

NRCS - CULTURAL RESOURCES REVIEW PROCEDURES FOR FIELD OFFICES:

1. Determine whether the proposed project is an Undertaking and requires a review or if it is Exempt from review.
 - a. If the proposed project is “Exempt”, as identified on the *MN Practice Standards for Cultural Resources Review* list, then no review by the Cultural Resources Specialist (CRS) is required.
 - b. If the proposed project is an “Undertaking,” then submit the following materials via email or regular mail:
 - The “Cultural Resources Review Request” form, MN-CPA-048 (found on MN NRCS – Technical Resources web page or eFOTG, Section II).
 - A photocopy of the appropriate USGS 7.5’ quad map highlighting and/or illustrating the specific areas of ground disturbance, including borrow areas, if known. Please provide as much information as possible (i.e. the exact locations of practices drawn on the topographic map and the aerial photo, because this allows for a much more expedient and informed decision on whether or not the practice will have any significant impacts.
 - An aerial photograph, when possible, illustrating in detail, where the practice(s) will be installed on the landscape and photographs of the project area, if available
2. Send this information to: Pat McLoughlin
Cultural Resources Specialist
USDA-NRCS
375 Jackson St., St. Paul, MN 55101
(651) 602-7907 ph
(651) 602-7914 fax
email: patrick.mcloughlin@mn.usda.gov
3. The NRCS CRS reviews the MN-CPA-048 and:
 - a) Determines that a survey is not required and sends a “No Survey” letter to the FO documenting the review and allowing construction to proceed as planned, or:
 - b) Notifies the NRCS Field Office if a field visit or survey is needed.
4. After scheduling a field visit or survey, the CRS will conduct the field work. Field Office Personnel are welcome to assist the CRS with the field survey.
 - If cultural resources are not found, the CRS writes a letter report and submits it to the FO for the project file. Construction can proceed as planned.
 - If cultural resources are found, the CRS will develop a plan, if necessary, to evaluate the significance of the resource and determine whether or not the resource is eligible for listing on the National Register of Historic Places (NRHP). This could involve additional trips to the project area and more in depth field work including the excavation of additional shovel tests and/or 1 x 1 meter test units. If the resource is considered not significant or not eligible for listing on the NRHP, the CRS submits this decision to the SHPO for review and concurrence. Once concurrence is received that there will be No Adverse Effect to the resource (in 30 days or less), the project can proceed as planned.
 - If significant cultural resources are found, the CRS, DC, and/or Engineers determine whether the site/property can be avoided. If the site can be avoided the CRS submits a report to SHPO and recommends that the project proceed as planned given the established avoidance plan. SHPO has 30 days

to concur with the recommendation. If avoidance is not possible, the CRS, DC, Engineers, and possibly the SHPO, will meet to discuss other alternatives or resolutions.

Remember that if cultural resources are found at a project site, it does not mean that the practice cannot be installed. It is our responsibility to record sites and inventory historic buildings and structures, even if they are not considered eligible for listing on the National Register and even if ultimately they will be impacted or disturbed by the practice.

If Field Offices are using a list or maps with known site locations and an analysis reveals that no sites are recorded in the project area, this does not mean that the project is exempt from review. If it is an undertaking it needs to be reviewed regardless. The site lists and or databases that Filed Offices may have possession of are outdated and should not be used with any level of confidence.

5. If a previously unknown resource is discovered post-review or during construction, contact the CRS immediately to determine the next action (651-602-7907).

NOTE: **If human remains are discovered** during any phase of field work or construction, cease all activities and notify the NRCS CRS (651-602-7907) who will then notify the Office of the State Archaeologist in accordance with the Private Cemeteries Act (Minnesota Stat. Ann. 307.08) and in accordance with the Native American Graves Protection and Repatriation Act of 1990 (NAGPRA). If the NRCS CRS cannot be reached, contact the Office of the State Archaeologist directly at 651-725-2411.

Tribal Consultation

Field Offices must submit Cultural Resources Review Request forms to Tribal Historic Preservation Officers when working within reservation boundaries and they **must also send a copy of the Review Request form submitted to these tribal officers and any other pertinent correspondence to the CRS in St. Paul. The CRS is responsible for all consultation with Indian Tribes and can be assisted by the DC.**

Below is a list of Minnesota Tribal Historic Preservation Officers (THPOs) and corresponding NRCS county Field Offices that should submit Cultural Resources Review Request forms to THPOs and the CRS. Consultation must also be pursued when conducting program work on any reservations that do not have THPOs. We have Tribal Protocols with two tribes that do not have THPOs (Fond Du Lac and Grand Portage). In such cases, and in accord with the protocols, the DC can send the MN-CPA-048 to the respective tribal staff or send it to the CRS who can then send it to the tribe for Section 106 consultation purposes.

Leech Lake Band of Chippewa Indians
Gina Papasodora, THPO
Leech Lake Historic Preservation Office
6530 Hwy. 2 NW
Cass Lake, MN56633
218-335-2940

Cass, Beltrami, Itasca, Hubbard Counties

Mille Lacs Band of Ojibwe Indians
Natalie Weyaus, THPO
Elise Aune, Review and Compliance Officer
43408 Oodema Dr.
Onamia, MN 56359
320-532-4181

Mille Lacs, Aitkin Counties

White Earth Band of Minnesota Chippewa
Tom McCauley, THPO
P.O. Box 148
White Earth, MN 56591
218-983-3263

Becker, Mahnommen, Clearwater Counties

Bois Forte Band of Chippewa Indians
Rosemary Berens, THPO
5344 Lakeshore Dr., P.O. Box 16
Nett Lake, MN 55772
218-757-3261
rozeberens@yahoo.com

Koochiching, St. Louis, Counties

Fond Du Lac Band of Lake Superior Chippewa
Reggie Defoe
Director, Resource Management
1720 Big Lake Road
Cloquet, MN 55720
218-878-8000
reggiedefoe@FDLRez.com

Carlton, St. Louis Counties

Grand Portage Band of Lake Superior Chippewa
Environmental Department
Attn: Curtis Gagnon or Vicki Raske
P.O. Box 428
Grand Portage, MN 55605
218-475-0111

Cook County