Who’s Here?

- Contractor: 44%
- Federal: 17%
- Tribe: 19%
- State: 11%
- University: 9%
Traditional Cultural Properties and Historic Properties of Religious and Cultural Significance to Indian Tribes

TCP’s and HPRCSIT’s
Evaluating TCP’s, sacred sites, and cultural landscapes

How does SHPO address TCP’s

**Examples

**Criterion “e”.

- Have an important value to the native Hawaiian people or to another ethnic group of the state due to associations with cultural practices once carried out, or still carried out, at the property or due to associations with traditional beliefs, events or oral accounts – these associations being important to the group’s history and cultural identity. “ (HAR 13-275-6(b) and HAR 13-284-6(b))
Built Environment for Archaeologists
Archaeological Sites

- Evaluating, Forms, Trinomials
What do we need to concur with eligibility recommendations?
  - Justification and Support

10 flakes as a site east of the Cascades (discussing new criteria for what constitutes a site)

Evaluating surface sites
Things to Consider

 Justify eligibility as opposed to just regurgitating the NR criteria.
  o Avoid: “The site is not eligible under Criterion A because it is not associated with events that have made a significant contribution to the broad patterns of our history.”

 Incorporate discussions with tribes or interested communities.

 The passage of time, changing perceptions of significance, or incomplete prior evaluations may require the agency official to reevaluate properties previously determined eligible or ineligible 36CFR800.4(c)(1)
National Register Bulletin 16A

- “The integrity of archaeological resources is generally based on the degree to which remaining evidence can provide important information. All seven qualities do not need to be present for eligibility as long as the overall sense of past time and place is evident.”

National Register Bulletin 38

- Regarding integrity: “First, does the property have an integral relationship to traditional cultural practices or beliefs; and second, is the condition of the property such that the relevant relationships survive.”

National Register Bulletin 15

- “A site can possess associative significance or information potential or both, and can be significant under any or all of the four criteria.”
When Trinomials are assigned and why
Submitting a site form when there is no report
Concurrence letters with site forms
Archaeological Reports

Context and Guidelines
Table of surveys and sites and how to incorporate it into the context

How much is enough context?

**Examples

Incorporating context into eligibility (forest for the trees)

- National Register Bulletin 15
  - “Decisions concerning the significance, historic integrity, documentation, and treatment of properties can be made reliably only when the resource is evaluated within its historic context.”
What do we need to concur with project effects

- Avoid concluding with: “No further archaeological research recommended”.
  - The role of the SHPO is to concur, or not, with a Determination of Effect (No Effect, No Adverse Effect, or Adverse Effect), in addition to eligibility.
  - Know the difference between:
    - No Effect
    - No Adverse Effect
    - Adverse Effect

- We need a letter requesting our concurrence with a DOE or FOE.
  - If authority has been delegated, it must be clearly stated.
Providing a request for concurrence (DOE, FOE)
  - Avoid “no further archaeological work recommended”
Submitting site forms through the on-line system
Having figures throughout the report
Internal review prior to submitting to SHPO
Shapefiles
Using the most up to date SHPO report cover sheet
Be clear if there is a federal nexus
A clearly defined undertaking/project
Context that matches the project area
Demonstrating areas of disturbance
Include clear maps (topos, sketch maps...)
Photographs (use a scale, clear description in the caption)
Multi agency projects and the SHPO concurrence process

SHPO’s needs/wants for consultation

More Questions??
SHPO PROCESS REVIEW & COMPLIANCE CASES

Presented by Mary Beth Grover
Oregon State Historic Preservation Office
Preservation Specialist
PROCESS ANALYSIS

- Talk, Talk, Talk and Map, Map, Map
- Why do you do that? Ask why again. Once again ask…Why?
- Identify repeated tasks and eliminate by recording it the first time.
- Identify process step completed 100% of the time for a less than 10% variable. Create a sub-process for the variable if needed.
- Identify process steps that can be automated.
- What new process changes are achievable with the existing work force and the tools available to them?
PROCESS RUMINATIONS ABOUT THE SHPO

- I submitted to SHPO 3 weeks ago and haven’t heard boo. I should call or email somebody there and check in.
- Why isn’t my report available on OARRA yet? It’s review is done.
- I called an archaeologist to see when the submittal I sent last week would be reviewed. They didn’t even know if it had arrived yet. Geez!
- What happens to my submittal once it gets to the SHPO that could possibly take 30 days?
- Fill in the blank _________________________?!?!
REVIEW & COMPLIANCE CASES
SHPO PROCESS MAPPING

A 30 Minute Snoozefest
Of
“What Happens to Your Submittal”
FOLLOW THE YELLOW BRICK ROAD
LAND OF OZ STYLE

Concurrence
Eligibility
Effect

OARRA
Trinomials

Biblio Numbers
In Order of Appearance
CRM COMMUNITY

Consultants
Archaeologists
Federal Agencies

ACHP

NCSHPO

NPS

Tribes
State & Local Agencies
The Public
LAND OF OZ GREETER

A GOOD WITCH OR A BAD WITCH?

Mary Beth Grover, Preservation Specialist
PATH TO COMPLETED CONSULTATION

Yellow Brick Road
YELLOW BRICK ROAD WALKERS

ARCHAEOLOGY
Dennis Griffin
John Pouley
Matt Diederich
Jamie French

BUILT ENV
Jessica Gabriel
GUARD TO THE WIZARD HALL

Ian Johnson
Associate Deputy SHPO
THE BALLOONIST TO OARRA

Shane James, Digital Records Tech
THE DESTINATION
CONSULTATION COMPLETE

Submittal is a Resident of Emerald City
OCCASIONAL APPEARANCES THROUGHOUT PROCESS

Angry Apple Trees

Flying Monkeys

Poppy Fields
SUBMITTAL FROM CRM COMMUNITY

ONLY 2 WAYS TO ENTER THE LAND OF OZ

1. Hard Copy via Regular Mail, UPS, FedEx, Shuttle, Personal Delivery

2. Electronic to ORSHPO Clearance Email
   - Unnecessary to send review submittals directly to Review Staff email addresses
   - Unnecessary to CC the Review Staff on ORSHPO Clearance email submittals
   - Unnecessary to CC ORSHPO Clearance on Review Staff emails

UNNECESSARY TO SUBMIT BOTH WAYS…IT SLOWS PROCESS
SUBMITTAL RECEIVED BY
LAND OF OZ GREETER

- Greeter receives ALL submissions first. Not review staff.
- Greeter receives and opens all mail. Not review staff.
- Greeter monitors the ORSHPO Clearance email account. Not review staff.
- Electronic submittals to ORSHPO Clearance email is all that is needed. Not necessary to email directly or cc Review Staff. Greeter has answer if received.
- Based on Greeter work load and clarity of submittal, in 3-7 business days, the submittal will be assigned to appropriate Staff. It will be organized appropriately and given a 30 day Response Due Date calculated from the date received.
- If submitting a hard copy an emailed electronic version is not needed & vice versa.
3172 submissions processed and logged in to database for review
- 75% for Archaeology Review (2379 Submissions)
- 25% for Built Environment Review (793 Submissions)

624 submissions processed but not logged in. Already received by the same agency, by another agency, the consultant, the developer, the local government, a consultant of the contracted consultant, hard copy of electronic already received and vice versa, etc., etc., and etc.

717 different formal contacts for those 3172 submissions
THE BAD WITCH GREETER
REVIEW BY THE YELLOW BRICK ROAD WALKERS
<table>
<thead>
<tr>
<th>Due Date</th>
<th>Case #</th>
<th>Arch Status</th>
<th>Hist Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/10/2017</td>
<td>17-1551: NRC, PGE Trojan Independent Spn</td>
<td>Case No. Assigned</td>
<td>Case No. Assigned</td>
</tr>
<tr>
<td>10/10/2017</td>
<td>17-1552: TILLCO 851-17-000423-PLNG, Whitr</td>
<td>Case No. Assigned</td>
<td>Case No. Assigned</td>
</tr>
<tr>
<td>10/7/2017</td>
<td>17-0943: USFS, Mt. Hood NF, Troutdale Air Tz</td>
<td>Complete</td>
<td>New Info Received</td>
</tr>
<tr>
<td>10/7/2017</td>
<td>17-1539: PHB Project 2110103A, Gunn</td>
<td>Case No. Assigned</td>
<td>Case No. Assigned</td>
</tr>
<tr>
<td>10/7/2017</td>
<td>17-1548: MCCAC Project 989, Donald Knowlar</td>
<td>Case No. Assigned</td>
<td>Case No. Assigned</td>
</tr>
<tr>
<td>10/6/2017</td>
<td>17-1521: EBI Project 6117003935, 3 Nodes in</td>
<td>Case No. Assigned</td>
<td>Case No. Assigned</td>
</tr>
<tr>
<td>10/6/2017</td>
<td>17-1524: WASCO PLASAR-17-06-0008, Philip</td>
<td>Case No. Assigned</td>
<td>Case No. Assigned</td>
</tr>
<tr>
<td>10/6/2017</td>
<td>17-1525: WASCO PLASAR-17-08-0012, Treve</td>
<td>Case No. Assigned</td>
<td>Case No. Assigned</td>
</tr>
<tr>
<td>10/6/2017</td>
<td>17-1534: Vitesse LLC, Project Upstream</td>
<td>Case No. Assigned</td>
<td>Case No. Assigned</td>
</tr>
<tr>
<td>10/6/2017</td>
<td>17-1536: TILLCO 851-17-000402-PLNG, Rafar</td>
<td>Case No. Assigned</td>
<td>Case No. Assigned</td>
</tr>
<tr>
<td>10/6/2017</td>
<td>17-1579: TILLCOO 851-17-00237-PLNG, bays</td>
<td>Case No. Assigned</td>
<td>Case No. Assigned</td>
</tr>
<tr>
<td>10/5/2017</td>
<td>16-1474: ODOT, Key No 18426, 18427, 1842i</td>
<td>New Info Received</td>
<td>Complete</td>
</tr>
<tr>
<td>10/5/2017</td>
<td>17-1229: USFWS, Nestucca Bay NWR Resider</td>
<td>New Info Received</td>
<td>Complete</td>
</tr>
<tr>
<td>10/5/2017</td>
<td>17-1510: E-File 0007917762, EBI North Portla</td>
<td>Case No. Assigned</td>
<td>Case No. Assigned</td>
</tr>
<tr>
<td>10/5/2017</td>
<td>17-1517: CIA Project 17-2, toney</td>
<td>Case No. Assigned</td>
<td>Case No. Assigned</td>
</tr>
<tr>
<td>10/5/2017</td>
<td>17-1519: CLACKCO Project OR001004000, Or</td>
<td>Case No. Assigned</td>
<td>Case No. Assigned</td>
</tr>
<tr>
<td>10/5/2017</td>
<td>17-1520: FHWA, ODOT Key 19071, I-5 Rose t</td>
<td>Info Requested</td>
<td>Case No. Assigned</td>
</tr>
</tbody>
</table>
THE GIANT STEPS TAKEN ON THE YELLOW BRICK ROAD

- Review Letter or Clearance Form, 106 Documentation or Effect Form
- Locate APE in GIS (Arch) or Historic Sites Database (Built)
- Review Report if submitted
- Review Archaeology Site Forms if submitted
- Assign Archaeology Biblio Number and enter information in database
- Assign Trinomials to Site Forms
- Approve On Line Site Forms (Archaeology)
- Enter all spatial data in GIS for Report and Site Forms (Archaeology)
- Generate Formal Response to Submitter
- Separate all applicable documents & CD from case file. Provide to the Records Tech for OARRA digitization and addition to SHPO Library
HOW MANY STEPS TO COMPLETE AN ARCH REVIEW?

- Current tools available to complete the giant steps live in 4 different databases.
- Several process baby steps have to be repeated because the same information lives in 4 different databases and they don’t talk to each other.
- How many baby steps have to be taken to accomplish the giant steps to complete a submitted review of an average undertaking containing APE docs, Survey Report, Site Records & DOE’s and a FOE?
ANSWER

75
Minor Detours can be resolved informally and quickly by phone or email between submitter and review staff and the review continues.

Flying Monkey Delays come in several forms but result in a Request for More Information formal request from the Review Staff. Submittal is removed from the reviewer dashboard and the Greeter awaits the submission return to the Land of Oz. The review period and process starts all over again upon a response submittal.
HOW TO AVOID DETOURS AND DELAYS

- Define the undertaking/project clearly
- Be clear if there is a federal nexus
- Include clear maps (topos, sketch maps…)
- Send Shapefiles
- Provide a request for concurrence (DOE, FOE)
- Submit site forms through the on-line system
- Use the SHPO report cover sheet
- Have figures throughout the report
- Demonstrate areas of disturbance
- Provide a context that matches the Project Area
YELLOW BRICK ROAD
MAJOR CONSTRUCTION

CONFLICTING OPINIONS AND VIEWS

Submitter

Review Staff
FIRST STOP ON HARMONY ROAD

Create a Resolution With the Guard to Wizard Hall
ON TO THE
GREAT & POWERFUL OZ

Create a Resolution With “The Great OZ”
Very Likely with Input from Other Great Wizards
REVIEW PRODUCTS 2016

- Provided 3,319 Eligibility formal written responses
- Provided 2,345 Finding of Effect formal written responses
- Added 1,769 Archaeological Sites to State Inventory (new/updated)
- Added 822 Archaeological Reports to database and library
- Added 5,901 Built Properties to the State Inventory (new/updated)
- Signed 16 MOA’s
REVIEW COMPLETE

TO THE OARRA BALLOONIST
PROCESS TO FLY YOUR REPORT TO OARRA

- Quality Control check that reviewed Site Records and Reports have no discrepancies with On-line Site Forms and CD version of Reports.
- Digitize all Site Forms and Reports
- Rename each digitized file by Trinomial and/or Biblio Number and place on secure SHPO drive linking them to OARRA
- Place confidential documents and CD’s in secured SHPO library
A JOB WELL DONE BY ALL IN THE CRM COMMUNITY

Click Three Times & Fly Away Home
Go Digital Information

Go Digital has been developed to streamline the submittal process for review and compliance cases and allow our office to assist a greater number of customers while maintaining response times. With Go Digital, submittals for both the built environment and archaeological review will now be accepted electronically with no hard copies required.

Once a project is submitted through Go Digital, updates to projects, revisions, additional information, and correspondence must also be submitted electronically. Hard copies will not be accepted on Go Digital cases.

If you do not have the ability to submit electronically, paper or hard copy submittals will still be accepted via standard mailing options. However, once a project is submitted via hard copy, updates to projects, revisions, additional information, and correspondence must also be submitted via hard copy. Electronic submittals will not be accepted on hard copy cases. A CD containing a digital copy of all required materials is still required with hard copy submittals.

Go Digital submittals are sent to ORSHPO.Clearance@oregon.gov. This dedicated email account is monitored by support staff and ensures your project receives a SHPO case number and is assigned to the appropriate staff for review.

Incomplete Submittals/Info Requested from SHPO

If you are asked to submit missing or additional data (e.g., USGS map, list site form numbers, better location information or site data), all project data included in/with the incomplete submittal must be resubmitted again together (not just missing information) with a new Submittal Form. The new submission will replace the earlier incomplete submittal. Do not send the information to individual staff but resubmit it through the Go Digital email account ORSHPO.Clearance@oregon.gov. The SHPO Case # must be referenced so it can be linked to the appropriate case file.
Step 1

STEP 1: Complete ORSHPO Submittal Form—Required

• A completed Submittal Form is required with EVERY electronic submittal to ORSHPO.Clearance@oregon.gov. This includes new cases, additional information on existing cases or, responses to more information from SHPO on existing cases. Exception is multiple emails on a single project submittal because of file size limits as described below in Step 5.

• A completed Submittal Form must be attached to the email as an individual stand-alone file.

• The Submittal Form cannot be modified by the submitter. If a modified version is submitted the entire electronic submittal will be returned as incomplete.

• Electronic submittals must be accompanied with the most current version of the Submittal Form found at link.oregon.gov.

• All sections of the Submittal Form require a response. Those sections include Why, What, Where, Who, How, Submitted to SHPO For and Additional Attachments selection (See Example1, Example 2 and/or Example 3).
### OR SHPO SUBMITTAL FORM

**WHY**
This submittal is [Select One]
- [ ] the First Initiation of Consultation and no SHPO Case # exists
- [ ] a Response to SHPO Request for more Information on existing SHPO Case # provided below
- [ ] New Information for review on existing SHPO Case # provided below
- [ ] Existing SHPO Case #

**WHAT**
- Your Project Name
- Your Project Number
- Extremely Brief Project Undertaking Description

**WHERE**
- Project Location
  - County(s)
  - Street Address
  - City
  - [ ] Legal Description T/R/S
  - [ ] Lat/Long (decimal degrees only)
  - Lat: {}
  - Long: {}

**WHO RECEIVES SHPO CORRESPONDENCE**
- Formal Contact
  - Name
  - Org
  - Address
  - Address
  - City/ST/Zip
  - Phone
  - Email

- Working Project Contact (as on all formal correspondence to Formal Contact)
  - Name
  - Org
  - Address
  - Address
  - City/ST/Zip
  - Phone
  - Email

**HOW**
- Is there a federal nexus for the project (funding, permitting, licensing, etc.)?  [ ] Yes  [ ] No
- Ownership of Project Land?  [ ] Private  [ ] Public  [ ] Both
- Additional Comments (Optional)

---

**SUBMITTED TO SHPO FOR**
- [ ] Built Environment Review
- [ ] Archaeology Review
- [ ] Both Built and Archaeology Review

**ADDITIONAL ATTACHMENTS (Select All that Apply)**
- [ ] Cover Letter
- [ ] Map(s) (Required for Archaeology if not included in a Report)
- [ ] SHPO Clearance Form (Built Environment)
- [ ] 106 Documentation Form (Built Environment)
- [ ] Built Environment Only Report
- [ ] Archaeology Report with State of Oregon Report Cover Sheet
- [ ] Combined Arch & Built Report with State of Oregon Report Cover Sheet
- [ ] ELM or USFS Archaeology Site
- [ ] Spatial Data
- [ ] Other 1 (Name It)
- [ ] Other 2 (Name It)
- [ ] Other 3 (Name It)
STEP 2: Prepare Other Review Individual Attachments – As Applicable

- **Cover Letter**
- **Maps - Required for Archaeological Review**
  - At minimum a 1:24K USGS Topo map, zoomed to an appropriate scale to clearly show the project area, as well as the features of the map is required. If this cannot be completed with one map for large projects, multiple maps of appropriate scale can be submitted. Maps can be incorporated into the archaeological report. However, if you are not submitting an archaeological report but still need clearance from SHPO, **we strongly encourage the use of Google Earth to create a map file with the following easy step by step instructions.**
  - **GOOGLE EARTH INSTRUCTIONS**
    - Make sure that Google Earth is installed on your computer. It is a free download available on the internet.
    - In Google Earth, navigate to your project area (ex. Address or Lat/Long)
    - Use the Add Polygon Tool located at the top left. Click on the tool and then draw your project area. If your project area is very small you can use Add Placemark. The Add Placemark tool looks like a yellow thumb tack to the left of the Add Polygon tool.
    - In the Places tab of the table of content on the left of the Google Earth image, right click on the newly created Untitled Polygon or Placemark
    - Select Save Place As and name your file appropriately. ALSO in the Save as Type pulldown box select Kml.
    - In file explorer of your computer navigate to the folder where you saved the file and attach that file to the email you will submit to [ORSHPO.Clearance@oregon.gov](mailto:ORSHPO.Clearance@oregon.gov)
Step 2 Continued

- **Clearance Form** - (See Example 4)
  - Required for built environment review if Section 106 Documentation Forms are not used. The Clearance Form is intended for use by non-historic preservation professionals. Find form at link.oregon.gov

- **Section 106 Documentation Forms**
  - Required for built environment review if Clearance Forms are not used. Section 106 Forms are intended for use by professional historians, architectural historians, preservationists, etc. Find form at link.oregon.gov

- **Built Report**

- **Archaeology Report**
  - **Required** to Complete the most current State of Oregon Archaeological Report Cover form pages and include as the first page(s) of the archaeology report (See Example 5). To find the fillable Report Cover form click here.
  
  - Do not include site and isolate forms with the archaeology report
    - Enter all site and isolate form information using the online archaeological site form
    - List the form numbers of each site and isolate form (located in upper left corner of each on line form) on the Report Summary of Resources and NRHP Eligibility Page of the State of Oregon Archaeological Report Cover Page
    - Submit each site and isolate form using the online archaeological site form

- **Combined Built and Archaeology Report**
Step 2 Continued

Spatial Data Information - It is STRONGLY encouraged to submit spatial data.

- A geodatabase must be included in a zip file. Standard personal geodatabases and the folder structure of a file geodatabase are not standard acceptable attachments. See the instructions below on use of zip files.
- If submitting individual shape files:
  - The following files are required: .shp, .shx, .dbf, .prj
  - The following files are not required, but recommended: .xml, .sbn, and .sbx
- Spatial data for submittal may include individual shapefiles for survey, site, and isolates or a personal or file geodatabase with individual feature classes for survey, site, and isolate data (file is preferred).
- Surveys should be a polygon shapefile or feature class (data set). If the survey was for a narrow linear feature, such as an irrigation pipe, a line data set is appropriate.
- Site boundary data should be a separate polygon data set. For sites with a small area such as a rock stack, a separate point data set is appropriate. Linear features may be captured with a line data set.
- For isolates, a separate point data set is appropriate.
- Attributes must include the temp/field ID number for sites and isolates. Site name, comments, and other internal fields may be included, but are not necessary for the SHPO. Attributes for surveys must have report title. Agency report number may also be included, if applicable.
- The data coordinate system must be defined. Undefined coordinate systems will not be accepted. The State Standard Projected Coordinate System is NAD 1983 HARN Oregon Statewide Lambert Feet Intl with a Lambert Conformal Conic projection. GCS WGS 1984 or similar coordinate systems are also acceptable.

Use of Zip Files
- If using .zip files, the extensions MUST be changed from .zip to .SHPO. This is to ensure that the zip file and its contents are received and the administrative staff knows what the file is and can change it back to .zip.
- Place the chosen files in the file to be zipped and follow instructions for zipping, this varies based on whatever zip software you use.
- Change the zip file extension to .SHPO in file explorer and attach the file to the email.
- Be sure that in the Advanced Folder Options of your computer that the “hide extensions for known file types” is unchecked.
STEP 3: Name and Separate Attachments - Required

• Documents must be submitted as separate file attachments or separate within an attached zip file. Do not combine documents.
• Each attachment identified on the Submittal Form are submitted as individual files. The list of attachments is located at the bottom of the Submittal Form.
• Attachment names must correspond with this list of attachments. Add a prefix to the beginning of your attachment file name as the following table demonstrates.

<table>
<thead>
<tr>
<th>Attachment</th>
<th>File Name Prefix</th>
<th>Example: Prefix_ Your File Name.ext</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submittal Form</td>
<td>Sub Frm_</td>
<td>Sub Frm_Super Awesome Project.pdf</td>
</tr>
<tr>
<td>Cover Letter</td>
<td>Cvr Let_</td>
<td>Cvr Let_Irrigation and Vegetation.doc</td>
</tr>
<tr>
<td>Clearance Form</td>
<td>Clr Frm_</td>
<td>Clr Frm_123 Main Street.doc</td>
</tr>
<tr>
<td>106 Documentation Form</td>
<td>106 Frm_</td>
<td>106 Frm_Solar Farm Project.doc</td>
</tr>
<tr>
<td>Built Environment Report</td>
<td>Blt Rpt_</td>
<td>Blt Rpt_Agency Project Name.doc</td>
</tr>
<tr>
<td>Archaeology Report</td>
<td>Arch Rpt_</td>
<td>Arch Rpt_Wetland Reclamation.doc</td>
</tr>
<tr>
<td>Combined Archaeology &amp; Built Environment Report</td>
<td>Arch Blt Rpt_</td>
<td>Arch Blt Rpt_Roadway Project.doc</td>
</tr>
</tbody>
</table>
Steps 4, 5, & 6

STEP 4: Prepare Email Body - Required
• A signature line in the email body is required. Only include a brief sentence regarding the project if appropriate.
• Do not include review information in the email body. An email body is never seen by the review staff. Review information is included in your Cover Letter as a stand-alone attachment.

STEP 5: Submit to ORSHPO.Clearance@oregon.gov
• Do not submit or cc emails to individual staff members
• Break the submittal into multiple emails if the attachments on a single project submittal exceed 20MB
  – Identify multiple emails as 1 of 3, 2 of 3, 3 of 3 and etc. in the email body.
  – A completed Submittal Form is required on the first of the multiple emails. It is not required to send the Submittal Form with each of the multiple emails.
• Individual documents over 20MB that require the document itself to be broken into segments will be submitted under alternate procedures. Please contact the SHPO at 503-986-0672 for assistance every time this occurs.

STEP 6: Receive Confirmation of Submittal from SHPO
• Upon receipt, an auto-generated response will be returned to the sender confirming an email has been received.
• Within 5-7 business days a response will be generated by the Review and Compliance support staff identifying the SHPO case number.
• Confirmation of receipt and the assigned SHPO case number will be sent as a Reply to the email address the electronic submittal is received from. This recipient is responsible for forwarding the information to interested parties.
Oregon Heritage Programs

Kuri Gill, Grants & Outreach Coordinator
Katie Henry, Heritage Outreach Specialist
Oregon Heritage: Outreach Programs

- Financial Assistance
- Workshops, trainings, conference
- Designations & Awards
- Communications
Preserving Oregon Grant
  - significant work contributing to identifying, preserving and/or interpreting archaeological sites.

Heritage Grant
  - Interpretation projects, public engagement projects

Museum Grant
  - Partner with a museum to do a public program or interpretive project

Historic Cemeteries Grant
  - projects in and for qualifying historic cemeteries, anyone can apply
Certified Local Government (CLG) Grants

- Federal program administered by the Oregon SHPO designed to promote historic preservation
- City’s OR counties can be a CLG
- Every other year they have access to a non competitive grant for projects related to their historic preservation efforts
- Grants can fund survey work, education programs, nominations of archaeological sites.
- Visit [www.oregonheritage.org](http://www.oregonheritage.org) to see which cities & counties are a CLG.
Elisabeth Walton Potter Heritage Preservation Training Scholarship

- For Oregon residents to attend a conference, workshop, or training opportunity.
- Helps with registration, travel, lodging, meals, etc.

Oregon Heritage Fellowship – DUE OCT. 20!

- Available to students attending Oregon universities and colleges and studying a topic related to Oregon’s heritage.
Workshops & Trainings

- CLG workshops
- Oregon Heritage Conference
  - Submit session proposals for future conferences
  - Attend the 2018 Conference in Bend, April 11-13
- Oregon Heritage Summit
  - Single issue focus

SAVE THE DATE
Oregon Heritage Conference
April 11-13, 2018
Bend, OR

People. Place. Change.
Heritage Excellence Awards

- Projects or people
- Examples from past winners:
  - University of Oregon Museum of Natural History archaeologists wrote *Oregon Archaeology*
  - Oregon Archaeology Society
Oregon Heritage Exchange Blog
- Have a cool project to share? Is it a great example that others might be inspired by? Consider writing a blog post!
- Examples: Dittman Cache, Archaeology Roadshow
- Contact katie.henry@oregon.gov if you have blog ideas

Facebook - @OregonHeritage
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Heritage Bulletins & Archaeology Bulletins