



Preserving America's Heritage

Section 106 Applicant Toolkit Checklist

Remember, as an Applicant you will need to:

- Define the undertaking and all its component parts clearly, including other federal involvement.
- Clarify environmental reviews required for the undertaking, and define the applicant's role.
- Determine the extent and scope of public participation.
- Determine if there are agency policies and procedures for involving the applicant in environmental reviews.
- Collaborate with agency to identify stakeholders.
- Convene a meeting with consulting parties to describe the undertaking, project schedule and milestones, and how stakeholders will be engaged.
- Verify that the applicant understands how the APE has been defined.
- Determine the role of the applicant in the identification and evaluation of historic properties (development of scope of work, use of contractors, cost, timing, document preparation).
- Clarify how the applicant will be involved in the assessment of effects on historic properties.
- Clarify the applicant's role in the analysis of alternatives, particularly those that avoid adverse effects.
- Participate in resolution of adverse effects and negotiation of agreement document.
- Discuss with consulting parties the role the applicant will assume in implementing agreement documents.

Since Section 106 consultation is a dynamic process, the consulting parties may determine that additional information beyond this checklist may be appropriate.

ADVISORY COUNCIL ON HISTORIC PRESERVATION

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