# ICRIS
Idaho Cultural Resource Information System

Creating Resources
ICRIS Guidance
Intended for HUD, CAP, FSA, & IDCDBG projects

CREATING A PROJECT

1. Select "New Project" and "Section 106 Review" as your project type. Enter your lead agency and project name. These fields, along with a description of the project, are required fields. Add any other relevant information and create the project.
   a. CDBG projects select "HUD" as your lead agency
   b. CAP projects select "DHW" as your lead agency

2. Once the project is created, click edit in the project details section. Fill out the required fields.
   a. Choose your organization as the submitter organization and choose yourself from the drop-down menu.
   b. For FSA and CAP projects, select a lead agency reviewer from the dropdown list
   c. Once complete, hit save.

3. Upload the filled-out DOSE form and choose the Agency Form/DSE from the drop-down menu as your attachment type.

4. Upload a **minimum** of two photos in the project photos section.

5. In the GIS section, search for the address of your project location in the search bar in the top right of the map or zoom to it. You must draw a polygon by clicking on the pencil button to the left.
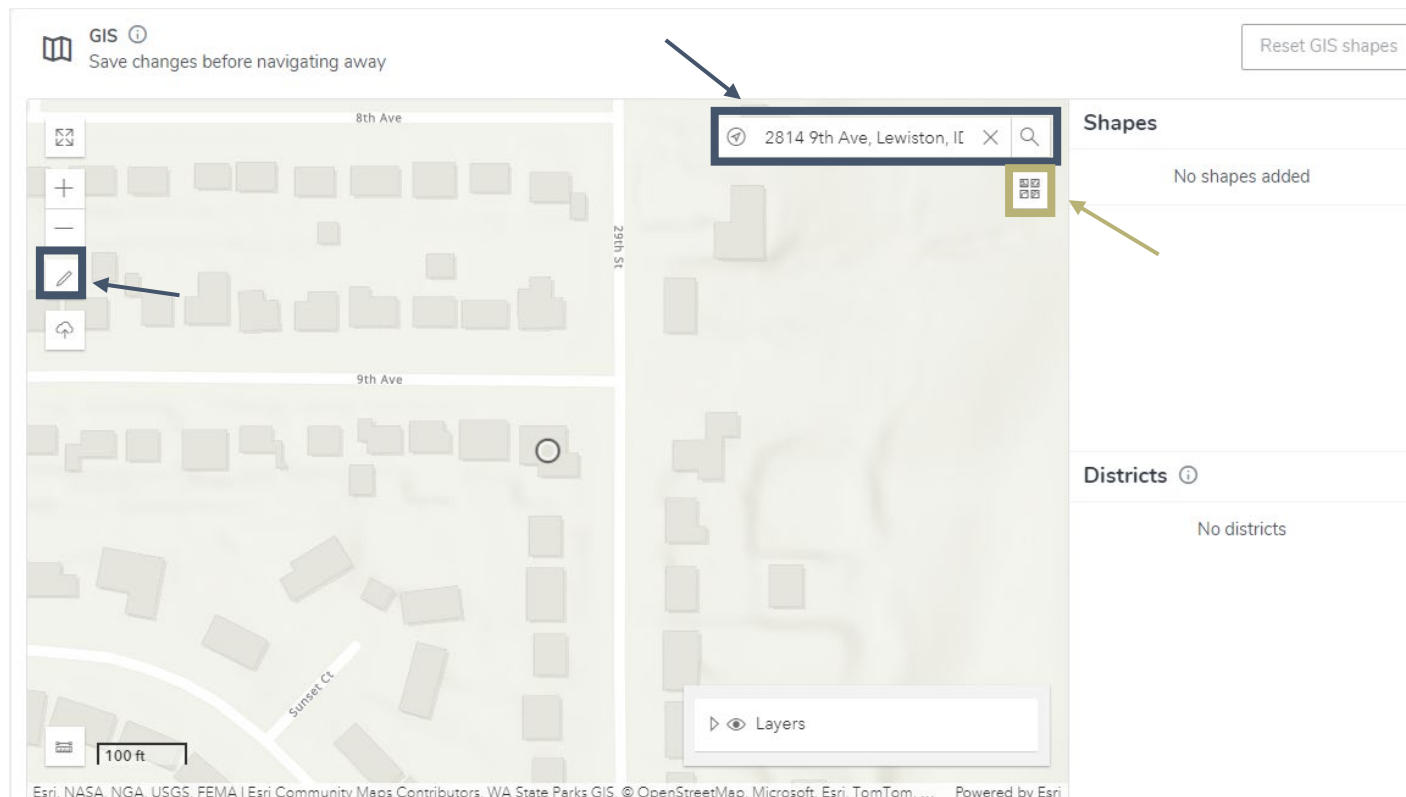
Tip: *You can zoom in and trace the outline of the resource as shown on the map. You can also change your base map by clicking on the icon below the search bar and view aerial image, which may help you draw a polygon that encompasses the whole project area (including garages, and other outbuildings).*

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

7. Scroll down to the Project Resources. Check to see if the resource has been previously recorded by selecting Literature Review from the drop-down. If a resource shows up, you'll need to select "Create New Version."

8. If there are no previously recorded resources, click on "New Resource." Select "Building" for the Property Type drop-down.

1. On the Resource tab under Resource Details, click edit. Enter all the required information (as indicated by asterisks). **In the description box, please describe the elements of the resource to the best of your ability.** This should NOT be information about the project actions.

   Tip: If you click on the info circles (i) next to the headers, they will give you more information about what we are looking for in each box.

2. Fill out the National Register of Historic Places (NRHP) Evaluation section. Determine if your resource is eligible or is not eligible. Select either "yes" or "no" for each Criteria Evaluation drop-down. Most buildings will not be eligible. If you believe your resource may be eligible, it will likely apply under Criteria A: Event and/or Criteria C: Design and Construction.

3. Whichever the eligibility of the resource, you must choose an "Area of Significance" and provide a justification. Select an Area of Significance from the drop-down options. You may select multiple. Relevant options for your projects might include:
   - Architecture (always applies)
   - Agriculture (may apply to farmsteads, etc.)
   - Commerce (may apply to commercial properties)
   - Community Planning & Development (may apply to houses in residential neighborhoods)
   - Politics & Government (may apply to government-owned properties)

4. Fill out the NRHP Justification and Significance of Integrity section to the best of your ability. Add as much as you can about any changes that have been made to the building of which you are aware. Click save.
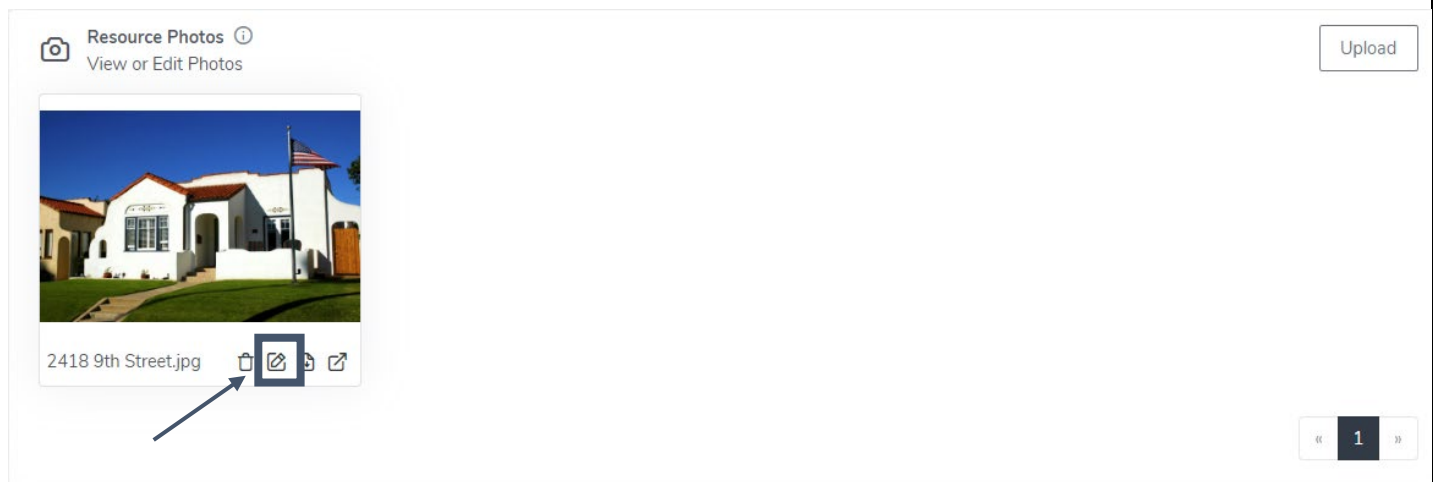
PROPERTY TYPE

1. Scroll back up to the property type tab and click edit. Fill out all the required fields. Note that vicinity should be left "no" unless it is outside of city limits.

2. The only required construction activity and date is the original construction. Select Original Construction from the drop-down options and enter the date of construction. If you only have an estimate, you can select "yes" from the Primary Circa drop-down.

3. The Feature Count should be the primary structure (the house) + any other structures (detached garages, sheds, etc.). Describe these features in the description box.

4. In most cases, these projects will use the original function of Domestic. The sub-use for domestic may be single dwelling or multiple, depending. Other categories might apply, such as Government, Agriculture, Commercial, etc. Current use will often be the same.

5. Fill out the materials & Architecture section to the best of your ability. Architectural Style and plan are required fields. Make sure to click save when you are finished.

Tip: *To determine the Plan shape, look at the map and base it on the shape of the building footprint.*

RESOURCE PHOTOS

1. Upload a **minimum** of two photos in the project photos section, but please add as many as you have. Add more as they pertain to the scope of the project, especially. (If work is being done to a porch, for instance, we may need more photos of the existing porch).

2. You'll need to set one of your images as the Overview Image. To do this, click on the button with the little pencil and notepad. Add a brief caption in the Image Description box and save.

RESOURCE ATTACHMENTS

3. You may upload any additional information to the Resource Attachments section. attachments here should only be about the resource and should not be about the project.

GIS

1. Follow the same steps as in the Creating a Project section to add the GIS to the resource.

COMPLETING THE RESOURCE AND PROJECT

1. Once you have made all the changes, click the Mark Complete 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.

2. Go back to the project by using the back button in your browser. Do a final check to make sure everything is correct. Click "submit project." If you miss any requirements, ICRIS will tell you which you are missing. As needed, go back to any of the steps in this guide.