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# State Cost-Share Cultural Resources Review:

## The Process

1. Do not submit your project for review until you have a completed design plan.
2. Once your project is in Geoportal, DNR cultural resources staff will be able to see it. Be sure to click “other” under funding source and write in “State Cost Share” into the “other funding sources” block.
3. Upload a practice map and map link into Geoportal illustrating where each practice will be implemented under "Attachments". If there is a borrow pit, it must be illustrated on the map as well.
4. If the project consists of replacing pre-existing infrastructure only, with no other disturbance, be sure to note that in Geoportal.
5. Projects are being completed by the date they were put into Geoportal.
6. If a survey is needed, approx. 2 weeks prior your office will be contacted to schedule a survey date.
7. Please review the checklist in this document and ensure the tasks are completed prior to cultural resources staff arrival.
8. On survey day, staff will meet you at the field office first. This time will be used to address any issues or questions about the project.
9. A field office employee will be required to accompany DNR staff in the field for the initial visit and any time the landowner is present. The employee is not required to assist in any survey activities, but are allowed to do so if they are interested.
10. Upon survey completion, the field office will be notified DNR staff have left the property.
11. Expect a 6-8 week turnaround from the day of survey for project clearance.
12. Once SHPO concurrence has been received by DNR cultural resources staff, the project will be cleared in Geoportal. An email containing the SHPO letter will be sent to your state provided email address only. Print and save this for your files.

**DNR SHPO and Soil and Water Program agreements require meeting federal standards (106) for cultural resources review and evaluation of the National Register of Historic Places, as well as Missouri state law on human burial and remains. The information herein is intended to streamline the review process.**

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### Communications:

- State Cost Share: S. Lee Johns ([lee.johns@dnr.mo.gov](mailto:lee.johns@dnr.mo.gov))
- Federal Projects: Lydia Verbrugge ([Lydia.verbrugge@usda.gov](mailto:Lydia.verbrugge@usda.gov))
  - Important Notes:
    - District staff should inform landowners that communication must be through their respective field office technical staff. Program office staff in most cases will not be able to provide further information on the project status.

## State Cost-Share Cultural Resources Review:

### The Checklist

The following tasks need to be completed prior to the archaeologist's arrival on survey day.....

1. Make sure your project is correctly entered in Geoportal along with a map link generated by the DNR mapping tool. The map link should be listed on a document under "Attachments".
2. Ensure you have created a map showing each practice and where it will be implemented on the property. This map should be uploaded into Geoportal. Have a printed copy ready for the archaeologist on survey day.
3. Obtain landowner permission to access the property for the survey on the assigned date and time. This is more than simply assuming they know staff are coming because of the request for state cost-share. The landowner must be informed of the date and time of the survey and give verbal or written permission for access.
4. Ensure no chemical treatments have occurred in the project area within 48 hours of the survey. This includes pesticides, fertilizers etc. both from aerial and ground based applicators.
5. Have at least one field office employee assigned to accompany the archaeologist into the field for the initial visit, and any time the landowner is present.

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# State Cost-Share Cultural Resources Review:

## FAQs

1. When are you getting to my project?
  - a. Your project will be reviewed by its chronological place in the current backlog.
2. How are you addressing the backlog?
  - a. SWCP and NRCS leadership are currently working with the archaeologist and the SHPO to find ethical ways to complete reviews in a timely fashion.
  - b. For now, some projects can be cleared from the desk, or with a short field visit rather than a complete survey. These options are assessed and chosen with the review of each project. Staff will always choose the quickest option that still allows for proper legal review.
3. The landowner is angry, what do I do or what do I tell them?
  - a. Field office personnel need to explain to the landowner that there is a large backlog from not having an archaeologist for an extended period of time. That backlog is slowing the process down some, but the archaeologist is moving through it in an expedient fashion and will inform us as soon as they reached your project on the list.
4. Why 6-8 weeks after the survey for clearance?
  - a. When staff arrive on survey day, they are typically still in the process of writing 2-3 reports from prior surveys. This means your survey report will not be written for approx. a week. SHPO then has 30 days to review the report and provide feedback. Once archaeology staff receive concurrence from SHPO, the project is cleared the same day. Sometimes the process goes quick, sometimes slow. Each project, report, and associated SHPO review is unique. 6-8 weeks allows for any issues which may arrive in the clearance process.
5. Who do I contact with issues?
  - a. While we hope you remain understanding while we work through this backlog, if field office staff have issues or have any other concerns please email Lee (State Cost Share) or Lydia (Fed) or your district coordinator.