (Ac.)	643
Riparian Forest Buffer (Ac.)	391
Riparian Herbaceous Cover (Ac.)	390
Roof Runoff Management (No.)	558
Sediment Basin (No.)	350
Shallow Water Management for Wildlife (Ac.)	646
Spring Development (No.)	574
Streambank and Shoreline Protection (Ft.)	580
Stream Channel Stabilization (Ft.)	584
Stream Crossing and Livestock Access (Ft.)	728
Stream Habitat Improvement and Management (Ac.)	395

<u>Practice Name and Unit</u>	<u>Code</u>
Stripcropping, Field (Ac.)	586
Structure for Water Control (No.)	587
Subsurface Drain (Ft.)	606
Surface Drainage, Main or Lateral (Ft.)	608
Tree/Shrub Establishment (Ac.)	612
Tree/Shrub Pruning (Ac.)	660
Underground Outlet (Ft.)	620
Upland Wildlife Habitat Management (Ac.)	645
Use Exclusion (Ac.)	472
Vegetative Barrier (Ft.)	601
Waste Storage Facility (No.)	313
Waste Utilization (No. & Ac.)	633
Water and Sediment Control Basin (No.)	638
Water Well (No.)	642
Watering Facility (No.)	614
Well Decommissioning (No.)	351
Wetland Creation (Ac.)	658
Wetland Enhancement (Ac.)	659
Wetland Restoration (Ac.)	657
Wetland Wildlife Habitat Management (Ac.)	644
Windbreak/Shelterbelt Establishment (Ft.)	380
Windbreak/Shelterbelt Renovation (Ft.)	650

APPENDIX

CONSERVATION PRACTICES REQUIRING SHPO CONSULTATIONS

Some conservation practices have a high potential to affect cultural resources when installed according to standard NRCS criteria. Such practices are considered undertakings, and cultural resource consideration is required.

An undertaking is any project, activity, or program under the direct or indirect jurisdiction of a Federal agency that can result in changes in the character or use of historic properties. For NRCS, character change usually involves conservation practice installation where soil excavation disturbance exceeds six inches in depth or historic properties are negatively affected.

NRCS undertakings include the following practices:

<u>Practice Name and Unit</u>	<u>Code</u>
Access Road (Ft.)	560
Agrichemical Containment Facility (No.)	702
Animal Trails & Walkways (Ft)	575
Aquaculture Ponds (Ac)	397
Channel Stabilization (Ft)	584
Clearing and Snagging (Ft.)	326
Closure of Waste Impoundments (No.)	360
Commercial Fish Ponds (Ac.)	397
Composting Facility (No.)	317
Constructed Wetland (Ac.)	656
Critical Area Planting (Ac.)	342
Deep Tillage (Ac.)	324
Dike (Ft.)	356
Diversion (Ft.)	362
Drainage Water Management (Ac.)	554
Dry Hydrant (No.)	432
Field Ditch (Ft.)	607
Firebreak (Ft.)	394
Fish Raceway or Tank (Ft.)	398
Forest Harvest Trails and Landings (Ac.)	655
Forest Site Preparation (Ac.)	490
Grade Stabilization Structure (No.)	410
Grassed Waterway (Ac.)	412
Heavy Use Area Protection (Ac.)	561

<u>Practice Name and Unit</u>	<u>Code</u>
Irrigation Regulating Reservoir (No.)	552
Irrigation Storage Reservoir (No.)	436
Irrigation System, Microirrigation (No. & Ac.)	441
Irrigation System, Sprinkler (No. & Ac.)	442
Irrigation Water Conveyance Pipeline - High-Pressure, Underground, Plastic (Ft.)	430-DD
Irrigation Water Conveyance Pipeline - Low-Pressure, Underground, Plastic (Ft.)	430-EE
Land Reconstruction, Abandoned Mined Land (Ac.)	543
Land Reconstruction, Currently Mined Land (Ac.)	544
Land Smoothing (Ac.)	466
Lined Waterway or Outlet (Ft.)	468
Mine Shaft & Adit Closing (no.)	457
Obstruction Removal (Ac.)	500
Open Channel (Ft.)	582
Pipeline (Ft.)	516
Pond (No.)	378
Pumping Plant for Water Control (No.)	533
Recreation Area Improvement (Ac.)	562
Recreation Land Grading and Shaping (Ac.)	566
Recreation Trail and Walkway (Ft.)	568
Sediment Basin (No.)	350
Shallow Water Development for Wildlife (Ac)	646
Spring Development (No.)	574
Streambank and Shoreline Protection (Ft.)	580
Stream Crossing and Livestock Access (Ft.)	728
Structure for Water Control (No.)	587
Subsurface Drain (Ft.)	606
Surface Drainage, Main or Lateral (Ft.)	608
Terrace (Ft)	600
Underground Outlet (Ft.)	620
Waste Storage Facility (No.)	313
Water and Sediment Control Basin (No.)	638
Water Well (No.)	642
Watering Facility (No.)	614
Well Decommissioning (No.)	351
Wetland Creation (Ac.)	658
Wetland Enhancement (Ac.)	659
Wetland Restoration (Ac.)	657

APPENDIX

UNITED STATES DEPARTMENT OF AGRICULTURE
NATURAL RESOURCES CONSERVATION SERVICE

MI-CPA-15
Rev 10/2003

ENVIRONMENTAL EVALUATION FOR CONSERVATION PLANNING

NEPA Compliance – see 190, General Manual, Part 410 – Special Environmental Concerns identified through this evaluation have been considered in plan development to avoid adverse impacts. See attached page for definition of each Special Environmental Concern and appropriate policy references.

Area covered by this Environmental Evaluation:

Owner: _____

TWP and Section(s) of Planning Unit: _____ Date: _____

1. **WETLANDS:** Present in or near the planning unit? Yes No
What effect will the planned practices have on the resource?
Significantly positive Negligible Significantly negative
Describe all significant effects:

2. **CULTURAL RESOURCES**
Are the planned practices identified as undertakings in eFOTG, Section II? Yes No
If “Yes,” mail Request For Cultural Resources Review to Contract Archaeologist. Do not complete this section until results are known. Significantly positive Negligible Significantly negative

3. **FLOOD PLAINS AND RIPARIAN AREAS:** Present in or near the planning unit? Yes No
What effect will the planned practices have on the resource?
Significantly positive Negligible Significantly negative
Describe all significant effects:

4. **WILD AND SCENIC RIVER:** Present in or near the planning unit? Yes No
Describe the area(s) including location:

What effect will the planned practices have on the resource?
Significantly positive Negligible Significantly negative
Describe all significant effects:

5. **FARMLANDS - PRIME, UNIQUE OR OF LOCAL IMPORTANCE:** Present in the unit? Yes No
Prime, Unique or Local Importance Soil Mapping Units present:

Will the planned practices irreversibly convert this farmland to another use? Yes No

6. **THREATENED AND ENDANGERED SPECIES OR OTHER SPECIES OF CONCERN:**
Present in or near the planning unit? Yes Potentially present No
(attach search form from Natural Features database)
What effect will the planned practices have on the resource?
Significantly positive Negligible Significantly negative
Describe all significant effects:

7. LANDSCAPE RESOURCE (SCENIC BEAUTY):

Are unique or high quality Landscape Resources present in the planning unit? Yes No

What effect will the planned practices have on the resources?

Significantly positive Negligible Significantly negative

Describe all significant effects:

8. COASTAL ZONE MANAGEMENT AREA (CZMA):

Is the planning unit located in the designated CZMA? Yes No

What effect will the planned practices have on the resources?

Significantly positive Negligible Significantly negative

Describe all significant effects:

9. NATURAL AREA:

Is a designated Natural Area present in or near the planning unit? Yes No

What effect will the planned practices have on the resources?

Significantly positive Negligible Significantly negative

Describe all significant effects:

10. SPECIAL AQUATIC SITE:

Is a Special Aquatic Site present in or near planning unit? Yes No

What effect will the planned practices have on the resources?

Significantly positive Negligible Significantly negative

Describe all significant effects:

11. STREAM CHANNEL MODIFICATION:

Does the proposed action involve channel modification of a stream, wetland, or riparian area? Yes No

What effect will the planned practices have on the resources?

Significantly positive Negligible Significantly negative

Describe all significant effects:

12. MIGRATORY BIRD PROTECTION:

Migratory Bird Habitat present or in the planning unit? Yes No

What effect will the planned practices have on the resources?

Significantly positive Negligible Significantly negative

Describe all significant effects:

13. ENVIRONMENTAL JUSTICE

Does proposed action affect minority populations, low-income populations or Indian tribes in a disproportionately high and adverse manner regarding public health or interrelated cultural, social occupational, historical or economical factors? Yes No

Will the population share in the benefits of the proposed action? Yes No

What effect will the planned practices have?

Significantly positive Negligible Significantly negative

14. Environmental Evaluation Form Summary

- To the best of my knowledge, no further environmental evaluation is required. Undertakings are not involved.
- To the best of my knowledge, except for Cultural Resources, no further environmental evaluation is required.
- To the best of my knowledge, there is or may be a significant negative impact on one or more of the above Special Environmental Concerns. Further analysis, including an Environmental Evaluation, will be necessary.

Signature

Title

Date

DEFINITIONS AND REFERENCES FOR FORM MI-CPA-15

1. **Wetlands** are defined as lands that have a predominance of hydric soil; and are inundated or saturated by surface water or groundwater at a frequency and duration sufficient to support a prevalence of hydrophytic vegetation typically adapted for life in saturated soil conditions; and under normal circumstances do support a prevalence of hydrophytic vegetation. Ref: Food Security Act Manual; General Manual Title 190, Part 410.26.
2. **Cultural Resources** mean any prehistoric or historic districts, sites, buildings, structures or objects included in or eligible for inclusion in the National Register of Historic Places or an equivalent register maintained at the state or local level, including artifacts, records and remains (including scientific, archaeological, historical and prehistoric data) related to such districts, sites, buildings, structures or objects. Ref: General Manual Title 420, Part 401.
3. **Flood Plains** are areas adjacent to streams, rivers, lakes and watercourses which are inundated with a 100-year storm event. Federal regulations requires that the planning unit be cropped 3 of 5 years or be part of a state water quality plan. All practice installations require a state permit. Ref: General Manual Title 190, Part 410.25.
Riparian Areas are ecosystems that occur along watercourses or water bodies and have unique soil and vegetation characteristics that are strongly influenced by free or unbound water in the soil. Ref: General Manual Title 190, Part 411.
4. **Wild and Scenic River** is a free flowing river or river-segment that has been designated by the State of Michigan or Federal Government and has legal protection from adverse development and provides a mechanism for management of the river's resources. Ref.: PL 90-542.
5. **Prime Farmland** is land that has the best combination of physical and chemical characteristics for producing food, feed, forage, fiber, and oilseed crops and is also available for these uses. **Unique Farmland** is defined as land other than prime farmland that is used for the production of specific high value crops as determined by the Secretary of Agriculture. **Farmland of Local Importance** is farmland other than prime or unique that is of local importance as determined by the appropriate local agency and concurred in by the NRCS State Conservationist. Ref.: General Manual Title 310, Part 403.
6. **Endangered Species** are any species in danger of extinction throughout all, or a significant portion of, its range; **Threatened Species** are any species likely to become an endangered species within the foreseeable future. May be state or federally listed as threatened or endangered. **Other species of concern** are any species likely to become threatened within the foreseeable future. Ref: General Manual Title 190, Part 410.22.
7. **Landscape Resource (Scenic Beauty)** are those perceived physical elements and processes of the landscape that have value for human use. They include Landform, Vegetation, Structures and Water. Human decisions to alter these elements should enhance their scenic beauty. Ref.: General Manual Title 190, Part 410.24.
8. **Coastal Zone Management Areas (CZMA)** are areas located within or near the officially designated "coastal zone" of the State. CZMA includes the coastal waters and the adjacent shorelines of the State. Ref.: PL 92-583.
9. **Natural Areas** are defined as land or water units where natural conditions are maintained insofar as possible. Natural areas may be designated on federal government, non-federal government, or privately controlled land. Designation may be informal in the case of private landowners who designate a specific area as a natural area and manage it accordingly. Ref: General Manual Title 190, Part 410.23.
10. **Special Aquatic Sites** are locations where fish and wildlife that require specific habitat to provide refuge and sanctuary. They warrant special attention as listed in the Clean Water Act. Ref.: EPA 404 (b) (1) 230.3 and 230.1.
11. **Stream Channel Modification** is an alternative that may be utilized in solving specific water management problems. RC&D Measures and PL-566 Small Watershed Projects are NRCS projects that often affect this concern. Ref.: General Manual Title 190, Part 410.27 and 28.

12. **Migratory Bird Protection** is the policy of Federal agencies to comply with the Migratory Bird Treaty Act and EO 13186 for the purpose of protecting migratory birds and their habitat. Ref.: EO 13186, Fed. Reg. Vol. 66, No. 11 Jan 17, 2001.
13. **Environmental Justice** determines whether all people, including minority and low income individuals, will be provided the opportunity to comment before decisions are made; be allowed to share in the benefits of the decision and not be excluded from them; and not be affected in a disproportionately high or adverse manner by government programs and activities affecting human health or the environment. Ref.: EO 12898, Federal Actions To Address Environmental Justice In Minority Populations and Low-Income Populations.

Further Analysis

Significantly, as used in NEPA, requires considerations of both **Context** and **Intensity**:

Context

This means that the significance of an action must be analyzed in several situations, such as society as a whole (human, national), the affected region, the affected interests and the locality. Significance varies with the setting of the proposed action. For instance, for site-specific action, significance usually depends on the effects in the locale rather than in the world as a whole. Both short- and long-term effects are relevant.

Intensity

This refers to the severity of impact. Responsible officials must bear in mind that more than one agency may make decisions about partial aspects of a major action. Consider the degree to which public health and safety are affected; the amount of impact to unique characteristics of the geographic area; whether the risk is cumulative to the environment or individual; and whether there is a violation of Federal, state or local law.

MI-CPA-15

If there are **Significantly Positive** effects or **Negligible** effects, the planner is to describe them on the MI-CPA-15 under the Special Environmental Concern. Additional documentation is not required for the Special Environmental Concern. The planner can proceed with planning.

If there are **Significantly Negative** effects, then the planner is to describe them on the MI-CPA-15 and then to consult with the Area Office or the Environmental Liaison about performing a Environmental Evaluation to determine the need for an Environmental Assessment or an Environmental Impact Study.

NRCS Contacts

Questions regarding the Special Environmental Concerns and the completion of the MI-CPA-15 should be directed through the NRCS Assistant State Conservationist for Technology to the Environmental Liaison. If the assistance requires Technical Specialists, the Environmental Liaison will direct the questions to appropriate Technical Specialists.

APPENDIX

UNITED STATES DEPARTMENT OF AGRICULTURE NATURAL RESOURCES CONSERVATION SERVICE

HISTORIC/ARCHEOLOGIC NEW SITE REPORT

COUNTY _____, Michigan DATE _____

SITE FOUND BY: _____

NRCS CONTACT: _____ FIELD OFFICE

I. Site Identification

A. Legal Description Sec. _____; T _____; R _____

B. Owner or Tenant _____

Address _____

Phone (_____) _____

II. Site Description

A. Surface size of site _____ Acres, or _____ square feet

B. General type of site (check one or more)

_____ surface scatter

_____ cut bank

_____ mound/other earthwork

_____ visible structure

_____ other (describe) _____

C. Artifacts (check one or more)

_____ projectile points

_____ rock chips/fragments

_____ pottery fragments

_____ charcoal/fire debris

_____ crockery, earthenware,

_____ bone

_____ concrete, cut rock, glass

D. Amount of material (check one)

_____ sparse: only occasional artifacts present on surface

_____ moderate

_____ dense: numerous artifacts visible from any spot on the site

E. Provide a brief description of current and past land use at and around the site (use additional sheets as needed).

III. Map Locator:

Attach either 1) an FSA farm photo, or 2) a page-size copy of USGS quad sheet to this report. Mark with precise location of site.

IV. Send one copy to the following: Cultural Resources Coordinator and State Cultural Resources Coordinator.

V. File in field office "Cultural Resources File" (file 420).

APPENDIX

SHPO Preliminary Project Information Sheet

Environmental Review Information Form

Please respond to each point, even if there is no information available. The terms “not applicable” or “unknown” are not acceptable responses. Completed project information should be sent to:

Environmental Review Coordinator
State Historic Preservation Office
Michigan Historical Center
P.O. Box 30740
702 W. Kalamazoo St.
Lansing, MI 48909-8240

General Information Needed for a Project Review

1. Project Name, Indicating if a New or Old Project. The project is new if initiating correspondence with our office concerning the project for the very first time. A project is old if the project has been previously submitted for SHPO review or if it is part of a larger, related project within the same project area (please reference the ER project number used in all communication with our office).

2. Name of Federal Agency Funding, Licensing, or Assisting Project. Every project has a federal funding, licensing, or permitting agency. Include the name, address, and telephone number of the contact person at the federal agency. A federal agency or federally delegated authority contact is mandatory. Projects not receiving federal assistance, nor requiring a federal permit or license, are not subject to Section 106 review except in certain circumstances when mandated by state or local policy.

3. Name of State Agency Funding, Licensing, or Assisting Project, if applicable. Include the name, address, and telephone number of the contact person at the state agency. If this is a grant program note the name of the program (i.e. CDBG, HOME, TEA-21, etc).

4. Consultant Contact Person, if applicable. If a consultant is preparing the project information, include the name, address, telephone number, and email address of the contact person to whom questions may be directed. Please be aware that consultants are not recognized as federally delegated authorities. The SHPO will not issue opinions of effect to consultants. To complete the review process, federal or federally delegated contact information is mandatory.

5. Project Location, including:

- Address;
- City or Village if within the limits, or Township if outside the limits;
- County; and
- Section, Township, and Range.

6. Maps of Project Location, including:

- General map highlighting the location of the project; and
- Localized map highlighting the location of the project (e. g. a copy of a portion of a USGS map or a city street map).

Maps must provide the precise location of the project. If the project will occur in several locations (i.e. improvements to a city water system), all such locations must be noted. Please ensure that street/road names are included and legible.

7. Project Work Description and Statement of Effects. This is a detailed description of the work that will be undertaken. Include any information about building removals, rehabilitation, ground disturbance, excavation or landscape alteration such as sidewalk or tree removals. Evaluate the impact of these actions on historic properties identified in Identification of Historic Properties (#9). The SHPO is mandated to assess the effects that a project will have on the historic built environment. Economic benefits, impacts to the natural and social environment are not relevant unless these bear some connection to the integrity of the historic built environment.

8. Indicate the Project's Area of Potential Effects (APE). The terms "not applicable" or "unknown" are not acceptable responses. The area of potential effects must be highlighted on the localized map. Describe the steps taken to identify the area of potential effects and justify the boundaries chosen. The area of potential effects is defined as the geographic area or areas within which an undertaking may directly, or indirectly, cause changes in the character or use of historic properties. In most instances, the area of potential effects is not simply the project's physical boundaries, or right-of-way. The area of potential effects is influenced by the scale and nature of an undertaking and may be different for different kinds of effects caused by an undertaking.

9. Date of Existing Properties in the Project's Area of Potential Effects (APE). The terms "not applicable" or "unknown" are not acceptable responses. If research has been done and no approximate date is found, the term "not found" is acceptable, however the level of effort made to determine dates must be indicated. Dates for both historic and non-historic properties are necessary. Note if no properties exist within the project's area of potential effects.

Information Pertaining to Historic Properties

10. Identification of Historic Properties. *The terms "not applicable" or "unknown" are not acceptable responses. If there are no historic properties within the project's area of potential effects, the term "no historic properties present" is acceptable, but you must complete the section "No Historic Properties Present in the Project's Area of Potential Effects (#10B, below)." A historic property is defined as any prehistoric or historic district, site, building, structure, or object that is 50 years of age or older and is listed in, or eligible for listing in, the National Register of Historic Places. It is your responsibility to make a reasonable and good faith effort to carry out appropriate identification efforts, which may include background research, consultation, oral history interviews, sample field investigation, and field survey. [Historic Sites Online](#) is a directory of properties listed in the National Register. This directory, however, does not include properties eligible for listing in the National Register, and simply searching this directory does not fulfill your responsibility to identify historic properties. The SHPO does not conduct research.*

10a. Historic Properties Present in the Project's Area of Potential Effects. Identify and describe any historic properties listed in, or eligible for listing in, the National Register of Historic Places within the project's area of potential effects. Describe the steps taken to identify historic properties, including the level of effort made to carry out such steps.

10b. No Historic Properties Present in the Project's Area of Potential Effects. Note if no historic properties exist within the project's area of potential effects and describe the steps

taken to determine that there are no historic properties, including the level of effort made to carry out such steps.

11. Historic Significance and Context. The terms “not applicable” or “unknown” are not acceptable responses. If there are no historic properties within the project’s area of potential effects, the term “no historic properties present” is acceptable. This statement details the condition, previous disturbance to, and history of any historic properties in the project’s area of potential effects. Please indicate if such information is not available and describe the steps taken to determine the historic significance and context.

12. Photographs. Provide photographs of the site itself and all historic properties identified in "Identification of Historic Properties (#10, above). Please note the following:

- Faxed or photocopied photographs are not acceptable;
- Photographs may be color or black and white;
- Digital photographs are acceptable provided they have a high dpi and clear resolution;
- Photographs should be keyed to a project map (#6, above);
- Photographs must provide clear views (i.e. subject of the photograph should not be obscured by shadows, trees, cars, or any other type of obstruction) of any historic properties in the project’s area of potential effects; and
- If submitting a project which is, or may be in, a historic district (especially in commercial or residential neighborhoods fifty years of age or older) please submit representative streetscape views of the built environment in the project’s area of potential effects to provide the SHPO with an idea of the architectural context.

13. Determination of Effect. Following a reasonable and good faith effort to identify historic properties within the project’s area of potential effects, provide the SHPO with your finding of the project’s effect upon historic properties within the project’s area of potential effects. For a determination of: (1) no historic properties affected [36 CFR § 800.4(d)(1)] in which there are either no historic properties present or no historic properties affected, include the basis for this determination.

For a determination of: (2) no adverse effect [36 CFR § 800.5(b)]; or (3) adverse effect [36 CFR § 800.5(d)(2)] explain why the criteria of adverse effect [36 CFR § 800.5(a)(1)] were found applicable or not applicable and include any conditions to avoid, minimize, or mitigate adverse effects. Adverse effects must be resolved in consultation with the SHPO pursuant to 36 CFR § 800.6. Please indicate the efforts undertaken to seek views provided by consulting parties and the public pursuant to 36 CFR § 800.6(a)(4), and provide copies or summaries of this information to the SHPO.

For information about any of the programs described on this site, write the Michigan State Historic Preservation Office, Michigan Historical Center, P.O. Box 30740, 702 W. Kalamazoo St., Lansing, MI 48909-8240, or call us at (517) 373-1630.

Michigan Historical Center, Department of History, Arts and Libraries
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APPENDIX

SPOT CHECKING AND QUALITY REVIEW OF NRCS CULTURAL RESOURCES COMPLIANCE

Responsibilities: The State Conservationist is responsible for overall quality of work done by NRCS filed offices in Michigan.

The Assistant State Conservationists for Field Operations have program responsibility for cultural resources and conducting spot checks or quality reviews.

NRCS District Conservationists, RC&D Coordinators and Soil Survey Project Leaders are responsible for the quality of work and cultural resource compliance in their respective offices.

Spot Checks

Cultural Resources will be included in the annual spot-checking of all practices installed statewide. Cultural resource spot-checking will be done according to this document and national policy.

- a. Activities to be spot-checked: All undertakings as defined by NRCS policy (GM 401, part 420) and section 106 of the National Historic Preservation Act, as amended, are subject to be spot-checked.
- b. The following items will be checked for accuracy and completion:
 1. MI-CPA-15 " Environmental Inventory for Conservation Planning" will be checked for consideration of cultural resources.
 2. The practice installed will be checked against the Michigan list of undertakings to ensure that practices requiring review by the office of the State Archaeologist were submitted.
 3. The locations of undertakings installed without cultural resources review will be checked against the Michigan list of "Sections With Known Archaeological Sites" to determine their effects, if any, on known sites.
 4. Field checks will be made of the area of potential effect (APE) to confirm accuracy of information on the "Request For Cultural Resources Review" form, MI-CPA-15, and MI-SSC-1 "Historic/Archaeologic New Site Report".
- c. If errors or deficiencies are found, the reason for the deficiencies will be determined and necessary corrective measures identified.
- d. Documentation: MI-MGT-102 "Quality Review of Conservation Practices" will be used to document the results of cultural resources spot checks.

Quality Reviews

The State Office Quality Review Team will conduct an annual quality review to evaluate the cultural resources assessment process in at least 7 offices distributed throughout the state.

- a. Types of undertakings to be included in Quality Review:
 1. Conservation plans and revisions.
 2. Conservation practices applied.
 3. FSA plans/approvals with undertakings.
 4. Other undertakings such as RC&D measures, project and other activities not included above.
- b. Quality: If there are deficiencies such as incomplete or inaccurate documentation, error in description of size of APE, etc., then the quality review report is to include:
 1. Details of deficiencies in relation to compliance with national policy and established state procedures.
 2. Recommendations for corrective actions needed for policy and 106 compliance.
 3. Suggested training needs for specific individuals or staffs to help prevent recurrences of deficiencies.
 4. Deficiencies that result in possible adverse effects to cultural resources will be documented with notification of the SHPO and the Advisory Council on Historic Preservation, if needed.
 5. The quality review report will be completed before leaving the NRCS office and will be reviewed by the NRCS office supervisor and Cultural Resources Specialist. Items not agreed-to will be documented along with the reasons for not agreeing and proposed actions for correction.
- c. Recognition: High quality work and significant efforts by NRCS employees, which is revealed in quality review, will also be documented and appropriately recognized.

APPENDIX

REQUEST FOR CULTURAL RESOURCES REVIEW

Part I. To be completed by the Field Office or Technical Service Provider (TSP)

Land User: _____ County: _____
 Program: _____ Field Office: _____

Practice Code	Practice Name	Extent in Acres
		Field:
		APE:

Legal description of APE
 Township name: _____ Section: ____ 1/4 Section __ T. __ R. ____
 Township name: _____ Section: ____ 1/4 Section __ T. __ R. ____
 Soil Type(s) _____ Distance to Permanent Water (lake/stream) _____
 USGS Quad Name(s) _____

Has the APE been field checked for archeological sites? Yes ____ No ____
 (If "No", then complete remainder after field checking.)
 How much bare ground was visible at the time of your field check? _____ %
 Are known archeological sites in the APE? Yes ____ No ____
 List cultural resources observed below and locate on quad map, sitemap or aerial photo.

 Are any buildings/structures 50 years and older in the APE? Yes ____ No ____
www.historicdistricts.com/MI/state.html

- *Attach the following to this form and send to the Contract Archeologist with a copy of at least the double asterisk (**) items to the CRC at the State Office.*
- **A cover letter containing detailed description of work to be done, possible effects on historic properties, oral interview with owner/operator on building's age and any farm history of significance in the APE.
 - **Undertaking at its exact location on an FSA section photo or a good quality aerial photo with the APE outlined
 - **Undertaking at its exact location on a copy of the USGS quad with the APE outlined
 - Photos of all structures **50 years of age and older within the APE.**
 - color or black and white prints and digital images with good resolution sent via e-mail are acceptable.
 - unobstructed corner views of each structure are needed
 - Photo of the site from the road in relations to nearby buildings **if the undertaking will block all or part of the view of a 50+ year old structure.**

Requested by: _____ Phone No. _____

**Part II. To be completed by Contract Archaeologist
Or Cultural Resources Specialist**

Date Received: _____
Project no: _____

- SHPO File Search Results:** # 1 _____ There are no recorded Cultural Resources in APE.
2 _____ There are recorded Cultural Resources in the APE
3 _____ There is a high potential for Cultural Resources in APE

Comments: _____

Recommendations:

- _____ Project will have no effect on cultural resources.
_____ Monitor the project. There are cultural resources adjacent to the APE.
_____ A preliminary field investigation needs to be made based on #2 or #3 above to **re-plan the undertaking.**
_____ A Survey and Evaluation is needed for this new or unclassified site.
_____ Other: _____

Contract Archaeologist or Cultural Resources Specialist

Date: _____

Revised: January 12, 2004

APPENDIX

Description of Training Modules 1 – 8 for Cultural Resources

- Module 1 **Cultural Resources – Why Are They Important?**
- Introduction
 - What Are Cultural Resources?
 - Why Does NRCS Consider Cultural Resources?
 - What Is NRCS Policy Regarding Cultural Resources?
 - What Public Benefit Can Be Gained By Protecting Cultural Resources?
- Module 2 **Cultural Resources In The Planning Process**
- What Are NRCS Authorities For Protecting Cultural Resources?
What Are The Steps In Considering Cultural Resources In Conservation Planning?
 - Sources Of Information And Assistance
- Module 3 **Using Existing Information To Identify Cultural Resources**
- How Do You Conduct A Cultural Resource Review?
- Module 4 **Identifying Cultural Resources In The Field**
- How Is A Cultural Resources Survey Conducted?
 - Cultural Resources Indicators
 - How And When Do You Document Your Findings?
- Module 5 **Evaluating Cultural Resources**
- How Are Cultural Resources Evaluated?
 - What Makes A Cultural Resources Eligible For The National Register?
- Module 6 **Protecting Cultural Resources During Implementation**
- How Are Cultural Resources Protected And What Are Your Responsibilities?
 - Planned Avoidance
 - Mitigation Of Adverse Effects
- Module 7 **The Early Americans – Regional History And Prehistory**
This module treats the history and prehistory of North America in general. Understanding and identifying cultural resources that are unique to a region is covered.
- Module 8 **Cultural Resources Field Workshop**
This module is in-the-field session to learn how to identify artifacts and other cultural resources while laying out practices or projects.