



ICRIS

Idaho Cultural Resource Information System

A large, weathered wooden water wheel structure, possibly a mill or dam component, situated in a rural landscape. The structure is made of dark wood and has a complex, curved frame. It is surrounded by dry grass and some debris. In the background, there are several buildings, including a red barn and a white house, under a clear blue sky.

ICRIS GUIDE: PROJECTS

JUNE 2026

VERSION 1

ICRIS Guide: Projects

CREATING PROJECTS, ADDING SURVEYS AND RESOURCES, AND
TRACKING PROJECT REVIEWS

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Idaho State Historic Preservation Office (SHPO)

This guide provides step-by-step instructions for creating, submitting, reviewing, and managing projects in ICRIS. It focuses on project workflows, system tools, and project management functions. For project field definitions, attachment requirements, GIS standards, survey classifications, and status definitions, refer to **Data Standards: Projects**. For guidance on recording and evaluating cultural resources, refer to **Data Standards: Resources** and other Idaho SHPO guidance documents.

Front Cover: West Street Bridge, Blackfoot, Bingham County, Idaho



RELATED GUIDANCE DOCUMENTS

This guide focuses on workflows and procedures for creating, submitting, reviewing, and managing projects within ICRIS. For detailed guidance regarding documentation standards, eligibility evaluations, photography requirements, GIS expectations, and resource descriptions, refer to the following companion documents:

ICRIS User Guides

(System Workflows and Procedures)

- ***ICRIS Basics***
- ***ICRIS Guide: Resources***
- ***ICRIS Guide: Survey123***
- ***ICRIS Guide for Agencies***

Data Standards and SHPO Guidance

(Documentation Requirements and Expectations)

- ***Data Standards: Projects***
- ***Data Standards: Resources***
- ***SHPO Guidance***

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CREATING A PROJECT

Start a New Project

From your menu bar on the left, select **New Project**.

CREATE

 New Project

Enter Basic Project Information

Complete the required project fields, including:

Field	Guidance
Project Type	Select the type that best matches the review or documentation purpose.
Project Name	Use a clear, descriptive name.
Lead Agency	Identify the agency responsible for the undertaking or review.
Submitter Organization/Submitter	Automatically populated based on the logged-in user.
Project Description	Briefly describe the project scope, location, and purpose.

When creating a project, select the Project Type that best matches the purpose of the review or documentation effort. Project Type determines the workflow and review context for the project. Refer to *Data Standards: Projects* for descriptions and appropriate use of each Project Type.

Create Project

Project Type*

Project Name*

Lead Agency Name*

Lead Agency Reviewers

Organization Project Number(s)

Submitter Organization ⓘ

Submitter

Description*

Related Project Number(s) ⓘ

No related projects added.

Create

Note: Users without an active ICRIS subscription should save the project creation email sent by the system. The email contains a direct link needed to return to the project later.

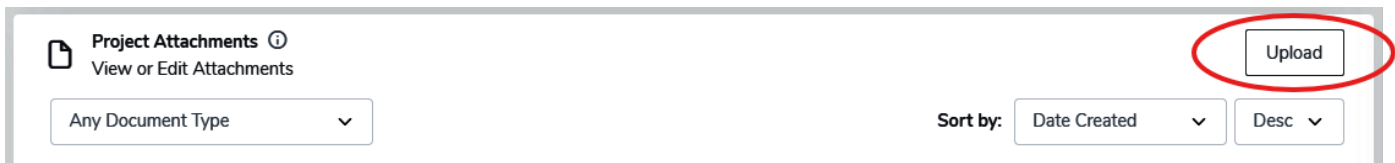
PROJECT ATTACHMENTS

A cover letter or agency consultation form must be uploaded for every project. Examples include the Forest Service Determination of Significance and Effect (DoSE) form or ITD Form 1502. All required attachments must be submitted as PDF files. Refer to [SHPO GUIDANCE](#) on acceptable cover letter content.

In addition to the required consultation form, upload any **supplemental attachments** necessary to support understanding of the project, including:

- Legible architectural plans, drawings, elevations, or other design documents needed to describe proposed work or alterations.
- Relevant correspondence with Tribes, city or county governments, historic preservation commissions, Certified Local Governments (CLGs), historical societies, or other consulting parties involved in the consultation process.

Attachments should be clearly labeled and organized to assist reviewers in evaluating the project scope, consultation history, and potential effects. Use the document type dropdown to classify each attachment appropriately. **Available document types include:** *Cover Letter, Agency Form/DSE, and Other*. Selecting the correct document type ensures that reviewers can quickly identify required materials and understand how each attachment supports the project review.



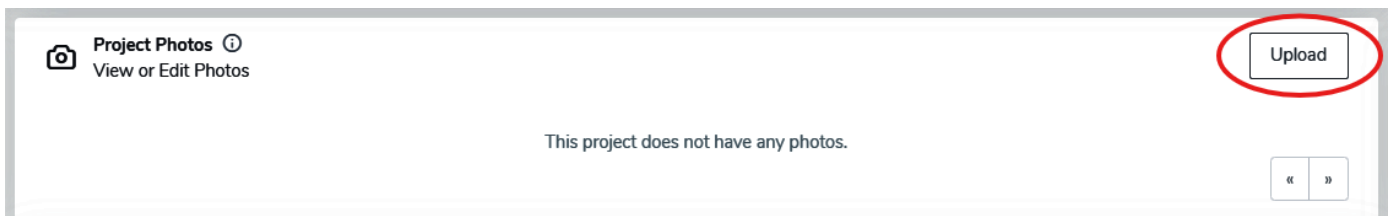
Important: If a cultural resource survey was conducted, upload the completed Survey Report PDF using the Project Survey section.

PROJECT PHOTOS

Use this section to upload overview photographs of the project area. For Section 106 undertakings, **at least two general orientation photos** (in .jpg format) are required. If additional photographs are needed to illustrate specific project elements or provide context for SHPO review, upload them here.

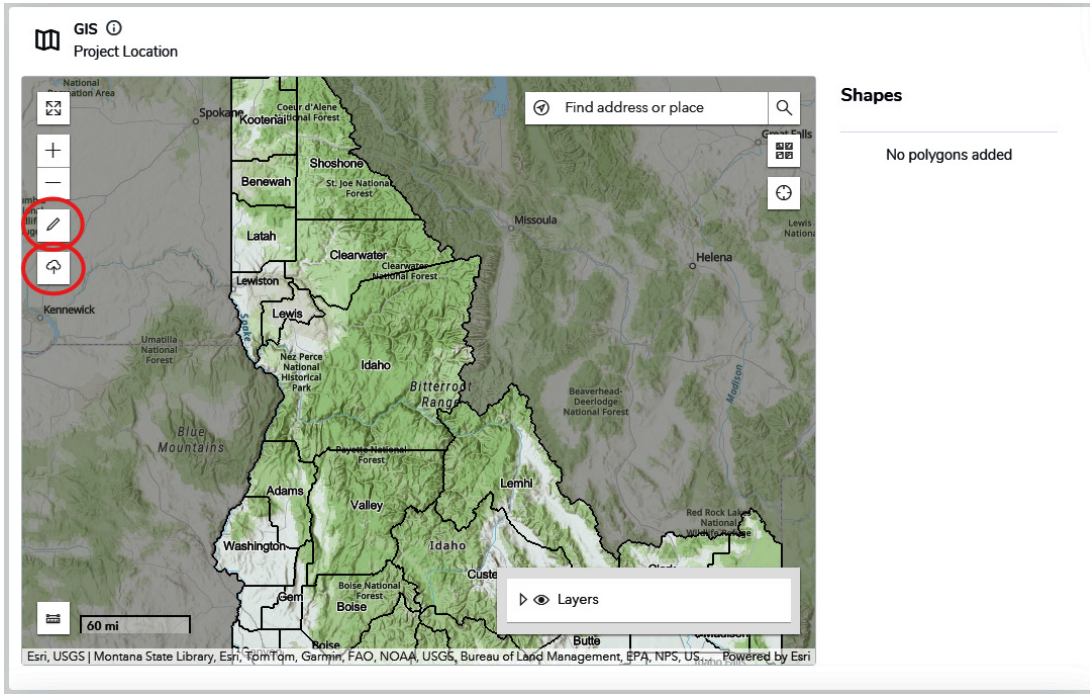
The system **does not currently support embedded photo metadata**, so each image should be **clearly named** to indicate what it depicts (e.g., *NorthView_Roadway.jpg, APE_EastBoundary.jpg*). Clear filenames ensure reviewers can easily understand orientation, location, and the purpose of each photo.



Photo filenames should also be referenced in the cover letter or applicable form so reviewers can easily match each image to the written description.



PROJECT GIS








Upload a shapefile or use the map drawing tools to define the Project Location / Area of Potential Effects (APE). For guidance on drawing or editing map features, refer to the *ICRIS Basics* manual. Use the buffer tool to refine the literature review area; the standard search radius is a 1-mile buffer around the project location. For GIS standards, see Data Standards: Projects.






Use the **Enter Fullscreen**  tool to expand the map to full screen. Use the **Exit Fullscreen**  tool (or press **ESC**) to return to the main resource screen.

For best performance, project shapefiles should contain a single feature that represents the full project area. If the uploaded shapefile contains multiple separate features, the system will treat each feature individually and will require the user to complete the required data entry (including buffer distance selection) for each feature. If possible, merge multiple shapes into one feature before uploading to reduce duplicate data entry and ensure clearer representation of the project footprint.

MAP COLOR KEY

-  Current Project Boundary
-  Current Project Buffer
-  Other Project Boundary
-  Building, Structure, Object, or Site
-  Archaeology
-  District
-  THPO

Resources Shape Outline

-  Overall Eligible
-  Overall Not Eligible
-  Overall Unevaluated

VERTEX LIMIT AND GEOMETRY SIMPLIFICATION

ICRIS has a **maximum geometry size of 10,000 vertices** for uploaded shapefiles. If a shapefile exceeds this limit, ICRIS will not load the file and will produce an error message. To prevent upload failure, simplify or generalize the geometry before uploading. Simplifying reduces the number of vertices while preserving the project boundary shape at a scale appropriate for cultural resource review.

Overly detailed shapefiles commonly result from:

- Tracing high-resolution aerial imagery
- Exporting engineering or design drawings without generalization
- GIS processes that retain sub-meter complexity along boundaries

For regulatory review purposes, coordinate-level precision is not required. A simplified shapefile remains fully adequate for APE definition and literature review.

Reducing Vertices (General Guidance)

Before uploading to ICRIS:

- Merge features when possible, so the project footprint is represented as one feature.
- Remove slivers, unintended fragments, or micro-segments.
- Simplify geometry to remove excess vertices while maintaining the recognizable project boundary.

Using ArcGIS Pro

1. Open your project and open the **Geoprocessing Pane**.
2. Search for **Simplify Polygon** (Cartography Tools).
3. Select a simplification method:
 - POINT_REMOVE (recommended): Removes unnecessary vertices while preserving boundary shape.
 - BEND_SIMPLIFY: Maintains the general form but reduces detail.
4. Start with a low simplification tolerance and adjust as needed.
5. Export/save the simplified feature class as a new shapefile before uploading to ICRIS.

If Using Other GIS Software

Look for tools labeled:

- *Simplify Geometry*
- *Generalize Features*
- *Reduce Vertices*
- *Topology Cleanup*

Choose a method that keeps the boundary recognizable while reducing complexity.

Use map tools to draw or upload the project area.

The project boundary should represent the Area of Potential Effects, survey area, or other applicable project location.

Note: Large GIS files or shapefiles with excessive vertices may fail to upload.

ORGANIZATION PROJECT ROLES

Several organization-level roles may exist within a project. Understanding these roles helps ensure the project is routed correctly.

SUBMITTER ORGANIZATION

The organization preparing and submitting the project package in ICRIS. This is typically a consulting firm, agency, tribal government, or contractor.

If the agency is preparing the project internally, the Submitter Organization and Lead Agency may be the same.

If a consultant is preparing documentation on behalf of the agency, the agency may designate that consultant as the Submitter. This allows the Submitter to prepare project information, create resource records, upload reports, and submit the project to the Lead Agency for review.

LEAD AGENCY

The federal agency (or state agency acting as a federal agent) responsible for initiating consultation under Section 106.

The Lead Agency has editing authority while the project is in **In Progress** or **Lead Agency Review** status.

If the Submitter and Lead Agency are the same organization, selecting **Submit Project** will send the project directly to SHPO.

BYPASS AGENCY

Some agencies do not have in-house cultural resource staff to review projects and may be designated as **Bypass Agencies**.

When a Lead Agency is configured as a Bypass Agency, projects may be submitted directly to SHPO without an internal agency review step.

SECONDARY AGENCIES

Secondary Agencies are additional organizations involved in the project or requiring coordination.

Examples include:

- Additional federal agencies
- State agencies
- Local governments
- Tribes
- Certified Local Governments (CLGs)
- Sub-contractors
- Cooperating agencies

Multiple Secondary Agencies may be added to the same project.

Note: Secondary Agencies may have the ability to view or edit the project depending on system permissions.

LITERATURE REVIEW

UNDERSTANDING THE LITERATURE REVIEW FUNCTIONALITY

Previously referred to as a SHPO records search, the **Literature Review** is a critical first step in identifying known or potential historic properties within a project area.

In ICRIS, users perform their own literature review rather than requesting records from SHPO. This allows agencies to evaluate existing information early in project planning and develop more informed identification strategies.

The Literature Review tool helps users:

- Identify previously recorded cultural resources
- Review prior survey efforts
- Understand patterns of past land use
- Determine whether additional survey may be needed

Best Practice: Complete the Literature Review before conducting fieldwork or submitting a project.

STANDARD REVIEW AREA

The standard review area is:

- 1-mile buffer for most projects
- ½-mile buffer for linear projects

This buffer provides context for identifying cultural resources that may be present within or near the Area of Potential Effects (APE).

PERFORMING A LITERATURE REVIEW

Users can conduct a literature review in two ways:

Using the ICRIS Search Page

- Search for resources and surveys by drawing shapes or uploading GIS data
- Review results across a broader area
- Export data if needed

Using an ICRIS Project

Within a project, users can toggle between:

- **Literature Review** → Existing resources and surveys in the area
- **Created by this Project** → New or updated records associated with the project

The results displayed are based on the GIS boundary and buffer applied to the project.

Note: Results from both methods are the same; only the presentation differs.

REVIEWING RESULTS

Previous Surveys

Review past survey reports within the project area and evaluate:

- Survey methods and coverage
- Types of undertakings
- Results and findings
- Whether previous work meets current standards

This information helps guide survey design and determine whether additional fieldwork is needed.

Previously Identified Resources

Review known resources within and near the project area.

Consider:

- Resource types and distribution
 - Environmental associations (landforms, water, vegetation)
 - Patterns of historic land use
 - Temporal trends in site use
-

IMPORTANT LIMITATIONS

A literature review is only as strong as the data available.

Users should keep in mind:

- Older records may contain approximate locations
 - Previous surveys may not meet current standards
 - New resources may be present but unrecorded
 - Confidentiality restrictions may limit visible data
 - Professional judgment is required
-

COMMON TIPS

- Review both **resources and surveys**
- Zoom in to view detailed boundaries (avoid relying on generalized map symbols)
- Consider nearby resources, not just those within the boundary
- Use accurate GIS to improve results
- Document findings outside ICRIS if needed for internal use



PROJECT SURVEYS



The Project Surveys section allows users to either review previously completed survey work or view survey reports uploaded specifically for the current project. Use the drop-down menu to toggle between **Literature Review** (to view existing survey reports from prior work in the area) and **Created by this Project** (to view survey documentation submitted as part of the current project).

LITERATURE REVIEW (SURVEYS)

Displays previously submitted survey reports associated with the project area. Use this option to review past work before determining survey needs or scope. The information displayed in the Literature Review tab is based on the **GIS buffer applied to the project location**, which is typically set at **1 mile**, but may be expanded or reduced as appropriate to include additional relevant previously recorded surveys. The option selected determines whether you are reviewing historic survey data or newly submitted information for this project.

SURVEY TOOLS

The Survey Tools provide options for exporting survey information and associated GIS data. All users can **download a CSV** of the surveys currently displayed, including any filters applied. **Shapefile download is available only to Pro-level subscribers.** Pro users may download GIS data for the surveys visible in the table. Surveys without GIS data—particularly older legacy surveys—will still be included in the download, but they will not have any associated spatial geometry in the shapefile.

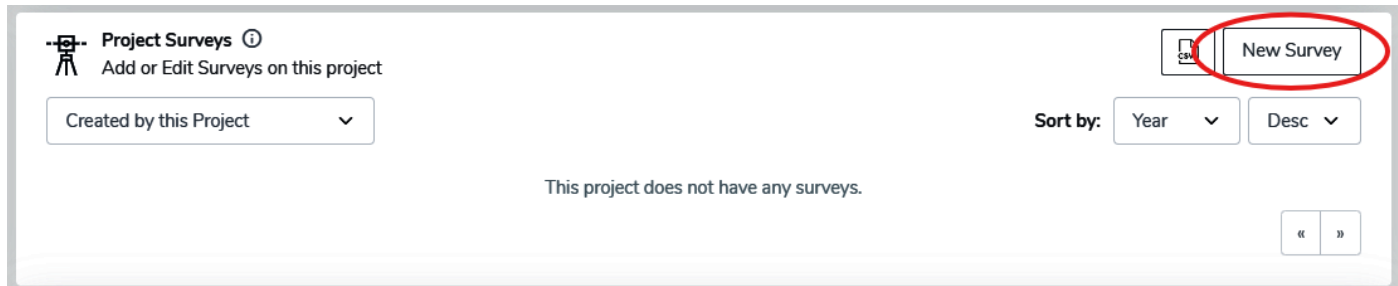
ACCESS	ICON	ACTION	DESCRIPTION
BASIC		Download Table (CSV)	Click this icon to download a CSV file containing the surveys currently displayed. The exported table reflects applied filters, but does not reflect search criteria.
PRO		Download Polygon Shapefile	Click this icon to download a shapefile containing GIS data for all surveys currently visible in the Project Surveys section. The exported data reflects any filters applied. Surveys that do not have associated GIS data (common for legacy surveys) will still appear in the download, but their shapefiles will not contain geometry.

ADD A NEW SURVEY

Surveys document the methodology, coverage area, and results of identification efforts.

Typical Survey workflow:

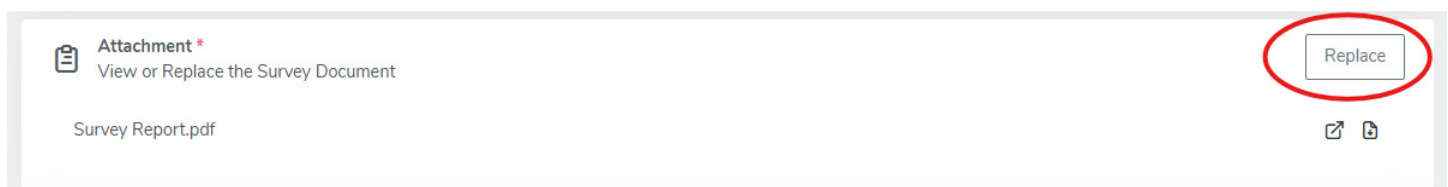
1. Select **New Survey** to upload a new survey report associated with the project.
2. Upload survey report documentation
3. Define the survey boundary using GIS



SURVEY ATTACHMENTS

Each survey entered into ICRIS requires **one Survey Attachment**, uploaded as a **PDF**. This attachment should be the **final survey report** associated with the survey record and is limited to **50 MB** in size. To maintain system performance, reduce file size before uploading by removing unnecessary blank pages, minimizing embedded high-resolution imagery, compressing images, and exporting at a **standard document resolution (150–300 dpi)**. If large map figures or photo plates are needed, place them in an appendix and compress that section before export. Avoid scanning printed reports when digital originals are available, as scans often create large, unoptimized files.

If revisions are made to the survey report after upload, use the **Replace** button to upload the updated document in place of the existing attachment.



SURVEY GIS

A GIS shapefile is required for every survey entered in ICRIS. The shapefile documents the survey area, supports literature review, and enables spatial comparison. Surveys cannot be completed in ICRIS without an associated GIS upload.

Multiple shapefiles may be uploaded for a single survey if needed to reflect different Survey Classes (e.g., *Class III Inventory*, *Reconnaissance*, *Monitoring*, *Architectural Inventory*). Assign the appropriate Survey Class to each shapefile to ensure that survey extents and methods are accurately represented on the map, e.g., Architectural Inventory should be defined separately from a Class III archaeological inventory.

Shapefiles should depict the survey boundary, not individual resources. If the survey area includes multiple discontinuous polygons, they may be merged into a single feature to simplify data entry.

PROJECT SURVEYS

ICRIS enforces a **maximum geometry size of 10,000 vertices** for any uploaded shapefile. If a file exceeds this limit, **ICRIS will return an upload error and the shapefile must be simplified before it can be accepted**. For guidance on vertex reduction, refer to the [PROJECT GIS](#) section of this guide.

For instructions on drawing, editing, or correcting map features, refer to the **ICRIS Basics** manual.







Key expectations:

- GIS upload is mandatory for every survey.
- Use polygon geometry to represent survey areas.
- Assign [SURVEY CLASS](#) and [MAP METHOD](#) to each uploaded shapefile.
- Simplify or merge features as needed to meet system limits and streamline data entry.




SURVEY GIS DETAILS

The GIS Details (*Counties, USGS Quads, PLSS, and Acres Surveyed*) are automatically calculated from the uploaded shapefile. If they are not visible, select the shape on the map and **Update Survey Shape**

MAP COLOR KEY

	Current Survey Boundary
	Other Survey Boundary
	Building, Structure, Object, or Site
	Archaeology
	District
	THPO

Resource Shape Outline

	Overall Eligible
	Overall Not Eligible
	Overall Unevaluated



PROJECT RESOURCES

The Project Resources section allows users to either review previously recorded cultural resources or view resource records created or updated as part of the current project. Use the drop-down menu to toggle between **Literature Review** (to view existing resource records in or near the project area) and **Created by this Project** (to view new resource records or updated versions submitted through this project).

LITERATURE REVIEW (RESOURCES)

Displays previously recorded cultural resources located within or near the project area. Use this for context review and to identify whether resources require update or additional evaluation. Select **Create New Version** to update an existing resource record when new information is available (e.g., new eligibility evaluation, condition change).

Important: Resources previously recorded in legacy formats should be updated in ICRIS when revisited, when affected by a project, or when new information becomes available. Resource updates are generally expected after ten years or sooner if substantial changes have occurred.

The screenshot shows the 'Project Resources' interface. At the top left, there is a house icon and the text 'Project Resources ⓘ Add or Edit Resources on this project'. On the right, there is a 'New Resource' button with a plus icon. Below the header, there is a search bar labeled 'Search Resources' with a magnifying glass icon. To the right of the search bar is a dropdown menu currently set to 'Created by this project'. The dropdown menu is open, showing three options: 'Created by this project', 'Literature Review' (which is highlighted in blue), and 'All Resources'. To the right of the dropdown menu, the text 's not have any resources.' is visible. Further right, there is a 'Sort by:' section with two dropdown menus: 'Association' and 'Desc'. At the bottom right, there are two small square buttons with double arrows, likely for pagination.

Previously Identified Resources

Review known resources within and near the project area.

Consider:

- Resource types and distribution
- Environmental associations (landforms, water, vegetation)
- Patterns of historic land use
- Temporal trends in site use

CREATE A RESOURCE

Select **New Resource** to create a new resource record for previously unrecorded resources identified during survey or monitoring. Resources that remain **In Progress** and have not been assigned a Smithsonian Number may be deleted from the project if they were entered in error or are no longer needed.

CREATING A NEW RESOURCE

If a resource does not already exist:

1. Navigate to the **Resources** section
2. Select **New Resource**
3. Enter required data fields
4. Add GIS location
5. Upload photos and documentation
6. Save and continue editing as needed
7. Mark the resource **Complete** when finished

The screenshot shows the 'Project Resources' section with the following elements:

- Header: Project Resources ⓘ Add or Edit Resources on this project
- Buttons: Search Resources, Q, Created by this project ▾
- Sort by: Association ▾, Desc ▾
- Message: This project does not have any resources.
- Navigation: « »
- Action: New Resource (circled in red)

CREATING A NEW VERSION OF AN EXISTING RESOURCE

If updates are needed to an existing resource:

1. Navigate to the **Resources** section of the project
2. Use the **Literature Review** dropdown option to filter
3. Select **Create New Version**
4. Update information as needed
5. Upload photos and documentation
6. Save changes
7. Mark the new version **Complete**

The previous version remains in the system and can be viewed under the **Versions** section. This ensures continuity of the record and avoids duplication.

The screenshot shows the 'Project Resources' section with the following elements:

- Header: Project Resources ⓘ Add or Edit Resources on this project
- Buttons: Search Resources, Q, Literature Review ▾
- Sort by: Association ▾, Desc ▾
- Resource Card:

10AA10849 v1 Building	Boise Little Theater 100 E Fort St	Accepted Eligible	Agency ID: N/A Field ID: N/A	Lit. Review	Create New Version (circled in red)
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For resource field definitions, see Data Standards: Resources.

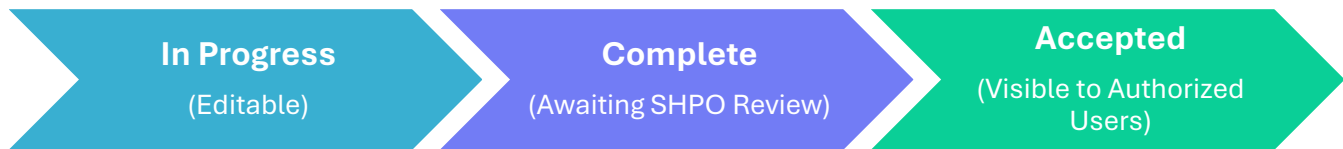
RESOURCE STATUS

Newly created resources and new resource versions begin in **In Progress** status. While a resource is In Progress, users may continue editing the record, uploading documentation, and refining GIS information.

Once all required information has been entered, the resource should be marked **Complete**. Resources in Complete status are considered ready for SHPO review but are not yet visible to other ICRIS users outside of the project.

After SHPO review, the resource status will be updated to **Accepted** if no additional corrections are needed. Accepted resources become visible to other authorized ICRIS users based on permission level and are incorporated into the statewide resource inventory.





If SHPO determines that corrections or additional information are needed, the resource may be returned to **In Progress** status for revision. After corrections have been made, the resource must be marked Complete again and the project resubmitted to SHPO for review.




Important: Projects cannot be submitted to SHPO while associated resources remain in In Progress status. Before submitting a project, verify that all newly created resources and resource versions have been marked Complete.

RESOURCE TOOLS

The Resource Tools provide options for exporting resource information from the table. All users can **download a CSV** of the resources currently displayed, including any filters applied. **Shapefile download tools are available only to Pro-level subscribers.** Pro users may download GIS data as polygon or linear shapefiles for the resources currently visible in the table, depending on how each resource was mapped. Basic users will see the CSV download option only.

ACCESS	ICON	ACTION	DESCRIPTION
BASIC		Download Table (CSV)	Click this icon to download a CSV file containing the resources currently displayed. The exported table reflects applied filters, but does not reflect search criteria.
PRO		Download Polygon Shapefile	Click this icon to download a shapefile containing polygon geometry for the resources currently visible in the Project Resources section. Polygon shapefiles typically represent building footprints, site boundaries, and district extents. The exported data reflects any filters applied to the table.
		Download Linear Shapefile	Click this icon to download a shapefile containing line geometry for the resources currently visible in the Project Resources section. Linear shapefiles typically represent canals, ditches, roads, rail lines, trails, and other linear cultural features. The exported data reflects any filters applied to the table.
		Survey123 Import	Click this icon to import resource data that has been collected through the ArcGIS Survey123 field collection app.

		Click this icon to import linear resource data that has been collected through the ArcGIS Survey123 field collection app.
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SURVEY123

ArcGIS Survey123 is a mobile and web-based, form-driven tool that uses the same data fields as ICRIS resource records. It allows users to record locations, capture photographs, and field data in the field. Users complete Survey123 forms in the field, and the results are imported to an ICRIS project with a click of a button, allowing for more efficient data entry.

Note: Survey123 can only be used to record newly identified resources. Previously recorded resources must be updated directly within the ICRIS application

Survey123 access is available only to organizations with an active ICRIS subscription at the Pro level. Users with Basic or Basic+ access can view the results once uploaded, but do not have access to submit or create Survey123 forms.

The Survey123 – ICRIS Resource Collect app uses the same data fields, terminology, and definitions outlined in the ICRIS Resource Data Standards Manual. Field users should enter information according to the standards described in that manual to ensure consistency in resource documentation, eligibility evaluations, and GIS records. Data collected in the Resource Collect app will flow directly into ICRIS resource records, and once the resource has been imported into a project, all fields remain fully editable within ICRIS to support refinement, additional research, or reviewer feedback. **Survey123 does not currently support creating new versions of previously recorded resources and should only be used for resources that have not been previously documented.**

QR codes to access ICRIS Survey123: <https://icris-history.idaho.gov/survey123-help>

SUBMITTING PROJECTS

Submit a project when all required information has been entered and the project is ready for official review.

- If the Submitter and Lead Agency are the same, the project is submitted directly to SHPO
- If they are different, the project is routed to the Lead Agency first



2026-94 Example Project

Section 106 Review In Progress ⓘ

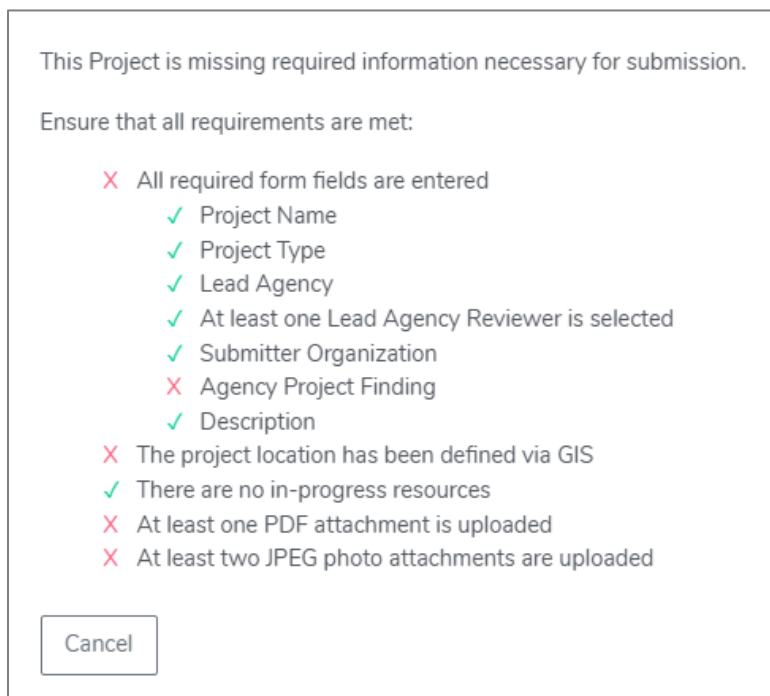
Submit Project

Before You Submit

Confirm:

- Attachments are final
- GIS is accurate
- Findings are entered
- Project contacts are correct
- Resources and surveys are linked if needed
- Internal agency review is complete

If there is missing information, a pop-up will tell you what still needs to be addressed.



This Project is missing required information necessary for submission.

Ensure that all requirements are met:

- ✗ All required form fields are entered
 - ✓ Project Name
 - ✓ Project Type
 - ✓ Lead Agency
 - ✓ At least one Lead Agency Reviewer is selected
 - ✓ Submitter Organization
 - ✗ Agency Project Finding
 - ✓ Description
- ✗ The project location has been defined via GIS
- ✓ There are no in-progress resources
- ✗ At least one PDF attachment is uploaded
- ✗ At least two JPEG photo attachments are uploaded

Cancel

After submission, the project will be sent to the Lead Agency for review. The Lead Agency will then submit the project to SHPO. If the lead agency does not have cultural resource staff, the system will bypass the agency and submit directly to SHPO.

SHPO review timelines vary depending on project type and workload.

CONSULTANT → AGENCY → SHPO WORKFLOW

Most externally prepared projects follow this path:

1. Consultant creates the project and uploads documentation.
2. Consultant submits the project to the lead agency.
3. Agency reviews the submission for completeness and accuracy.
4. Agency returns the project for corrections **or** submits it to SHPO.
5. SHPO reviews the project and issues comments or completes review.

RETURNING PROJECTS FOR ADDITIONAL INFORMATION

Projects should be returned when required information is missing, mapping is inaccurate, or additional clarification is needed.

Common Reasons for Return

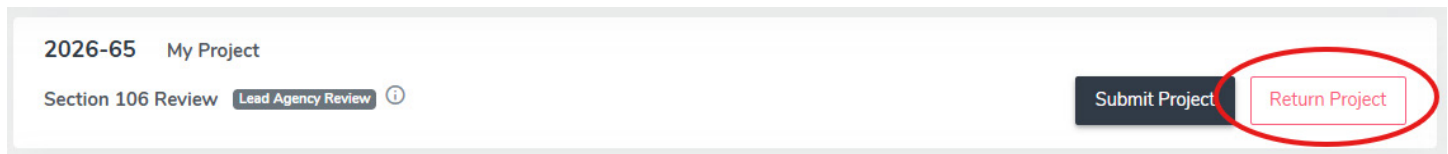
- Insufficient project description
- Missing attachments
- Poor or missing photographs
- Incorrect GIS boundaries
- Unrecorded resources in the project area
- Incomplete findings
- Need for clarification or additional analysis

When SHPO returns a project, the system sends an official notification email and logs the action in the **Project Events** section.

If SHPO returns a project to the Lead Agency, the agency may:

1. Make corrections directly, or
2. Return the project to the Submitter for updates

Returning a project to the Submitter changes the project status from **Lead Agency Review** to **In Progress**.



PROJECT STATUS

Understanding project status helps users determine who currently has responsibility for a project, why a project may no longer be editable, and why it may appear or disappear from a work queue.

- **In Progress** – Editable by the assigned Submitter Organization.
- **Lead Agency Review** – Editable by the Lead Agency.
- **MOA** – Editable by the Lead Agency while stipulations are being tracked.
- **SHPO** – Editable only by SHPO users.
- **Complete** – Read-only; all editing capabilities are disabled.

Project status also controls workflow routing, notifications, and queue visibility throughout the review process.

STATUS	SUB-STATUS	DESCRIPTION
In Progress	—	Project is being prepared or has been returned for revisions. Editable by the Submitter.
Lead Agency	—	Awaiting agency review before submission to SHPO.
SHPO	Submitted	Submitted to SHPO, not yet assigned
	Review	Actively under SHPO review.
Complete	—	SHPO review finished. Consultation Summary generated.
MOA	Needed	Adverse Effect identified; MOA development underway.
	In Progress	MOA executed; stipulations being carried out.

EVENTS

Projects move through several statuses during review, including In Progress, Lead Agency Review, SHPO, MOA, and Complete. These statuses help users track project progress and determine who is responsible for the next action. Refer to *Data Standards: Projects* for complete status definitions.

When SHPO completes review, a Consultation Summary is automatically generated and stored in the Project Attachments section. This document serves as the final SHPO response and permanent project record.

The **Events** section provides a chronological log of actions taken on the project.

Each event records:

- Date and time of action
- User who performed the action
- Status changes
- Submissions
- Returns
- SHPO responses
- Other system activity


This serves as the official activity history for the project and is useful for tracking progress and confirming timelines.

SHPO CONSULTATION SUMMARY

The SHPO Consultation Summary is the official record of SHPO's review in ICRIS. Once a project has been completed by SHPO staff, the system automatically generates this summary and places it in the Project Attachments section.

The Consultation Summary documents the project details, agency findings, SHPO determinations, resource eligibility outcomes, and any official comments or conditions associated with the review. Agencies and submitters should review this document carefully, as it serves as the formal response for the project.

SHPO Project #2026-27




SHPO Consultation Summary

Any questions please email:
shpo@ishs.idaho.gov

Section 1: Project Information	
Organization Project No(s):	Project Name:
Lead Federal Agency:	
Project Type:	<input checked="" type="checkbox"/> Federal - Section 106 <input type="checkbox"/> Federal - Section 110 <input type="checkbox"/> CLG Survey <input type="checkbox"/> Determination of Eligibility
Programmatic Agreement Applied:	
Section 2: Lead Agency Reviewer(s)	
Name:	Email: Phone:
Section 3: Additional Organizations	
Agency:	Name:
Section 4: Project Description	
Section 5: Final Determination(s) of Eligibility for Listing in the National Register of Historic Places	
	SHPO Count of Resources
Not Eligible	0
Eligible	0
Unevaluated	0

Page 1 of 2



SHPO Consultation Summary

Any questions please email:
shpo@ishs.idaho.gov

SHPO Project #

Smithsonian Number(s)	Property Type/Name	SHPO Determination
SHPO Comments:		
Section 6: Agency Finding of Effect		
<input type="checkbox"/> No Historic Properties Affected [36 CFR § 800.4(d)(1)]		
<input type="checkbox"/> No Adverse Effect [36 CFR § 800.5(d)(1)]		
<input type="checkbox"/> Adverse Effect [36 CFR § 800.5(d)(2)]		
Agency Comments/Summary:		
Section 7: Official SHPO Response		
The Idaho SHPO has reviewed the documentation and recommendations provided by :		
Project Finding of Effect:		
<input type="checkbox"/> We concur with the finding of effect of _____ and with the conditions of compliance (if applicable).		
<input checked="" type="checkbox"/> We concur with the finding of effect of _____, given stipulations explained below.		
<input type="checkbox"/> We disagree with the finding of effect of _____, as explained below or in the attached letter.		
<input type="checkbox"/> No Comment		
		Date
State Historic Preservation Officer		
SHPO Comments:		

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WHEN IS THE CONSULTATION SUMMARY CREATED?

The Consultation Summary is automatically generated when a project is moved to **Complete** status by SHPO.

This means:

- SHPO review has concluded
- Final findings have been entered
- Resource determinations have been recorded
- Official comments have been issued, if applicable

Important: Completion in ICRIS indicates the SHPO review process is closed in the system. Agencies remain responsible for any follow-up actions, permit requirements, consultation obligations, or MOA stipulations that may still apply

HOW TO ACCESS THE CONSULTATION SUMMARY

1. Open the completed project in ICRIS
2. Navigate to the Attachments section
3. Locate the automatically generated Project Consultation Summary PDF
4. Open, download, or save for your records

Important Reminders:

- The Consultation Summary reflects information entered into ICRIS at the time of completion
- Errors in project details should be corrected before final submission whenever possible
- Always review SHPO comments and conditions carefully
- Keep a copy for your agency records
- MOA obligations or other commitments may continue after project completion

☰ MOA TRACKING

When a project results in an Adverse Effect finding and a Memorandum of Agreement (MOA) is executed, the Lead Agency is responsible for uploading the signed MOA to the MOA Attachments section of the project. Once the document is uploaded, the Agency must complete the MOA Stipulation data entry to track progress toward meeting the stipulations. This section allows SHPO, consulting parties, and the Lead Agency to monitor fulfillment of agreed-upon mitigation measures.

For additional guidance on mitigation and MOA development, see: <https://history.idaho.gov/section-106/mitigation-process/>

📄 MOA ATTACHMENTS

Upload supporting documentation associated with MOA development and implementation.

Document types include:

- **Signed MOA** – The fully executed Memorandum of Agreement.
- **MOA Supporting Document** – Any documentation demonstrating completion of stipulations (e.g., HABS documentation, nomination forms, public interpretation materials, etc.).

Attachments should be clearly labeled to correspond with the appropriate stipulation(s).

STIPULATION TRACKING

All MOA Stipulations should be entered individually within the MOA Stipulation Tracking section of a project. Once a project is in MOA In Progress status, the MOA Stipulation Tracking and MOA Attachments will be the only sections of the project that the Lead Agency can update.

STIPULATION FULFILLMENT

Mitigation measures may include public participation activities, support for an alternate cultural resource, or general non site-specific mitigation. Stipulations that require updating records within ICRIS should be done in a new project within ICRIS and then cross-referenced back to the original adverse effect project. Stipulations that are not directly tied to records within ICRIS can have documentation uploaded to the MOA Attachments section.

Most stipulations requiring updated documentation or additional recordation work can be submitted through a Determination of Eligibility project type. This project type will allow users to submit survey reports and update resource records. Examples of stipulations that can be submitted via an ICRIS Project:

- Thematic or Multiple Property studies
- Additional survey and inventory work
- Bricks and mortar preservation funding
- Historic structure reports
- Historic context studies
- HABS/HAER/HALS documentation
- Ethnographic studies
- Archaeological excavations

FINALIZING STIPULATIONS IN ICRIS

After a stipulation has been completed the Lead Agency should navigate to the relevant stipulation in the MOA Stipulation Tracking section of the project and submit the stipulation by selecting the Edit button and updating the Status dropdown to Completed by Agency, add the Date Completed, then Save.

SHPO will review the relevant documentation and either Accept the Stipulation or Return the Stipulation along with a reason for returning.

Returned Stipulations: The Lead Agency will receive a notification email detailing the reason the stipulation is being returned. The agency can address the issues and resubmit by following the original steps to submit.

USER WORK QUEUE

Work queues are a key benefit of the **Pro** subscription. Rather than locating projects through email links, your work queues allow you to see all projects that require your attention in one place. These queues support workflow transparency and help ensure that projects continue to move through consultation and review steps without delay.

MY WORK QUEUE

The My Work Queue displays projects that currently require action from you or your organization in order for the project to advance in the submittal and review process. This includes:

- Projects you are preparing as the **Submitter** and have not yet forwarded to the Lead Agency or SHPO.
- Projects that have been **returned to you** from either the **Lead Agency** or **SHPO** for revisions, clarification, or additional documentation.
- Projects your agency has created and is responsible for managing through review.

Projects will remain in this queue while in In Progress, Lead Agency Review, or MOA status, until the necessary actions have been completed. Once a project is forwarded to the next party (Lead Agency or SHPO), it will be removed from this queue.

Best Practice: My Work Queue should be considered your primary task list within ICRIS. Users should routinely monitor this queue for projects requiring action, including returned projects, projects awaiting submission, and MOA stipulations requiring updates.

The screenshot shows the 'My Work Queue' interface. At the top, there are two tabs: 'My Work Queue' (active) and 'My Project List'. Below the tabs, the title 'My Work Queue' is displayed. There is a search bar with the placeholder text 'Search by Name or Project No' and a magnifying glass icon. To the right of the search bar are three filter controls: a dropdown menu set to 'Any Status', a text input field labeled 'Filter by Agency', and a 'Sort by:' section with two dropdown menus set to 'Project Name' and 'Asc'.

SEARCH FUNCTIONS		
FUNCTION	FIELD	DESCRIPTION
Filter	Search by Name or Project No	Begin typing any part of the project name or project number. The list will automatically filter as you type.
	Status	Filter by project status: <i>In Progress</i> , <i>Lead Agency Review</i> , <i>SHPO</i> , <i>MOA</i> , or <i>Complete</i> .
	Agency	Filter projects by agency. Begin typing the agency name and select from the dropdown.
Sort by	Project Name	Sort the table alphabetically by project name (Ascending or Descending).
	Project No	Sort the table numerically by project number (Ascending or Descending).

MY PROJECT LIST

The My Project List displays all projects in which you are listed as:

- Submitter
- Lead Agency
- Secondary Agency Reviewer

This list includes projects that are active, recently completed, or in progress but do not currently require action from you. Use the filtering and sorting tools to locate, review, or monitor project status over time. This list is especially useful for tracking projects your agency is following, even when another agency or consultant is responsible for the next action. Complete projects will remain in the queue for one year.

Unlike My Work Queue, projects displayed in My Project List may not require action from you. This view is intended for tracking project progress, monitoring reviews, and locating projects where you are listed as a Submitter, Lead Agency Reviewer, or Secondary Agency Reviewer.

My Work Queue

My Project List

My Project List ⓘ

Q

This Year
▼

Any Status
▼

Filter by Agency

Sort by:

Project Name
▼

Asc
▼

SEARCH FUNCTIONS

FUNCTION	FIELD	DESCRIPTION
Filter	Search by Name or Project No	Begin typing any part of the project name or project number. The list will automatically filter as you type.
	Year	Filter projects by year. Options include <i>This Year</i> or <i>Any Time</i> .
	Status	Filter by project status: <i>In Progress</i> , <i>Lead Agency Review</i> , <i>SHPO</i> , <i>MOA</i> , or <i>Complete</i> .
	Agency	Filter projects by agency. Begin typing the agency name and select from the dropdown.
Sort by	Project Name	Sort the table alphabetically by project name (Ascending or Descending).
	Project No	Sort the table numerically by project number (Ascending or Descending).

ORGANIZATION WORK QUEUE

The **Organization Work Queue** is an additional feature available to **Pro** subscription users. This queue displays all projects associated with the **organization linked to your account**, allowing agencies, consulting firms, and Tribal/State partners to coordinate workload and monitor project progress across staff. Projects remain visible in this queue through all workflow stages and will remain viewable for **one year after reaching “Complete” status**. The Organization Work Queue is particularly useful for assigning work internally, tracking pending reviews, and maintaining continuity when staff roles change.

Best Practice: Organization Work Queue is particularly useful when staff leave an organization, are unavailable, or when work needs to be reassigned among multiple users.

QUEUE FUNCTIONS		
FUNCTION	FIELD	DESCRIPTION
Filter	Search by Name or Project No	Begin typing any part of the project name or project number. The list will automatically filter as you type.
	Unassigned Only	When selected, displays only projects that are not currently assigned to a reviewer or staff member within your organization. Use this filter to identify projects that need internal assignment. The Assignee column in the table shows who within your organization is assigned to the project; if the column is blank, the project is unassigned.
	Status	Filter by project status: <i>In Progress</i> , <i>Lead Agency Review</i> , <i>SHPO</i> , <i>MOA</i> , or <i>Complete</i> . (See PROJECT STATUS section for full definitions.)
	Relationship	Filter by your organization’s role in the project: Submitter, Lead Agency, or Secondary Agency
Sort by	Project Name	Sort the table alphabetically by project name (Ascending or Descending).
	Project No	Sort the table numerically by project number (Ascending or Descending).

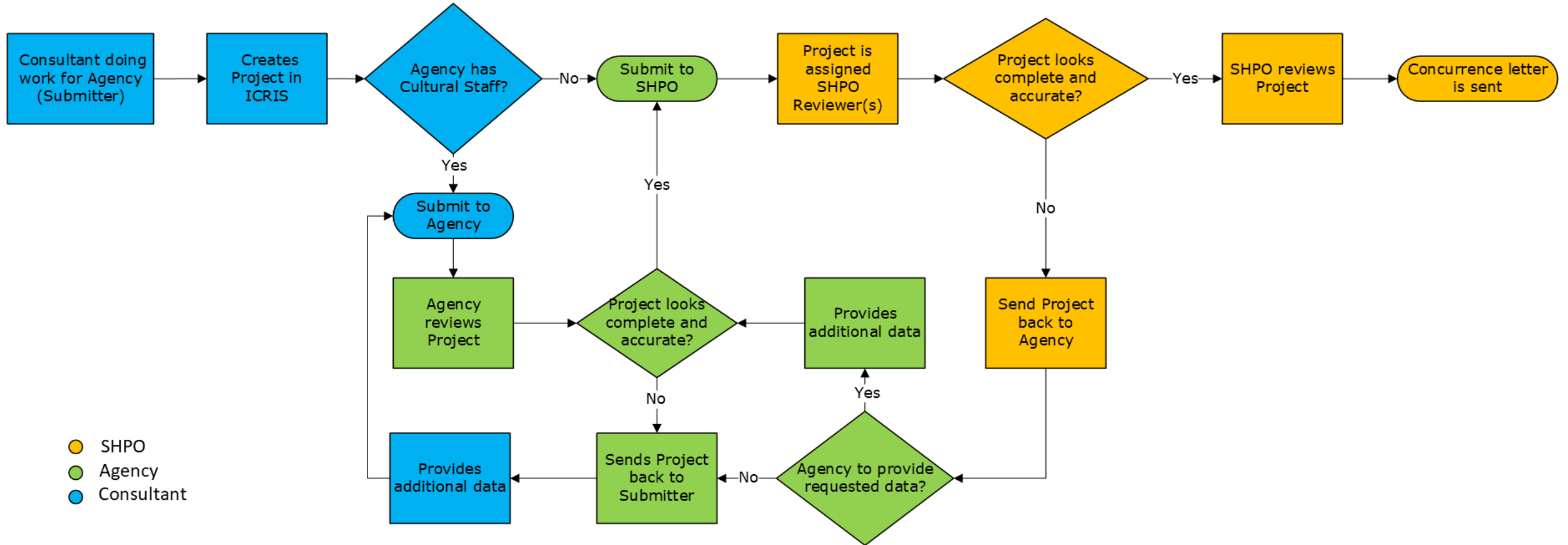
COMMON USES

- Assigning new projects to staff.
- Monitoring projects awaiting agency review.
- Tracking projects returned by SHPO.
- Reviewing workload across multiple users.
- Locating projects when the original submitter is unavailable.

ASSIGNEE

The Assignee field is used for internal workload management within an organization. Assigning a project does not change the official Submitter, Lead Agency Reviewer, or Secondary Agency Reviewer, but helps organizations track responsibility for completing project tasks.

ICRIS PROJECT PROCESS FLOW



- SHPO
- Agency
- Consultant

FREQUENTLY ASKED QUESTIONS

How Do I Reopen a Project and Continue Editing Before Submission?

Projects remain editable while they are in **In Progress** status.

- **Subscription Organizations (Pro Basic or Pro):** Projects can be accessed from **My Work Queue**, **My Project List**, or the **Organization Work Queue**. Open the project from the appropriate queue to continue editing.
- **Non-Subscription Organizations (Basic or Basic+):** Projects are not available through work queues. To reopen a project, use the link provided in the original project notification email. If the email cannot be located, contact SHPO for assistance.

Why can't I edit my project?

- Project submitted to Lead Agency or SHPO
- Project status is not In Progress
- User is not assigned to the project
- Project is Complete

Why can't I submit my project?

Projects cannot be submitted until all required information has been completed.

Verify that:

- Required project fields have been completed.
- A project boundary has been mapped.
- Required attachments have been uploaded.
- Required surveys and resources have been added, if applicable.

When you select **Submit Project**, ICRIS will identify any missing requirements.

For step-by-step instructions, see the [ICRIS Quick Start: Create a Project](#) guide.

Why did a project disappear from My Work Queue?

- Submitted to next reviewer
- Returned to another user
- Project completed

Why am I being asked to enter a buffer distance for every feature in my shapefile?

- Multiple features uploaded; merge features before upload when possible.

Why isn't my shapefile uploading?

- Missing projection
- Exceeds 10,000 vertices
- Invalid geometry type
- ZIP structure issues

How do I update a survey report after it has been uploaded?

- Use Replace; do not create a new survey.