

# SHPO Consultation Request

Idaho K-12 Energy Enhancement Program  
Idaho Governor's Office of Energy and Mineral Resources

Submit via ICRIS  
**APPENDIX F:**

## SECTION 1: UNDERTAKING INFORMATION

PROJECT NAME:

SCHOOL NAME:

ADDRESS:

CITY:

COUNTY:

## SECTION 2: PROJECT DETAILS

Does this involve any of the following:

New Construction

Acquisition

Ground Disturbance

Rehabilitation/Renovation

Demolition

Does this project involve any buildings, objects, sites, structures, or districts that are over 45 years old?

Yes

Building information and construction dates:

No

**Attachments:** In ICRIS, upload any pertinent project information such as plans, renderings, etc.

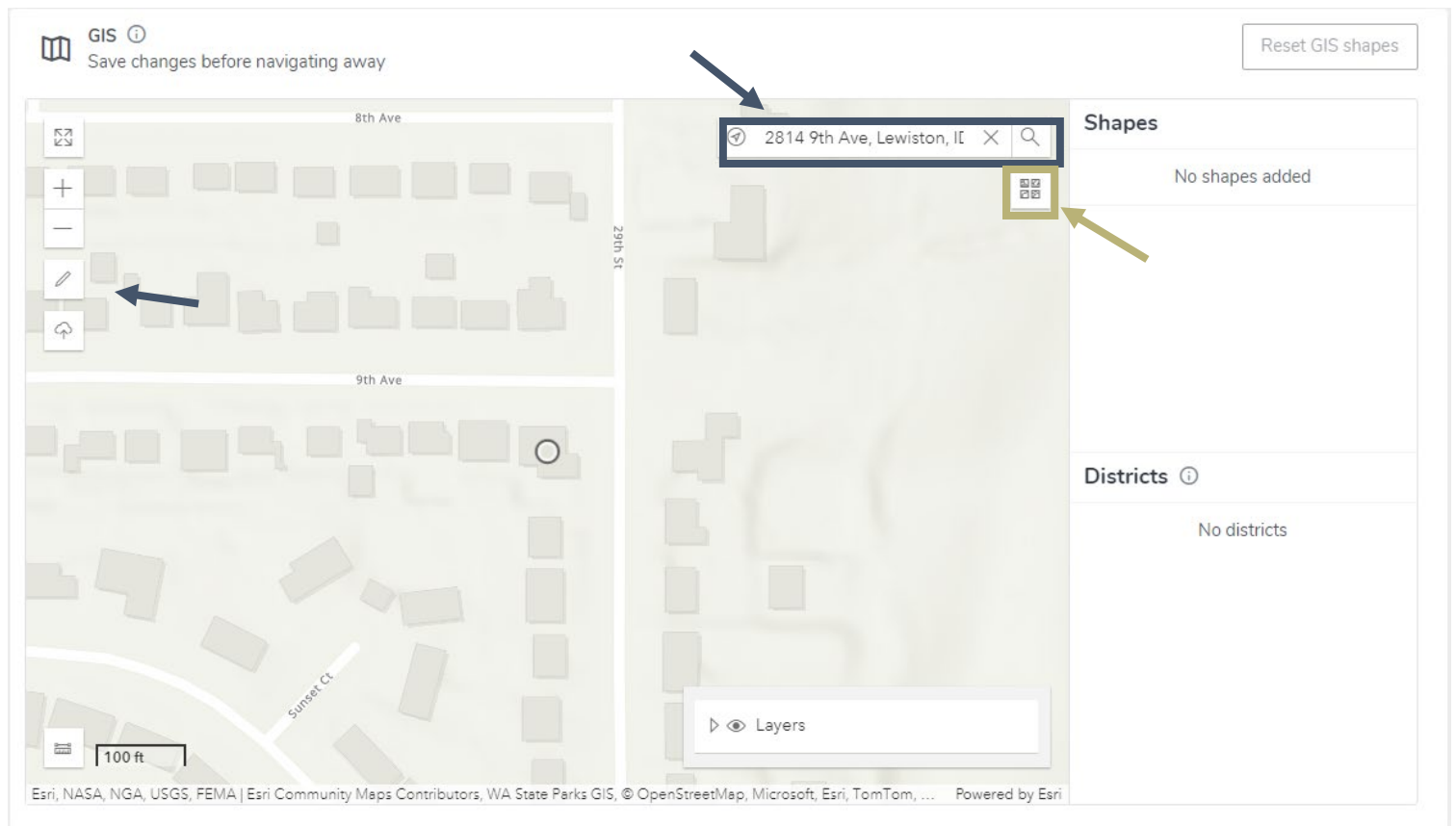
**Project Narrative:** Provide a detailed description of the proposed project, describe the existing project site conditions and anticipated alterations to buildings or structures.

**SECTION 3: CREATE A PROJECT IN ICRIS**

1. Navigate to ICRIS by going to <https://icris-history.idaho.gov/login> and register for an account. Your organization should be your school district name. You'll need to be approved by our office before you can login. Once you have been approved, log out and log back in.
2. Select "New Project" and "Section 106 Review" as your project type. Enter Idaho Office of Energy & Mineral Resources (OEMR) as your lead agency. Enter the other required fields and click "Create."
3. Upload this form under the attachments section and choose the "Agency Form/DSE" option.
4. Upload a minimum of two photos (JPG) in the project photos section. These photos should be of the project location and areas where work is taking place.

**SECTION 4: MAP/AREA OF POTENTIAL EFFECTS**

- A. 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.
- B. You must draw a polygon by clicking on the pencil button to the left. Double-click to end your polygon. It will ask you to set a buffer distance. Slide the distance down to zero (0) and hit submit.



**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).

**SECTION 5: IDENTIFY HISTORIC PROPERTIES**

1. If your school or resource is 45 years old or older: Go down to project resources. Check to see if your school has been previously recorded by selecting "Literature Review" from the drop-down. If it shows up, select "Create a New Version." If there are no records, select "New Resource" and select "Building."

The screenshot shows the 'Project Resources' interface. At the top, there are buttons for 'Survey123 Import', 'Survey123 Linear Import', and 'New Resource'. Below these are 'Sort by' options: 'Association' and 'Desc'. A dropdown menu is currently set to 'Literature Review'. Below the dropdown, there is a resource entry for '10CA2313 v1' with the name 'Miller house - 1619' and address '1619 Miller'. The status is 'Accepted' (green) and 'Not Eligible' (yellow). To the right, there are fields for 'Agency ID: N/A' and 'Field ID: N/A'. A 'Create New Version' button is highlighted with a yellow box. An arrow points to the 'Literature Review' dropdown menu.

- A. Make sure all the required fields are populated (those with an asterisk).
- B. If the National Register of Historic Places (NRHP) Evaluation section is empty, fill it out to best of your ability. Determine if your resource is eligible. A school may be eligible if it mostly looks the same as when it was first constructed. Select "eligible" or "not eligible." Select "yes" for the [Criteria A](#) drop-down. Choose "Education" as the Area of Significance.
- C. Click the Property Type tab on the resource (at the top). Fill out all the required fields to the best of your ability. The feature count should be the school + any other buildings separate from the school (a gymnasium, shed, etc.) The original use and current use should be "Education" and "School."
- D. Upload a minimum of two images (jpg) in the resource photos section. These should be two clear images of the school or resource (e.g. front of the building and side or rear elevations). You'll need to set one of the images as the Overview Image and add a caption. Click on the pencil icon and click set as overview image.
- E. Make sure the GIS location on the map is correct if it is already populated. If it is not yet mapped, you'll need to draw a polygon around the school like you did in the project section.
- F. When you've made all the changes, click the mark complete button at the top. Go back to the project by using your browser's back button.

**SECTION 6: SUBMITTING THE PROJECT**

1. Click "Edit" under project section. Select the following for "Agency Project Finding" finding: "No Comment" and click "Save."
2. At the top of the Project page select "Submit."