



WisDOT Cultural Resources Team (CRT) Frequently Asked Questions

See FDM Chapter 26 for full Cultural Resource Preservation guidance. This FAQ seeks to simplify and supplement common Section 106-related questions.

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Amendments ([FDM 26-5-1](#))

1. My project has a scope change/design refinement. Do I need an amendment?

A. Project activities are less than initially submitted (decrease in scope)

Screening (DT1030):

- If the project screened with archaeology commitments, notify CRT of the specific changes in project activities via email (DOTCulturalResources@dot.wi.gov).
- No further action is required, and an amendment is not needed.

Full Section 106 Process (DT1635):

- If the project decision on the DT1635 was, “No historic properties in the APE” OR “No historic properties affected,” no action is required, and an amendment is not needed. No need to contact CRT!
- If the project decision on the DT1635 was, “Historic properties may be affected by the project,” notify CRT of the specific changes in project activities via email (DOTCulturalResources@dot.wi.gov). CRT will draft a memo to file if needed. No further action is required, and an amendment is not needed.

B. Project activities are more than initially submitted – An amendment is required

Screening (DT1030, [FDM 26-5-5](#)):

- If the project still meets the screening criteria, the project team will submit an amended DT1030.
- If the project no longer meets the screening criteria, the full Section 106 process is required (DT1635). Only In-House Design projects qualify for CRT’s professional services survey contracts. To request a survey, the project team must complete the DT1032 and submit it, with all required information, to DOTCulturalResources@dot.wi.gov.

Full Section 106 Process (DT1635):

- The project team will contact the qualified professional(s) and provide the following information:
 - a. The original DT1635 with State Historic Preservation Office (SHPO) concurrence
 - b. The newly proposed project activities and/or real estate requirements (location and narrative description)

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- The qualified professional(s) will determine the next steps, which may include the following:
 - a. Additional field survey
 - b. Memo/letter report (separate documents for archaeology and architecture/history)
-

Assess Effects/MOA ([FDM 26-10-5.3](#))

1. The project decision is “Go to Step 4: Assess Effects.” What happens next?

The project team will work with your qualified professionals and CRT to determine next steps. Information on Step 4: Assess Effects can be found in the [Toolkit for the Development of Section 106 Memoranda of Agreement](#).

Requests to Disturb (RTDs) for Uncatalogued Burials Only ([FDM 26-5-5.7.2](#))

1. When do I need an RTD (DT2551)?

RTDs are required when a qualified archaeologist determines that a burial site boundary extends into the project’s Area of Potential Effects (APE). This is determined through the screening or full Section 106 process.

2. Whose responsibility is the RTD?

The RTD is the responsibility of the project team.

3. When and how do I submit an RTD?

The project team should complete and submit an RTD to CRT one year prior to the start of construction. All required information should be emailed to DOTCulturalResources@dot.wi.gov.

CRT submits the RTD to the Wisconsin Historical Society (WHS). Upon receipt, the WHS has 30 days to review and provide authorization.

4. How long is an RTD valid? What happens if construction extends beyond one year?

An RTD is valid for one year from the date of WHS authorization/signature.

If work within the burial boundary will not be completed before the expiration of the RTD’s authorization, an extension is required. The project team can request an extension by submitting an updated DT2551 form with the “Extension” box selected.

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5. Do I need to amend my RTD?

If there is a change in project activities within the burial site boundaries, the project team should submit an amended DT2551 form. Select the “Amendment” box and complete the “Amended Project Description” portion.

6. Is a monitor required on my project?

The need for an archaeological monitor is determined during WHS review of the RTD and will be indicated on the DT2551 form. If a monitor is required, CRT will convey this to the project team and include the assigned archaeological firm’s contact information.

The archaeological monitor must be invited to the pre-construction meeting.

The assigned archaeological monitor will review project information and ensure the requirements called out in the DT2551 form are met and documented appropriately.

Screening Process ([FDM 26-5-5.1](#))

1. Do I have to submit my project for screening?

No. If your project does not meet the screening criteria outlined in [FDM 26-5-5.2](#), please follow the full Section 106 process.

The project team has discretion to forego the screening process and complete the full Section 106 process at any point.

2. How do I submit my project for screening?

Follow the process found [here](#).

3. What does the screening process entail?

See the Screening Process Workflow [here](#).

4. How long does a project remain on the screening list?

A project remains on the screening list for five years. After this time, the project must be resubmitted for screening review.

5. Where is the screening list?

The screening list can be found [here](#).

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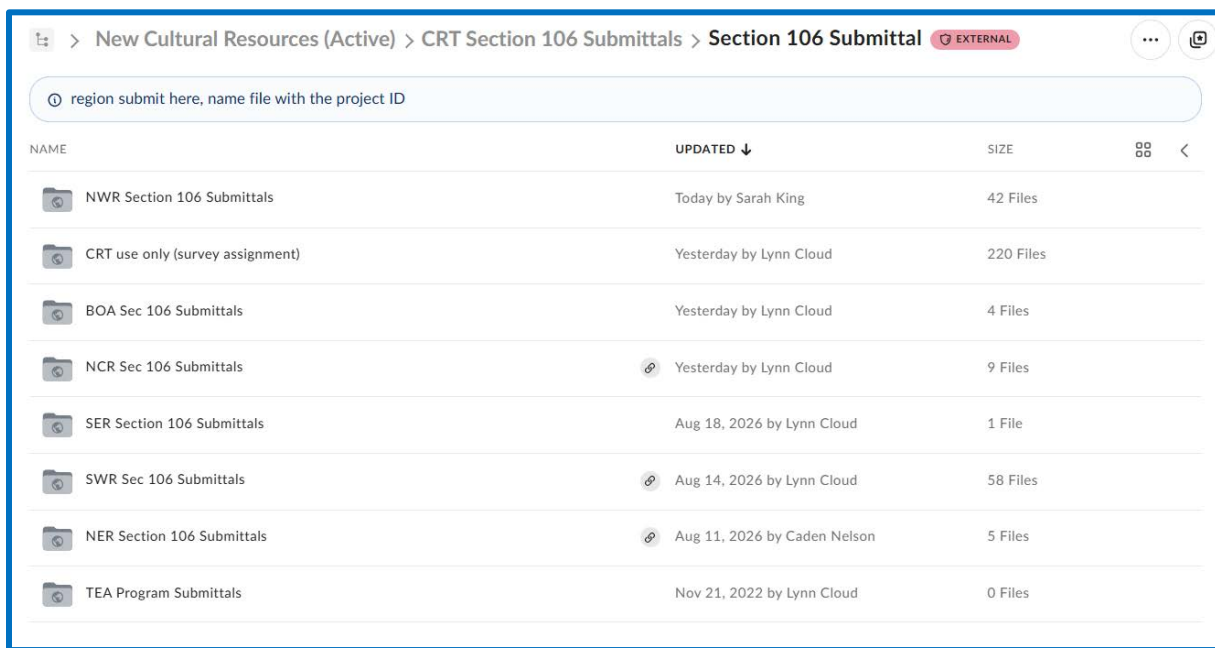
Section 106 Submittals

1. How do I submit my Section 106 to CRT?

The Regional Environmental Coordinator (REC) submits the Section 106 to CRT via Box. RECs should have access to the Box submittal folder, [here](#). Contact DOTCulturalResources@dot.wi.gov if you have access issues.

Once in the Box submittal folder, follow these steps:

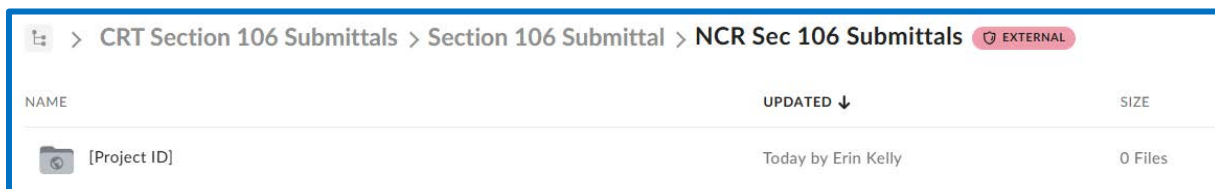
A. Access the appropriate folder.



The screenshot shows a Box interface with the breadcrumb path: > New Cultural Resources (Active) > CRT Section 106 Submittals > Section 106 Submittal. A search bar contains the text "region submit here, name file with the project ID". Below is a table listing various submittal folders.

NAME	UPDATED ↓	SIZE
NWR Section 106 Submittals	Today by Sarah King	42 Files
CRT use only (survey assignment)	Yesterday by Lynn Cloud	220 Files
BOA Sec 106 Submittals	Yesterday by Lynn Cloud	4 Files
NCR Sec 106 Submittals	Yesterday by Lynn Cloud	9 Files
SER Section 106 Submittals	Aug 18, 2026 by Lynn Cloud	1 File
SWR Sec 106 Submittals	Aug 14, 2026 by Lynn Cloud	58 Files
NER Section 106 Submittals	Aug 11, 2026 by Caden Nelson	5 Files
TEA Program Submittals	Nov 21, 2022 by Lynn Cloud	0 Files

B. Create a folder labeled with the Project I.D.



The screenshot shows a Box interface with the breadcrumb path: > CRT Section 106 Submittals > Section 106 Submittal > NCR Sec 106 Submittals. A table lists a newly created folder.

NAME	UPDATED ↓	SIZE
[Project ID]	Today by Erin Kelly	0 Files

C. Upload the Section 106 files as PDFs to the project folder. At a minimum your project should have:

- 1) Section 106 Form (DT1635)
- 2) LettersPlans (LtrsPlns)
- 3) An Architecture/History report (Hist)*
- 4) and/or Archaeology report (Arch)*

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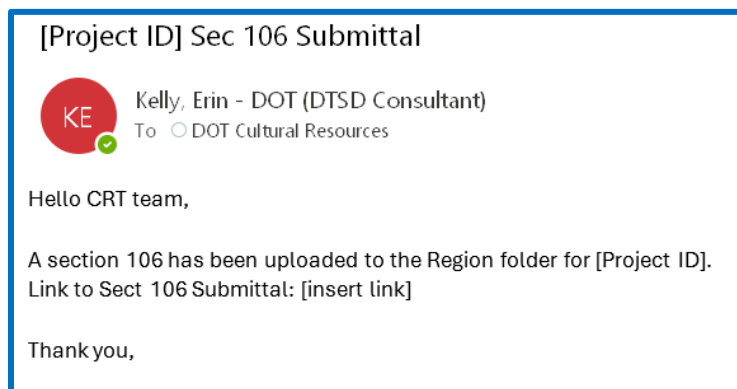
- 5) * If a project screens for archaeology or architecture/history, CRT will upload the appropriate documentation.

Section 106 Submittal > NCR Sec 106 Submittals > [Project ID] EXTERNAL		
NAME	UPDATED ↓	SIZE
 Arch.pdf	Today by Erin Kelly	64.1 KB
 History.pdf	Today by Erin Kelly	64.1 KB
 LtrsPlans.pdf	Today by Erin Kelly	64.1 KB
 [Project ID] Sec 106.pdf	Today by Erin Kelly	64.1 KB

- 6) If the project resulted in Determinations of Eligibility (DOEs) or a No Effect Letter/Documentation for Determination of No Adverse Effect (DNAE), those should be uploaded as separate PDFs

Section 106 Submittal > NCR Sec 106 Submittals > [Project ID] EXTERNAL		
NAME	UPDATED ↓	SIZE
 [Project ID] DNAE.pdf	Today by Erin Kelly	64.1 KB
 [Project ID] George Lance Farmstead DOE.pdf	Today by Erin Kelly	64.1 KB
 Arch.pdf	Today by Erin Kelly	64.1 KB
 History.pdf	Today by Erin Kelly	64.1 KB
 LtrsPlans.pdf	Today by Erin Kelly	64.1 KB
 [Project ID] Sec 106.pdf	Today by Erin Kelly	64.1 KB

- D. Once the REC has uploaded the Box materials, they should notify CRT via email (DOTCulturalResources@dot.wi.gov) that the Section 106 submittal is ready for review.



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2. When does a project's Section 106 determination need to be reassessed?

If there are changes to a project (e.g., Lead Federal Agency designation, scope, funding, or APE) and/or if more than 5 years have passed since the Section 106 determination (date of SHPO/Tribal Historic Preservation Officer [THPO] concurrence), the project may need to be reassessed.

3. Can a survey report from a previous project be used for a new project with a similar APE?

The prior survey report cannot be submitted to fulfill the Section 106 requirements of the new project. Contact the qualified professional(s) to determine the appropriate documentation.

Survey Requests (In-House Design Only, [FDM 26-5-10.2](#))

1. Does my project qualify for CRT's professional services survey contract?

Only In-House Design projects qualify for CRT's professional services survey contracts. To request a survey, the project team must complete the DT1032 form and submit it, with all required information, to DOTCulturalResources@dot.wi.gov.

Tribal Coordination ([FDM 26-5-1.5](#))

1. How do I complete THPO project notification?

See the guidance document for THPO notification, [here](#).

Additional information is available on the [CRT website](#).

Tribal Historic Preservation Officer (THPO) Notification Process

- [Guidance document](#) for THPO notification [Updated](#) December 8, 2025
- [Tribal Historic Preservation Officer \(THPO\) distribution/address list](#) for project notification [Updated](#) July 29, 2026
 - *All THPO notification is now completed through email - June 30, 2025*
- [Tribal Leaders address/distribution list](#) - for cc's [Updated](#) December 8, 2025

Federal Agency Coordination Templates

- [FHWA email template](#) (MS Outlook)
- [FAA \(Aeronautics\) Email template](#) (MS Outlook)
- [FRA Email Template](#) (MS Outlook)

State Agency Coordination Templates

- [Highways, Aeronautics and Rails State funding email template](#) (MS outlook)
- [Surplus Lands Email Template](#) (MS Outlook)

Scope Change (Amendments) Coordination Directions

- [Scope Change THPO Email Directions](#)

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2. What do I do if my project is partially/fully within Tribal lands?

Per Section 106, the THPO is the official with jurisdiction on historic properties within Tribal lands. If a project is partially within Tribal lands, the THPO has jurisdiction within the Tribal land and SHPO has jurisdiction of the non-Tribal land.

Screening (DT1030):

- A. CRT informs the Region and CRT and/or Region coordinates with THPO
- B. THPO reviews project for cultural resources and consults with the project team on next steps

Full Section 106 Process (DT1635):

- A. Archaeology survey requires an Archaeological Resources Protection Act (ARPA) permit from the THPO
 - 1) The qualified archaeologist coordinates the findings and results per the ARPA permit
 - 2) The THPO approves the result and report
- B. CRT coordinates the final report with the THPO for their “sign off” to complete Section 106 (and SHPO if needed)
 - 1) Special provisions/commitments may be required

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