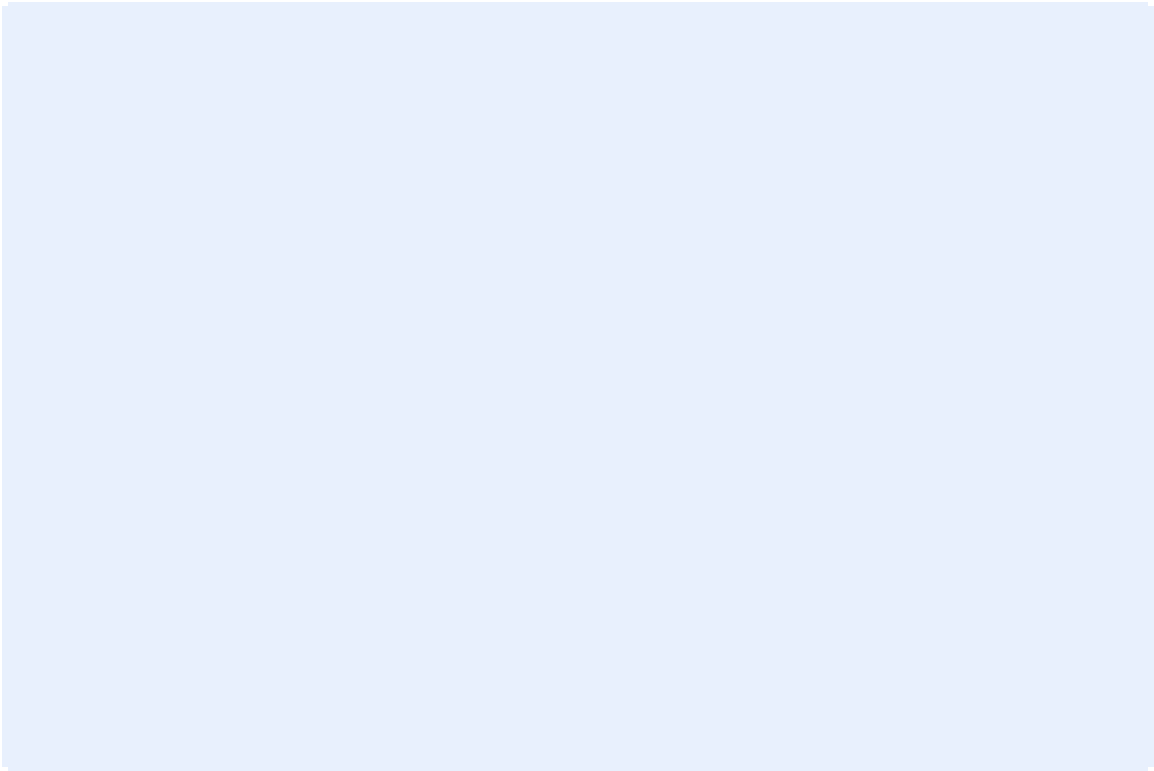


# [Report Title]

[Subtitle]

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[Project Number(s)]

---

[Click here to enter a date]

By: [Author(s)], [Title]

[Company]— [Address]

# Abstract

**Basic Instruction for form:** To replace any placeholder text (such as this paragraph) with your own, click to select it and then press any key.

When you add the title on the cover page, the control containing the title remains. This is because there is another title control in the header that will automatically populate with the title you add on the cover page.

To replace the logo on the cover page or in the header, or the photo on the cover page, start by selecting it. When you do, you see a bar across the top—click the icon on that bar to select your own logo or image for replacement. Word automatically sizes and formats your image to fit the space allotted.

The table of contents that follows picks up any text that you format using Heading 1 through Heading 3 styles. To update the table after you add your own information to the document, click in the table of contents and then click the Update button on the bar that appears across the top of it.

To change the font theme/style or color scheme/theme: On the Home tab, in the Styles group, point to Change Styles and then point to Fonts or Color.

**Abstract:** Provide a brief summary of the survey report in such a way that readers can rapidly become acquainted with the larger body of material without having to read it all. The summary should include basic locational information, concise analysis and main conclusions.

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## CERTIFICATION OF RESULTS

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I certify that this investigation was conducted and documented according to Secretary of Interior's Standards and guidelines and that the report is complete and accurate to the best of my knowledge.

\_\_\_\_\_  
Signature of Principal Investigator

\_\_\_\_\_  
Date

# Key Information

## PROJECT NAME

[Project Name]

## PROJECT NUMBER(S)

[Project Number(s)]

## LOCATION

[County]

## USGS QUADS

[Quad Name]

## LEGAL LOCATION OF SURVEY

[Survey Legals: Township, Range, Section(s)]

## PROJECT AREA

[Acres] Acres

## AREA SURVEYED

[Acres] Acres Intensive Survey

[Acres] Acres Reconnaissance Survey

## PROJECT DATA

[number] Previously recorded cultural resources

[number] New cultural resources located and/or recorded

## AUTHORS

[Author(s)]

## FEDERAL AGENCY

[Agency Name]

## REPORT PREPARED FOR

[Agency or Company Name]

## REPOSITORY

[Location of original documents/photos]

## PRINCIPAL INVESTIGATOR

[Name and credentials (M.A., RPA)]

## DATE

[Click here to enter a date]

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## Project Description

Describe the proposed work and define the undertaking. Include figure(s) which clearly indicate the project location on 7.5 minute series USGS 1:24,000 scale topographical map (required). Identify any potential ground disturbing activities (if any) that are anticipated, demolition or alterations of existing buildings or structures (please describe in detail what is proposed), or describe if new buildings or structures are proposed. Include maps and figures needed to fully determine the extent of the project. Aerials and photographs are particularly useful.

Identify the reason and purpose for this study's being conducted. Specify the legal mechanisms that require this investigation. If the report is not being completed for Section 106 compliance, indicate its purpose. If a Federal agency is delegating its responsibility to another party, please provide an explanation and name the agency or party. If Section 106 is being conducted in anticipation of receiving federal funding, please explain the situation.

### Project Area of Potential Effect (APE)

Describe the area of potential effect (APE), including any direct, indirect, or cumulative boundaries. Describe how the area of potential effect was defined. Indicate if there are multiple areas of potential effect.

Indicate APE (s) on attached map(s). Maps may be inserted within the report document or included as attachments.

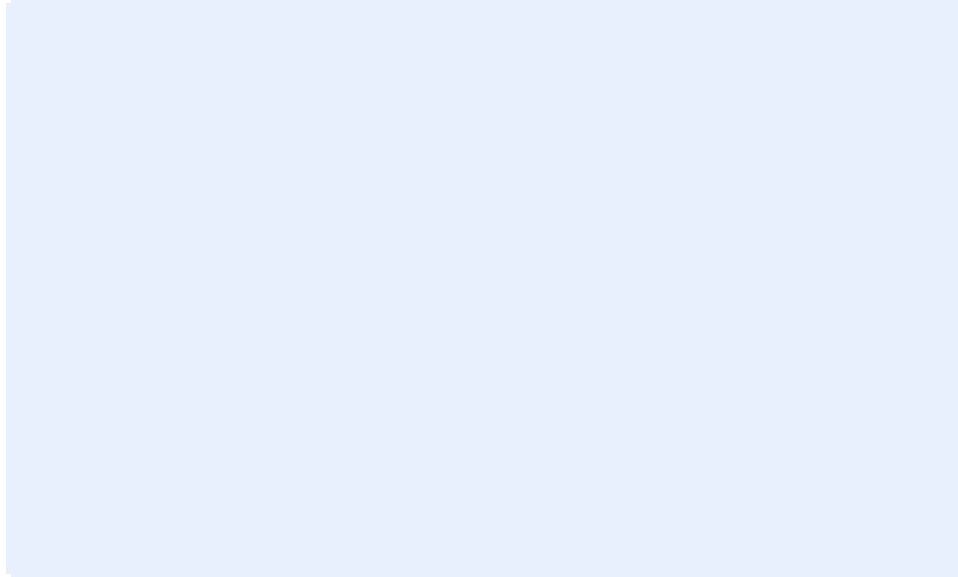
A map or maps must be included and clearly indicate the location of the undertaking. Maps must be of the appropriate 7.5 minute series USGS 1:24,000 scale. Do not attempt to resize the map, a standard 1:24,000 scale overlay should align with the printed report map. A larger scale map may be additionally provided to show greater detail, especially as needed for 106 Review.

## Environmental Setting

Provide a brief description, of both the present and past environments of the project area. Describe the general topography, geology, and vegetation of the area. Feel free to cite references, but provide citations in the reference section. Indicate if there have there been any drastic changes during the anthropogenic use of the area (glaciation, flooding, fires, intensive grazing, farming, etc).

Additionally, describe the setting of the built environment: streetscape, road types (gravel, paved, boulevard), the surrounding landscaping (planned lawns, urban gardens, meadows, desert rocks, tree-lined streets), built features (sidewalks, mailbox placement, medians, setbacks), and other character defining features of the surrounding area.

A minimum of two (2) clear overview photographs of the project area must be submitted. Photos may be inserted within the report document or included as attachments.



## Cultural Setting

Provide a brief historic overview or cultural history of the area specific to the types of cultural resources that are known to be present in the area. Indicate which cultures, ethnicities, and groups are known or suspected to have inhabited or utilized the area in the past. Describe any currently known traditional uses of the area.

## Pre-Field Research

Provide the Idaho SHPO Record Search number and the date the results were received. This is required for consultation with the Idaho SHPO. This search must occur prior to the survey so that previously recorded sites can be confirmed and their condition noted.

## Previous Cultural Resources Studies

Provide a brief analysis and synthesis of the previous studies including the types of undertakings, survey designs, and results. Indicate whether or not the fieldwork meets current standards for inventory of cultural resources in Idaho. This evaluation is meant to guide the design of the survey strategy in conjunction with the environmental and cultural setting, and provide context in which to evaluate cultural resources for eligibility to the National of Historic Places. The bibliographic information (title, authors, year, report numbers, and results) provided by the Idaho SHPO can be summarized in a table in a report appendix.

The information provided by the Idaho SHPO record search is not intended to be an exhaustive research tool and additional sources should be consulted. Indicate the additional sources of information utilized to describe and understand the project area. These may include federal agency files, cultural overviews, architectural records, ethnographic studies, patent records, local preservation commissions, universities,

historical societies, knowledgeable individuals, and historic maps (government land office plats, USGS quadrangle maps, etc.). Consultation with Native American groups should be documented here with specific information regarding the circumstances and findings. Additionally, outreach and involvement with local governments, individuals, and organizations should be provided in this section.

## Expected Cultural Resources

Provide a synthesis and discussion of previously recorded cultural resources. Site numbers, site types, and National Register eligibilities can be summarized in a table. Indicate if previously documented cultural resources are associated with environmental variables: landforms, water, vegetation, relief, fauna, etc.

Finally, indicate the broad themes of past anthropogenic use. Are there temporal periods of greater or lesser intensity of use? Are there multiple themes? Examples of themes include but are not limited to: prehistory, exploration, fur trapping, settlement, mining, timber, transportation, agriculture, architecture, commerce, communication, ethnic heritage, politics/government, and entertainment/recreation.

## Field Methodology

Indicate when and by whom the fieldwork was conducted. Fieldwork crew must be supervised by the appropriate professional that meets the Secretary of Interior's Standards. Résumés of supervising personnel should be submitted with the report or already be on file at the SHPO office.

Describe survey techniques employed and the rationale for the use of those techniques for the particular survey. In instances in which multiple methodologies or sampling strategies were employed, document in narrative and indicate location on the survey map (required). Survey methods should be carefully explained so that others using the gathered information can understand how it was obtained and what its possible limitations or biases are. Define the level of intensity used for conducting the survey. If it is a variation from the SHPO standard, justify the methodology used. If a variation of this standard was employed, justify the methodology used.

Any conditions that may have affected survey results should be described. Note any vegetation or snow obscuring visibility. Ground visibility should be snow free to evaluate archaeological sites, features, or artifacts.

## Results

Summarize the findings of the survey in terms of the number and types of properties recorded. Provide your overall impression of the cultural manifestations in the survey area and how they relate to the cultural context.

Provide a brief description of each cultural property identified. Consider function, topographic location, temporal and cultural affiliation, physical remains, subsurface potential, size, and condition. Each cultural property must include your recommendation for National Register eligibility, the criteria used, and the area of significance it is related to. Your determinations in the report should correspond to that expressed

on the accompanying sites forms. Justification and greater detail regarding your determination must be included on the site forms. If a cultural property cannot be evaluated at this time, state why. Also outline what steps are needed to obtain the necessary information to make this evaluation. Refer to the Evaluate Historic Significance section in the Consulting With the Idaho SHPO document.

Each recorded property must have the appropriate corresponding site form (ASI or ISHI). Updated site forms should be included for previously recorded sites in the APE as well as those relocated in order to determine that they were outside the APE. All updated site forms must include the corresponding Smithsonian trinomial or IHSI number. If a location is considered to be an isolate, complete the isolate site form. All recorded properties must be indicated on a corresponding map (required).

A separate map must be provided indicating boundaries of any identified cultural resources within the APE. The map should include the locations of previously recorded and newly recorded properties within the project area. Topographic maps must, again, be of the appropriate 7.5 minute series USGS 1:24,000 scale.

### [Site 1]

In general, if a report deals with multiple sites, it should be organized so as to make it as convenient as possible for users to locate individual site information. Whenever practical; narration, figures, tables, recommendations, etc., relating to a single site should be placed in a section devoted to that site.

### Isolates/Noted but not recorded

Describe the isolated finds and/or the noted but not recorded sites. Describe the definition used to determine a site vs. an isolate. Many agencies have their own definition of an isolate; be sure to include the agencies definition if used. Refer to the Isolated Finds section of the Consulting With the Idaho SHPO document for more information.

Additionally, describe why sites were recommended as "noted but not recorded." Provide a photograph, name or address of site, and its reason for "noted but not recorded" status (i.e. 123 ABC Street was constructed in 1995, is not a historically significant property that could be eligible in the future, and will not be impacted by the roadway expansion or culvert replacement).

## Management Recommendations

Outline all potential threats to the cultural properties within the survey area. This includes natural deterioration such as erosion or deflation; on-going use such as grazing or recreational use; or anticipated status changes such as a planned demolition of a building or a change in federal land-use status. Comment on the potential for vandalism of archaeological properties.

## Determination of Effects



For Section 106-related surveys, discuss potential impacts of the proposed project and state your conclusions regarding effect specifically for each property. List "no effect," "no adverse effect," or "adverse effect" for each cultural property.

## Avoidance, Minimization, or Mitigation Options

For Section 106-related surveys affecting cultural properties, discuss avoidance or alternative options first. Mitigation is only discussed once all other options are exhausted and a formal determination of "adverse effect" has been issued by the SHPO. If the project plans can be amended to reduce effect, discuss these options. For the agency's benefit, all alternate project areas or routes should be surveyed and documented in the original survey report to avoid delays in Idaho SHPO review. Describe any monitoring that should take place. Also, provide any recommendations you may have for future management of the historic properties in the survey area. The SHPO determination of effect only applies to the information submitted for review. If an alternative, not submitted to SHPO, is chosen for a project, consultation must be initiated and the alternative options submitted for review prior to work beginning.

## Conclusions

Provide a discussion about the results and the relevance to the contexts laid out in the pre-field research. State how the results of the survey met the study objectives. Discuss how the results coincide with the expected results and how the results contribute to the understanding of Idaho history. Also state what implications the findings have for future investigations in the area.

Conclude the section with a statement indicating curation agreements and location where the original survey report, photographic negatives, and any supporting field documents are maintained.

# References

[Author Last, First M]

[Year] [Report Title]. [Agency or Company Name], [City, State]. [SHPO Report No.].

[Author Last, First M]

[Year] [Book Title]. [Publisher].

[Author Last, First M]

[Year] [Article Title]. [Journal Name 00(0): 000-000].