



ODOT INVENTORY OF HISTORIC PROPERTIES  
**SECTION 106 LEVEL OF EFFECT FORM**  
**INSTRUCTIONS**  
**Individual Properties**

Follow these instructions when completing the Oregon Inventory of Historic Properties Section 106 Level of Effect Form (FOE Form) for all Oregon Department of Transportation (ODOT) projects. FOE Forms not complying with these instructions will be returned for revision. An individual completing this form must meet the Secretary of the Interior's Professional Qualifications Standards for Architectural History (36 CFR 61) and be an ODOT Qualified Cultural Resources Consultant.

To utilize the FOE Form as intended, you must click "Enable Editing" and "Enable Content" upon opening if prompted to do so by Microsoft Word. Always use the most current version of this form. Save the form(s) for each project using the naming convention: ODOTKeyNo.\_FOE\_StreetAddress.pdf (i.e. 00000\_FOE\_1234StateSt.pdf). When submitting FOE forms to the prime and CC'ing ODOT Cultural Resources staff for review, please include the FOE form as a PDF and all photos used in the FOE form as unaltered JPEGs.

If you have questions or need clarification, consult with ODOT Cultural Resources staff.

- Agency/Project: Following "Oregon Department of Transportation," insert the official project name provided by ODOT.
- ODOT Key No.: Insert the five digit key number for the project as provided by ODOT.
- Federal Agency: Insert the name of the federal agency associated with the project (e.g. FHWA, USFS), as provided by ODOT. Insert the Federal Highway Administration (FHWA) aid number, if applicable, for the project as provided by ODOT. Federal agency affiliation may be through funding, land management, or permitting.
- Property Name: Indicate the historic name. This should match the DOE Form, if one was completed. If unknown, indicate the common or current name. Use the standards and guidelines from [National Park Service \(NPS\) Bulletin 16: Part A](#) ("How to Complete the National Register Registration Form," pgs. 8-9) when formatting and determining the "Property Name." Do not use abbreviations in the property name (e.g. spell out "Union Pacific Railroad" not "UPRR").
- Street Address: Must be a specific address (i.e. street and house number). If the address is estimated, indicate with a "?" in front of the address. If the resource has no address, be as specific as possible, using directions and names of streets at nearest intersection.
- City, County: Indicate the city where the street address is for post office purposes. If the property is rural, indicate the primary post office city or nearest city and add the term "vicinity." Indicate the county in which the property is located.
- Latitude/Longitude Coordinates: Indicate the decimal latitude and longitude coordinates of the property to a minimum of five decimal points. If recording a large parcel, determine latitude and longitude coordinates centered approximately on the primary features of the property.

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- Surveyor, Affiliation, and Date Recorded: Include the name of the surveyor, their affiliation (i.e. consultant firm or agency), and the date the FOE Form was completed.
- Photo: Insert a photo that shows the property or main feature of the property. Indicate the subject of the photo, the direction of the photo and the date taken.
- Preliminary Finding of Effect:
  - A finding of effect should only be submitted for properties determined to be eligible for listing in the National Register of Historic Places (NRHP) during the DOE process.
  - Indicate the determination of effect being made for this record by selecting the appropriate boxes. The “Undertaking Options Considered” and “Evaluation of Effects” narrative sections should address what is identified here.
- State Historic Preservation Office Comments: Do not complete anything within this box.
- Introduction:
  - Provide a brief introduction of the project name, property being reviewed, and property location.
  - State whether the property has been determined eligible for listing in the NRHP, and include the date SHPO concurred.
  - State the finding of effect for the historic property.
  - Sample language: *“This statement of finding discusses the effect of [Project Name] (project) on [Property Name], located at [Address], [City], [General Location Description]. [Property Name] was determined eligible for listing in the National Register of Historic Places (NRHP) and SHPO concurred [MM YYYY]. Based on the following information, it is the finding of the Oregon Department of Transportation (ODOT), on behalf of the Federal Highway Administration (FHWA), that the project will result in [No Historic Properties Affected/No Adverse Effect/Adverse Effect] on [Property Name]. This statement of finding is made pursuant to the requirements of Section 106 of the National Historic Preservation Act of 1966 and its implementing regulations “Protection of Historic Properties” (36 Code of Federal Regulations [CFR] 800).”*
  - If text is entered directly into the textbox, the spellcheck function may not correctly identify misspelled words. If your Word spellcheck does not function correctly in this field, we recommend text be prepared in another Word document and pasted into
- Project Description:
  - Provide a detailed description of the project, including general location, project purpose, specific elements of the project (e.g. construction, improvement, and demolition), and specific areas of potential effect. A project description is different from the purpose and need statement.
  - The Areas of Potential Effect (APE) and justification should be called out separately from the rest of the project description and in more detail.
  - If text is entered directly into the textbox, the spellcheck function may not correctly identify misspelled words. If your Word spellcheck does not function correctly in this

field, we recommend text be prepared in another Word document and pasted into

- Identification and Description of the Historic Property:
  - Provide a brief physical description of the property, including landscape and setting details that may be affected. If the resource is a grouping composed of more than one building, include a brief description of each building, object, and/or structure. Describe all resources on the property to the extent appropriate for the complexity of the property and level of effect.
  - Note criteria under which the property is eligible for listing in the NRHP and which of the seven aspects of integrity the property retains.
  - If text is entered directly into the textbox, the spellcheck function may not correctly identify misspelled words. If your Word spellcheck does not function correctly in this field, we recommend text be prepared in another Word document and pasted into
  
- Undertaking Options Considered: Sample language for alternatives introduction: *“Because the [Property Name] is eligible for listing in the NRHP, project alternatives were considered to avoid or minimize the potential project impacts on the historic property.”*
  - No-Build Alternative: Define the No-Build alternative as described in the environmental document. Note other likely projects that will take place within the project area if the No-Build Alternative had been chosen for the project.
  - Avoidance Alternative: Provide a brief description of the Avoidance Alternative which reflects on how this alternative limits or avoids impact to NRHP-eligible properties.
  - Proposed Undertaking: Provide a brief description of the Proposed Undertaking, which should match the project description above.
  - In many cases, the Avoidance Alternative and Proposed Undertaking will be the same. In this case, simply write “The proposed undertaking is the avoidance alternative described above.” in the Avoidance Alternative textbox.
  - If text is entered directly into the textboxes, the spellcheck function will not identify misspelled words. We recommend text be prepared in another Word document and pasted into this section.
  
- Evaluation of Effects:
  - When assessing effects, refer to 36 CFR 800.5. Be sure to assess direct, indirect, and cumulative effects as necessary.
  - Elaborate on the effects of the proposed undertaking. Sample language: *There would be [direct impacts/indirect impacts/no direct impacts/no indirect impacts] from the proposed undertaking on the [Property Name] property. The proposed undertaking [would/would not] alter or change the [location, design, setting, materials, workmanship, feeling, and association – list as appropriate] of the historic [list resources]. In addition, the proposed undertaking [will/will not] have significant impacts to the National Register-eligible property, nor alter the characteristics that qualify it for listing.*
  - List the planned effects on the property, such as the purchase of a temporary or permanent easement or alteration of the right-of-way and how this will specifically affect the property.

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- Coordination and Public Output:
  - List the ways in which input was sought from the public for this project and the preferred undertaking, including date ranges during which these options were available. This information may have been given to you by the project prime, or you may have needed to perform public outreach as part of consulting.
  - Multiple methods of informing the public and seeking input on the project and its effects must be used. Example methods may include, but are not limited to, social media posts; a project website with space for users to provide comments; email; online survey link via email, social media, or website; print ads in local newspapers; notification in the form of mailed newsletters; local radio ads; public hearings; and open meetings of the decision-making group or legislative body responsible for the project.
  - Methods of informing the public and seeking input should consider barriers to accessibility, including but not limited to compatibility with screen readers; literacy and language barriers; internet access; ASL interpreter availability; transportation limitations; and access to meetings and public hearings based on the time and location these are held. The intention is to provide equity in the comment process for a diverse public.
  - Note as to whether the local agency partner or city is part of a Certified Local Government or a Main Street America community, and how the project team is coordinating with the CLG or Main Street.
  - If text is entered directly into the textbox, the spellcheck function may not correctly identify misspelled words. If your Word spellcheck does not function correctly in this field, we recommend text be prepared in another Word document and pasted into
- Conclusion:
  - State the conclusion as to whether there will be no historic properties affected, no adverse effect, or an adverse effect on the property.
  - Sample language: *"It is the determination of FHWA and ODOT that the project will result in [No Historic Properties Affected/No Adverse Effect/Adverse Effect], as defined in Section 106 of the NHPA, to the [Property Name] property."*
  - If text is entered directly into the textbox, the spellcheck function may not correctly identify misspelled words. If your Word spellcheck does not function correctly in this field, we recommend text be prepared in another Word document and pasted into
- Sources: Indicate sources of historical information in the form of a bibliography. Use Chicago-style citations throughout document footnotes and in the bibliography.
  - If text is entered directly into the textbox, the spellcheck function may not correctly identify misspelled words. If your Word spellcheck does not function correctly in this field, we recommend text be prepared in another Word document and pasted into
- Maps and Figures: Include the following maps:

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- a. One aerial map clearly delineating the property boundary.
  - b. One aerial or sketch map clearly showing the locations of all contributing and non-contributing features within the property boundary.
  - c. Maps showing the location of proposed project actions. These can include available engineering drawings or plans, preferably on aerial maps.
- **Photographs:** Provide multiple images of the property that highlight where project actions may be occurring. Depending on the scope and scale of the project, this could include photos of contributing features, non-contributing features, and/or the overall setting of the property. Label each photograph with an image number, what is being illustrated in the photo, which direction the photo is taken, followed by the photographer and date in parentheses (i.e. "Image 1. Main Street Theater façade, facing north (photographer, date)").
- Name all unaltered .JPGs using the SHPO naming conventions:  
ODOT#\_StreetName\_Number\_Direction\_Photo# (i.e. 12345\_Main\_22\_S\_1.jpg).
  - If the resource does not have a specific address, use:  
ODOT#\_Streetname\_Direction\_ResourceName\_Photo# (i.e. 12345\_Main\_N\_Theater\_2.jpg).
  - Name photos with no address ODOT#\_ResourceName\_Photo# (i.e. 12345\_Canal\_3.jpg).