

## Guidance on Email Tribal Notification during COVID Stay at Home Order

June 2020

(updated guidance as of 6/8/2020)

**Website:** <https://wisconsindot.gov/Pages/doing-bus/eng-consultants/cnslt-rsrces/environment/cultural-resources.aspx> (Refer to "COVID 19 - Tribal Email Notification")

**\*CHANGE\*** you no longer need to use the matrix by region; all email notifications, regardless of county, will be sent to the DOT DL THPO's distribution list found in the global address book.

- ONLY use one of the two email templates found on the above website and fill in the blanks as appropriate:
  - Federal undertaking (dollars and or permitting)
  - State undertaking only
- Use the distribution list found in the global address list (**DOT DL THPOs**)
- DOT DL THPOs should be entered on the **TO** line of the email
  - all others (such as tribal leaders, tribal liaison, BEES mailbox, etc) should be added as a **CC** on the email.
- The notification must come from a DOT email address (consultants cannot send)
- Until otherwise noted, you must include the **Tribal Leader** on the notification (list provided on website includes two email options, **only send to the column labeled email; do not send to the column labeled CC1\_email**)
- There are three tribes that do not have email addresses available. They are indicated on the email shell as CC's, hard copies of the email will need to be sent via US mail to those tribes. **However, for notification sent during this time of working from home, send the hard copy of the email to these three tribes with the second notification.**

**\*\*Please track all project notifications sent out during this time so a second notification can be sent when THPO's are fully operational (many are furloughed). You will be notified by BTS/CR when to do this.**

Below is general guidance and suggested language for use in your response to the THPO(s). Keep in mind, **not all THPO emails require that we reply**. Please read the email and determine if the THPO is asking for something such as the archaeological report, SHPO concurrence document (106 form) or simply stating they want to be considered as a consulting party under the National Historic Preservation Act.

We believe we have covered most options/scenarios in which a project could fall into for section 106 or state statute 44.40. However, there will be projects that do not fall into any of these categories, in those cases, please work with your tribal liaison or regional environmental coordinator.

General questions can be directed to (if the tribal liaison and/or REC are unavailable):

Lynn Cloud  
[Lynn.cloud@dot.wi.gov](mailto:Lynn.cloud@dot.wi.gov)  
608-266-0099

Katie Kaliszewski  
[Katherinen.kaliszewski@dot.wi.gov](mailto:Katherinen.kaliszewski@dot.wi.gov)  
608-267-6693

Potential cultural resource project scenarios and responses to the THPO(s):

**Screening:**

- Pending screening determination  
Thank you for your email. This project is currently under review to determine if it meets the screening criteria per FDM 26-5-1. Once the literature review is complete, the results and/or next steps will be provided.
  
- On the screening list both arch/history:
  - Thank you for your email. This project was screened for both archaeology and history and met criteria per FDM 26-5-1 (provide date) and therefore no field survey was conducted. The literature review did not identify any cultural resources.
  
- Screened for both archaeology and history w/ commitments (no SHPO coordination required)
  - Thank you for your email. This project was screened for both archaeology and history (provide date) per FDM 26-5-1 and met criteria with the attached commitments (provide commitments). If you have additional questions/concerns, please let us know.
  
- Screened for history only, w/ burial
  - Thank you for your email. This project met screening criteria for history only (provide date) per FDM 26-5-1. A burial site was identified (see attached) and WisDOT will adhere to State Statue 157.70. If you have additional questions/concerns, please let us know.
  
- Screened for archaeology w/ SHPO concurrence (sent to SHPO for history)
  - Thank you for your email. This project was screened for archaeology only (provide date) per FDM 26-5-1). The literature review results identified no resources for archaeology. Attached is the SHPO concurrence.

**Field survey w/ section 106:**

- Survey is completed w/ SHPO concurrence
  - Thank you for your email. Attached is the completed archaeological report and signed Section 106 form. If you have additional questions/concerns, please let us know.
  
- Project is still in design
  - Thank you for your email. This project is still in design, once the field surveys are conducted, we will provide a copy of the results. If you have additional questions or concerns, please let us know.

**State Statue 44.40**

For 44.40 projects (state only) please reach out for guidance.

**Excess Parcels**

Environmental document required. Please reach out for guidance.