**DESKTOP ANALYSIS AND EFFECTS DETERMINATION LETTER CHECKLIST**

**Salutation Information Block**

Document Type

Project Name

County

Project Number

**General Description (1A-46.001(3)(a)) and Project Specific Details**

Project sponsor (District), project name, and funding number

Who conducted the evaluation and prepared the document, and what was the impetus for the analysis

Pertinent laws and regulations

Cultural Resources compliance statement

MOU and NEPA Assignment statement

Project description, activities, purpose, location, Township, Range, Section (TRS), funding source (fed/state)

Project location map. Must include APE boundary on aerial and/or topographic map. Map(s) scale should be sufficient to review the surrounding area of the APE, large projects should be presented in an overview map followed by “sheets” at a reviewable scale. Satellite image background preferred.

Area of Potential Effect (APE) description, include both historic and archaeological APE definitions

Description of previous and newly proposed ground disturbance

**Archival Research Design and Results (1A-46.001(3)(b-c))**

Describe the methodology used to review and evaluate the project area, and how that formed the basis for the proposed determination of effect

Narrative and/or table summarizing the FMSF search results including previously recorded resources and previously conducted surveys within or adjacent to the APE

Review historic aerial/satellite photographs and topographic maps that inform on historic land use, previous ground disturbance, and development (provide a sample in text or as attachments if multiple used to evaluate the project)

Current land use, environmental and paleoenvironmental conditions with supporting data, maps, images etc.

Include images of current conditions from digital resources (Google Street View, etc.)

Explanation of the review/evaluation intensity based on project activities and analysis

**Project Effects Discussion and Determination**

Discussion on how the project may affect historic properties in or adjacent to the APE

Proposed project’s determination of effects

If applicable, include plan sheet(s) annotated with historic property boundaries to visually convey proximity and potential interaction (or lack thereof) between project activities and historic properties

**Desktop Analyses cannot include historic resource(s) NRHP evaluations requiring a new or updated FMSF form unless the undertaking meets the single following exception:**

If the only reason an undertaking is kicked out of the Stipulation V/VI Alternative Process Form is because of an unrecorded segment of a historic linear resource in the APE, that segment of the resource can be recorded and evaluated within the Desktop Analysis. An abbreviated CRAS Report will no longer be required for this specific set of circumstances; however, do include a discussion of the circumstances for this exception and clearly convey the survey methods used to document the new segment of the resource. FMSF forms for the new segment of the historic linear resource and a FMSF Survey Log are required. Please note that Desktop Analyses that include the recording of a new segment of historic linear resource will be entered into the State Archives and FMSF Database (currently they are only saved in Compliance & Review records).