

**PROGRAMMATIC AGREEMENT AMONG
THE IOWA FINANCE AUTHORITY
AND
IOWA STATE HISTORIC PRESERVATION OFFICE OF IOWA
REGARDING
THE ADMINISTRATION OF CERTAIN HUD-FUNDED ACTIVITIES**

WHEREAS, numerous cities and counties in the State of Iowa will utilize U.S. Department of Housing and Urban Development (hereinafter, HUD) funds for the purpose of funding housing projects (see Appendix A); and,

WHEREAS, HUD has allocated various grant funding to the Iowa Finance Authority (hereinafter, IFA) for housing projects (Appendix A), including but not limited to the HOME Investment Partnerships Program, Tax Credit Assistance Program (TCAP), Emergency Shelter Grant Program (ESGP), Supportive Housing Program (SHP) and Shelter Plus Care (S + C), for the purposes of housing development and to meet otherwise unmet housing development needs; and,

WHEREAS, HUD has unique statutory authority to delegate its environmental compliance responsibilities promulgated at 24 CFR Part 58 to State, Tribal, and local governments (hereinafter, Responsible Entities or REs), including obligations under Section 106 of the National Historic Preservation Act of 1966 (16 U.S.C. §§ 470 *et seq.*, hereinafter, Act) and its implementing regulations 36 CFR Part 800; and,

WHEREAS, in accordance with 24 CFR Part 58, IFA is the RE when the recipients is a non-profit or for-profit entity and therefore lacks legal capacity to assume the role of an RE; and,

WHEREAS, HUD does not allow a State to delegate its responsibility for environmental compliance at 24 CFR Part 50, the State remains the Responsible entity and must have oversight over these recipients. These recipients are non-profit and for-profit entities and lack legal capacity to assume the role of an RE. The recipient is required to complete the environmental process according to NEPA, with IFA oversee the compliance and ensuring all obligations of NEPA have been meet; and,

WHEREAS, IFA, in keeping with its agency mandate to administer the distribution of federal funding to eligible entitlement and non-entitlement REs and Recipients to maintain regulatory oversight of the REs and Recipients once funds have been awarded, hereby represents all REs and Recipients in the formulation and signatory execution of this agreement and in any future amendments thereto; and,

WHEREAS, upon acceptance of supplemental funding all REs and Recipients, pursuant to 24 CFR Part 58, 24 CFR Part 50, 36 CFR Part 800, and other relevant legislation, bind themselves to the roles, responsibilities, and terms of this agreement and its appendices; and,

WHEREAS, IFA, on behalf of the REs and Recipients, have consulted with the Iowa State Historic Preservation Office of Iowa (hereinafter, SHPO) and the Advisory Council on Historic Preservation (hereinafter, ACHP) and has determined that certain actions funded in whole or in part by HUD (hereinafter, Undertakings) have the potential to cause effects to historic properties while others do not; and,

WHEREAS, in an effort to streamline the consultation process and expedite the implementation, IFA, SHPO, and ACHP have agreed that consultation and compliance for undertakings enabled by the various federal funding program should be addressed programmatically and in accordance with procedures outlined in this agreement and its attachments in order to effectively and expeditiously meet regulatory obligations; and,

WHEREAS, IFA, SHPO, and ACHP encourage REs and Recipients to enter into lead federal agency agreements pursuant to 36 CFR Part 800.2(a)(2) when such an agreement is mutually advantageous and of net benefit to the ultimate recipient of federal aid; and,

WHEREAS, IFA has contacted federally recognized tribes (Appendix B) on behalf of the REs and Recipients, notifying them of HUD's involvement in Iowa's Federal programs, of the collective desire and intent of the signatories to address Section 106 compliance programmatically, to notify them of the types of undertakings pursued under the Federal programs and to solicit their views on which types of undertakings may have potential to affect properties of interest to them and how they wish to be consulted upon them, and finally to review and comment upon the programmatic agreement in the capacity of a concurring party; and,

WHEREAS, IFA, SHPO, and ACHP agree that the REs and Recipients will identify other interested parties and initiate consultation with them on a case-by-case basis, and the REs and Recipients shall involve the Public by disseminating information about those undertakings and their effects on historic properties in a proper and timely fashion and will seek public participation by utilizing HUD procedures for soliciting public involvement found at 24 CFR Part 58.43; 58.45-46; 58.59 and other applicable sections of that part and 24 CFR Part 50.23 and other applicable sections.

NOW THEREFORE, Iowa Finance Authority on behalf of the Responsible Entities and Recipients, the State Historic Preservation Office, and the Advisory Council Historic Preservation as signatories, agree that, upon execution of the Programmatic Agreement, the undertakings of programs enabled by HUD federally funded programs shall be implemented in accordance with the following stipulations and conditions in a timely manner and with adequate resources in order to take into account the effects of these undertakings on historic properties.

STIPULATIONS

I. IFA RESPONSIBILITIES

A. IFA shall represent the REs and Recipients in the administrative functions of this Agreement, particularly in its formulation and signatory execution, amendment, dispute resolution, termination, and period review (see Stipulations VI-X, below).

B. IFA shall require all REs and Recipients by contract to follow the requirements set forth in this Programmatic Agreement.

C. IFA shall serve as the primary technical assistance contact for the REs and Recipients in matters concerning the interpretation of this agreement and the routine execution of its terms. IFA, at their discretion, may consult directly with the SHPO and ACHP when issues of a complex nature arise.

D. IFA shall employ administrative staff to fulfill its obligations under Stipulation I.C.

E. In accordance with Stipulation IX, IFA shall monitor the RE's and Recipient's compliance with the terms of this agreement and shall compile an annual report detailing the types and numbers of projects involving consultation with the SHPO and those that are excluded from SHPO review. IFA shall ensure that the criteria for exclusion from SHPO review, as outlined in Appendix C, are being applied accurately and consistently.

II. RESPONSIBILITIES OF THE REs AND RECIPIENTS.

A. The REs and Recipients shall ensure that the procedures for project-specific consultation, historic properties identification and evaluation, assessment of effects, mitigation of adverse effects, and treatment of historic properties are implemented in accordance with procedures outlined in Appendix C.I.

B. The REs and Recipients shall ensure that appropriate interim controls, as allowed by 24 CFR Part 35.1330, shall be implemented in lieu of full lead-based paint abatement in all historic properties when such procedures are deemed by the RE, Recipient, IFA, and the SHPO to be "practicable and feasible."

C. The REs and Recipients shall ensure that all historic properties investigations, evaluations, and data recovery efforts conducted pursuant to this agreement shall be performed by or under the direct supervision of an individual that meets the Secretary of the Interior's Qualifications Standards (48 FR 44738-9, September 29, 1983); and, shall be performed in a manner that is consistent with Secretary of the Interior's Standards and the *Guidelines for Archaeological Investigations in Iowa*, and all other Federal or State standards as appropriate.

D. The REs and Recipients shall ensure that documentation submitted to SHPO for review meets or exceeds the standards outlined at 36 CFR Part 800.11. The documentation standards with examples of submittals are attached as Appendix D. Pursuant to Section 304 of the Act (16 U.S.C. 470w-3) and Chapter 22.7(22) of the Iowa Code, the REs and Recipients shall withhold from disclosure to the public, information relating to the location or character of historic resources when it has been determined that disclosure of such information may create a substantial risk of harm, theft, or destruction to such resources or to the area or place where such resources are located.

E. The REs and Recipients shall ensure that all archeological reports resulting from actions pursuant to this agreement shall be responsive to contemporary professional standards and to the Department of the Interior's Format Standards for Final Reports of

Data Recovery Program (42 FR 5377-79). Precise location data should be provided only in a separate appendix if it appears that release of such data could jeopardize archeological deposits.

F. The REs and Recipients shall ensure that artifacts and records resulting from historic properties investigation made pursuant to this agreement shall be curated at a facility in the State of Iowa that meets or exceeds the Secretary of the Interiors Standards (36 CFR Part 79).

G. The REs and Recipients shall consult directly with the SHPO, the ACHP and National Park Service (hereinafter NPS), and ACHP on all undertakings involving National Historic Landmarks in accordance with 36 CFR 800.10.

H. The REs and Recipients shall provide letter notification to IFA and SHPO of its intent to enter into a lead federal agency agreement. The notification shall specifically identify the HUD undertaking, partnering agencies, and indicate the REs lead or subordinate role under the agreement.

I. The REs and Recipients shall invite the participation of consulting parties. This applies to all undertakings with the exception of those that are exempt under HUD regulations (24 CFR Part 58.34) or are categorically excluded as being not subject to review of the laws listed at 24 CFR Part 58 in accordance with 24 CFR Part 58.35(b) and 24 CFR Part 50 in accordance with 50.19, and those exempt from SHPO review as itemized at Part 2 of Section I, Appendix C. Parties that have a consultative role in the Section 106 process include, but are not limited to the following: Federally recognized Indian tribes, representatives of local governments, county and municipal historic preservation commissions including those established under the Certified Local Governments program, the Public, and individuals and organizations who, due to the nature of their legal or economic relation to the undertaking, or their concern with the undertaking's effects on historic properties, demonstrate a legitimate interest.

III. RESPONSIBILITIES OF SHPO AND ACHP

A. SHPO shall comment on all undertakings designated for their review in a timely and efficient manner and in accordance with procedures outlined in Appendix C. I.

B. ACHP shall participate in cases in which dispute resolution among parties is required as indicated in Stipulation VI below, and in instances when the criteria for Council Involvement in Reviewing Individual Section 106 cases (36 CFR 800, Appendix A) are met.

IV. TIMING OF CONSULTATION

A. Consultation on Projects. The REs and Recipients shall ensure that consultation in accordance with this agreement has been completed prior to the approval of any individual or group federal action.

V. UNANTICIPATED DISCOVERIES

A. *Human remains.* Iowa law protects all human burials regardless of their historical age, sex, or cultural/ethnic affiliation. The REs shall ensure that the following procedures are observed in the event that human remains are encountered during construction or archaeological investigations.

1. In the event that human remains or burials are encountered during archeological investigations or construction activities, work shall cease in the area, appropriate steps shall be taken to secure the site, and officials at the University of Iowa – Office of the State Archaeologist Burials Program (OSA, Shirley Schermer, 319.384.0740) and the SHPO shall be notified.
2. If the remains appear to be ancient (i.e., older than 150 years), the Burials Program at OSA shall have jurisdiction to ensure that the appropriate procedures in accordance with Chapters 263B and 716.5 of the Iowa Code are observed.
3. Human remains less than 150 years old are protected under Chapter 566 of the Iowa Code. In the event that human remains appearing less than 150 years in age are encountered the REs shall ensure that the Iowa Department of Public Health is notified.

B. *Archaeological material (non-mortuary related).* The REs and Recipients shall ensure that the following procedures are observed in the event that previously undetected non-mortuary-related archeological materials are encountered.

1. All activities in the area of the resource shall cease immediately, appropriate steps shall be implemented to secure the site, and the SHPO shall be notified of the discovery.
2. An archaeologist retained by the RE and Recipient will inspect the work site and determine the extent of the affected archeological resource within 48 hours of its discovery. Construction work may then continue in the area outside the archeological resource as it is defined by the archaeologist in consultation with the SHPO.
3. Before work can resume in the area of any unanticipated discovery, the RE and Recipients must determine the NRHP eligibility of the archeological resource in consultation with the SHPO.
4. Upon a determination of eligibility, the RE and Recipient shall submit a plan for avoidance, protection, or recovery of information to the SHPO for review and comment. The RE and Recipient will notify all consulting parties of the unanticipated discovery and provide the proposed treatment plan for their consideration. The SHPO and consulting parties will have seven (7) calendar days to provide comments on the proposed treatment plan upon receipt of the information. The RE and Recipient may implement the proposed treatment plan if SHPO fails to respond within the allotted timeframe.

5. Work in the affected area shall resume upon either:
 - a. The development and implementation of an appropriate data recovery plan, other recommended mitigation procedures, or agreement among the RE and Recipient and the SHPO that the site does not warrant mitigation; or,
 - b. Agreement by SHPO and the RE Recipient that the newly located archeological materials are not eligible for inclusion on the NRHP.

C. *Adverse effects upon Architectural Properties.* The REs and Recipients shall ensure that the following procedures are observed in the event that post-review effects to historic buildings, objects, or districts are identified.

1. Work in the affected area shall cease and the RE and Recipient shall notify IFA, SHPO of the discovery and take all reasonable measures to avoid or minimize harm to the property until consultation regarding the discovery is concluded.
2. An architectural historian retained by the RE and Recipient will inspect the work site and determine the extent and magnitude of the effects upon the property within 48 hours of its discovery. The RE and Recipient shall provide its determination of effect and report of the consulting historian's findings to the SHPO who shall have seven (7) working days to provide comments.
3. Upon assessment of adverse effect, the RE and Recipient shall submit a mitigation plan to the SHPO for review and comment. The RE and Recipient will notify all consulting parties of the unanticipated discovery and provide the mitigation proposal for their consideration. The SHPO and consulting parties will have seven (7) calendar days to provide comments on the mitigation proposal upon its receipt. The RE and Recipient may implement the proposed mitigation plan if SHPO fails to respond within the allotted timeframe.
4. Work in the affected area shall resume upon either:
 - a. Agreement by the RE and Recipient and SHPO that the effects are not adverse; or
 - b. The development and implementation of an appropriate mitigation plan, or agreement among the RE and Recipient, and the SHPO that the site does not warrant mitigation.

VII. DISPUTE RESOLUTION.

- A. IFA shall represent itself and REs and Recipients petitioning singly or as a group in all dispute resolution situations.
- B. Should any signatory to this agreement or RE and Recipient (represented by IFA) object at any time to any actions proposed or the manner in which the terms of this

agreement are implemented, IFA shall consult with such party to resolve the objection.

C. IFA determines that such objection cannot be resolved, then IFA will:

1. Forward all documentation relevant to the dispute, including the IFA's proposed resolution, to the ACHP. The ACHP shall provide the IFA with its advice on the resolution of the objection within fifteen (15) days of receiving adequate documentation. Prior to reaching a final decision on the dispute, IFA shall prepare a written response that takes into account any advice or comments regarding the dispute from the ACHP and/or signatories and provide them with a copy of this written response. IFA will then proceed according to its final decision.
2. If the ACHP does not provide its advice regarding the dispute within the fifteen (15) day period, then the IFA may make a final decision on the dispute and proceed accordingly. Prior to reaching such a final decision, IFA shall prepare a written response that takes into account any comments regarding the dispute from the signatories to the agreement, and provide them and the ACHP with a copy of such written response. IFA's final decision on the dispute will be provided on a schedule compatible with all internal and external review as may be determined necessary by IFA.
3. The responsibilities of the PA signatories to carry out all other actions subject to the terms of this agreement that are not the subject of the dispute remain unchanged.

VIII. AMENDMENT

- A. IFA shall represent itself and REs and Recipients petitioning singly or as a group in all requests for amendments to this agreement.
- B. Any of the signatories to this Agreement, or REs and Recipients represented by IFA, may request that any or all of its articles be amended subsequent to the Agreement's execution, whereupon the other signatories will consult in accordance with 36 CFR Part 800.13, to consider such amendment. IFA must notify the ACHP of its intent to amend the Agreement and invite the ACHP's review and comment of the amendment. The amendment will be effective on the date a copy signed by all of the signatories is filed with the ACHP. IFA shall ensure that copies of the amended Agreement are provided to all of the signatories.
- C. Revisions to the appendices shall not require notification of and review by the ACHP. However IFA shall ensure that the ACHP is provided file copies of finalized versions that reflect all revisions.

IX. TERMINATION AND DURATION

- A. IFA shall represent itself and all REs and Recipients when the latter petition as a unanimous body to terminate this agreement.
- B. If any signatory to this agreement determines that its terms will not or cannot be carried out, that party shall immediately consult with the other parties to attempt to develop an amendment per Stipulation VII, above or other form of resolution. If within thirty (30) days resolution through amendment or other means cannot be reached, any signatory may terminate the agreement upon written notification to the other signatories.
- C. Once the agreement is terminated or expires, and prior to work continuing on undertakings referenced in this PA, IFA must either execute a new agreement pursuant to 36 CFR § 800.6, or, request, take into account, and respond to the comments of the Council under 36 CFR § 800.7. IFA shall notify the signatories as to the course of action it will pursue.
- D. This agreement will be binding on a party upon the date of its signature for a period of five (5) years. At any time in the twelve-month period to that date, IFA may request SHPO and ACHP in writing to review IFA's program and consider an extension or modification of this Agreement. No extension or modification shall be effective unless all parties to the Agreement have agreed to it in writing.

X. PERIOD REVIEW

IFA shall monitor the REs and Recipients full compliance with this agreement and shall provide the SHPO with an annual report by January 1, 2012, and once every year thereafter while this Agreement remains in effect. The report shall account for projects that are both excluded from and subject to SHPO review and will include individual project numbers and names, level of historic property investigation, historic properties identified, and determinations of effect.

XI. EXECUTION OF THE AGREEMENT

Execution of this agreement by IFA on behalf of HUD's recipient, Responsible Entities, the State Historic Preservation Office, and the Advisory Council on Historic Preservation and the implementation of its terms evidence that HUD has taken into account program effects on historic properties and has afforded the SHPO and ACHP an opportunity to comment.

SIGNATORIES TO EXTEND PA:

Iowa Finance Authority (IFA)

BY: 
David D. Jamison, Executive Director

Date: July 14, 2016

State Historic Preservation Office (SHPO)

BY: _____
Steve King, Deputy State Historic Preservation Office

Date: _____

CONCURRING PARTIES

Preservation Iowa

BY: _____
Caleb Giesel, Executive Director

Date: _____

University of Iowa, Office of the State Archaeologist

BY: _____
John Doershuk, State Archaeologist

Date: _____

SIGNATORIES TO EXTEND PA:

Iowa Finance Authority (IFA)

BY: _____ Date: _____
David D. Jamison, Executive Director

State Historic Preservation Office (SHPO)

BY: Steve King _____ Date: 25 July 2016
Steve King, Deputy State Historic Preservation Office

CONCURRING PARTIES

Preservation Iowa

BY: _____ Date: _____
Caleb Giesel, Executive Director

University of Iowa, Office of the State Archaeologist

BY: _____ Date: _____
John Doershuk, State Archaeologist

SIGNATORIES TO EXTEND PA:

Iowa Finance Authority (IFA)

BY: _____ Date: _____
David D. Jamison, Executive Director

State Historic Preservation Office (SHPO)

BY: _____ Date: _____
Steve King, Deputy State Historic Preservation Office

CONCURRING PARTIES

Preservation Iowa

BY: _____ Date: _____
Caleb Giesel, Executive Director

University of Iowa, Office of the State Archaeologist



BY: _____ Date: 7/18/2016
John Doershuk, State Archaeologist

SIGNATORIES TO EXTEND PA:

Iowa Finance Authority (IFA)

BY: _____ Date: _____
David D. Jamison, Executive Director

State Historic Preservation Office (SHPO)

BY: _____ Date: _____
Steve King, Deputy State Historic Preservation Office

CONCURRING PARTIES

Preservation Iowa

BY:  Date: 7/19/2016
Caleb Giesel, Executive Director

University of Iowa, Office of the State Archaeologist

BY: _____ Date: _____
John Doershuk, State Archaeologist

APPENDIX A

APPLICABLE HUD PROGRAMS

HOME Investment Partnerships Program
Tax Credit Assistance Program (TCAP)
Emergency Shelter Grant Program (ESGP)
Supportive Housing Program (SHP)
Shelter Plus Care (S + C)
National Housing Trust Fund (NHTF)

APPENDIX B

**Office of the State Archaeologist
700 South Clinton St.
The University of Iowa
Iowa City, IA 52242**

Current Contact: Lara Noldner

Phone: 319.384.0732

TRIBES OF IOWA

Flandreau Santee Sioux Ex. Com.
PO Box 283
Flandreau, SD 57028

Prairie Island Indian Community in the State of
Minnesota
5636 Sturgeon Lake Road
Welch, MN 55089

HO-Chunk Nation of Wisconsin
W9814 Airport Rd, PO Box 667
Black River Falls, WI 54615

Sac & Fox Nation of Missouri in Kansas and Nebraska
305 N. Main St.
Reserve, KS 66434

Apache Tribe of Oklahoma
PO Box 1330
Anadarko, OK 73005

Sac & Fox Nation, Oklahoma
920883 South Highway 99 Building A
Stroud, OK 74079

Iowa Tribe of Kansas & Nebraska
3345 B Thrasher Road
White Cloud, KS 66094

Sac & Fox Tribe of the Mississippi in Iowa
349 Meskwaki Rd.
Tama, IA 52339

Iowa Tribe of Oklahoma
335588 E 750 Rd.
Perkins, OK 74059-3268

Santee Sioux Nation, Nebraska
425 Frazier Ave N, Suite 2
Niobrara, NE 68760-8605

Little Traverse Bay Bands of
Odawa Indians, Michigan
7500 Odawa Circle
Harbor Springs, MI 49740

Santee Sioux Nation, Nebraska
108 Spirit Lake Avenue West
Niobrara, NE 68760

Lower Sioux Indian Community in
State of Minnesota
PO Box 308
Morton, MN 56270

Menominee Indian Tribe of Wisconsin
PO Box 910
Keshena, WI 54135

Sisseton-Wahpeton Oyate of the Lake Traverse
Reservation, South Dakota
Old Agency Box 717
Agency Village, SD 57262-0509

Miami Tribe of Oklahoma
PO Box 1326
Miami, OK 74355

Sisseton-Wahpeton Oyate of the Lake Traverse
Reservation, South Dakota
PO Box 509
Agency Village, SD 57262-0509

Omaha Tribe of Nebraska
PO Box 368
Macy, NE 68039

Spirit Lake Tribe, North Dakota
PO Box 359
Fort Totten, ND 58335-0359

Otoe-Missouria Tribe of Indians,
Oklahoma
8151 Highway 177
Red Rock, OK 74651-0348

Upper Sioux Community, Minnesota
PO Box 147
Granite Falls, MN 56241

Ponca Tribe of Nebraska
PO Box 288
Niobrara, NE 68760

Winnebago Tribe of Nebraska
PO Box 687
Winnebago, NE 68071

White Earth Band of the Minnesota
Chippewa Tribe
PO Box 418
White Earth, MN 56591

Yankton Sioux Tribe of South Dakota
P.O. Box 1159
Wagner, SD 57361

APPENDIX C

Part I. PROCEDURES FOR PROJECT REVIEW (See Chart 1).

The process for standard project reviews covered under this agreement has been distilled down to the four principal steps discussed below. Other steps may be involved depending on the nature, location, and complexity of the project and the types of historic properties involved. The objective here is to establish a streamlined review process that utilizes standardized protocols and documentation. Deviation from these when unnecessary may slow and complicate what is intended to be a straightforward and seamless procedure. Occasionally, exceptions will appear. However, these will be dealt with on a case-by-case basis.

The Environmental Specialist at the Iowa Finance Authority will serve as the primary point of contact for the RE's and Recipients for routine technical assistance and shall provide quality control of documentation through pre-review screening. IFA at its discretion may defer to or consult with the SHPO, HUD, or ACHP in complex procedural matters.

STEP 1. DETERMINE IF THE ACTION IS EXCLUDED FROM SECTION 106 REVIEW.

The signatories have agreed that certain defined and undefined activities have no potential to affect historic properties and therefore may be excluded from further consideration under Section 106.

The first step in the review process is to determine whether or not a project is excluded from review. For the purposes of this agreement, excluded activities fall into three categories. The first are itemized in Part II, Section 1, below, and comprise activities relating to administrative costs and non-brick and mortar financial assistance. These activities by their nature have no potential to cause effects. The second category is discussed in Part II, Section 2 below, and includes undertakings involving earthmoving. The third category, covered in Part II, Section 3, includes activities involving architectural and other historical resources.

The last two categories include both specific and non-specific activities. Specific excluded activities are those that by their *nature* have no potential to adversely affect historic properties, for example, the re-surfacing of water and/or sewer clay pipes or caulking and weather stripping of windows and doors. A non-specific excluded activity could be any action that, by its *circumstances*, has no potential to affect historic properties. A project must meet certain pre-defined criteria in order to qualify as a non-specific project exclusion. For example, any activity involving a building of any type that is less than 50 years in age and not listed in or previously determined eligible for the National Register of Historic Places (NRHP) and that does not involve earthmoving satisfies the non-specific exclusion on criteria under Section 3. Similarly, a project involving no buildings, districts, objects, structures, sites, or landscapes greater than 50-years in age, and located in an area that has been profoundly disturbed by past earthmoving activities, such as borrowing, satisfies the non-specific exclusion criteria under Section 2.

If a project qualifies as an excluded activity, then the Responsible Entity (RE) and Recipient shall document his/her findings by completing the EXCLUDED FROM SHPO REVIEW, PROJECT DETERMINATION FORM (Appendix D – Exhibit A) and attaching it to the project's environmental

assessment document. A copy of this form must be submitted to IFA for compliance monitoring and record keeping purposes. This concludes the RE's and Recipient's responsibilities for complying with the terms of the programmatic agreement. If the project *does not* fulfill the exclusion criteria under Sections 1 -3, then the Responsible Entity and Recipient shall proceed to Step 2 of the process. Decision-making charts are included in Sections 2 and 3 to assist the RE and Recipient in determining the exclusion status of a project. The RE and Recipient should direct any questions regarding the completion of Step 1 to IFA.

STEP 2. DEFINE THE PROJECT SCOPE AND DETERMINE THE PROJECT AREA OF POTENTIAL EFFECTS (APE).

It is important to properly define the scope of the undertaking in its entirety at the very outset to ensure that all the review and compliance obligations are met in a timely and efficient manner. Incomplete or inaccurate project scoping can extend the consultation process unnecessarily resulting in project delays and cost overruns. Additionally, comprehensive project scoping is critical in accurately defining the project area of potential effects.

The rules governing the Section 106 process define "Area of Potential Effects" or APE as, "the geographical area or areas within which an undertaking may directly or indirectly cause alterations in the character of use of historic properties, if any such properties exist. 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 the undertaking" [36 CFR Part 800.16(d)].

The area of potential effects is three dimensional meaning that it has length, width, and depth. Defining the APE is very important because it establishes the physical parameters for historic properties identification procedures outlined in Step 3. In many cases, the APE will be quite localized, and, depending on the scope of the project, will include just the area directly affected by the project activities. One example would be property lines or lot boundaries in instances of infill construction or house rehabilitation when planned activities are confined by those physical boundaries.

In other instances, however, the APE may be defined in larger terms to include neighborhoods, districts, or other areas with arbitrary, non-physical boundaries - once again, depending on the scope of the undertaking. For instance, the footprint of a new telecommunication facility is relatively small so its potential for direct physical impacts on historic properties is correspondingly small. However, its potential to cause indirect, adverse, visual effects on historic properties that lie beyond its footprint, lot line, or property line is far greater and increases in magnitude with its height and relative proximity to those historic properties.

The APE of a project must encompass the areas of any activity or ancillary project whose construction, while not federally funded, is integrally connected to the federally funded undertaking and which could not exist but-for the federal undertaking. For instance, a road built by a developer within a subdivision using private funds, becomes a federal undertaking when that developer accepts federal funds to construct a bridge connecting the two sections of the road, because the road would not exist without the bridge. Privately funded actions executed in anticipation of a federal undertaking may also become part of the undertaking. For instance, the privately funded demolition of a building to make way for a new building whose construction is federally funded becomes part of the federal undertaking.

For routine projects, the RE and Recipient should direct any questions regarding the completion of Step 2 to IFA. The RE and Recipient and IFA are encouraged to consult directly with the SHPO early in the planning process when scoping complex or multiple-phase projects and when defining their APEs.

STEP 3. IDENTIFY AND EVALUATE HISTORIC PROPERTIES WITHIN THE PROJECT APE AND ASSESS PROJECT EFFECTS.

Once the scope and APE of an undertaking have been defined, the RE and Recipient must investigate for the presence of historic properties within the APE. Historic property means "...any prehistoric or historic district, site, building, structure, or object included in, or eligible for inclusion in, the National Register of Historic Places..." [36 CFR Part 800.16(l)]. The location of a project, along with its scope and its magnitude to cause effects on historic properties should be taken into account when determining the level of investigation pursued.

Records review is the most basic level of investigation and in some instances may be all that is necessary to confirm the presence/absence of historic properties within the APE. The RE and Recipient is advised to consult *I-SitesPro Archaeological Sites and Surveys Databases* maintained by the University of Iowa, Office of the State Archaeologist (OSA) to determine if all or part of the APE has been previously surveyed and if there are any recorded sites present. Access to *I-SitesPro* is restricted to professional archaeologists holding a licensing agreement with the OSA. However, the results of a site file search may be obtained for a fee by applying directly to the OSA Site File Manager.

The RE and Recipient should also consult the *Iowa Site Inventory* maintained by the State Historic Preservation Office. The *Iowa Site Inventory* contains information on over 140,000 rural and municipal properties and districts in the State of Iowa. The *Inventory* may provide information regarding the age, history, and NRHP eligibility status on a particular property or district under consideration.

At this point the RE and Recipient should also be seeking input from other parties that may have a particular interest in the undertaking and may have information to offer regarding the history of the APE and any historic properties that may be affected within. Potential consulting parties include, but are not limited to, Native American Tribes or other ethnic groups or organizations, historic preservation commissions of certified local governments, local historical and genealogical societies, local governing bodies, and the public at large.

Project proponents often find that it is in their best interest to retain the services of a professional historic preservation consultant to conduct the records review, also known as a reconnaissance-level survey, and compile a report detailing their findings and recommendations on whether or not additional investigation is warranted. The next level of investigation, known as an intensive level survey, involves a field investigation component where the consulting archaeologist, architect, or historian performs an on-the-ground inspection of the APE. There are instances where the project proponent may find it to be more cost-effective to by-pass the reconnaissance survey and order an intensive-level survey at the outset.

Once the historic properties investigation has been completed and the results are known, the RE and Recipient must make a determination of effect and then prepare a documentation submittal to support

that determination. 36 CFR Part 800.16(i) defines “effect” as: “alteration to the characteristics of a historic property qualifying it for inclusion in or eligibility for the National Register.” Effects may be adverse or not adverse depending upon their magnitude. See 36 CFR Part 800.5 (a) for criteria and examples of adverse effects.

The submittal will include a copy of all archaeological or architectural survey reports completed for the project, descriptions of the project scope and APE, and a description of the impacts including depths of excavations. It will also include a completed REQUEST FOR SHPO COMMENT ON PROJECT form (Appendix D – Exhibit B) with attachments. For projects involving existing built features, the submittal must include a completed IOWA SITE INVENTORY form for each building, structure, and district within the APE that is 50 years old or older (Appendix D – Exhibit C). Any questions regarding the preparation of a submittal packet should be directed to IFA.

The completed submittal is sent to the IFA, who then forwards it to the SHPO for 30-day review and comment if it is found to be complete (For an example, See Appendix D – Exhibit D). The submittal is returned to the RE and Recipient if it is found to be incomplete or is otherwise unacceptable along with instructions on how to correct the deficiency. The revised submittal is then returned to IFA for final vetting and delivery to SHPO.

In cases where the RE and Recipient has determined that there are no historic properties present within the APE or when there are no effects on historic properties and the SHPO concurs, then the RE and Recipient shall document his/her finding and attach it to the project’s environmental assessment document, concluding the Section 106 process.

If historic properties will be affected by project activities, then the RE and Recipient must apply the Criteria of Adverse Effect as defined at 36 CFR Part 800.5 in order to determine their magnitude. The RE and Recipient is encouraged to consult directly with the IFA when assessing project effects on historic properties. If, having taken into account the results of unbiased professional assessments and comments by other consulting parties, the RE and Recipient concludes that the project will result in no adverse effects, then he/she shall prepare a documentation packet supporting that determination and submit it to the IFA for pre-review screening and delivery to SHPO for 30-day review. If the SHPO concurs, the RE and Recipient shall document his/her finding and attach it to the project’s environmental assessment document, concluding the Section 106 process.

If the RE and Recipient concludes that the project will result in adverse effects, then he/she must proceed to Step 4 in the process.

If the SHPO disagrees with the RE’s and Recipient’s definition of the project scope or APE or with the RE’s and Recipient’s finding of effect, no matter what it might be, then the RE, Recipient and SHPO shall appeal to IFA to seek resolution under Stipulation VI of the programmatic agreement.

STEP 4. RESOLVE ADVERSE EFFECTS & IMPLEMENTATION OF MITIGATION MEASURES

The majority of projects covered under this agreement will not advance to Step 4. However, some will. If at the conclusion of Step 3 the RE and Recipient determines that the project will result in adverse effects on historic properties, then measures must be implemented to avoid, minimize, or mitigate those effects. This will involve the direct consultation of the SHPO, the RE and Recipient, the Applicant, the

University of Iowa – Office of the State Archaeologist, Preservation Iowa, the National Trust for Historic Preservation and other consulting parties such as Tribes or a local Historic Preservation Commission.

It is impossible to suggest stock mitigation strategies here owing to the diversity of projects covered under this agreement, the incalculable degree of their effects, and the variety of historic properties that might be involved. Cases involving adverse effects of necessity must be handled individually and based upon their own merits.

In some instances, it may be possible to redesign the project to avoid historic properties altogether or to reduce the level of effects to a degree that they are no longer adverse. Other cases may require a more involved approach to the mitigation of effects -- such as architectural documentation or archaeological data recovery -- when avoidance or design alternatives are judged to be impractical, unfeasible, or undesirable. Timely and inclusive consultation invites diverse points of view and potential for a broad range of alternatives including thoughtful consideration to the merits and weaknesses of each.

Once the RE and Recipient, IFA and SHPO have consulted with all interested parties and the RE and Recipient, IFA, and SHPO have agreed upon the most appropriate measures to address project adverse effects, they shall be formalized in a Letter of Agreement (LOA) drafted by the RE and Recipient with the assistance of the IFA and signed by the RE and Recipient, IFA, and SHPO. Once the LOA has been executed, the mitigation measures shall be implemented according to the terms of the LOA. Copies of the fully executed LOA shall be provided to all of the signatory parties. The RE's and Recipient's Section 106 compliance obligations will have been met upon successful implementation of the mitigation measures as stipulated by the LOA.

Part II. CATEGORICALLY EXCLUDED ACTIVITIES

In addition to projects and activities that are either exempt under HUD regulations (24 CFR Part 58.34) or are categorically excluded as being not subject to review of the laws listed at 24 CFR Part 58 in accordance with 24 CFR Part 58.35(b) or 24 CFR Part 50 in accordance with 24 CFR Part 50.19, the signatories agree that the following types of activities do not have the potential to cause adverse effects on historic properties, assuming such historic properties are present, and therefore the Responsible Entity has no further obligations under Section 106.

Section 1. Administrative Costs and Non –Brick and Mortar Financial Assistance

- a. Economic development activities including equipment purchase, inventory financing, interest subsidy, operating expenses, and similar costs associated with construction or expansion of existing operations where physical improvements, if any, will be limited to those listed in Excluded Activity 3.1—3, below;
- b. Activities to assist homebuyers to purchase existing dwelling units or dwelling units under construction, including closing costs and down payments assistance, interest buydowns, interim mortgage assistance, and similar activities that result in the transfer of title where no change in use will occur and physical improvements, if any, will be limited to those listed in Excluded Activities 3.1 –3, below;

- c. Building acquisition where physical improvements, if any, will be limited to those listed in Excluded Activity 3.1 – 3, below.

Section 2. Undertakings Involving Ground Disturbance (see Chart 2)

Non-Specific Activities.

If the project will **NOT** involve buildings, districts, objects, structures, sites, or landscapes that are 50 years or age or older in the Area of Potential Effects, **AND** either of the following conditions is met, SHPO does not need to review the project regardless of activity. Document how the project meets the qualifying criteria on an EXCLUDED FROM SHPO REVIEW FORM (Appendix D – Exhibit A) for submittal to IFA.

Qualifying Criteria:

- a. The Area of Potential Effects (APE) was intensively surveyed after 1989, determined by the federal agency not to contain historic properties, and this finding was accepted by the Iowa SHPO. This requires consultation with Office of the State Archaeologist or *I-SitesPro* online databases to determine.
- b. The APE has been profoundly disturbed. *Profound disturbance* as it relates to the APE occurs when a past activity or activities have physically altered the *three-dimensional* APE of an undertaking *in its entirety* to the point where there is no potential for an archaeologically significant property to remain.

Specific Excluded Activities

When the following ground disturbing activities are proposed for any project locations not meeting the Qualifying Criteria, they will be considered excluded from further review by the SHPO or ACHP, because the activities have limited potential to adversely affect historic properties (some exceptions noted in *italics* below):

- a. Photoscopic pictures of water and/or sewer pipe.
- b. Re-lining of plastic, clay, or concrete water and/or sewer pipe.
- c. Point repairs of water and/or sewer pipe.
- d. Hydrant replacements.
- e. Manhole cover replacements.
- f. New/replacement service lines and related appurtenances involving boring or slit trenches up to one (1) foot in width.
- g. Equipment replacement, purchase, removal, and/or installation.
- h. Disturbances confined to the current footprint of an existing facility compound, such as water and/or sewer treatment plants where there are no documented sites present.
- i. Directional boring of utility lines without sending and receiving pits if no archaeological sites are in the vicinity.
- j. Connecting pits relating to directional boring for utility lines no bigger than 10 feet by 10 feet if no recorded archaeological sites are in the vicinity.

- k. In-place replacement of water and/or sewer mains, if no known NRHP listed or eligible properties, including sites and historic districts, are within the Area of Potential Effects.
- l. Wells in existing well fields.
- m. Test boring/well sites to determine soil suitability, if no recorded archeological sites are in the vicinity.
- n. Replacement of concrete or asphalt sidewalks.
- o. Replacement of water towers on the same parcel when that parcel is less than one (1) acre in size, if water tower to be demolished is less than 50 years old and the new tower is not more than a 10% increase in capacity or an increase of more than 20 feet in height as compared to the existing water tower.
- p. Utility upgrades without land disturbance.
- q. Parking lot rehabilitation or construction of less than one (1) acre in size, located on row-cropped agricultural land, provided that any ground disturbance activities will be confined to the plowzone, which generally extends 10 to 12 inches below the surface where there are no archeological sites present .
- r. Overhead power line replacement over existing poles.
- s. Resurfacing and/or rehabilitation of existing concrete or asphalt roads, drives, or entries where the area is within both existing horizontal and vertical alignment. *This does not apply to roads found eligible for listing on the National Register of Historic Places.*
- t. Conversion of an existing gravel road to concrete or asphalt where the area is within both existing horizontal and vertical alignment. *This does not apply to roads found eligible for listing on the National Register of Historic Places.*
- u. Pavement widening and/or shoulder construction and the addition of auxiliary lanes, such as turn lanes or climbing lanes where the area is within both existing horizontal and vertical alignment of an existing right of way. *This does not apply to roads found eligible for listing on the National Register of Historic Preservation.*
- v. Foundation repair that does not extend beyond three feet from the existing wall.
- w. Demolition of non-historic building when all activity is confined to the current footprint, which is here to include a presumed builder's trench extending three (3) feet beyond the existing foundation footing, and, when ground surface conditions are stable enough to support the weight and movement of heavy equipment on bare ground or on temporary mats without sinking into the ground, rutting the ground surface, or resulting in any form of earthmoving at the demolition site. Existing utilities will be capped in place and not removed. *This does not apply to demolition located inside of or within 100 feet of the boundaries of a previously recorded archaeological site listed or eligible for listing on the National Register of Historic Places.*

Section 3. Undertakings Involving Architectural/Historical Resources (see Chart 3)

Non-Specific Excluded Activities

If any of the following conditions are met, SHPO does not need to review the architectural portion of a project regardless of activity. Document how the project meets the qualifying criteria on an EXCLUDED FROM SHPO REVIEW FORM (Appendix D – Exhibit A) for submittal to IFA.

Qualifying Criteria:

- a. The Project will involve a building of any type that is less than 50 years old and that is not listed in or previously determined eligible for the NRHP (individually or as a contributing component to a historic district).
- b. The Area of Potential Effect (APE) has been intensively surveyed by a professional historian or architectural historian within the last 10 years, determined not to contain historic properties, and the finding was accepted by the Iowa SHPO.
- c. The APE was subject to a reconnaissance survey conducted by a professional historian or architectural historian as a result of the 2008 natural disasters (e.g., those surveys conducted through the Iowa Homeland Security and Emergency Management for FEMA undertakings), determined not to contain historic properties, and the Iowa SHPO accepted the finding.
- d. The Project will involve a building that has been reviewed by the SHPO within the last 10 years and found to be “not eligible” for listing on the National Register of Historic Places.

Specific Excluded Activities

When the following activities are proposed for any architectural properties not meeting the Qualifying Criteria, they will be considered excluded from further review by the SHPO, because the activities have limited potential to adversely affect historic properties (some exceptions noted in *italics* below). Document how the project meets the qualifying criteria on an EXCLUDED FROM SHPO REVIEW FORM (Appendix D – Exhibit A) for submittal to IFA.

1. Exterior Rehabilitation

- a. Caulking and weather stripping in a color complementary to the adjacent surfaces
- b. Scraping, extremely low-pressure (less than 100 psi) washing, and/or repainting of exterior cladding. *This does not apply to destructive surface preparation treatments, such as water blasting, sand or other particle blasting, power sanding, or chemical cleaning.*
- c. Repair or in-kind replacement (i.e., the new features will duplicate the extant material, dimensions, and detailing) of the following features (*consideration should be given first to identifying ways to repair rather than replace damaged historic materials*):
 - i. Porches - railings, post/columns, brackets, cornices, steps, flooring, ceilings, and other decorative treatments.
 - ii. Roofs.
 - iii. Siding.
 - iv. Exterior architectural details and features.
 - v. Doors, including cellar/bulkhead doors (See below, 3. *Windows and Doors*, for details).
 - vi. Gutters and downspouts.

- d. Repair or reconstruction of concrete/masonry walls, parapets, chimneys, or cornices, provided any new masonry or mortar matches the color, strength, composition, rake, and joint width of existing walls, and no power tools are used on historic materials. (*Work on historic masonry must follow the guidance provided in Preservation "Brief #2: Repointing Mortar Joints in Historic Masonry Buildings," currently found online at <http://www.nps.gov/history/hps/tps/briefs/brief02.htm>.)*)
 - e. Bracing and reinforcing of chimneys and fireplaces, provided the bracing and reinforcing are either concealed from exterior view or removable in the future.
 - f. Construction or replacement of wheelchair ramps, provided the ramps are on secondary façades and will not directly impact the material fabric of the building.
 - g. Installation of temporary wheelchair ramps on any façade.
 - h. Substantial repair or in-kind replacement of signs or awnings. *This does not apply to historic sign—painted, neon, or otherwise.*
 - i. Foundation repair and replacement can be a poured concrete or concrete masonry unit below grade. Above grade must be face materials (i.e., must either be original historic materials or matched historic materials) and not higher than pre-existing foundation.
2. Interior Rehabilitation
- a. Non-destructive or concealed testing for damage assessment or identification of hazardous materials (e.g., lead paint, asbestos, etc.).
 - b. Plumbing rehabilitation/replacement, including pipes and fixtures when no structural alteration is involved. *This does not apply to historic fixtures, which must be repaired for this allowance to apply.*
 - c. HVAC system rehabilitation, replacement, and/or cleaning, including furnaces, pipes, ducts, radiators, or other HVAC units when no structural alteration or exposed new ductwork is involved. *This does not apply to historic fixtures, which must be repaired for this allowance to apply.*
 - d. Electrical wiring, including switches and receptacles. *This Allowance does not apply to exposed wiring such as surface mounted wiring, conduits, piping, or to the installation of new systems where they will affect significant interior features.*
 - e. Replacement of interior fire detection, fire suppression, or security alarm systems. *This Allowance does not apply to exposed wiring such as surface mounted wiring, conduits, piping, or to the installation of new systems where they will affect significant interior features.*
 - f. Restroom improvements for handicapped accessibility, provided the work is contained within existing restroom and significant interior features (e.g., historic trim or architectural details) are not altered.

- g. Repair or in-kind replacement of interior floors, walls, and ceilings. This applies to the repair of interior finishes, including plaster and wallboard, provided the repair is restricted to the damaged area and does not affect adjacent materials. *This does not apply to historic architectural finishes such as decorative plaster or plaster substrates for decorative materials such as murals, gold leaf, etc.*
 - h. Installation of drywall over existing wall surface, provided no decorative plaster or other decorative features are being covered.
 - i. Installation of insulation in ceilings, attic spaces, and crawl spaces.
 - j. Installation of insulation in wall spaces, provided an appropriate interior vapor barrier or vapor barrier paint is used and historic exterior clapboards are removed and reinstalled carefully. *This does not apply to the installation of urea formaldehyde foam insulation or any other thermal wall insulation containing water.*
 - k. Repair or pouring of concrete cellar floor in an existing cellar.
 - l. Repair or replacement of cabinets and countertops. *Historic "built-in" cabinets must be repaired for this to apply.*
3. Windows and Doors
- a. Repair or in-kind replacement of windows (i.e., new windows will duplicate the material, dimensions, design, detailing, and operation of the extant or known historic windows), as follows (*this does not apply to the replacement of existing archaic, decorative, or architectural/structural glass*):
 - i. Repair, scrape, paint, and re-glaze existing windows.
 - ii. Repair or in-kind replacement of window sash, glass, and/or hardware, including jam tracks. Consideration should be given first to identifying ways to repair rather than replace damaged historic materials. If low-e glass is to be used, it must be completely clear and without tint.
 - iii. Repair or in-kind replacement of damaged and non-operable transoms. Consideration should be given first to repair rather than replacement of damaged historic materials.
 - b. Installation of storm windows and doors, provided that they conform to the shape and size of the historic windows and doors. The meeting rail of storm windows must coincide with that of the existing sash. Color should complement trim; mill finish aluminum is not acceptable.
 - c. Primary elevation- the elevation that contains the historic front door or main entryway
 - i. In commercial buildings, aluminum replacement windows must match the existing window proportions and glass sidelights.
 - ii. Vinyl, aluminum clad windows or windows with removable muntins are not included in this exclusion.
 - d. Basement window sash
 - i. Primary and secondary facades (this applies to any or all sides of the building, while not the primary elevation, that are either visible from the public right-of-way or roadway): repair or in-kind replacement of basement window sash; replacement with wood,

- fiberglass, or non-white vinyl windows of similar design, detailing, and operation if replacement window sash are of the same size (e.g., the window opening shall not be enlarged or reduced). Consideration should first be given to repair rather than replacement. Color of replacement windows should complement existing trim.
- ii. Tertiary (non-primary or secondary elevations) or any other elevation: removal or replacement of basement window sash.
- e. Window replacements if the windows match dimensions, design, detailing, and operation of historic windows.
 - i. Non-clad wood windows on primary and secondary elevations on individually listed or eligible properties
 - ii. Non-clad wood windows on primary elevations of listed and potentially eligible Historic Districts.
 - iii. Clad windows of the secondary elevations in listed Historic Districts.
 - f. Doors
 - i. Retain and repair of historic door.
 - ii. Replacement of the primary elevation door that duplicates material, dimensions, design, and detailing of the historic door.
 - iii. Crossbuck or solid steel doors are not included in this exclusion.
4. *Site Improvements*
- a. Repair or in-kind replacement of driveways, parking lots, and walkways, although consideration should be given first to repair rather than replacement of damaged historic materials whenever feasible.
 - b. Repair or in-kind replacement of non-historic landscaping and utilities, such as paving, planters, trellises, irrigation, and lighting.
 - c. Repair or in-kind replacement of fencing and other exterior retaining or freestanding walls, provided masonry and mortar matches the color, strength, composition, rake, and joint width of historic wall and no power tools are used on historic materials. (*Work on historic masonry must follow the guidance provided in Preservation "Brief #2: Repointing Mortar Joints in Historic Masonry Buildings," currently found online at <http://www.nps.gov/history/hps/tps/briefs/brief02.htm>.)*)

APPENDIX D

Exhibit A. EXCLUDED FROM SHPO REVIEW, PROJECT DETERMINATION FORM

Exhibit B. REQUEST FOR SHPO COMMENT ON PROJECT FORM

Exhibit C. IOWA SITE INVENTORY FORM

Exhibit D. EXAMPLE OF COMPLETED DOCUMENT SUBMITTAL

State Inventory Number: _____ New Supplemental
9-Digit SHPO Review and Compliance (R&C) Number: _____ Non-Extant Year: _____

IOWA SITE INVENTORY FORM

Read the **Iowa Site Inventory Form Instructions carefully**, to ensure accuracy and completeness before completing this form. The instructions are available at <http://www.iowahistory.org/historic-preservation/statewide-inventory-and-collections/iowa-site-inventory-form.html>.

Basic Information

Historic Building Name: _____
Other Names: _____
Street Address: _____
City: _____ Vicinity County: _____ State: _____ ZIP: _____

LEGAL DESCRIPTION

Rural	Urban
Township Name: _____	Subdivision: _____
Township No.: _____	Block(s): _____
Range No.: _____	Lot(s): _____
Section: _____	
Quarter: _____ of _____	

Classification

A. PROPERTY CATEGORY:

- Building(s)
- District
- Site
- Structure
- Object

B. NUMBER OF RESOURCES (WITHIN PROPERTY):

If eligible property, enter number of:

Contributing	Noncontributing
_____ Buildings	_____ Buildings
_____ Sites	_____ Sites
_____ Structures	_____ Structures
_____ Objects	_____ Objects
_____ Total	_____ Total

If non-eligible property, enter number of:

_____ Buildings
_____ Sites
_____ Structures
_____ Objects
_____ Total

C. STATUS OF PROPERTIES LISTED ON THE NATIONAL REGISTER OF HISTORIC PLACES Listed De-listed NHL NPS DOE

D. FOR PROPERTIES WITHIN A HISTORIC DISTRICT

- Property contributes to a National Register or local certified historic district.
- Property contributes to a **potential** historic district, based on professional historic/architectural survey and evaluation.
- Property does not contribute to the historic district in which it is located.

Historic District Name: _____ Historic District Site Number: _____

E. NAME OF RELATED PROJECT REPORT OR MULTIPLE PROPERTY STUDY (if applicable)

MPD Title: _____ Historical Architectural Database No. _____

Address: _____
City: _____ County: _____
Site Number: _____ District Number: _____

Function or Use

Enter categories (codes **and** terms) from the Iowa Site Inventory Form Instructions

A. HISTORIC FUNCTIONS

B. CURRENT FUNCTIONS

Description

A. ARCHITECTURAL CLASSIFICATION

B. MATERIALS

Foundation (visible exterior): _____
Walls (visible exterior): _____
Roof: _____
Other: _____

C. NARRATIVE DESCRIPTION See continuation sheets which must be completed.

Statement of Significance

A. APPLICABLE NATIONAL REGISTER OF HISTORIC PLACES CRITERIA (mark your opinion of eligibility after applying relevant National Register criteria)

- Criterion A: Property is associated with significant events. Yes No More research recommended
Criterion B: Property is associated with the lives of significant persons. Yes No More research recommended
Criterion C: Property has distinctive architectural characteristics. Yes No More research recommended
Criterion D: Property yields significant information in archaeology/history. Yes No More research recommended

B. SPECIAL CRITERIA CONSIDERATIONS (mark any special considerations; leave blank if none)

- A. Owned by a religious institution or used for religious purposes. E. A reconstructed building, object, or structure.
 B. Removed from its original location. F. A commemorative property.
 C. A birthplace or grave. G. Property less than 50 years of age or achieved significance within the past 50 years.
 D. A cemetery

C. AREAS OF SIGNIFICANCE (enter categories from instructions)

D. PERIOD(S) OF SIGNIFICANCE

E. SIGNIFICANT DATES

F. SIGNIFICANT PERSON (complete if Criterion B is marked above)

Construction Date: _____
Other Dates (including renovations): _____

G. CULTURAL AFFILIATION (complete if Criterion D is marked above)

H. ARCHITECT/BUILDER

Architect: _____
Builder/Contractor: _____

I. NARRATIVE STATEMENT OF SIGNIFICANCE See continuation sheets which must be completed.

Address: _____
City: _____ County: _____
Site Number: _____ District Number: _____

Bibliography

See continuation sheets for the list research sources used in preparing this form.

Geographic Data

OPTIONAL UTM REFERENCES

See continuation sheet for additional UTM or comments

	Zone	Easting	Northing	NAD
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____

Form Preparation

Name and Title: _____ Date: _____
Organization/Firm: _____
Street Address: _____
City: _____ State: _____ ZIP: _____
Email: _____ Telephone: _____

Additional Documentation

A. FOR ALL PROPERTIES, ATTACH THE FOLLOWING, AS SPECIFIED IN THE IOWA SITE INVENTORY FORM INSTRUCTIONS

1. Map of property's location within the community.
2. Glossy color 4x6 photos labeled on back with property/building name, address, date taken, view shown, and unique photo number.
3. Photo key showing each photo number on a map and/or floor plan, using arrows next to each photo number to indicate the location and directional view of each photograph.
4. Site plan of buildings/structures on site, identifying boundaries, public roads, and building/structure footprints.

B. FOR ALL STATE HISTORIC TAX CREDIT PART 1 APPLICATIONS, HISTORIC DISTRICTS AND FARMSTEADS, AND BARNES

See lists of special requirements and attachments in the Iowa Site Inventory Form Instructions.

State Historic Preservation Office (SHPO) Use Only

The SHPO has reviewed the Site Inventory and concurs with above survey opinion on National Register eligibility:

- Yes No More research recommended
 This is a locally designated property or part of a locally designated district.

Comments:

SHPO Authorized Signature: _____ Date: _____

IOWA SITE INVENTORY FORM – CONTINUATION SHEET

Name of Property: _____

Site Number: _____

Address: _____

Related District Number: _____

City: _____ County: _____

Iowa Site Inventory Form Instructions

Iowa State Historic Preservation Office

July 2014

OVERVIEW

The Iowa Site Inventory Form (ISIF) is an important tool for gathering information about historic features and aspects of a property. This data is used by the State Historic Preservation Office (SHPO) to evaluate a property's potential eligibility to be listed in the National Register of Historic Places. The inventory items assist with identifying and locating a property, explaining how it meets one or more of the National Register criteria, and making a case for historic significance and integrity. The Iowa Site Inventory Form can be downloaded from the SHPO website at: <http://www.iowahistory.org/historic-preservation/statewide-inventory-and-collections/iowa-site-inventory-form.html>

The Iowa Site Inventory Form is also used for preparing documentation for potential historic districts, applying for the State Tax Credit Program (see pages 5-6 of these instructions for specific guidance on completing the site inventory form for the State Historic Tax Credit program), and evaluating properties for Section 106 requirements. Applicants can also transfer the data to the National Register Registration Form.

For more guidance on evaluating historic resources and writing narrative descriptions and statements of significance, see the *National Register Bulletin 16A: How to Complete the National Register Form*, available from the National Park Service website: www.nps.gov/history/nr/publications/bulletins/nrb16a/

GUIDELINES

Read these instructions carefully before completing the form, to ensure accuracy and completeness.

Complete one form for each building on a property. This allows historians to compare and locate similar properties to facilitate statewide historic research and understanding. A building is defined as any shelter built principally to house human activity. Examples include houses, barns, stables, sheds, garages, courthouses, city halls, commercial buildings, libraries, factories, schools, and theaters. Use a computer to enter information into the form. Continuation Sheets (the last page of the form) should be used to "continue" information that does not fit within the first two pages of the form.

- **State inventory number** (*top right-hand corner*): Leave blank and check the box marked *New*, unless:
 - 1) the property has already been assigned an inventory number and is being re-evaluated. If so, check the box marked *Supplemental*.

2) this is part of a historic survey that includes a separate survey report. In that case, contact the SHPO statewide inventory coordinator Berry.Bennett@iowa.gov to obtain a 7-digit site number for each property; include the full street address.

- **Review & compliance number:** Leave blank.
- **Non-extant:** Check the box and indicate the year the building was demolished if a building is torn down after being inventoried or a site form is used to compile information about a building that no longer exists.
- **Name of Property:**

A. Historic name: If the building is listed in the National Register or a historic district, include the existing historic property name. If no historic property name has been previously recorded, enter the name that best reflects the property's historic importance or the name that was commonly used for the property during the period of significance. *EXAMPLE: Zep's Café, Younker's Warehouse, or Jacob Brown Farm.*

B. Other names: Enter any other names by which the property has been commonly known.

- **Location:**

A. Street address: Enter the name and number of the street or road where the property is located. A 911 address is acceptable, but do not enter rural routes. Instead, enter the highway or road number followed by distance from nearest town or junction of roads. *EXAMPLE: Hwy 61, 1 mi. S. of jct J48.*

B. City or town: For a property located in an unincorporated area, enter the name of the nearest city or town and check the box marked *Vicinity*. Then enter the name of the county where the property is located.

C. Legal description: Based on assessor's records, plat maps, or property abstracts, enter the legal description. *EXAMPLE: Spring Grove Twp., 82N-14W, Sec. 32, SW of SE. EXAMPLE: T.E. Lawrence 2nd Plat, Block 16, Lot 5.*

- **Classification:**

A. Property category: Check the one box that best defines the property.

B. Number of resources: Count the number of resources on the property. If eligible for the National Register, tally the totals under *If Eligible Property*, breaking down the counts according to which resources are in keeping with the historic character of the main building being recorded (*Contributing*) and those which are not (*Noncontributing*). Usually contributing properties are ones that share the same period of significance and/or have not been severely

altered. *EXAMPLE: House with carriage house, family cemetery, bridge, and fountain all built within the period of significance would have 5 "Contributing" resources: 2 buildings, 1 site (cemetery), 1 structure (bridge), and 1 object (fountain).*

C. For properties listed in the National Register: If known, check the box that describes the status: currently listed; de-listed; National Historic Landmark; or NPS Determination of Eligibility.

D. Within a historic district: Leave blank—unless the site form is for an individual building also being evaluated as part of a larger complex of buildings. *EXAMPLE: an administrative building at a college campus or a house on a farmstead.* In the case of a district, check the box, enter the site inventory number of the district area, and check whether it is a contributing or noncontributing element to the district.

If the building is considered a possible contributing candidate for a future district with yet undefined boundaries, check "contributes to a potential district."

E. Name of related project report or multiple property study: Leave blank unless a separate survey report or related Multiple Property Documentation Form accompanies this site form. In that case, identify its name followed by the number assigned to the report for entering it in the Historical Architectural Data Base (HADB). To obtain a HADB number if one has not yet been assigned, contact Berry.Bennett@iowa.gov.

- **Function or Use**

- **A. Historic functions and B. Current functions:** From the list of "Data Categories for Functions and Uses," page 7-9, select one or more that best describes the property's original and subsequent uses. Then select one or more that best describe the property's current use. Enter the codes and names on the lines. *EXAMPLE: 01A01-House*

- **Description**

A. Architectural classification: From the list of "Data Categories for Architectural Classification," page 9, select one or more that best describes the property's architectural style, design, or type. Enter codes and names. Please use both the code and the term. *EXAMPLE: 05B-Italianate.*

B. Materials: From the list of "Data Categories for Materials," page 10, select one or more that best describes the Foundation, Walls (visible), Roof, and Other. Enter the codes and names. *EXAMPLE: Foundation: 10B-Concrete Poured; Walls 03 Brick; Roof: 05 Metal; Other: 04 Stone.*

C. Narrative description: On a Continuation Sheet, describe the building's setting, location, and major architectural features.

Site: Start with a description of the setting and site. Describe the building's orientation. Fully describe other buildings, sites, objects, structures, or major landscape features on the property—including any carriage houses, barns, and sheds. Then discuss the way in which the building relates to others in the neighborhood/area in terms of siting, scale, material, construction, and date.

Exterior: Describe the building in its present condition (before rehabilitation), not as it was when first built nor as it will be after rehabilitation. Note the architectural style, exterior construction materials (wood, brick, etc.), type of roof (flat, gable, hipped, etc.), number of stories, basic plan (rectangular, irregular, L-shaped, etc.), and distinguishing architectural features (placement and type of windows, chimneys, porches, decorative interior features or spaces). Fully describe any changes that have been made to the building since its original construction—for example, additions, porch enclosures, new storefronts, relocated doors and windows, and replacement windows.

Dates of construction and alterations: Provide the specific construction date, if available, or approximate date. Include dates for alterations, additions, or remodeling. Cite the sources, such as a building permit or an interview with a former owner.

EXAMPLE NARRATIVE DESCRIPTION – This three-story, flat-roofed, unpainted brick building was constructed in 1850, according to The Daily News, December 1, 1850, page 1. The building occupies the entire lot, with the front pedestrian doors opening to the public sidewalk and the rear pedestrian doors opening to the public alley behind. Rectangular in shape, the building features regularly spaced arch-top windows on the second and third floors (six openings on the east elevation have been filled in over the years, exact date unknown), two-over-two double-hung sash, and a prominent window bracket cornice. The first floor of the facade has been altered: The existing storefront dates from circa 1950. The storefront system features metal-framed windows and entrance doors.

On the interior, the first floor is divided into two principal spaces—a large commercial space in front and a smaller office behind. The front room was modernized in the 1950s and contains little historic fabric except for a simple wooden staircase running along the party wall. A pressed metal ceiling is the most prominent feature in the rear office; wood baseboards, vertical-panel doors, and window and door surrounds also survive. The upper floors have two rooms each, identical in configuration to the first floor. These rooms retain their original appearance, with 6-inch-wide plank wood flooring, exposed brick walls, and exposed ceiling.

- **Statement of Significance**

A. Applicable National Register criteria: Mark the box for each criterion reflecting, in your judgment, whether the property does or does not appear to qualify for National Register listing. If the research is inconclusive but points to potential or likely significance, mark the box for "More Research Recommended." In this case, include in the Narrative Statement of Significance what kinds of information will be needed to reach a final conclusion about the property's National Register eligibility.

B. Special criteria considerations: Only mark boxes that apply. (For districts, only mark considerations if they apply to the entire district.) The considerations set forth special standards for certain kinds of properties usually excluded from the National Register; this information needs to be added to the Narrative Statement of Significance. See *National Register Bulletin #15: How to Apply the National Register Criteria for Evaluation*, Chapter VII, pages 25-43: www.nps.gov/nr/publications/bulletins/nrb15/

C. Areas of significance: Select one or more from the list of "Data Categories for Areas of Significance," page 10, selecting only those that can be most persuasively justified and documented. *EXAMPLE: 02-Architecture.*

D. Period of significance: Enter dates for one or more periods of time when the property attained the significance qualifying it for National Register listing. Some periods of significance may be as brief as one year; others may span decades. Combine overlapping periods and enter them as one longer period. For guidance on determining a period of significance, see the *National Register Bulletin 16A: How to Complete the National Register Form*, available from the National Park Service website: www.nps.gov/history/nr/publications/bulletins/nrb16a/

E. Significant dates: Enter the date of completed construction, if known. If documentary evidence or a visual estimate places the building's origins on or about a particular year, say, 1911, then check box indicating that the date represents an estimate. In the case of districts, enter construction dates of only those buildings that individually had an impact on the character of the district as a whole.

F. Significant person: If National Register Criterion B is checked for the property's association with a significant person's life, enter the last name followed by a comma and then the person's first name and middle name or initial. *EXAMPLE: White, Edward Gould.* If Criterion B is not marked, enter "N/A."

G. Cultural affiliation: If National Register Criterion D is checked for association with archeological findings, enter one or more cultural affiliations

reflected in the site or district. If Criterion D is not marked, enter "N/A."

H. Architect/Builder: Enter the full name of the person(s) responsible for the design or construction of the property, including pattern book sources. Enter the last name, then a comma, and follow this with the person's first name and middle name or initial. *EXAMPLE: Richardson, Henry Hobson.* If the architect or builder is not known, enter "unknown"; if the property has no built resources, enter "N/A."

I. Narrative Statement of Significance: Drawing on facts about the property's history and its existing architectural features, explain how—through these associations and its integrity—the property may meet National Register criteria on a local, state, or national level. If you think it is eligible for the National Register, make the case that the property is both important and authentic (that it retains enough building materials and characteristics from its time of historical significance). If deemed not eligible for the National Register, state the basis for determining that the property lacks importance or authenticity.

Individual buildings: Summarize in the introduction how the building individually meets National Register criteria: Identify the historic function of the property, historic themes represented by the property, period of significance, and physical qualities that enable the property to convey its historic significance. Add supporting paragraphs about the history of the property, particularly as it represents important historic contexts and reflects the significant events, persons, architectural styles, or methods of construction that make the property significant. Also discuss the historic contexts, themes, trends, and patterns of development that relate to the property. Note important figures from the past associated with the building, former uses, and the name of the architect or builder, if known. If special criteria considerations are marked, address those points here.

EXAMPLE INTRODUCTION – The Walter A. and Nellie Davis Sheaffer House is of local, state, and national significance under Criterion B because of its strong association with the career and contributions of the inventor and industrialist who made the fountain pen practical and made Fort Madison and Iowa synonymous with fine writing instruments nationally and internationally. The period of significance is 1930 to 1946. This house was completed and first occupied by Sheaffer and his family in 1930 at the height of his and his company's success. It served as his residence and as a backdrop for company gatherings until his death in 1946.

Sheaffer's "inventive genius and promotional talents," according to historian Joseph F. Wall, enabled Sheaffer's "idea for a fountain pen that could be filled by a simple lever-and-bar device instead of the inefficient and messy medicine dropper." (1) Sheaffer's

“simple design, the world’s first practical, lever-filled fountain pen,” states writing instrument historian Archimede Fusillo, “was to revolutionize the entire writing industry” after he opened his first factory in 1912. (2) Sheaffer’s second major innovation, introduced in the 1920s, was “Radite,” a plastic developed with DuPont that could be molded and dyed. According to fountain pen historian Sherrell Tyree, “Sheaffer’s use of the material for caps and barrels had a lasting effect on the writing instrument industry” and assured “Sheaffer capturing significant market share and even assuring its place in history.” (3) His other major innovations included one of the first successful ballpoint pens, desk pens, lifetime guarantees on nibs, all-metal pens, and Skrip fluid.

Buildings within listed or potential historic districts:

Using the National Register district nomination or other professional research, summarize in the introduction how the building contributes to the significance of the listed or potential historic district. Identify the historic function of the property, historic themes represented by the property as they relate the National Register district nomination, the district’s period of significance, and physical qualities that enable the property to convey the district’s historic significance. Add supporting paragraphs about the history of the property, particularly as it represents the district’s historic context(s) and reflects the significant events, persons, architectural styles, or methods of construction that make the district significant. Also discuss the district’s historic contexts, themes, trends, and patterns of development that relate to the property. Discuss whether the building is similar to other buildings in the district in scale, building materials, style, and period of construction. Note important figures from the past associated with the building, former uses, and the name of the architect or builder, if known. If special criteria considerations are marked, address those points here.

EXAMPLE INTRODUCTION – The district contains an intact grouping of architecturally significant commercial and industrial buildings constructed between 1850 and 1915 that display a variety of architectural styles popular during this era. The district is also significant as an early manufacturing and distribution center, which led to the city’s growth as one of the largest in the state. Industrial growth in the late 19th and early 20th centuries required the construction of larger buildings, and several still exist within the boundaries of the district. This modest three-story building is typical in appearance and history of the majority of the buildings in the district. Originally built for manufacturing buttons, it was converted into a store with offices above during the 1880s when wholesaling grew as an important new activity in the district. The building is similar to its neighbors in size, scale, materials, and style.

● **Bibliography**

Enter the primary and secondary sources used in documenting and evaluating the property on Continuation Sheets. These sources may include books, newspaper and magazine articles, oral history interviews, planning documents, deeds, wills, correspondence, business records, among others. Cite established historic contexts that have been used to evaluate the property, including National Register nominations and historic resource survey reports.

For books, newspapers, public records, and other published materials, use a standard bibliographical style, citing the author’s name, the source’s full title, the place of publication, and the date of publication. For unpublished materials such as diaries, scrapbook collections, and club notes, indicate where a copy is available. For oral history interviews such as with long-time residents, experts, or family members, list the interviewer’s name, the person interviewed, and date and place of interview.

● **Geographic Data**

Leave blank, unless you have UTM mapping data.

● **Form Preparation**

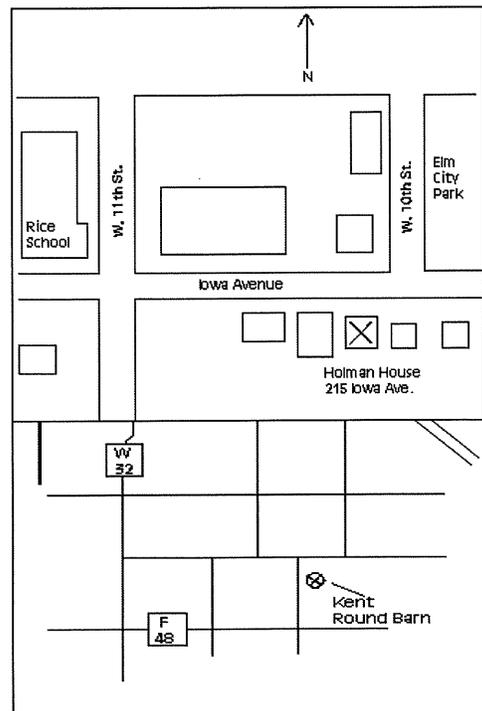
List the name and contact information of the form preparer. The SHPO will need to contact this person if a question arises about the form or if additional information is needed.

ADDITIONAL DOCUMENTATION

The following items are required for all Site Inventories:

1. Map: Include a map showing the property’s location in its city, town, or township; identify public roads and show a north arrow. Google maps are acceptable.

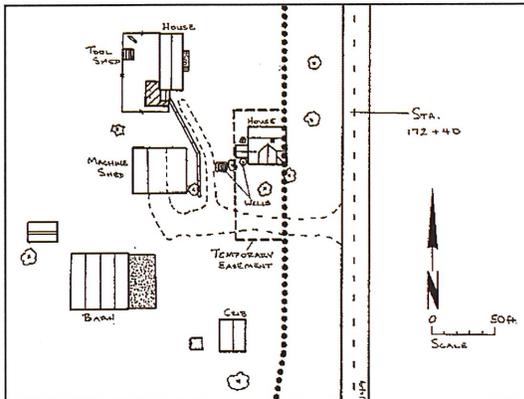
EXAMPLE: Urban map



EXAMPLE: Rural map

2. Site plan: Include a plan that clearly shows the current boundaries of the property in relationship to public roads; footprints of all buildings, structures, and any important landscape features; and a north arrow. The plan may be hand-drawn.

EXAMPLE: Farmstead site plan



3. Photographs: Submit clearly focused 4x6-inch images that accurately depict the property and its surroundings. Show all elevations of a building or structure, as well as the property in its setting or streetscape. Label each with the name of the property, address, description of what is illustrated, date taken, and directional view.

SPECIAL DOCUMENTATION FOR PART 1 STATE TAX CREDIT APPLICATIONS

A complete Iowa Site Inventory Form (ISIF) must accompany all Part 1 State Historic Tax Credit applications for all properties except for buildings which are individually listed on the National Register of Historic Places.

For state historic tax credit purposes, the ISIF is used to document a property and evaluate whether it has the required significance and integrity for the National Register of Historic Places. For applicants submitting a barn to the state historic tax credit program, the ISIF is also used to document the construction date for the barn.

Applicants to the state historic tax credit program, may use a single ISIF for more than one building provided there is a historic functional relationship between these buildings. Buildings which do not have a historic functional relationship require separate ISIFs and separate state historic tax credit applications. If you have questions regarding this

requirement, please email SHPOTaxCredit@iowa.gov

The following items are required for all State Tax Credit (STC) Part 1 Application Site Inventory Forms; see the STC Part 1 Application Instructions at www.iowahistory.org/historic-preservation/tax-incentives-for-rehabilitation/state-tax-credits/index.html for instructions and a list of all required attachments:

1. Interior and exterior building description: In the Site Inventory Form's Narrative Description, describe the physical appearance and character-defining features, as detailed in the instructions above, for both the exterior and interior. In the list of alterations, provide dates for both exterior and interior changes.

EXAMPLE INTERIOR DESCRIPTION – The first-floor plan features a tiled entryway that opens to a central staircase, flanked by the dining room and living room. The dining room opens to the rear kitchen; the living room opens to a rear library. The Prairie-style architecture that defines the exterior continues on the interior: Wide quarter-sawn-oak trim defines windows, doorways, and the floor line (base); walls and ceilings feature smooth painted/wallpapered plaster. All floors except for the entryway and kitchen are carpeted; exploratory removal shows narrow strip tongue-and-groove quarter-saw oak beneath. Original oak built-in entry bench, dining buffet, living room window seats, and library shelves remain intact. Circa 1970, the kitchen was remodeled; original flooring may exist under vinyl flooring. The second floor plan....

2. Historic images and maps: Using Site Inventory Form continuation sheets, attach all historic photographs, fire insurance maps, and other images used in the course of research. Identify the building with an arrow if it is not clear. Cite each source.

3. Interior and exterior photographs: These instructions supersede the general photo requirements listed above. Good photographic coverage is a key element of the STC application: 4x6-inch color photographs supplement the narrative description. Submit one set of clear, focused photographs printed on photographic paper that document the current, pre-rehabilitative condition of the building's interior and exterior, including the site and environment – before any work begins. The photographs must include streetscapes showing the building in its setting, all exterior elevations of the building, and representative interior views of key rooms and spaces on all levels of the building (shot from opposite corners of each room to capture the full view). Label each on the back with a unique photo number, name of the property, address, date taken, and direction the photographer faced.

SPECIAL DOCUMENTATION FOR FARMSTEADS AND HISTORIC DISTRICTS

List of structures and buildings: In the Site Inventory Form, include a list with the following:

The type of building; address if a property has an individual address within a district; its known or estimated year of construction; and the contributing or non-contributing status of each property to the district.

For farm buildings, include all that are used for human shelter, animal shelter, crop storage and processing, equipment shelter, and major miscellaneous structures—including windmill, manure slurry tank, bridge, and dam. Do not include accessory equipment (such as feeders, refrigeration, racks, loading chutes, hoists, engines, sewer lines, etc.). Record multiple examples of the same structure type like this: *Metal grain bins (8)*.

EXAMPLE: Farmstead list

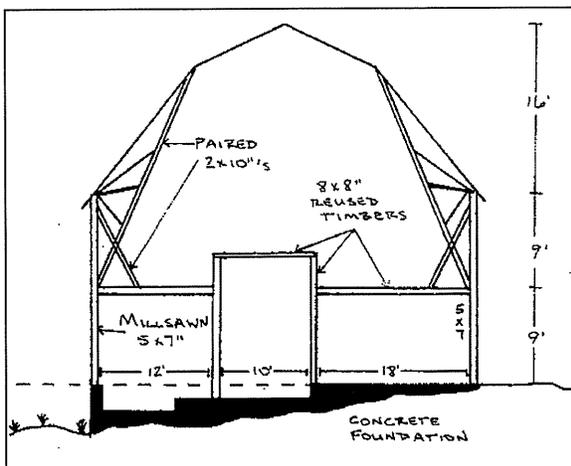
Farmstead List of Structures and Buildings		
1. House I	c.1865	contributing
2. House II	1989	non-contributing
3. Barn	1918	contributing
4. Machine shed	c.1970	non-contributing
5. Crib	c.1920	contributing
6. Stock shelter	c.1920	contributing
7. Garage shelter	c.1970	non-contributing
8. Windmill & well	c.1920	contributing

SPECIAL DOCUMENTATION FOR BARNES

The following attachments are required for all barn Site Inventory Forms:

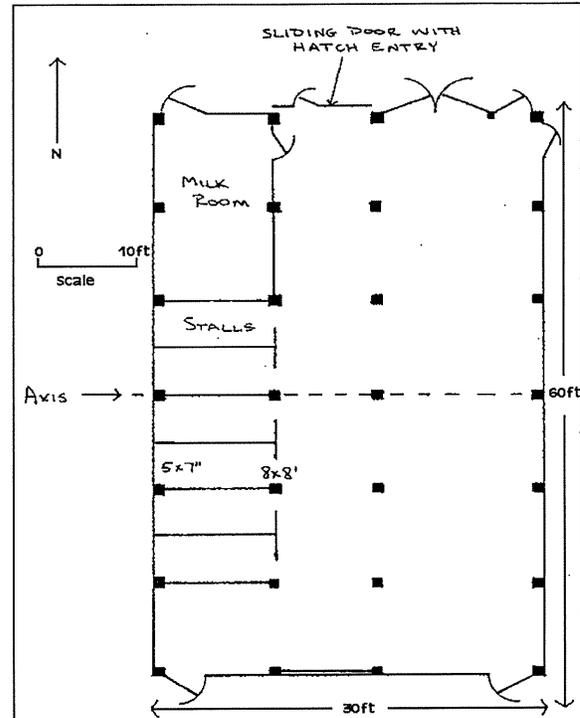
1. Sketch of frame/truss configuration: Hand-draw the typical middle bent. Depict one cross-section of the framework running the width of the barn, which is designed to carry a lateral and a vertical load.

EXAMPLE: Frame truss configuration



2. Interior floor plan: Sketch the floor plan to show the interior space arrangements; include the barn's dimensions in feet. Hand-drawn

EXAMPLE: Barn floor plan



3. Photograph of the loft: Show the frame configuration along one side in a 4x6-inch photograph.

EXAMPLE: Barn loft photograph



* Maps, illustrations, and related text used in examples courtesy of the Office of the State Archaeologist, Highway Archaeology Program, Marlin Ingalls, "A Phase I Historic Architectural Survey of Primary Roads Project FN-149-1(40)—21-54, a.k.a. PIN 85-54040-1, Keokuk County, Iowa."

Submit the completed Iowa Site Inventory Form with all required attachments—plus a cover letter explaining the purpose of the documentation—to:

State Historic Preservation Office
600 E. Locust St.
Des Moines, IA 50319-0290

Preparers/applicants need to retain a duplicate set of all materials (including the completed Site Inventory Form, photographs, and maps) for their files.

DATA CATEGORIES FOR FUNCTIONS AND USES			
01	DOMESTIC	02E	specialty store
01A	single dwelling	02E01	auto showroom
01A01	residence	02E02	bakery or confectionery
01A02	rowhouse	02E03	dry goods (clothing, textiles, notions, etc.)
01B	multiple dwelling	02E04	blacksmith shop
01B01	duplex	02E05	hardware store
01B02	apartment building	02E06	jewelry store
01C	secondary structure	02E07	photographer
01C01	dairy	02E08	barber or beauty shop
01C02	smokehouse	02E09	furniture
01C03	storage pit	02E10	appliance sales and service
01C04	storage shed	02E11	grocery
01C05	garage	02E12	butcher
01C06	other dependencies	02E13	carpentry
01C07	kitchen	02E15	billiards or pool hall
01C08	carriage house	02E16	bowling alley
01C09	privy or outhouse	02E17	tobacco store or cigar store
01D	transitory housing	02F	retail center
01D01	inn (hotel of 10 rooms or less)	02F01	general store
01D02	motel	02F02	marketplace
01D03	way station	02F03	trading post
01D04	hotel	02F04	department store (e.g. Younkers, Sears)
01D05	tourist or motor court	02F05	strip mall
01D06	bed-and-breakfast	02F06	enclosed mall
01D07	boarding house	02F07	"big box" retail
01E	institutional housing	02G	restaurant
01E01	military quarters	02G01	café or diner
01E02	staff housing	02G02	bar
01E03	poor house	02G03	roadhouse
01E04	orphanage	02G04	tavern
01F	camp	02G05	drive-in or drive-up restaurant
01G	village site	02H	warehouse
01H	resort, camp or communal buildings	02H01	ice house
01H01	headquarters or administration building	02I	trade (archaeology)
01H02	kitchen or dining hall	03	SOCIAL
01H03	bathhouse or washhouse	03A	meeting hall
01H04	assembly room	03A01	grange
01H05	bunkhouse or barracks	03A02	union hall
01I	town site	03A03	Pioneer hall
02	COMMERCE/TRADE	03A04	hall of other fraternal, patriotic organization
02A	business	03B	clubhouse
02A01	office building	03B01	facility of literary, social or garden club
02A02	livestock or grain exchange	03C	civic
02A03	livestock or livery stable	03C01	facility of volunteer or public service organization (e.g., Red Cross)
02A04	lumber	04	GOVERNMENT
02A05	newspaper	04A	capitol
02A06	machine shop	04A01	statehouse
02A07	implement dealer	04A02	assembly building
02A08	laundry or dry cleaner	04B	city hall
02A09	agricultural supplies	04B01	town hall
02A11	gaming or gambling	04B02	township hall
02A12	brothel	04C	correctional facility
02B	professional	04C01	police station
02B01	architect studio	04C02	jail
02B02	engineering office	04C03	prison
02B03	law office	04D	fire station
02B04	insurance office	04E	government office
02C	organizational	04E01	municipal building
02C01	trade union	04F	post office
02C02	labor union	04I	public works
02C03	professional association	04I01	electric generating plant
02D	financial institution	04I02	sewer system
02D01	savings and loan	04I03	water works
02D02	bank	04J	courthouse
02D03	stock exchange	04J01	county courthouse
		04J02	federal courthouse
		05	EDUCATION
		05A	school
		05A01	schoolhouse
		05A02	academy
		05A03	secondary school
		05A04	grammar school
		05A05	elementary school
		05A06	middle school
		05A07	junior high school
		05A08	high school
		05A09	consolidated school
		05A10	platoon school
		05A11	opportunity school (special education)
		05A12	vocational school or normal school
		05A13	daycare or preschool
		05B	college
		05B01	university
		05B02	junior college
		05B03	administration building or offices
		05B04	classroom building
		05B05	student facility (e.g., union)
		05C	library
		05D	research facility
		05D01	laboratory
		05D02	observatory
		05D03	planetarium
		05E	education-related
		05E01	college dormitory
		05E02	housing at boarding schools
		05E03	fraternity or sorority
		05E04	faculty/administration housing
		06	RELIGION
		06A	religious facility
		06A01	church
		06A02	temple
		06A03	synagogue
		06A04	cathedral
		06A05	mission
		06A06	mound
		06A07	sweathouse
		06A08	kiva
		06A09	dance court
		06A10	shrine
		06B	ceremonial site
		06B01	astronomical observation post
		06B02	intaglio
		06B03	petroglyph site
		06C	church school
		06C01	religious academy or school
		06D	church related residence
		06D01	parsonage
		06D02	convent
		06D03	rectory
		07	FUNERARY
		07A	cemetery
		07A01	burying ground
		07A02	burial site
		07A03	ossuary
		07A04	mausoleum
		07B	graves/burials
		07B01	burial cache
		07B02	burial mound
		07B03	burials/grave

07C	mortuary	09D	agricultural field	10E05	telephone co. facility
07C01	mortuary site	09D01	pasture	10E06	publishing
07C02	funeral home	09D02	vineyard	10E07	transmission tower
07C03	cremation area	09D03	orchard	10E08	satellite tracking
07C04	crematorium	09D04	crop marks	10F	processing site
08	RECREATION AND CULTURE	09D05	stone alignments	10F01	shell processing site
08A	theater	09D06	terrace	10F02	toolmaking site
08A01	cineplex	09D07	hedgerow or windbreak	10G	industrial storage
08A02	movie theater	09D08	cropland	10G01	warehouse
08A03	playhouse	09D09	land drainage	11	HEALTH CARE
08A04	drive-in theater	09E	animal facility	11A	hospital
08B	auditorium	09E01	hunting or kill site	11A01	veteran's medical center
08B01	auditorium/hall	09E02	stockyard	11A02	mental hospital
08C	museum	09E03	hunting corral	11A03	private or public hospital
08C01	art gallery	09E04	hunting run	11A04	medical research facility
08C02	exhibition hall	09E05	apiary	11B	clinic
08D	music facility	09E06	veterinary	11B01	dispensary
08D01	concert hall	09E07	hatchery	11C	sanitarium
08D02	opera house	09F	fishing facility or site	11C01	nursing home
08D03	bandstand	09F01	fish hatchery	11C02	rest home
08D04	dancehall	09F02	fishing grounds	11D	medical business/office
08D05	recording studio	09G	horticultural facility	11D01	pharmacy
08E	sport facility	09G01	greenhouse	11D02	medical supply store
08E01	gymnasium	09G02	plant observatory	11D03	doctor's or dentist's office
08E02	swimming pool	09G03	garden	11E	resort
08E03	tennis court	09H	agricultural outbuilding	11E01	baths
08E04	playing field	09H01	barn: general purpose	11E02	spas
08E05	stadium	09H02	barn: horse	12	DEFENSE
08F	outdoor recreation	09H03	barn: hay or feeder	12A	arms storage
08F01	park	09H04	barn: dairy	12A01	magazine
08F02	campground	09H05	chicken house	12A02	armory
08F03	picnic area	09H06	hog house	12B	fortification
08F04	hiking trail	09H07	machinery shed	12B01	fortified military or naval post
08F05	golf course or country club	09H08	milk or spring house	12B02	earth fortified village
08F06	boat house	09H09	milking parlor	12B03	palisaded village
08G	fair	09H10	tool shed	12B04	fortified knoll or mountain top
08G01	amusement park	09H11	wagon shed	12B05	battery
08G02	county fairground	09H12	well house	12B06	bunker
08H	monument/marker	09I	irrigation facility	12C	military facility
08I	work of art	09I01	irrigation system	12C01	military post
08I01	sculpture	09I02	canals	12C02	supply depot
08I02	carving	09I03	stone alignments	12C03	garrison fort
08I03	statue	09I04	headgate	12C04	barracks
08I04	mural	09I05	check dams	12C05	military camp
08I05	rock art	10	INDUSTRY/PROCESSING/ EXTRACTION	12D	battle site
09	AGRICULTURE/SUBSISTENCE	10A	manufacturing facility	12E	coast guard facility
09A	processing	10A01	mill	12E01	lighthouse
09A01	meatpacking plant	10A02	factory	12E02	coast guard station
09A02	cannery	10A03	refinery	12E03	pier
09A03	smokehouse	10A04	processing plant	12E04	dock
09A04	brewery	10A05	pottery kiln	12E05	life-saving station
09A05	winery	10B	extractive facility	12F	naval facility
09A06	food processing site	10B01	coal mine	12G	air facility
09A07	gathering site	10B02	quarry	12G01	aircraft
09A10	creamery	10B03	gypsum mine	12G02	air base
09A11	grain mill	10C	waterworks	12G03	missile launching site
09A12	soft drink or bottling facility	10C01	reservoir	13	LANDSCAPE
09B	production	10C02	water tower	13A	parking lot
09B01	farmstead	10C03	canal	13B	park
09C	storage	10C04	dam	13B01	city park
09C01	granary	10C05	standpipe	13B02	county park
09C02	silo	10C06	gallery	13B03	state park
09C03	beverage	10D	energy facility	13B04	national park
09C04	storage site	10D01	windmill	13C	plaza
09C05	tobacco warehouse	10D02	power plant	13C01	square
09C06	grain bin	10D03	hydroelectric dam	13C02	green
09C07	corn crib	10E	communications facility	13C03	public common
09C08	grain elevator	10E01	telegraph cable station	13D	garden
09C09	grain or crop warehouse	10E02	print plant	13E	forest
09C10	icehouse	10E03	radio station	13F	unoccupied land
09C11	fruit and produce	10E04	television station	13F01	meadow

13F02 swamp
13G underwater
13H natural feature
13H01 valley
13H02 promontory
13H03 tree
13H04 river
13H05 island
13H06 pond
13H07 lake
13I street furniture/object
13I01 streetlight
13I02 fence
13I03 wall
13I04 shelter
13I05 gazebo
13I06 park bench
13J conservation area
13J01 wildlife refuge
13J02 ecological habitat
14 TRANSPORTATION
14A rail-related
14A01 railroad
14A02 train depot
14A03 locomotive
14A04 streetcar line
14A05 railroad bridge
14A06 freight house
14A07 engine or round house
14A08 shops
14A09 other support structures
14B air-related
14B01 aircraft
14B02 airplane hangar
14B03 airport
14B04 launching site
14B05 terminal building
14C water-related
14C01 lighthouse
14C02 navigational aid
14C03 canal or lock
14C04 boat
14C05 ship
14C06 wharf
14C07 shipwreck
14D road-related (vehicular)
14D01 parkway
14D02 highway
14D03 road
14D04 bridge
14D05 toll gate
14D06 parking garage
14D07 gas station
14D08 stagecoach stop
14D09 automotive service or repair
14D10 bus station
14D11 rest stop
14D12 pedestrian bus shelter
14E pedestrian-related
14E01 boardwalk
14E02 walkway
14E03 trail
14E04 skywalk
50 WORK IN PROGRESS
60 UNKNOWN
70 VACANT/NOT IN USE
99 OTHER

DATA CATEGORIES FOR ARCHITECTURAL CLASSIFICATION	
01	NO STYLE
02	COLONIAL
02A	French Colonial
02B	Spanish Colonial
02C	Dutch Colonial
02D	Postmedieval English
02E	Georgian
03	EARLY REPUBLIC
03A	Early Classical Revival
03B	Federal
04	MID-19TH CENTURY
04A	Greek Revival
04B	Gothic Revival
04C	Italian Villa
04D	Exotic Revival
04E	Octagon Mode
05	LATE VICTORIAN
05A	Gothic
05B	Italianate
05C	Second Empire (Mansard)
05D	Queen Anne
05E	Stick/Eastlake
05F	Shingle Style
05G	Romanesque
05H	Renaissance
06	LATE 19TH AND 20TH CENTURY REVIVALS
06A	Beaux Arts (Beaux Arts Classicism)
06B	Colonial Revival
06C	Classical Revival (Neo-Classical Revival)
06D	Tudor Revival
06E	Late Gothic Revival
06F	Mission/Spanish Colonial Revival
06G	Italian Renaissance
06H	French Renaissance
06I	Pueblo
07	LATE 19TH & EARLY 20TH CENTURY AMERICAN MOVEMENTS
07A	Prairie School
07B	Commercial Style
07C	Chicago
07D	Skyscraper
07E	Bungalow/Craftsman
07E01	Bungalow
07E02	Craftsman
08	MODERN MOVEMENT
08A	Moderne
08B	International Style
08C	Art Deco
08D	Wrightian/Usonian
09	OTHER
09A	House
09A01	Front-gabled Roof
09A02	Gable-front-and-wing
09A03	Side-gabled Roof, 1 story
09A04	Side-gabled Roof, 2 stories (traditional I-house)
09A05	Pyramidal or Hipped Roof, 1 story (2 rooms deep)
09A06	Hipped Roof, 2 stories (e.g., traditional Foursquare)
09A09	Cross-gabled Roof
09A10	1½ Story

09A11 2½ Story
09A13 Front-gabled Cubic (2 stories)
09A14 Side-gabled Cubic (2 stories)
09B Barn
09B01 Crib
09B02 English Single-Level (side gable
without basement)
09B03 Bank (raised basement with
ramp)
09B04 Bank (basement built into
hillside)
09B06 Dutch
09B07 Transverse-Frame/Three-Portal
09B08 Broad Roof Hay/Cattle Feeder
09B09 Pole
09B10 Round / Polygonal
09B11 Square
09B12 Specialized Dairy
09B13 Specialized Horse
09C Construction Method
09C01 Frame: Heavy Timber (Hewn)
09C02 Frame: Heavy Timber (Sawn)
09C03 Frame: Mixed Heavy and Light
09C04 Frame: Plank
09C05 Frame: Balloon
09C06 Frame: Platform
09C07 Frame: Laminated Rib
09C08 Frame: Pole
09C09 Roof Support: King-post Truss
09C10 Roof Support: Queen-post Truss
09C11 Roof Support: Howe Truss
09C12 Roof Support: Pratt Truss
09C13 Roof Support: Scissor Beam
Truss
09C14 Roof Support: Warren Truss
09C15 Roof Support: Wing
Joist/Cantilever
09C16 Roof Support: Shawver Truss
09C17 Roof Support: Clyde/Iowa Truss
09C18 Roof Support: Braced
Rafter/Wing Joist
09C19 Pre-fabricated/Pre-cut
09C20 Welded Frame
09C21 Curved (Laminated) Rafter
09C22 Curtain Wall
09D Roof Form
09D01 Flat
09D02 Gable
09D03 Gambrel
09D04 Gothic Curved
09D05 Hip
09D06 Mansard
09D07 Pyramidal
09D08 Round/Gothic
09D09 Monitor (full and half type)
09D10 Saw Tooth Sky Light
09D11 Saltbox
09D12 Butterfly/Upswept
09D13 Shed
09E Bridge
09E01 Pratt Through Truss
09E03 Pratt Pony Truss
09E05 Pratt Truss Subtype: Parker
09E06 Pratt Truss Subtype: Camelback
09E07 Pratt Truss Subtype: Whipple
09E08 Pratt Truss Subtype:
Pennsylvania
09E09 Kingpost Truss
09E10 Bedstead Truss
09E11 Deck Truss
09E12 Warren Through Truss

09E13	Warren Pony Truss
09E14	Pipe Truss
09E15	Timber Pile
09E16	Timber Truss (covered)
09E17	Timber Stringer
09E18	Bowstring Through Arch-Truss
09E19	Bowstring Pony Arch-Truss
09E20	Mississippi/Missouri River
09E21	Steel Beam: Steel Stringer
09E22	Steel Beam: Steel Plate Deck Girder
09E23	Steel Beam: Steel Plate Through Girder
09E24	Concrete Girder
09E25	Concrete
09E26	Concrete Culverts
09E27	Concrete Melan Arch
09E28	Concrete Luten Arch
09E29	Concrete Marsh Arch
09E30	Concrete Filled Spandrel Arch
09E31	Concrete Open Spandrel Arch
09E32	Stone Masonry Arch
09F	Commercial
09F01	False Front
09F02	Broad Front
09F03	Arcaded Block
09F04	Iron Front
09F05	Brick Front
09F06	Gable Front
09F07	Artistic Front
09F08	Roadside Commercial
09G	Church
09G01	Center Steeple
09G02	Gable End
09G03	Steepled Ell
09G04	Side Steeple
09G05	Twin Towers
09G06	Temple Front
09H	School
09H01	One-room Schoolhouse
09H02	Cruciform Plan
09H03	Rectangular Plan (e.g., Central Hall)
09H04	Central Tower Plan
09H05	"Modern School" Alphabet Plan (I, H, T, C, U, E)
09H06	Open Plan
09H07	Campus Plan
10	MID AND LATE 20TH CENTURY BUILDING TYPES
10A	Cape Cod
10B	Minimal Traditional
10C	Rambler/Ranch
10D	Split-level
10E	Split-foyer
10F	Cottage
10G	A-Frame
10H	Dome (e.g., Geodesic)
10I	Quonset Hut
10J	Mobile Homes
10K	Modular Homes (e.g., Wausau)
99	MIXED (more than 3 styles)

DATA CATEGORIES FOR AREAS OF SIGNIFICANCE	
01	AGRICULTURE
02	ARCHITECTURE
03	ARCHEOLOGY
03A	Prehistoric
03B	Historic Aboriginal
03C	Historic – Non-Aboriginal
04	ART
05	COMMERCE
06	COMMUNICATIONS
07	COMMUNITY PLANNING/DEVELOPMENT
08	CONSERVATION
10	ECONOMICS
11	EDUCATION
12	ENGINEERING
13	ENTERTAINMENT/RECREATION
14	ETHNIC HERITAGE
14A	Asian
14B	Black
14C	European
14C01	Ireland
14C02	Germany
14C03	Norway
14C04	Sweden
14C05	Denmark
14C06	Bohemia/Czechoslovakia
14C07	Holland
14C08	England/Canada/Wales/Scotland
14C09	Luxembourg
14C10	France
14D	Hispanic
14E	Native American
14F	Pacific Islander
14G	Other
15	EXPLORATION/SETTLEMENT
16	HEALTH/MEDICINE
17	INDUSTRY
18	INVENTION
19	LANDSCAPE ARCHITECTURE
20	LAW
21	LITERATURE
22	MARITIME HISTORY
23	MILITARY
24	PERFORMING ARTS
25	PHILOSOPHY
26	POLITICS/GOVERNMENT
27	RELIGION
27A	Baptist
27B	Catholic
27C	Congregationalist
27D	Episcopalian
27E	Friends (Quakers)
27F	Jewish
27G	Latter Day Saints
27H	Lutheran
27I	Methodist
27J	Presbyterian
27K	Unitarian
27L	United Brethren

27M	Other Protestant
28	SCIENCE
29	SOCIAL HISTORY
30	TRANSPORTATION
31	OTHER

DATA CATEGORIES FOR MATERIALS	
01	EARTH
02	WOOD
02A	Weatherboard
02B	Shingle
02C	Log
02D	Plywood/Particle Board (includes "T-111" and channel-cut wood)
02E	Shake
02F	Board and Batten
03	BRICK
04	STONE
04A	Granite
04B	Sandstone (includes Brownstone)
04C	Limestone
04D	Marble
04E	Slate (see 09 for asbestos "slate")
05	METAL
05A	Iron
05B	Copper
05C	Bronze
05D	Tin
05E	Aluminum
05F	Steel
05G	Lead
05H	Nickel
05I	Cast Iron
05J	Zinc
06	STUCCO
07	TERRA COTTA
08	ASPHALT
08A	Shingle/Composition Tile
08B	Rolled
09	ASBESTOS
10	CONCRETE
10A	Block
10B	Poured
11	ADOBE
12	CERAMIC TILE
13	GLASS
13A	Block
13B	Carara
14	CLOTH/CANVAS
15	SYNTHETICS
15A	Fiberglass
15B	Vinyl
15C	Rubber
15C01	Rubber membrane (EPDM)
15D	Plastic
15E	Wood fiberboard/Hardboard (Masonite)
15F	Fiber cement board (Hardiplank, Cemplanck, etc.)
15G	Synthetic stone (Permastone)
15H	Synthetic stucco (Dryvit/EIFS)
15I	Synthetic slate
16	CLAY TILE
17	OTHER

**IOWA DEPARTMENT OF
CULTURAL AFFAIRS**

TERRY E. BRANSTAD, GOVERNOR
KIM REYNOLDS, LT. GOVERNOR

MARY COWNIE, DIRECTOR
CHRIS KRAMER, DEPUTY DIRECTOR

CREDIT CARD AUTHORIZATION FORM

IOWA
ARTS
COUNCIL

Date: _____

CARD INFORMATION:

PRODUCE
IOWA

Amount: _____

Card Type: VISA MASTERCARD DISCOVER

STATE HISTORICAL
SOCIETY OF IOWA

Name on Card: _____

STATE HISTORICAL
MUSEUM OF IOWA

Card Account Number: _____

Expiration Date: _____

STATE HISTORICAL
LIBRARY & ARCHIVES

CONTACT INFORMATION:

STATE
HISTORIC
SITES

Name: _____

Address: _____

City, State, Zip _____

STATE HISTORIC
PRESERVATION
OFFICE OF IOWA

Telephone: _____

INTERNAL ACCOUNT INFORMATION

Check one or describe Other & Donations

IOWA
HISTORICAL
FOUNDATION

History Alive:

Memberships:

NHD:

Research fees:

Photo fees, DSM:

Photo fees, IC:

Copy fees, DSM:

Copy fees, IC:

HP TaxCr fees:

Subscriptions:

Other:

Donations:

Explanation (Optional):

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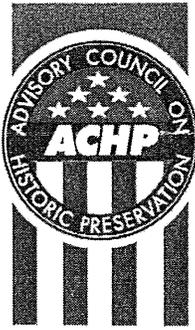
HP TaxCr fees:

Subscriptions:

Other:

Donations:

Explanation (Optional):



Preserving America's Heritage

July 20, 2016

Ms. Rita Eble
HOME Program Analyst
Iowa Finance Authority
2015 Grand Avenue
Des Moines, IA 50312

Ref: *Proposed Programmatic Agreement for the Administration of Certain HUD-Funded Activities
State of Iowa*

Dear Ms. Eble:

On July 14, 2016, the Advisory Council on Historic Preservation (ACHP) received a request from the Iowa Finance Authority (IFA) to sign a revised Programmatic Agreement (PA) for the administration of certain activities utilizing funds from the U.S. Department of Housing and Urban Development (HUD). In accordance with HUD's environmental regulations at 24 CFR Part 58, the IFA is the Responsible Entity for compliance with Section 106 of the National Historic Preservation Act (NHPA) and its implementing regulations, "Protection of Historic Properties" (36 CFR Part 800). The ACHP was a signatory to the current PA, which was executed in 2011.

Given that IFA appears to have chosen to revise the PA in its entirety rather than utilize Stipulation VII ("Amendment") within its current PA, the ACHP views this revised PA as a new Section 106 document. It should be submitted to us in accordance with 36 CFR Section 800.14(b), seeking clarification about whether or not the ACHP will participate in consultation.

Since the revised PA was developed in consultation with the Iowa State Historic Preservation Officer (SHPO), the Office of the State Archaeologist, Preservation Iowa and other consulting parties, we do not see any benefit in reopening consultation. Further, given that the current PA is based on the previous PA which will expire in August 2016 and which was successful in streamlining Section 106 reviews, we do not believe Appendix A of our regulations, *Criteria for Council Involvement in Reviewing Individual Section 106 Cases*, of our regulations applies to the proposed PA. Accordingly, we do not believe that our participation in the consultation process is needed. We recommend that the IFA remove the ACHP as a signatory in the title and signature pages, and revise the Whereas clauses regarding our participation. The IFA will then have to file the executed PA with the ACHP in accordance with 36 CFR §300.6(b)(1)(iv). The filing of the PA with the ACHP is required in order to complete the requirements of Section 106 of the NHPA.

ADVISORY COUNCIL ON HISTORIC PRESERVATION

401 F Street NW, Suite 308 • Washington, DC 20001-2637
Phone: 202-517-0200 • Fax: 202-517-6381 • achp@achp.gov • www.achp.gov

The ACHP thanks the IFA for the excellent work it has done while utilizing the original PA in the past five years. We look forward to continued coordination with our office. If you have any questions regarding our comments, please contact Ms. Jaime Loichinger at (202) 517-0219 or via email at jloichinger@achp.gov.

Sincerely,

A handwritten signature in cursive script that reads "Charlene Dwin Vaughn". The signature is written in black ink and is positioned above the printed name and title.

Charlene Dwin Vaughn, AICP
Assistant Director
Office of Federal Agency Programs
Federal Permitting, Licensing and Assistance Section