

## Cultural Resources Determination Process Step Table

**Purpose:** To ensure that cultural resources reviews and action are conducted according to policy.

**Scope:** Where conservation practices have been planned and are being installed and where NRCS is the lead agency in cultural resources determinations for ground disturbing engineering and forestry activity per the State Level Agreement with SHPO.

<b>Step</b> Action – a verb sentence	<b>Responsibility</b> Any position that is accountable for the completion of this step.	<b>Inputs</b> Items needed to complete the step (forms, tools, people, etc)	<b>Control</b> Practice Standard, Policy, Regulations, etc.	<b>Output</b> Completed object, form, reviewable product, or demonstrated knowledge.
1. Initiation of the Planned Conservation Practice Installation (Step 8 Conservation Planning)	<ul style="list-style-type: none"> <li>• Certified Conservation Planner (CCP)</li> <li>• SCT with CR training</li> </ul>	<ul style="list-style-type: none"> <li>• Process Step Tables</li> <li>• Iowa Technical Note Cultural Resources Technical Note #1</li> <li>• Online Web Access</li> </ul>	<ul style="list-style-type: none"> <li>• GM 190, Part 410</li> <li>• State Level Agreement with SHPO</li> </ul>	Documentation on: <ul style="list-style-type: none"> <li>• Environmental Evaluation IA-CPA-52</li> <li>• Conservation Assistance Notes – IA-CPA-15</li> </ul>
2. Evaluate proposed Area of Potential Effect (APE).	<ul style="list-style-type: none"> <li>• CCP</li> <li>• SCT with training</li> <li>• TSP</li> </ul>	<ul style="list-style-type: none"> <li>• Cultural resource training</li> <li>• Construction plans</li> <li>• Environmental Evaluation IA CPA52</li> <li>• Conservation Assistance Notes - IACPA15</li> <li>• Iowa Technical Note Cultural Resources #1</li> <li>• Archeologist</li> </ul>	<ul style="list-style-type: none"> <li>• GM 190, Part 410</li> <li>• NPPH Part 600.45</li> <li>• State Level Agreement with SHPO</li> </ul>	Documentation on IA-CPA-52 that: <ul style="list-style-type: none"> <li>• The site was fully evaluated for cultural resources and</li> <li>• A determination was made whether the undertaking (listed in Appendix 1 of the NRCS/SHPO State Level Agreement (SLA) dated 12/8/05) is a Field Office Level Undertaking (FOLU) with rating of “Potential to Cause an Effect” (P)</li> </ul> <p><i>If it is not a (P), go to <b>Step 10</b>.</i></p> <p><i>If it is a (P), go to <b>Step 3</b></i></p>
3. Determine whether the undertaking is a dam or stream channel stabilization or stream bank and shoreline protection that is large enough to qualify under SLA Section I.C.(3) (a)	<ul style="list-style-type: none"> <li>• CCP</li> <li>• SCT with training</li> <li>• TSP</li> </ul>	<ul style="list-style-type: none"> <li>• Cultural resource training</li> <li>• Construction plans</li> <li>• Environmental Evaluation IA CPA52</li> <li>• Conservation Assistance Notes - IACPA15</li> <li>• Iowa Technical Note Cultural Resources #1</li> <li>• <a href="ftp://ftp-fc.sc.egov.usda.gov/IA/technical/NRCS_SHPOAgreement.pdf">ftp://ftp-fc.sc.egov.usda.gov/IA/technical/NRCS_SHPOAgreement.pdf</a></li> </ul>	<ul style="list-style-type: none"> <li>• State Level Agreement with SHPO</li> </ul>	Document on IA-CPA-52 whether the undertaking qualifies under SLA Section I.C(3)(a). <ul style="list-style-type: none"> <li>• <i>If it does qualify, it becomes a State Office Level undertaking. Notify State Office. State Office sends finding to Field Office for Case File. Go to <b>Step 10</b>.</i></li> <li>• <i>If it does not qualify, go to <b>Step 4</b>.</i></li> </ul>

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<b>Step</b> Action – a verb sentence	<b>Responsibility</b> Any position that is accountable for the completion of this step.	<b>Inputs</b> Items needed to complete the step (forms, tools, people, etc)	<b>Control</b> Practice Standard, Policy, Regulations, etc.	<b>Output</b> Completed object, form, reviewable product, or demonstrated knowledge.
4. Determine whether a <b>Literature Search, Field Check, or an Alluvial Fan Check</b> indicates that the undertaking will affect a cultural resource.	<ul style="list-style-type: none"> <li>• CCP</li> <li>• SCT with training</li> <li>• TSP</li> <li>• Soil Scientist</li> </ul>	<a href="http://maps.gis.iastate.edu/isites/">http://maps.gis.iastate.edu/isites/</a> National Register website Atlases Maps Aerial photos <a href="#">Requesting State Office Assistance for Potential Archeological Impacts</a>	<ul style="list-style-type: none"> <li>• State Level Agreement with SHPO</li> </ul>	Document on IA-CPA-52 whether a cultural resource will be affected.  <i>If it will not affect a CR, go to <b>Step 10</b></i> <i>If it will affect a CR, go to <b>Step 5</b>.</i>
5. Determine if the impacts to the CR can be avoided by redesigning the project at its present location	<ul style="list-style-type: none"> <li>• CCP</li> <li>• SCT with training</li> <li>• TSP</li> </ul>	<ul style="list-style-type: none"> <li>• Design folder</li> <li>• IA-CPA-52</li> <li>• Engineer</li> <li>• CET</li> </ul>	<ul style="list-style-type: none"> <li>• State Level Agreement with SHPO</li> </ul>	Document on IA-CPA-52 whether impact can be avoided by redesigning.  <i>If they cannot be avoided, go to <b>Step 8</b>.</i> <i>If they can be avoided, go to <b>Step 6</b>.</i>
6. Ask the producer if he/she agrees to redesign.	<ul style="list-style-type: none"> <li>• District Conservationist</li> <li>• CCP</li> <li>• SCT with CR training</li> </ul>	<ul style="list-style-type: none"> <li>• Design folder</li> <li>• IA-CPA-52</li> </ul>	<ul style="list-style-type: none"> <li>• State Level Agreement with SHPO</li> </ul>	Document on IA-CPA-52 whether the producer agrees to redesign.  <i>If producer does not agree, go to <b>Step 7</b>.</i> <i>If producer agrees, go to <b>Step 10</b>.</i>
7. NRCS FO TA ceases on the project and information is sent to State Office Archeologist	District Conservationist	<ul style="list-style-type: none"> <li>• IA-CPA-52</li> <li>• <a href="#">Requesting State Office Assistance for Potential Archeological Impacts</a></li> </ul>	<ul style="list-style-type: none"> <li>• State Level Agreement with SHPO</li> </ul>	Field Office notes decision in Producer Case File with cc to State Office Archeologist.
8. Determine if impacts can be avoided by relocating project	<ul style="list-style-type: none"> <li>• Certified Conservation Planner</li> <li>• SCT with training</li> <li>• TSP</li> </ul>	<ul style="list-style-type: none"> <li>• Design folder</li> <li>• Engineer</li> <li>• CET</li> </ul>	<ul style="list-style-type: none"> <li>• State Level Agreement with SHPO</li> </ul>	Document on IA-CPA-52 whether impacts can be avoided by relocation.  <i>If they cannot be avoided, go to <b>Step 7</b>.</i> <i>If they can be avoided, go to <b>Step 9</b>.</i>

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9. Ask the producer if he/she agrees to relocation	<ul style="list-style-type: none"> <li>• District Conservationist</li> <li>• CCP</li> <li>• SCT w/ training</li> </ul>	<ul style="list-style-type: none"> <li>• IA-CPA-52</li> <li>• Design folder</li> </ul>	<ul style="list-style-type: none"> <li>• State Level Agreement with SHPO</li> </ul>	Document on IA-CPA-52 whether the producer agrees to relocation.  <i>If the producer does not agree, go to <b>Step 7</b>.</i> <i>If the producer agrees, go to <b>Step 2</b>.</i>
10. Process completed	<ul style="list-style-type: none"> <li>• CCP</li> <li>• SCT w/ training</li> <li>• TSP</li> <li>• DC</li> </ul>	<ul style="list-style-type: none"> <li>• IA-CPA-52</li> </ul>	<ul style="list-style-type: none"> <li>• State Level Agreement with SHPO</li> </ul>	Record on IA-CPA-52 and enter data into the Performance Results System. Document completion on IA-CPA-15.

Field checked: August 5, 2007

Approved: /s/ Richard Van Klaveren

Richard Van Klaveren, State Conservationist

Date approved: October 31, 2007