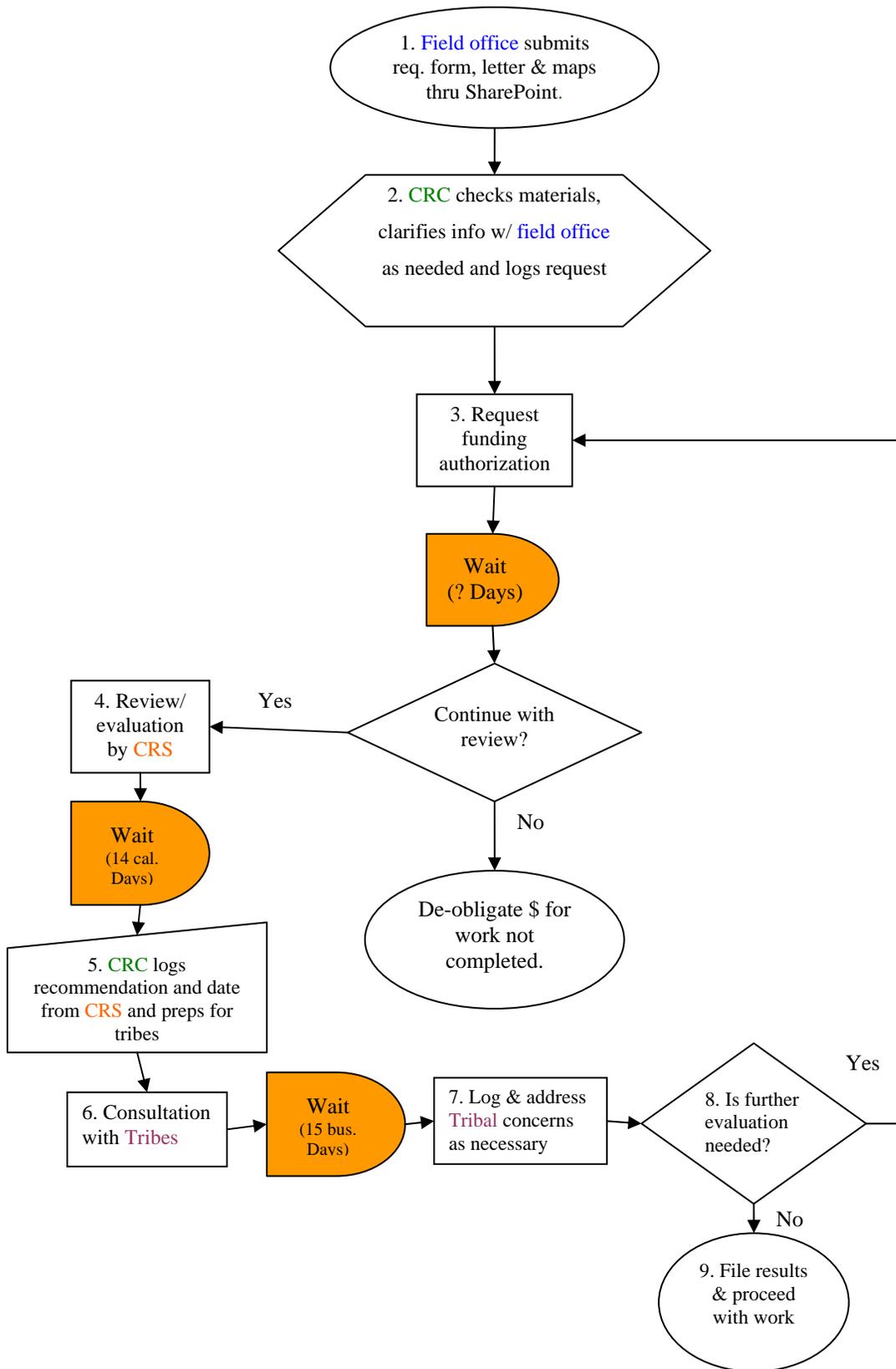


FY2009 Process for MI NRCS Cultural Resource Review Requests



Explanation of new process steps

All review materials will be sent directly to the Cultural Resources Coordinator via the Michigan NRCS SharePoint site. Each request will need financial authorization before a review can begin. Following this authorization, the materials will be forwarded to the appropriate Cultural Resources Specialist (CRS) by the Cultural Resources Coordinator (CRC).

1. Field Office staff prepares documents for a cultural resources review request, combines into one .pdf file, saves and uploads them to the NRCS MI SharePoint site. See list of needed items (letter, form, maps, etc...) on "Request for Cultural Resources Review" form.
2. **Cultural Resources Coordinator (CRC)** (Melissa Gutierrez), reviews materials submitted and communicates with the field office, if necessary, to clarify information and logs the request.
3. CRC forwards information needed by the Contract Specialist and Budget Officer for funding authorization. CRC also prepares documents to send to one of the **Cultural Resources Specialists (CRS)** (aka contract archaeologist or Andrews Cultural Resources-ACR and Commonwealth Cultural Resources Group-CCRG). Cultural resources work completed by the CRS through a contract cannot be started without financial authorization. Once the money has been allocated for the review work, the CRC will be notified and review materials will be forwarded to one of the two Cultural Resource Specialists. *Since this is a new step in the process, time to complete this step is unclear at this time.*
4. The Cultural Resources Specialists (CRS) are allowed 14 calendar days to complete the initial review process and respond. The 'Request for Cultural Resources Review' form will be used as documentation of review completion and will be digitally signed by the CRS with the resulting recommendation for practices within the Area of Potential Effect noted.
5. The CRC will take results from the review by the CRS and provide that information to each of the 14 tribes in Michigan.
6. Through the consultation responsibilities of the 3 Tribal Historic Preservation Offices in Michigan and the NRCS – Michigan Anishinaabek Cultural Preservation and Repatriation Alliance (MACPRA) Memorandum of Understanding, Tribal members have a period of 15 business days in which they have agreed to comment if they feel it is warranted.
7. CRC, with help from field office representatives as necessary, will address concerns raised during the consultation process.
8. If further evaluation is needed as determined by the review process, start with step #3 again to secure funding for the needed work. Construction work cannot be completed until the review has gone through each of the previous steps and NO further work is recommended.
9. Results to this point are recorded by the CRC AND information received by the field office should be filed for documentation that cultural resources have been considered for the planned practices. At this point the completed review information shall be entered by the field office into the Cultural Resources data entry page of the Performance Results System (PRS).