**Template Letter to the State Historic Preservation Office**

Select date

Attention: Amy Spong, Deputy State Historic Preservation Officer

Minnesota Department of Administration

State Historic Preservation Office

50 Sherburne Avenue, Suite 203

St. Paul, MN 55155

RE: Enter Project Title

Enter City/Township, County

Dear Amy Spong:

We are initiating consultation on this project under Section 106 of the National Historic Preservation Act and implementing federal regulations at 36 C.F.R. 800 and pursuant to the amended 2021 Memorandum of Understanding between the Minnesota Pollution Control Agency and the Minnesota State Historic Preservation Office (SHPO). This project is being funded under the Clean Water State Revolving Fund administered by the Minnesota Public Facilities Authority and the Minnesota Pollution Control Agency. Below is the information about this project:

* Project title;
* Agency Project Number (if applicable) and SHPO Project Number (if one has been assigned);
* County;
* City or Township;
* Street address (if within a municipal boundary) or Township, Range, and Section of project location (if outside of a municipal boundary);
* Detailed description of the project including the extent of above-ground impacts and ground-disturbing activities;
* A clearly defined—in both narrative and on a map (see below)—project area boundary and/or a boundary delineating the Area of Potential Effects (APE), the latter of which is required for all Section 106 project review request submissions;
* Names of all government agencies involved (due to permits, funding, or licensing); and
* Name and email address of the government agency contact or authorized contact who should receive the SHPO comment letter.

And attachments that consist of:

* High-resolution color photographs of the project site including all buildings and structures within the project’s boundary or APE. Photos should be keyed to a map.
* Dates of construction for all buildings and structures for which photographs have been provided (see previous bullet point). This is not necessary to include if inventory forms are being submitted for the buildings and structures (see below).
* Maps indicating the project's location and APE. City maps are acceptable for rehabilitation and demolitions, but all projects involving ground disturbances require a copy of a United States Geological Survey (USGS) topographic map and/or aerial map with the project location and APE, if applicable, clearly marked.
* Archaeological and architecture-history survey reports, as applicable. Reports must be submitted via email or an FTP site; they cannot be uploaded to MnSHIP.
* Architectural/engineering design plans for proposed rehabilitation or construction projects.

Sincerely,

Enter Project Manager name, Title

Enter Company name

Enter Company mailing address

Enter Contact email address

Enter Contact phone number

cc: [Pam Foster](mailto:pamela.foster@state.mn.us), Minnesota Pollution Control Agency

**Supplemental instructions for the template letter**

**Detailed project description:** Describe the entire project, including all components.

**Area of Potential Effects (APE):** Define the geographic area or areas which a project may directly or indirectly cause alterations in the character or use of historic properties, if any such properties exist. The area of potential effects is influenced by the scale and nature of the project and may vary for different kinds of effects caused by the project (direct effects include physical effects to a historic property; and indirect effects can include: visual effects to a historic property, a change in the use or access to a historic property, or cumulative effects due to major development, etc.). The APE must be delineated and clearly marked on a USGS map or city/county map, depending on the scale of the project. Aerial photographs with same APE marked are acceptable as supporting documentation.

**Submit a copy of the project plans including the following information:**

**Site plans:** Submit a copy of the site plans and/or construction plans, if available, showing the footprint/extent of the new construction.

**Photos:** Submit photos of the project location and photos of the surrounding project area (360 degrees from project location).

**Identification of historic properties within the project APE:** Historic properties are defined as any prehistoric or historic district, site, building, structure, or object included in, or eligible for inclusion in, the National Register of Historic Places.

The SHPO has an online application, MNSHIP, that can help you identify previously recorded historic properties within your project area. Information regarding SHPO files can be found on the Minnesota Department of Administration’s website at <https://mn.gov/admin/shpo/surveyandinventory/research/>. Please be aware that the database searches and files are for known archaeological sites and historic above ground structures only. There may be other historic or cultural resources within your project area that have not been previously identified. The photos included with your submittal may help with identifying additional, potential historic properties within the project APE.

All projects with ground disturbance will be reviewed by the SHPO Environmental Review Archaeologist. The SHPO comment letter will address whether or not an archaeological survey is recommended for the project.

**Preliminary determination of effect on historic properties:**  Any information gathered regarding historic properties within the project APE should be incorporated into your review submittal along with an initial determination of whether any of the properties will be affected by the proposed project.

**Directions for Submitting Projects to the SHPO Environmental Review Program**

* A copy of the project letter with all attachments should be submitted to the following email address: [ENReviewSHPO@state.mn.us](mailto:ENReviewSHPO@state.mn.us)**.** Please follow the guidance provided on the SHPOs website: <https://mn.gov/admin/shpo/environmental-review/submit/>.
* All materials submitted to SHPO should be in standard Portable Document Format (PDF).
* Attachment sizes up to 15MB total per email can be accepted in the Environmental Review inbox. If the PDF attachment is larger than 15MB, the submitter will need to separate the documents and send more than one email, or provide an FTP link so that SHPO ERP staff can download files. If the FTP link method is preferred by the submitter, then please send a personalized, separate notification email to [ENReviewSHPO@state.mn.us](mailto:ENReviewSHPO@state.mn.us) notifying SHPO ERP staff of the impending email containing the Dropbox or FTP link.
* Once a project is submitted to the ER inbox, you will receive an auto-reply providing notification of receipt. If you do not receive an auto-reply receipt message within 24 hours of your email submission, then please reach out to appropriate SHPO ERP staff (see staff contact information at the bottom of this page). Project review requests submitted to SHPO, which include surveyed property inventory forms, will not be considered complete until the forms have also been uploaded to MnSHIP.

**Questions:** Contact Kelly Gragg-Johnson, Environmental Review Program Specialist, at the Minnesota State Historic Preservation Office (SHPO) at 651-201-3285 or [kelly.graggjohnson@state.mn.us](mailto:kelly.graggjohnson@state.mn.us) with any questions regarding project submission or the SHPO review process.