

Guidance for Completing the Section 106 Review for Cultural Resources Form (MN-CPA-048)
Version February 2016.

NOTE: *This guidance was developed in coordination with the Minnesota State Historic Preservation Office. Fields and additional requirements are required to be completed as per the instructions below. Any incomplete or incorrect information will result in the request not being processed and returned for revisions. This will delay the processing of the request.*

Project Background

Landowner/Project Name: Use the producer's/business name that is in Toolkit or is connected to the federal action when applicable. Use the Producer's given name, for example Joseph (not Joe) Smith. A farm name such as Johnson Acres or a business name such as Lambert Brothers, LLC can also be used.

County: Use the county where the project is located. This may be a different county than the producer's home address or the servicing field office.

USDA Program: Use the appropriate program that the USDA NRCS action falls under. State Cost Share is not a federal action.

If Other Please Name (e.g. CTA, State cost/share, grants-please name the grant): This is for all programs that are not USDA NRCS programs.

Practice(s) with Code(s): List the NRCS official full practice name with its code. Do not allow the font size to be reduced to complete these lines. If additional space is needed use the section "Additional Notes if necessary" to add practice names.

Practices that are exempt should NOT be included.

Practice names shall not be abbreviated.

Good Example: Water and Sediment Control Basin (638), Grade Stabilization Structure (410).

Poor Example: WASCOB, Grade Stabe (410).

Total Project Area Size (in Acres): This is the size of the geographic area or areas within which Federal agency planned actions or activities (undertakings) may directly or indirectly cause alterations in the character or use of historic properties. Enter in the total acres of the *Area of Potential Effect (APE). If the project has a narrow impact use the line "If pipeline/trail, (linear ft., Length and Width)". Be very careful in choosing your project size measurements; some pipeline projects may need to use both Acres and Linear measurements. Use one, the other or both as appropriate.

Area of Potential Effect (APE): The APE is the geographic area or areas within which Federal agency planned actions or activities (undertakings) may directly or indirectly cause alterations in the character or use of historic properties, if any such properties exist. The APE is influenced by the scale and nature of an undertaking and may be different for different kinds of effects caused by the undertakings. The APE should include all borrow, fill or temporary storage areas, access roads and any other lands that would be directly or indirectly affected by the proposed undertaking. In some cases, with very large or elevated projects, the APE may include visual effects.

Project Location: The Township, Range, Section and Quarter Section Quadrant (T/R/S/QS) Direction is required. (Each section is divided into 4 quarters, each being ¼ square mile, or 160 acres. Each of the quarter sections is labeled with a quadrant direction (NW, NE, SW, SE). When completing Township, Range, Section (¼ Sec) use the township that has >50% of the impacted area and enter only one location for each line. Be sure to enter the Section number and Quarter Section Quadrant Direction as shown on the form; i.e. 12 (NE). For example: 12 (NE) is the proper way to enter in a project located in Section 12 the northeast Quarter Section Quadrant. If a project is located in more than one Township, Range or Section (¼ Sec), use the “Additional Notes if necessary;” to add more locations, enter each on a separate line.

Planned Construction Date: Enter in a month and a year. Allow time for a Cultural Resources Review (CRR) request taking into account that a survey may be needed. SHPO has 30 days from the receipt of the MN-CPA-048 to complete the CRR and additional time may be needed for field surveys and processing.

If pipeline/trail, (linear ft., L and W): Use this line when a measurement or area is not logical; however, use professional judgement when using these units. Some linear practices will have an area of potential effect that is not linear.

If there are other partner(s), please name: Partners may include other federal agencies, state agencies, local agencies or other.

Mandatory Attachments (on separate sheets)

1. **USGS 7.5’ quad topographical map and a separate aerial photo** with the project and impacted area clearly outlined on both maps and using appropriate NRCS mapping protocol and scale.
 - a. These guidelines will be followed when submitting the above maps.
 - For aerial maps a scale between 1 in. - 660 to 1320 ft. will be used
 - For topographic maps a scale between 1 in. - 2000 to 4000ft.will be used
 - Section lines will be added and section numbers will be labelled on the aerial photo maps.
 - Section lines will be added and section numbers will be labelled on the USGS topographical maps if not clearly identifiable
 - Practices and project boundaries with appropriate details will be clearly delineated on all maps.
 - Omit any items from the maps that are not relevant to the practice or project boundaries.
 - If any sites or buildings are present in the APE, clearly label them on the maps.
2. **Details of anticipated project activities, i.e. building removals, ground disturbance, borrow areas, etc. (add narratives, maps and photos as necessary). Include previous CRRs and SHPO letters when available.**

Be clear and precise with your description of the proposed project. Provide a written narrative of the proposed activity to include the level of ground disturbing activities. The written narrative can identify, but not limited to the following:

- If buildings are listed as present or are in the APE will they be removed or destroyed?
- Depth and scope of the ground disturbing activities/practices.
- Knowledge of previous disturbances
 - Area has been previously plowed
 - Practices have been previously established on the same footprint
- Knowledge of site conditions in the APE and field notes.
 - Has the soil surface horizons been eroded to the parent material?
 - Is this in an area where gulley erosion has occurred?
 - Was NRCS out on site?
- If borrow areas are needed. (*If needed they should be located on the attached maps*)
- If NRCS is providing assistance that will not cause a ground disturbance or lead to greater disturbances of previously disturbed areas.
- Photos of the area, with captions or descriptions, are encouraged.

3. Only the relevant sections of design drawings showing soil disturbance boundaries (e.g. plan views) are needed.

Describe the current land use, any previous disturbance in the project area, and any proposed disturbance (*including depth*): Be clear and precise with your description of the proposed project. Provide a written narrative of the proposed activity to include the level of ground disturbing activities.

Use attachments when additional space is needed. Refer to section 2 above: “*Details of anticipated project activities, i.e. building removals, ground disturbance, borrow areas, etc. (add narratives, maps and photos as necessary). Include previous CRRs and SHPO letters when available*”

Check here if you are aware of any known building/sites* in the project area (if not, check here).
You must check one of the boxes!

*Sites are such places as artifact scatters, mounds or earthworks, cemeteries, privy pits, old foundations, ruins, bridges, dams, water control structures, historic roads/trails/fences, and trash pits/piles.

Information needed to be furnished to CRS if there are known buildings/sites in the project area:
Fill in items 1 – 3 as appropriate.

1. Age of building(s)/site(s) or date(s) built: _____
2. Ground level photographs of outside of buildings/sites.
3. Individually, what kind of physical shape are they in (good, fair or poor)? Explain your decision.

Form submitted by: A hand or electronic signature is required. This person will be receiving all correspondence from the Area Designee and/or Cultural Review Coordinator. Additional names can be added if more than one contact is needed.

Field Office: Should be the field office to contact for additional information

Date: Date the form was completed. (Automatic if electronic signature is used)

Additional Notes if necessary: As previously discussed, add T/R/S/QS and multiple practices if more room is needed. Make sure the additions are clear and legible. Add additional information that would help describe the project and aid in the decision making process. If more space is required, additional attachments may be added to the request.

REFER TO THE DOCUMENT “NRCS CULTURAL RESOURCES REVIEW PROCEDURES FOR FIELD OFFICES” FOR INSTRUCTIONS ON UPLOADING THE MN-CPA-048S TO THE SHAREPOINT SITE CULTURAL RESOURCES FOLDER.