

**SHPO CONSULTATION FORM IMPLEMENTATION GUIDE
FOR
ADOA (Arizona Department of Administration) - SFOB (School Facilities
Oversight Board)**

CONSULTATION FORM USER GUIDE

1. The nature and scope of the project helps to determine if consultation with Tribes is needed. SFOB must consult with tribes if project will have the potential to adversely affect archaeological sites and traditional cultural places. Use the G2G toolkit on the SHPO website to identify consulting tribes.
2. **Section 1** – must be completed in its entirety
3. **Section 2** - identifies whether consultation is initial or continuing, and the general type of project.
4. **Section 3** – Funding source must be identified – specify the type of grant, if applicable. If federal land is involved, provide the agency concurrence. Note that the federal agency should consult with SHPO separately so wait until that consultation is received before proceeding with the project.
5. **Section 4** – Provide the **full scope** of the project activities (remember this form replaces a consultation letter so be as descriptive as possible).
6. **Section 5** – Fill this out if the project directly involves a historic building, or is within view of a historic building. Plans and photographs must be attached. Make sure the project description includes all information related to the types of activities that will affect the building or structure.
7. **Section 6** – Fill this out for projects involving ground disturbing activities.
8. **Section 7** – check all the attachments you are providing for consultation. Maps (aerial preferred) should be scaled to show project area in relation to other landmarks (*e.g.* named roads, prominent landscape features).
9. **Section 8** – Tribal consultation. Check with SHPO if there are any questions about whether or not tribes should be consulted.
10. **Section 9** – SHPO will complete this section.
11. **Section 10** – This is the standard discovery clause and identifies who should be notified in the event of a discovery. Notification should be as immediate as possible

The completed consultation form and all attachments should be submitted as separate pdfs to azshpo@azstateparks.gov. Once received, correspondence for this project may proceed between the SFOB and SHPO.

**SHPO CONSULTATION FORM IMPLEMENTATION GUIDE
FOR
ADOA (Arizona Department of Administration) - SFOB (School Facilities
Oversight Board)**

MOU IMPLEMENTATION GUIDE (ASPT EXAMPLE)

1. **Sections I, II, and III** – these sections discuss the background, purpose and authorities related to the development of this MOU.
2. ASPT and SHPO, both, are responsible for monitoring the conditions of the MOU.
3. SHPO is available to advise and provide technical assistance related to ASPT’s responsibilities under the State Historic Preservation Act, including when consultation is necessary. SHPO’s cultural resources compliance manager is the primary contact. The SHPO architect can be contacted directly to address questions any time a project will affect the built environment.
4. **Section IV** – provides definitions used in the implementation of this MOU.
5. Each new project requiring consultation with SHPO also requires a new Class I records review; the need for a new survey is determined based on those results. Contact SHPO if there are any questions.
6. **Section V** – identifies ASPT and SHPO responsibilities.
7. All projects involving new construction or repairs/improvements to historic buildings or structures, or in view of historic buildings or structures that are eligible for inclusion in the Arizona/National Register of Historic Places should be reviewed by the SHPO architect (if activities are not exempt per Appendix A).
8. SHPO shall provide the necessary training to Park managers via zoom and will schedule multiple meeting dates to ensure all required staff can attend. SHPO and HR will track attendance.
9. Parks will work with tribes to set up sensitivity training.
10. **Section VI** – describes the consultation protocol for projects with ground-disturbing activities
11. **Section VII** – describes the consultation protocol for activities affecting the built environment (buildings and structures)
12. **Section VIII** – Coordination and Communication protocol
13. Consultation with SHPO is by the Chief or delegated representative, or the GIS Specialist. Parks shall not contact SHPO directly unless they are so delegated.
14. All initial consultation shall include a completed Consultation form with appropriate attachments.
15. **Section IX** – states that consultation with SHPO may occur after the emergency (human and animal life and property) is taken care of.
16. **Sections X and XI** – termination and duration clauses
17. **Appendix A** – identifies the screened exemptions for archaeology and the built environment. Additions can be made with SHPO approval and without amendment to the MOU.

**SHPO CONSULTATION FORM IMPLEMENTATION GUIDE
FOR
ADOA (Arizona Department of Administration) - SFOB (School Facilities
Oversight Board)**