



WisDOT Cultural Resources Team (WisDOT) Frequently Asked Questions

Refer to [FDM Chapter 26](#) for processes and procedures. For all forms referenced in this document, they can be found [here](#). For all questions – contact Lynn and Katie directly.

Screening List

How do I get my project reviewed for the screening list?

Follow the process found [here](#).

What is the process that is followed for a project to be reviewed for the screening list?

For any questions on the process for how projects are screened, see this [handout](#).

Do I have to screen my project?

No, if you believe your project does not meet our screening criteria, please move forward, and hire a service provider.

How do I request to screen a project for either only Architecture/History or only Archeology?

In the box on the [DT1030 Form](#) titled “Area of land disturbance (existing or proposed R/w in acres – must be under ½ acre), please add a statement that the project should only be screened for “Architecture/History” or “Archeology.” See example below:

Area of land disturbance (existing or proposed R/W, in acres - must be under ½ acre):
No new R/W.
Existing R/W, existing park, and existing We Energies Utility Easement - all previously disturbed. Requesting screening for History only, an Archeological Survey will be completed by the project team.
Anticipated disturbance within 40th St R/W = 0.59 acres
Anticipated disturbance within We Energies corridor = 3.99 acres
Anticipated disturbance within Pondview Park = 0.03 acres

Tribal Notification

How do I complete tribal notification?

Tribal notification has a specific language that should be used. [Please see the WisDOT Cultural Resource Website](#) “Tribal Historic Preservation Officer (THPO) Notification Process”

- [Guidance document for THPO notification](#)
 - [Tribal Historic Preservation Officer \(THPO\) distribution/address list and areas of tribal interest for project notification](#) [Updated](#) 4-3-2023
 - [THPO Notification List for hard copy](#) [Updated](#) 3-3-2023
 - [Tribal Leaders address/distribution list - for cc's](#) [Updated](#) 4-3-2023
- Federal Agency Coordination templates
- [FHWA email template \(MS Outlook\)](#) [Updated](#) 3-9-2023
 - [FAA \(Aeronautics\) Email template \(MS Outlook\)](#) [Updated](#) 3-9-2023
 - [FRA Email Template \(MS Outlook\)](#) [Updated](#) 3-9-2023
 - [Design Change Email template \(MS Outlook\)](#) [Updated](#) 3-9-2023
 - [Word document with Federal funding email notification language](#) [Updated](#) 3-9-2023
- State Agency Coordination templates
- [Highways, Aeronautics and Rails State funding email template \(MS outlook\)](#) [Updated](#) 3-9-2023
 - [Surplus Lands Email Template \(MS Outlook\)](#) [Updated](#) 3-9-2023
 - [Word document with State funding notification language](#) [Updated](#) 3-9-2023

Survey Requests

How do I request Section 106 survey for a project?

Your project must be ***in-house design*** in order to qualify for survey by WisDOT CRT's service providers.

Please fill out the first page of the DT 1635 form, and send the form, plans, and property owner notification letters to DOTCulturalResources@dot.wi.gov. Property owner notification is required for any project that is requesting archaeology field survey. Please remember to specify if this is for Architecture/History, Archaeology, or both services. Lynn and/or Katie will reach out when the provider is selected.

Section 106 Submittals

How do I fill out my Section 106 Form (DT1635)?

You should work with your PMs and the service providers to fill out the form accurately. Please over-estimate the potential amount of right-of-way (ROW) and temporary-limited easements (TLEs) required for the project. It is always easier to re-coordinate a down-scoped project than complete an amendment for additional project activities.

Please try and keep the form to 2 pages long. If the Brief Narrative Project Description is longer than a few paragraphs and does not fit on the first page of the form, attach a continuation page after the DT 1635 signature page.

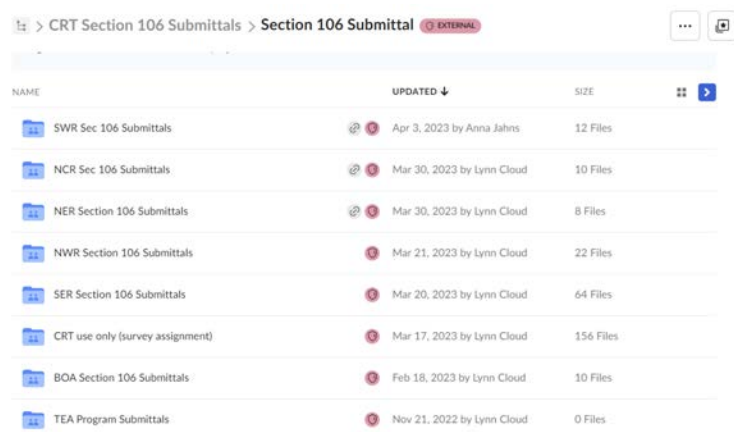
When completing Section IV – Area of Potential Effects (APE) for History, please keep this to 1-2 sentences. If the APE is more complicated, please write “See History report.”

If you have questions regarding how to fill out Sections V – IX – contact Katie and we can discuss how to fill the form out correctly.

How do I submit my Section 106 submittal?

RECs must be the staff person to submit the Section 106s to WisDOT CRT. If you are a new REC, contact Lynn for access to the Box submittal link which is found [here](#).






You should submit your Section 106 in your regional folder.



NAME	UPDATED ↓	SIZE
SWR Sec 106 Submittals	Apr 3, 2023 by Anna Jahns	12 Files
NCR Sec 106 Submittals	Mar 30, 2023 by Lynn Cloud	10 Files
NER Section 106 Submittals	Mar 30, 2023 by Lynn Cloud	8 Files
NWR Section 106 Submittals	Mar 21, 2023 by Lynn Cloud	22 Files
SER Section 106 Submittals	Mar 20, 2023 by Lynn Cloud	64 Files
CRT use only (survey assignment)	Mar 17, 2023 by Lynn Cloud	156 Files
BOA Section 106 Submittals	Feb 18, 2023 by Lynn Cloud	10 Files
TEA Program Submittals	Nov 21, 2022 by Lynn Cloud	0 Files

Within the regional folder, create a folder with the Project I.D. and then upload your documents. At a minimum your project should have a Section 106 Form, LettersPlans, and a History or Archaeology report. If a

project screens for one resource, Lynn will upload the appropriate documentation. If the project resulted in DOEs or a No Effect Letter/DNAE, those should be uploaded as separate PDFs.

NAME ↑	UPDATED	SIZE	☰ ▶
 2814-03-00_English Settlement Church DOE.pdf	Oct 11, 2022 by Brenda Ruenger	3.7 MB	
 2814-03-00_SEC106.pdf	Oct 11, 2022 by Brenda Ruenger	216.6 KB	
 Arch.pdf [V2]	Oct 20, 2022 by Lynn Cloud	3.7 MB	
 History.pdf	Oct 11, 2022 by Brenda Ruenger	1.4 MB	
 LtrsPlans.pdf [V2]	Oct 20, 2022 by Lynn Cloud	11.7 MB	

Field surveyed for a project APE were completed previously; however, the reports were never submitted to WisDOT CRT and SHPO for concurrence. Can I use them for my new project?

No, you should work with WisDOT CRT and service providers to complete appropriate documentation that meets current survey standards.

My project has a Section 106 concurrence from over 5 years ago and is now recently active and moving forward; do I need to do anything additional work for Section 106?

Maybe.

First – review if project activities and the APE have remained the same. If it has, contact the original service provider (if the original service provider is not available, any qualified service provider is acceptable) to complete a literature review to determine if any historic properties have been identified since the concurrence.

If the project activities and APE have changed and have expanded - hire a service provider to complete an amended Section 106.

My project has been downscoped since its initial Section 106 concurrence – is there any Section 106 coordination I need to complete?

If your project has been downscoped, send Katie and Lynn an email with the amended project activities and project plans. WisDOT CRT will send a memo to SHPO to inform them of the changes to project activities.

Requests to Disturb (RTD)

How do I submit a Request to Disturb (RTD) Form (DT 2551)?

The RTD is the responsibility of the Region, it should not be included in the construction special provisions. Including the RTD in the construction special provisions is too late in the process and may cause delay in construction activities within the burial boundaries.

If a project requires a RTD – determined either during screening or Section 106 – you should complete the DT 2551 form **one year** before construction of the project starts. In order to submit your project – please fill out the top half of the [DT 2551 form](#) and submit plan sheets of the project activities within the burial sites to the DOTCulturalResources@dot.wi.gov. Please keep in mind, monitoring may be required through the RTD process. WisDOT CRT will assign a monitor if that is required.

RTD authorization is valid for **one year** from SHPO signature. Any project activities within a burial site boundary that will take place over multiple years will require an extension. Work with WisDOT CRT for that extension as soon as you can.

If the RTD authorization includes conditions on the monitor; who makes the decision if a monitor is needed in the field?

The qualified professional archaeologist is the person who makes the determination if your project activities fall outside the condition of the monitor. Contact and work with them to determine if a monitor is required for the work being completed. The PM and the REC should not make the decision without consulting with the qualified professional.