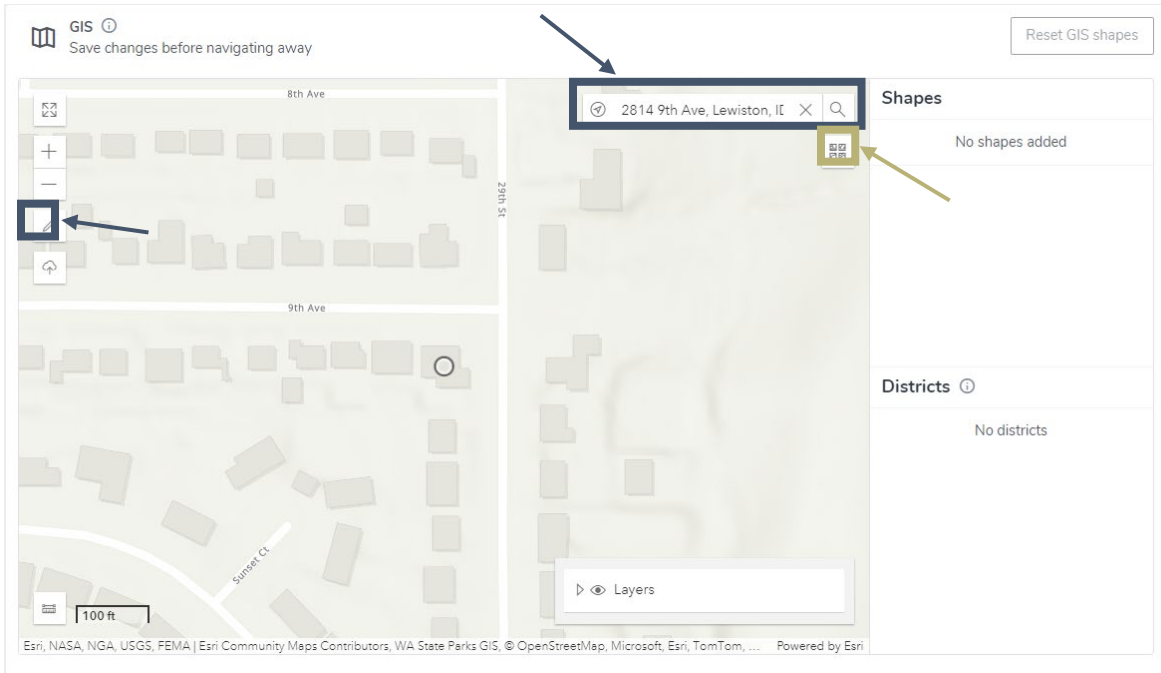




CREATING A PROJECT

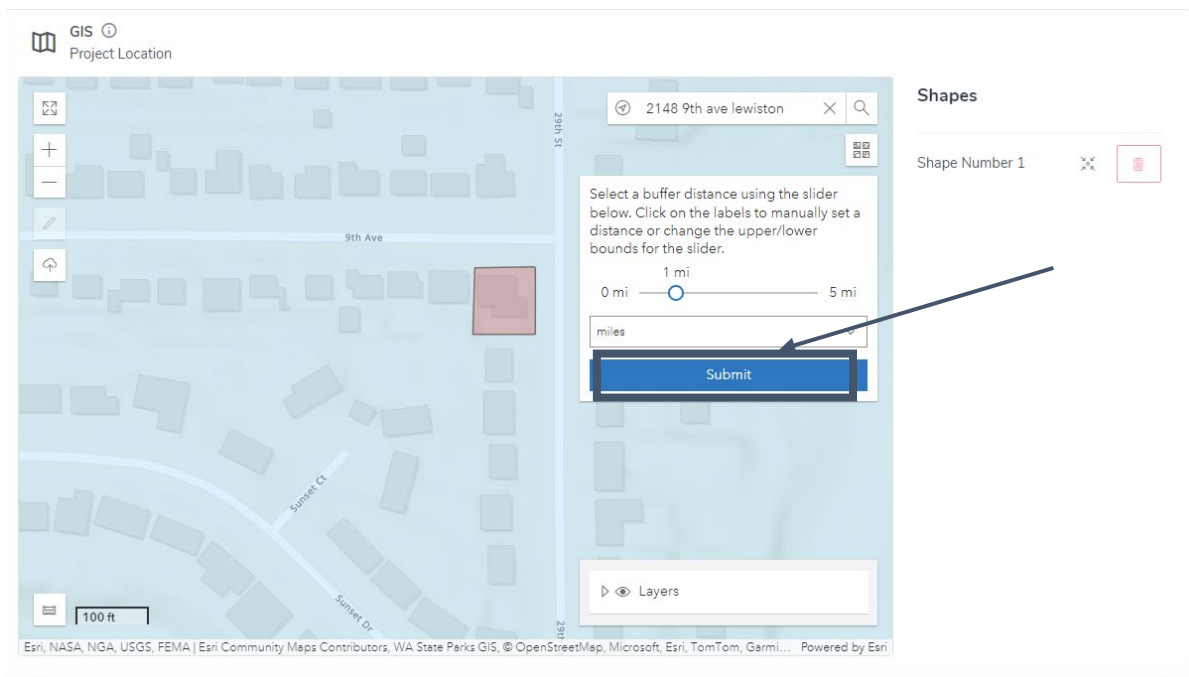
1. Navigate to ICRIS by going to <https://icris-history.idaho.gov/login>.
2. Register for an ICRIS account. If you've already made your account, login and skip step 3.
3. Once you've registered, log in and go to your profile and select upload qualifications. Upload the Confidentiality Agreement, found here: https://history.idaho.gov/wp-content/uploads/ICRIS_confidentiality_agreement.pdf. You'll need to be approved by our office before you can login. Once you have been approved, log out and back in.
4. Select "New Project" and "Annual Report" as your project type. Enter HUD as your lead agency. Enter the report name. These fields, along with a description of the project, are required fields. Add any other relevant information and create the project.
5. Once the project is created, click edit in the project details section. Fill out the required fields.
 - a. Select a lead agency reviewer from the dropdown list.
 - b. Make sure the submitter organization and submitter are correct.
 - c. Select the HUD Programmatic Agreement under "Applicable Programmatic Agreement."
 - d. Once complete, hit save.
6. Upload a cover letter and choose the "Cover Letter" option from the drop-down menu.
7. Attach your annual report. A template or guidance has been provided by HUD. Upload the report, choosing "Other" from the drop-down menu. Make sure the report includes the following: Address, Project Actions, Relevant Exclusions (including the stipulation citation), and the "Year of Construction."
8. In the GIS section, provide the locations of all the properties addressed in your report. You may search for the addresses of your project locations in the search bar in the top right of the map or zoom to each. You must draw a polygon by clicking on the pencil button to the left.

CREATING A PROJECT (continued)



Tip: You can zoom in and trace the outline of the resource as shown on the map. You can also change your base map by clicking on the icon below the search bar and view imagery, which may help you draw a polygon that encompasses the whole project area (including garages, and other buildings).

9. Double-click to end your polygon. It will ask you to select a buffer distance. Slide the distance down to zero and hit submit.



Tip: You may consider creating an annual report in ICRIS at the beginning of the year and adding each project location as they come in to avoid having to draw them all at once.

CREATING A PROJECT (continued)

10. Scroll down to the Project Resources. Do a quick check to ensure all the properties in the annual report have been previously recorded and submitted to SHPO by selecting Literature Review from the drop-down.

The screenshot shows the 'Project Resources' section of a web application. At the top, there is a header 'Project Resources' with a help icon and the text 'Add or Edit Resources on this project'. Below this are three buttons: 'Survey123 Import', 'Survey123 Linear Import', and 'New Resource'. A dropdown menu is open, showing 'Literature Review' as the selected option, which is highlighted with a red box and a red arrow. To the right of the dropdown is a 'Sort by:' section with two dropdown menus: 'Association' and 'Desc'. Below the dropdown is a table of resources:

Resource Name	Address	Status	Agency ID	Field ID	Review Type	Action
10CA2313 v1 Building	Miller house - 1619 1619 Miller	Accepted	N/A	N/A	Literature Review	Create New Version

COMPLETING THE PROJECT

1. Once you have filled out the required fields, click the "Submit Project" button at the top of the page. If you are missing a requirement, it will tell you what you are missing so that you can go back and correct it.