

TEXAS HISTORICAL COMMISSION

eTRAC SYSTEM

USERS GUIDE

June 2018



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Introduction

The Texas Historical Commission (THC) has launched an electronic Section 106 and Antiquities Code Review system called eTRAC. This project submission and review system provides an online interface for clients and improves the efficiency of the review process for projects requiring consultation under Section 106 of the National Historic Preservation Act or the Antiquities Code of Texas. The online system allows you to manage an account, submit projects electronically for review, check review status, and receive electronic responses. The system automatically routes reviews to the appropriate THC staff members for efficient and timely processing.

See the eTRAC system page on the THC website at <http://www.thc.texas.gov/etrac-system> for **Frequently Asked Questions** and videos in the **eTRAC Learning Series**.

Jump to the **eTRAC Checklist** on page 19 for a quick overview of what to submit through eTRAC.

eTRAC System

The THC's electronic Review and Compliance (eTRAC) system facilitates compliance with Section 106 of the National Historic Preservation Act and the Antiquities Code of Texas. Cultural resources such as buildings or artifacts are tangible remains of our heritage that remind us of important periods of history. Recognizing the need to document and preserve these ties to our past, both the federal government and the state of Texas enacted laws to protect significant historic buildings and archeological sites from damage due to construction.

Section 106 of the National Historic Preservation Act of 1966, as amended (54 U.S.C. 300101 et seq.) requires federal agencies to consider the effects of their undertakings on historic properties and consult with the State Historic Preservation Officer (SHPO). In Texas, the SHPO is the Executive Director of the THC. Any project that is carried out by, or on behalf of, a federal agency, receives federal funds, or requires a federal license, permit, or approval is an undertaking requiring Section 106 review. The regulations governing the Section 106 review process (36 CFR 800) are available from the Advisory Council on Historic Preservation at <http://www.achp.gov/regs.html>. **These regulations specify that the SHPO has 30 days to review your request upon receipt of adequate documentation.**

The **Antiquities Code of Texas** (Title 9, Chapter 191 of the Texas Natural Resources Code) is intended to protect historic and archeological landmarks on public lands owned by the state of Texas or political subdivisions of the state. It applies to all state agencies, counties, cities, school districts, public colleges and universities, and other public authorities and districts. The THC must be notified before breaking ground at a project location on state or local public land.

Please see our website at <http://www.thc.texas.gov/project-review> for additional information on review under Section 106 of the National Historic Preservation Act and the Antiquities Code of Texas.

The eTRAC system is only for compliance reviews for Section 106 and the Antiquities Code of Texas. Do not use this system to submit Antiquities Permit applications, Recorded Texas Historic Landmark reviews, Texas Department of Licensing and Regulation variance requests, or other non-compliance coordination with the THC.

DO NOT submit a project in hard copy and through the eTRAC system. If submitting a project in hard copy, please follow the instructions on the [What to Send for a Project Review](#) webpage, which includes the submission requirements and the agency's mailing and physical address.

Emailed submissions are not acceptable.

Account Management

Registering an Account

The eTRAC website can be accessed at: <https://xapps.thc.state.tx.us/106Review/>.

To register an account, click on the **Register** link on the right side of the top main menu and complete the registration form.

eTRAC
electronic THC review and compliance

Home | Check Reviews | Submit Reviews | About Register Log in

Register: Create a New Account
All fields required!

Name
Company
Address
City
State: Texas Zip
Phone
Email
Password (Requires at least six characters including one numeric digit. Example: Johnny9)
Confirm Password
Please Click
☐ I'm not a robot
Register

Figure 1. New Account Registration Page

All fields on the registration form are required. You will receive an error if all fields are not completed. Submissions are associated with an account, and you can only view your own submissions within the system. Automated status updates and electronic responses are sent solely to the email address provided. Please keep in mind that the fields below will be associated with any reviews submitted by your account and cannot be changed.

Your agency, department, firm, or organization must determine how best to manage your account(s) if there is more than one potential user.

Name

The name will usually be a personal name.

Company

The company or organization under whose auspices the submissions are being made.

Address, City, State, and Zip

The address should be the organizational mailing address for any formal return correspondence.

Phone and Email

List a phone number for the individual or company. The email address field is especially important to the management of an account because review notifications will be sent to this address.

Password

The password must be at least six characters including one numeric digit.

Email Confirmation for New Accounts

Once you submit your registration information, you should receive an email containing a link to the email confirmation page. This process is conducted as a security precaution to be sure that no one is attempting to impersonate you. Clicking this link will take you to the email confirmation, where you can log in to your account.

Logging In

Once you create an account, you can log into your account by clicking on the **Log in** link on the right side of the top main menu bar. Once you have successfully logged in, you will see your email address on the top right-hand side of the menu bar.

The screenshot shows the eTRAC login page. At the top, there is a header with the eTRAC logo and the tagline "electronic THC review and compliance". Below the header is a navigation bar with links: Home | Check Reviews | Submit Reviews | About. On the right side of the navigation bar, there are links for Register and Log in. The main content area has a "Log in" heading. Below it are two input fields: Email and Password. A "Log in" button is positioned below the Password field. At the bottom of the login section, there are two links: "Register as a new user" and "Reset your password".

Figure 2. Log In Page

The screenshot shows the eTRAC home page after a successful login. The header and navigation bar are the same as in Figure 2. In the top right corner of the navigation bar, the user's email address "Hello donald.firsching@the.texas.gov" is displayed, and a "Log off" link is next to it. The main content area displays the Texas Historical Commission logo and the text "SECTION 106 AND ANTIQUITIES CODE REVIEW". Below this, there is a paragraph of text: "If submitting a mailed hard copy project or any materials, DO NOT use this electronic Section 106 and Antiquities Code review system. For more information, see the Users' Guide." At the bottom of the main content area, there are two links: "Reset your password" and "Reset your email".

Figure 3. Successful Log In

Resetting Your Password

If you want to reset your password, you can do so by clicking the **Reset your password** link on the **Home** page or the same link found on the **Log in** page.

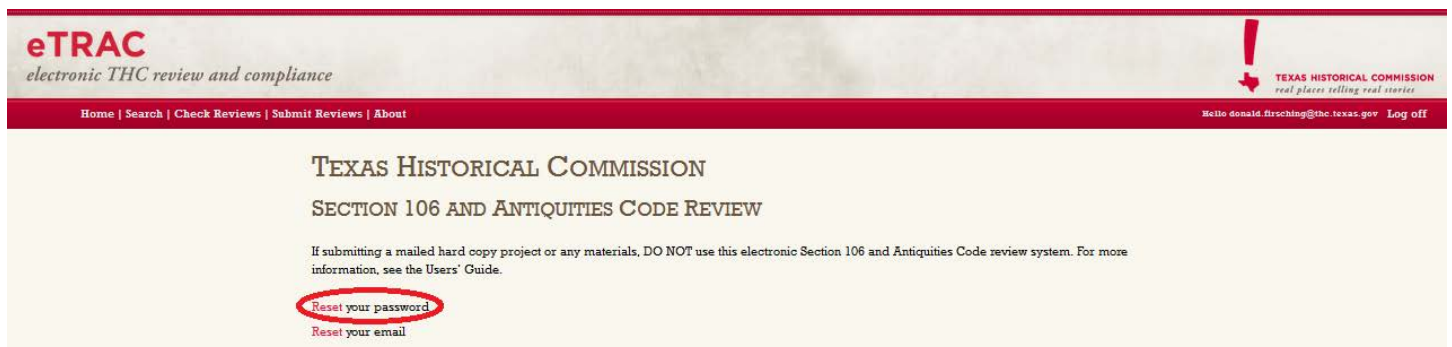
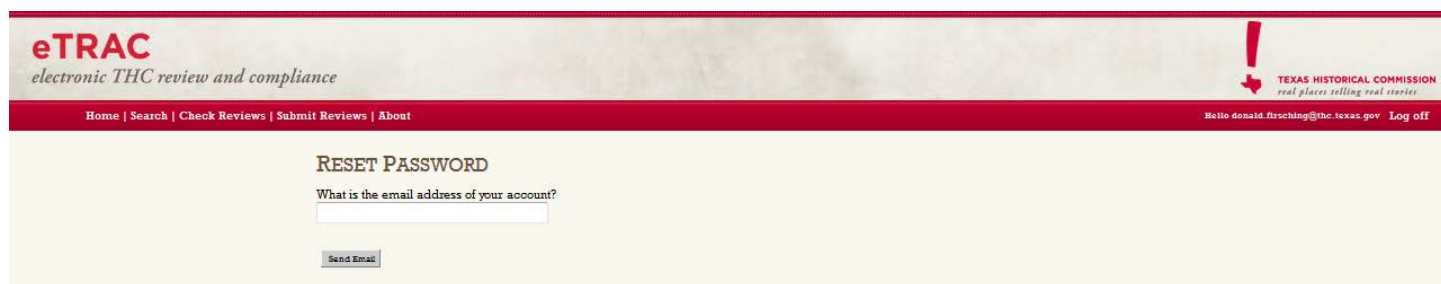
The screenshot shows the eTRAC home page. The header and navigation bar are the same as in Figure 2. In the top right corner of the navigation bar, the user's email address "Hello donald.firsching@the.texas.gov" is displayed, and a "Log off" link is next to it. The main content area displays the Texas Historical Commission logo and the text "SECTION 106 AND ANTIQUITIES CODE REVIEW". Below this, there is a paragraph of text: "If submitting a mailed hard copy project or any materials, DO NOT use this electronic Section 106 and Antiquities Code review system. For more information, see the Users' Guide." At the bottom of the main content area, there are two links: "Reset your password" and "Reset your email". The "Reset your password" link is circled in red.

Figure 4. Home Page

You will be asked to submit the email address associated with your account.



The screenshot shows the eTRAC website header with the logo and navigation links. The main content area is titled "RESET PASSWORD" and contains a form with the prompt "What is the email address of your account?". Below the prompt is a text input field and a "Send Email" button.

Figure 5. Reset Password Email Prompt

Once you submit your email address, you should receive an email containing a link to the reset password page. This process is conducted as a security precaution to be sure that no one is attempting impersonate you. Clicking this link will take you to the reset password page, where you can input the new password.



The screenshot shows the eTRAC website header. The main content area is titled "RESET PASSWORD" and contains a form with two text input fields labeled "New Password" and "Confirm Password". Below the fields is a "Set Password" button.

Figure 6. Reset Password Page

Resetting Your Email Address

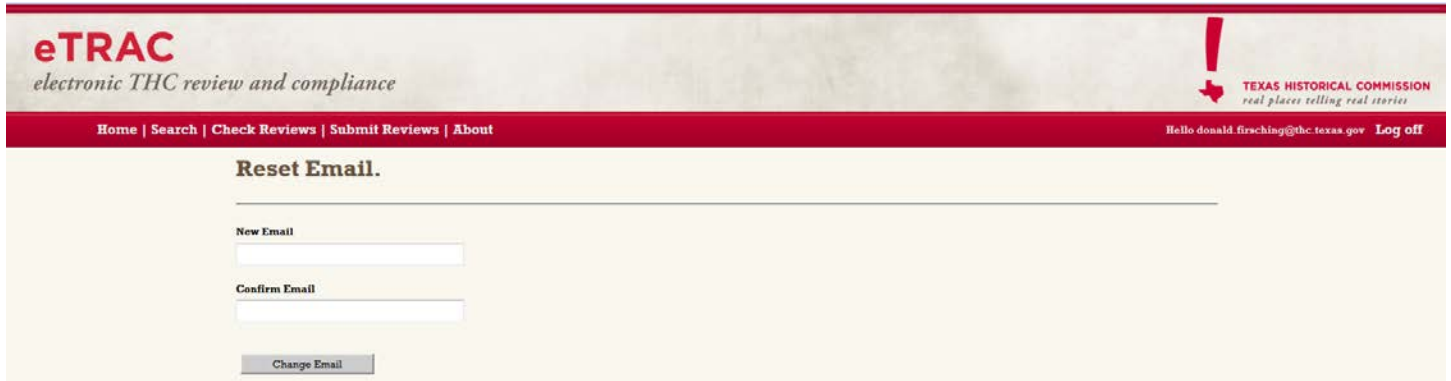
If you want to reset the email address associated with your account, you can do so by clicking the **Reset your email** link on the **Home** page.



The screenshot shows the eTRAC website header. The main content area is titled "TEXAS HISTORICAL COMMISSION SECTION 106 AND ANTIQUITIES CODE REVIEW". Below the title is a paragraph of text. At the bottom, there are two links: "Reset your password" and "Reset your email", with the latter circled in red.

Figure 7. Home Page

You will be asked to enter the new email address for your account.



The screenshot shows the eTRAC website's 'Reset Email' prompt. The header is red and contains the eTRAC logo, the tagline 'electronic THC review and compliance', and navigation links: Home | Search | Check Reviews | Submit Reviews | About. On the right, there is a red exclamation mark icon, the Texas Historical Commission logo, and the text 'Hello donald.firsching@thc.texas.gov Log off'. The main content area is yellow and features the title 'Reset Email.' followed by a horizontal line. Below this, there are two text input fields: 'New Email' and 'Confirm Email'. At the bottom of the form is a 'Change Email' button.

Figure 8. Reset Email Prompt

Once you submit your email address, you should receive an email at your new email address containing a link. This process is conducted as a security precaution to be sure no one is attempting to impersonate you. Clicking on this link will take you to a confirmation page, where you can log in with your new email address.

**Please note that, for security purposes, your account will log off after an hour of inactivity.
You should gather all necessary materials before beginning the process of submitting a review.**

New Reviews

To submit a new review, choose **New Review** from the **Submit Reviews** main menu item and complete the project form as thoroughly as possible. On certain form fields, you can hover your mouse pointer over a question mark within a red circle to view helpful information (tool tips) about the respective field. To submit the review, click the **Submit** button at the bottom of the form.

For instructions on how to check the status of a project review or information on submitting additional attachments, see “Checking Project Status,” “Add Files to Review,” and “Supplemental Reviews” below.

Completing the Review Form

The following form fields are required: **Project Name**, **Project County**, **Project Address**, **Project City**, **Program**, **Brief Project Description**, **Federal & State Involvement**, and **Attachments**. These fields are marked on the form and below with asterisks.

If you do not complete these fields, a validation error message will appear above each field in question. You must complete these fields before you will be able to submit the review.

The screenshot shows the eTRAC web application interface for a 'REQUEST FOR SHPO CONSULTATION'. The header includes the eTRAC logo and navigation links. The form is titled 'REQUEST FOR SHPO CONSULTATION: Section 106 of the National Historic Preservation Act and/or the Antiquities Code of Texas'. It is divided into three main sections: 'Project Information', 'Federal & State Involvement', and 'Attachments'. In the 'Project Information' section, several fields have validation errors: 'Project Name*' (The name field is required), 'Project County*' (The county field is required), 'Project Address*' (The address field is required), 'Project City*' (The city field is required), and 'Program*' (The route field is required). The 'Brief Project Description' field also has a validation error: 'A project description is required'. The 'Federal & State Involvement' section has a validation error: 'Federal or State Agency is required'. The 'Attachments' section has a validation error: 'A File Upload is Required!'. The form includes a 'submit' button at the bottom right.

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electronic THC review and compliance

Home | Search | Check Reviews | Submit Reviews | About

Hello elizabeth.brummett@thc.texas.gov Log off

REQUEST FOR SHPO CONSULTATION:
Section 106 of the National Historic Preservation Act and/or the Antiquities Code of Texas

Project Information

Project Name* The name field is required
Project County* The county field is required
Project Address* The address field is required
Project City* The city field is required
Project Zip
Other Counties
Program* The route field is required
Permit

*Brief Project Description: Please provide a short explanation of the project. (200 characters or less)
A project description is required

Federal & State Involvement

Federal or State Agency is required
☐ This project involves approval, funding, permit or license from a federal agency.
☐ This project involves state or local public property.
☐ Neither of the above is true; this is for private due diligence only and the response will not suffice for regulatory review.

Attachments:
Please attach relevant project documentation. The file size limit is 40MB. Accepted File Types: doc, docx, pdf, txt, rtf, jpg, zip

A File Upload is Required!
Choose Files No file chosen

submit

Figure 9. Validation Errors on a New Review Submission Page

Additional description of the required fields is provided below:

Project Name*

Enter a name that reflects the purpose of this review. Start with a broad category, such as:

- Facility where work will occur, like:
 - Abilene U.S. Post Office and Courthouse
 - County Road 301
- Program providing funding or approval, like:
 - City of Austin Lead Hazard Control
 - Corpus Christi Minor Home Repair
- Organization or company performing the work, like:
 - South East Texas Regional Planning Commission
 - Cellular carrier such as Sprint

Also include a designated project name or provide a brief description of the project, such as “new construction,” “rehabilitation of existing building,” or “sewer line installation.”

Keep in mind that your queue will show a list of project names. It may be useful to differentiate similar projects while also helpful to be consistent when possible. You may include a project number, if applicable, but a descriptive name understandable to someone outside of your organization must also be used.

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electronic THC review and compliance

TEXAS HISTORICAL COMMISSION
real places telling real stories

Home | Search | Check Reviews | Submit Reviews | About

Hello elizabeth.brummett@thc.texas.gov Log off

REQUEST FOR SHPO CONSULTATION:

Section 106 of the National Historic Preservation Act and/or the Antiquities Code of Texas

Project Information

Project Name*	<input type="text"/>	?
Project Address*	<input type="text"/>	?
Project City*	Select City	?
Project Zip	<input type="text"/>	
Project County*	Select County	?
Other Counties	<input type="text"/>	?
Program*	Select Program	?
Permit	<input type="text"/>	?

*Brief Project Description: Please provide a short explanation of the project. (200 characters or less)

Federal & State Involvement

☐ This project involves approval, funding, permit or license from a federal agency.

☐ This project involves state or local public property.

☐ Neither of the above is true; this is for private due diligence only and the response will not suffice for regulatory review.

Attachments:

Please attach relevant project documentation. The file size limit is 40MB. Accepted File Types: doc, docx, pdf, txt, rtf, jpg, zip

Choose Files No file chosen

submit

Figure 10. New Review Submission Page

Project County*, Project Address*, Project City*, and Project Zip

Identify the project location. Select the county where the project is located from the **Project County** drop-down menu. If the project area includes land in multiple counties, select the primary county from the menu and enter the additional county or counties in the **Other Counties** field.

When possible, provide a complete street address or nearest intersection for the project in the **Project Address** field. If a large project area will be affected, describe the general location in the address field through a verbal boundary description. You may enter “NA” if the project includes land in multiple counties. Please note that latitude and longitude coordinates should not be entered in lieu of an address; you may provide coordinates in the **Brief Project Description** field or in your attachments.

Select the city or town where the project is located from the **Project City** drop-down menu. Start typing in the field to jump later in the alphabet. If the city or town is not listed, you may select “Other” and list the city in the **Notes** field under Federal & State Involvement. If the project is in a rural area, select the city or town closest to the project. Enter “Multiple” if the project includes land in multiple locations.

Include a zip code when applicable in the **Project Zip** field.

Program*

The THC uses the **Program** field to route reviews to the appropriate reviewers. If you do not know which program to select or this is irrelevant, choose **Other** from the dropdown menu. The following are the menu options:

- **Other** should be selected for all agency and project types not described below, including those with funding, licenses, or approvals from other federal agencies or those carried out by state or local public agencies without federal involvement.
- **FEMA Applicant** may be used by Texas Division of Emergency Management, councils of government, or applicants for FEMA funds.
- **FEMA (Staff Only)** should be used *only* by Federal Emergency Management Agency (FEMA) employees submitting reviews for Public Assistance projects. It should *not* be used by the Texas Division of Emergency Management, councils of government, or applicants for FEMA funds, nor should it be used for non-disaster programs such as the Hazard Mitigation Grant Program.
- **HUD Single-Family Housing** should be selected for projects receiving funding through the U.S. Department of Housing and Urban Development if the scope consists of work to existing single-family housing or construction of new single-family housing.
- **HUD Rehabilitation** should be selected for projects receiving funding through the U.S. Department of Housing and Urban Development if the scope consists of work to existing building(s) other than single-family housing and without associated new construction.
- **HUD New Construction** should be selected for projects receiving funding through the U.S. Department of Housing and Urban Development if the scope includes construction of new multifamily, institutional, or commercial building(s).
- **HUD Infrastructure** should be selected for projects receiving funding through the U.S. Department of Housing and Urban Development if the scope includes infrastructure construction such as water and sewer lines or street improvements.
- **Underwater** should be selected for projects located in waterways or offshore.
- **TX Department of Transportation** should be used *only* by Texas Department of Transportation (TxDOT) employees and their authorized contractors submitting reviews for TxDOT projects.
- **Weatherization** should be selected for home weatherization grants from the U.S. Department of Energy or the U.S. Department of Health and Human Services.

Permit

Please include the Archeological Permit number in the notes field if the submittal is an interim or draft archeological report related to an Antiquities Permit.

eTRAC currently does not accept submissions related to Historic Buildings and Structures Permits, with the exception of projects also requiring Section 106 review, and this field should not be used to indicate a Historic Buildings and Structures Permit number. See “Submitting Projects by Mail” below for other types of submissions related to Antiquities Permits.

Brief Project Description*

Give a brief description of the scope and nature of the project. More detailed information must be provided as an attachment on the following screen (see “Adding Attachments” below). You may provide latitude and longitude coordinates for the project location here or in an attachment.

Federal & State Involvement*

You must indicate federal or state involvement, or both if applicable.

Federal: If the project requires review under Section 106 of the National Historic Preservation Act, select the first check box: “This project involves approval, funding, permit or license from a federal agency.” This includes projects carried out by a federal agency or those with other federal involvement, including pass-through funding administered by a state agency or local entity. If you have been instructed to obtain a Section 106 review or consult with the State Historic Preservation Officer (SHPO), check the box and complete this section.

Select the **Federal Agency*** from the drop-down menu. This is critical to ensure that your project is routed to the appropriate reviewers. Indicate the **Federal Program, Funding, or Permit Type**. Include a contact person and email address for the primary person with the federal agency responsible for administering the project in the **Federal Contact Person** and **Federal Contact Email** fields. If the project is part of a federal program administered by a state or local pass-through agency, you must indicate the federal agency and program type in the first two fields but may include contact information for the state or local agency. In the **Notes** field, you may indicate additional agencies or programs applicable to the project.

State: If the project requires review under the Antiquities Code of Texas, select the second check box: “This project involves state or local public property.” This includes projects occurring on land or property owned or controlled by the State of Texas or a political subdivision of the state, including state agencies, counties, cities, school districts, public colleges and universities, and other public authorities (any entity that contains the word “authority” or “district”). Control includes any easement that would allow a public entity to construct utility lines or other infrastructure across private property. If applicable, check the box and complete this section.

Select the **Type of State or Local Agency*** from the drop-down menu: City, County, Independent School District, State of Texas, Universities & Colleges, or Other. A second drop-down menu will appear and allow you to select the specific agency within that category. Provide contact information for the primary contact person with that entity in the **Owner, State or Local Contact Person**, and **State or Local Contact Email** fields. If ownership or control of the project area by a state agency or political subdivision is planned in the future, provide the name and contact information for the future public owner. In the **Notes** field, you may indicate additional state or local entities involved with the project.

Due diligence: The third check box states: “Neither of the above is true; this is for private due diligence only and the response will not suffice for regulatory review.” Select this box *only* for projects on private property with *no* federal or state involvement, or if you are preemptively coordinating based on the possibility of federal involvement. Use of due diligence reviews should be rare. If you have questions regarding whether this is an appropriate choice for you, please contact a project reviewer; see “Contact Us” below. Note that reviews conducted in this category are

not as comprehensive, and **the response will not suffice for Section 106 or Antiquities Code review**. Projects submitted through this category in error will require resubmission.

Adding Attachments

To upload files along with the submission, click the **Choose Files** button in the **Attachments** section of the submission form. This will launch a browse dialog from which files can be selected. The form can accept multiple files, and the selected files' names will appear on the input form. In order to remove a file from the upload list, click on the "x" symbol next to the undesired file. The maximum file size per file is 40 megabytes (MB). Accepted file types include doc, docx, jpg, pdf, png, rtf, txt, xlsx, and zip. File names should be alphanumeric. Do not use special characters (such as @, #, /, or %) or spaces in the file name.

See "Required Attachments" below.

If additional attachments need to be submitted within the 30-day review period, see "Add Files to Review" below. **DO NOT go through the steps to submit a New Review or Supplemental Review, as this may result in duplicate submissions within the eTRAC system.**

The uploaded files should be comprehensive and provide sufficient information for review of the proposed work, as further described below. **The THC completes reviews within 30 days of receipt of adequate documentation. If additional information is requested, the 30-day review period will reset upon receipt of the new information. For this reason, it is very important to provide the required information with your initial submission.**

Attachments:

Please attach relevant project documentation. The file size limit is **40MB**. Accepted File Types: doc, docx, pdf, txt, rtf, jpg, zip

Choose Files No file chosen

x SHPOCoverLetter.docx
x Texas-SHPO.pdf
x SitePlan.pdf
x Sitepictures.pdf

Figure 11. File Uploads

Required Attachments

Information Required for All Submissions

Cover Letter

Include a cover letter that summarizes the project, including the project location and nature of the proposed work. Indicate the type of review requested: Section 106 of the National Historic Preservation Act, the Antiquities Code of Texas, or both.

For Section 106 submissions, summarize the Area of Potential Effects, determinations of eligibility and effect, and efforts to identify consulting parties and engage the public. These concepts are explained further under “Information Required for Section 106 Coordination” below.

Project Work Description

Include a detailed description of the project that fully explains what will be constructed, altered, or demolished. Examples include a written scope of work and site plans. Architectural or engineering plans and specifications must be submitted in hard copy (see “Submitting Projects by Mail” below).

If the project entails ground disturbance, describe the nature of the project, including the proposed impacts that will occur to the ground surface, noting the surface area that will be impacted and the depth of impact. Describe the current and previous land use, including depths of impacts of known infrastructure and land use activities. Include any extenuating circumstances that may be important for the review, such as evidence of severe erosion or previous construction within the project area.

Maps

Include map(s) indicating the location and specific boundaries of the project. Identify the project location and boundaries (and area of potential effects (APE) for Section 106 projects; see “Area of Potential Effects” below) on the map(s) as precisely as possible. Suggested maps include U.S. Geological Survey (USGS) 7.5-minute quadrangle maps, tax maps, satellite images, or street maps. The number and type of maps will depend on the nature and complexity of the project as well as the extent of the project area or area of potential effects. **Projects involving ground disturbance must include the project footprint plotted on a color copy of a 7.5-minute USGS quadrangle, with the map name clearly noted.** Inclusion of a street map is also strongly recommended to ensure road names are legible.

Identification of Historic Properties

Indicate whether there are any buildings, structures, designed landscape features (such as parks or cemeteries), or historic districts 45 years old or older; or potential or known archeological resources within the project area (and APE for Section 106 projects; see below). Consult the Texas Historic Sites Atlas at <http://atlas.thc.texas.gov> to determine if previously identified historic properties or districts are located within or adjacent to the project area or APE. Include the address or location of each feature over 45 years of age, an actual or estimated date of construction, and the source for the construction date (such as deed research, county tax records, or estimate based on physical characteristics). Indicate the distance between the resource(s) and project area, where applicable. For buildings, structures, and landscape features, provide a brief history and the names of architects or builders, if known. Based on this information, the THC may determine that archeological and/or historic resource survey reports must be conducted for your project and reports submitted for further review.

Photographs

Include clear, high-resolution color photographs that illustrate the project area (and APE for Section 106 projects; see below). Images from the internet are not acceptable due to low resolution; do not include print-outs from Google Street View or other online image resources. Photographs should document the project area and properties within the APE, including clear views of any buildings or structures. Number and label all photographs, and include a map or site plan labeled to show the location and direction of each view. Where applicable, include photographs of the surrounding area taken from the project site and streetscape images. Should your project entail the alteration

of existing buildings or structures, please also provide photographs of the current condition and areas to be affected by the work.

Information Required for Section 106 Coordination Consulting Parties/Public Notification

The SHPO is only one consulting party under Section 106 (refer to 36 CFR 800.2). Other participants entitled to comment on the Section 106 process include Indian tribes, interested parties, and the public. Consultation with the SHPO is not a substitute for consultation with Indian tribes. For additional information on consultation with tribes, please see the [Tribal Consultation Guidelines](#) on our website. When identifying historic properties and determining the effect of an undertaking, applicants should consider consulting with the county historical commission and local historic preservation officer, if any. **Efforts to engage consulting parties and the public are required for Section 106 consultation.** Describe the actions taken to notify the public or invite consultation with parties other than the SHPO. Provide a summary of any consultation and comments received from consulting parties and the public.

Area of Potential Effects

The area of potential effects (APE) includes the entire area within which historic properties could be affected by the project (refer to 36 CFR 800.4(a)(1) and 36 CFR 800.16(d)). This includes all areas of construction, demolition, and ground disturbance (direct effects) and the broader surrounding area that might experience visual or other effects from the project (indirect effects). **Description of the APE is required for Section 106 submissions.** Provide a written description of the APE. Discuss the potential for the project to have direct and indirect effects on historic properties and justify the boundaries chosen for the APE. Show the APE on the maps provided.

Determination of Eligibility

Determine whether properties identified within the APE are listed in or eligible for listing in the National Register of Historic Places (refer to 36 CFR 800.4(c)). All determinations should be made by professionals meeting the [Secretary of the Interior's Professional Qualifications Standards](#) in an applicable field. For archeological sites, the determination should be made by an archeologist; for above-ground features, the determination should be made by a historian, architectural historian, or historic architect. For additional guidance, see the [National Register Criteria for Evaluation](#) and the [National Register Bulletins](#) applicable to the property type. **Determinations of eligibility are required for Section 106 submissions.**

Determination of Effect

An effect occurs when an action alters the characteristics of a property that qualify it for listing in the National Register of Historic Places, including changes to the property's location, design, setting, materials, workmanship, feeling, and association. Effects can be direct or indirect, and can be physical, visual, audible, or economic. They may include a change in ownership or use. **Determinations of effect are required for Section 106 submissions.** Determine the effect of the undertaking on historic properties identified in the APE, and explain the rationale for your determination. Possible determinations include **No Historic Properties Affected**, **No Adverse Effect** on historic properties, or **Adverse Effect** on historic properties (refer to 36 CFR 800.5). This determination should be made by a professional meeting the [Secretary of the Interior's Professional Qualifications Standards](#) in an applicable field. If the project meets the criteria of adverse effect, include an explanation of how the adverse effect could be avoided, minimized, or mitigated. Under these circumstances, efforts to involve consulting parties and the public are critical and required.

Submitting Projects by Mail

Some types of materials must be submitted in hard copy rather than electronically. If your submittal includes any of the items below, the entire submittal package must be sent by mail or delivery service.

- **Files exceeding 40 MB** will be rejected and should be submitted in hard copy. Do not attempt to circumvent this requirement by reducing image quality or breaking a file into multiple smaller components.
- **Large reports** exceeding 100 pages must be mailed or delivered due to their size.
- **Architectural and engineering plans and specifications** must be mailed or delivered due to their size. The exception is small drawing sets, not to exceed 25 sheets, which may be submitted as an attachment through this system.
- **Antiquities Permits:**
 - For **Archeological Permits**, the permit applications and final reports must be mailed or delivered due to their processing requirements. Draft and interim reports may be submitted through this system. The permit number should be included in the **Permit** field.
 - For **Historic Buildings and Structures Permits**, the permit application must be mailed, delivered, or emailed according to the instructions on the permit application. Completion reports must be mailed or delivered, with an electronic copy of the report submitted on disc or by email. **Do not use eTRAC for any part of the Historic Buildings and Structures Permit process.** See <http://www.thc.texas.gov/preserve/projects-and-programs/state-antiquities-landmarks>.

If submitting a project in hard copy, **DO NOT also submit it using the eTRAC system.** Please follow the instructions on the [What to Send for a Project Review](#) webpage, which includes the submission requirements and the agency's mailing and physical address.

Emailed submissions are not acceptable.

Checking Project Status

Once your submission is complete, you will receive an on-screen confirmation and automated email with the subject line **Section 106 Submission**. These confirmations will include the project name you provided and the track number assigned by the system.

The screenshot shows the eTRAC website header with the logo and navigation links. The main content area is titled 'REVIEW REQUEST CONFIRMATION' and contains a confirmation message from the Texas Historical Commission. It lists the project name, track number, and date received, followed by a 'Thank you!' message.

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Home | Search | Check Reviews | Submit Reviews | About

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REVIEW REQUEST CONFIRMATION

Your request for consultation has been successfully submitted to the Texas Historical Commission.

Project Name
Section 404 Hazard Mitigation Grant Application for workshops

Track Number
201810875

Date Received
6/25/2018 9:34:27 AM

Thank you!

Figure 12. Review Request Confirmation

You can check on the status of a review by clicking on the **Check Reviews** selection on the main menu. This page contains a **Time Interval** drop down which allows you to filter the results by time frame. By default, you will see your submissions over the last two months. The search results can be sorted by clicking on the column headers. Click the arrow next to the track number to view additional fields, including the assigned project reviewer(s).

The screenshot shows the eTRAC website header and the 'Check Reviews' section. It includes a 'Time Interval' dropdown menu set to 'Last 2 Months' and a 'Submit' button. Below is a table with columns: Track, Project, Address, County, Due, Response, and Status. A red circle highlights the track number '201810875' in the first row, which has an expandable view icon next to it. The expanded view shows additional details for the project, including the address, county, due date, response, and status.

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Check Reviews

Time Interval: Last 2 Months Submit

Track	Project	Address	County	Due	Response	Status
201810875	Section 404 Hazard Mitigation Grant Application for workshops	NA	Unknown	7/25/2018		In Review (E) files
Federal Emergency Management Administration						Grant application for preservation and disaster recovery workshops for cemeteries, museums and cultural institutions, and mid-century historic buildings
						Mark Denton, Kelly Little

Export to CSV

Figure 13. Review Search Results Showing Arrow to Expand View

The **Response** column indicates where a project is in the review process:

- **In Review** means that your submission has been received and is under review by THC staff. Please reference the date in the **Due** column to determine when a response can be expected.
- **No Action Required** means that staff interpreted your submission as informational in nature and will not send a written response.
- **Auto Email** means that an automated, electronic response has been sent to the email address associated with your account. The email text is also accessible via the link in the **Response** column.
- **Letter** means that a pdf letter has been sent as an attachment to the email address associated with your account. The letter is also accessible via the link in the **Response** column.
- Clicking on the tracking number under the **Files** column will take you to a file upload page, where additional files can be uploaded to the review. This option remains active only during the 30-day review window, and only for projects that remain in review. See also “Add Files to Review” below.

Add Files to Review

During the 30-day review window, when the project status remains **In Review**, you may submit additional files if necessary. Choose **Add Files to Review** from the **Submit Reviews** main menu item. You will be prompted to enter the **nine-digit project tracking number** for the review. Upon submitting the tracking number, a file upload screen will appear, displaying currently loaded files. To add files, click the **Choose File** button. This will launch a browse dialog from which files can be selected. Click **Open** on the dialog box, then **Upload File** on the screen shown below to confirm the upload.

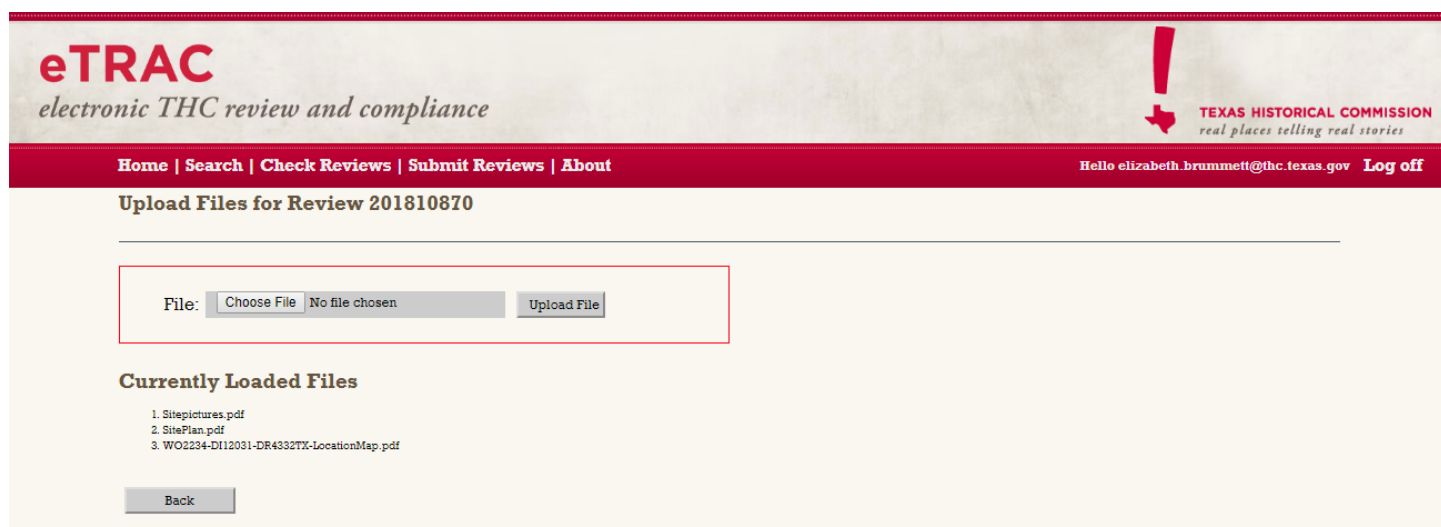


Figure 14. Upload Files Page, Accessible from the “Check Reviews” Screen or “Add Files to Review” on the “Submit Reviews” Menu

DO NOT use the New Review or Supplemental Review functions on the Submit Reviews menu to add files to an active review. Doing so may result in an error message or duplicate tracks within the eTRAC system.

Use **Add Files to Review** for projects with a status of **In Review**.

Use **Supplemental Review** for projects with a status of **No Action Required**, **Auto Email**, or **Letter**.

Supplemental Reviews

Supplemental reviews provide additional information pertaining to a project that has been closed and no longer has a status of In Review. In other words, this allows for ongoing consultation related to a project that has already received an email or letter, or was closed with no response. **DO NOT attempt to use the Supplemental Reviews function to submit additional attachments when the project status is In Review.**

In order to submit a supplemental review, choose **Supplemental Review** from the **Submit Reviews** main menu item. You will be prompted to enter the **nine-digit project tracking number** associated with the original submission. Upon submitting the tracking number, a copy of the original review record will appear. The only editable field on the supplemental record is a **Notes** field where you can explain the purpose of the submission.

The screenshot shows the eTRAC web interface for submitting a supplemental review. The header includes the eTRAC logo and the Texas Historical Commission logo. The navigation bar contains links for Home, Search, Check Reviews, Submit Reviews, and About. The main content area is titled "Supplemental Review" and prompts the user to enter a nine-digit project tracking number. Below this is a "Submit" button. The form then displays a "REQUEST FOR SUPPLEMENTAL SHPO CONSULTATION:" section. This section includes fields for Project Name (Test Project), Project County (Travis), Project City (Austin), Project Address (108 W. 16th Street), Project Zip (78701), Other Counties, Routing, and Permit. A text area for explaining the purpose of the submission is provided. Below this is a section for Federal & State Involvement, which includes fields for Federal Agency (HUD), Contact, Email, Notes, Local Agency, Owner, Contact, Email, and Notes. The form also includes an Attachments section with a file upload button and a list of accepted file types. A final "Submit" button is at the bottom.

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Supplemental Review

Please enter your nine digit project tracking number

Submit

REQUEST FOR SUPPLEMENTAL SHPO CONSULTATION:

Project Information

Project Name: **Test Project** Project County: **Travis**
Project City: **Austin** Other Counties:
Project Address: **108 W. 16th Street** Routing:
Project Zip: **78701** Permit:

Please briefly explain the purpose of this supplemental submission.

Federal & State Involvement

Federal Agency: HUD Contact: Email: Notes:	Local Agency: Owner: Contact: Email: Notes:
---	--

Attachments:

Please attach relevant project documentation. Accepted File Types: doc, docx, pdf, txt, rtf, jpg, zip

Texas-SHPO.pdf

Submit

Figures 15–16. Supplemental Review Submission

Please note that not all reviews pertaining to a specific project can be tied together in this manner. Because each user only has access to records he or she previously submitted, you will not be able to access information submitted by a different entity about the same project. You also will not be able to access reviews submitted by mail. In these cases, please reference the tracking number in the **Brief Project Description** field when submitting a new review.

Reports

The eTRAC system includes an option to download a record of your submissions, not including uploaded attachments. Select a time interval and click on the **Export to CSV** button at the bottom of the **Check Reviews** page to get a comma separated value file that can be opened in Microsoft Excel or other spreadsheet programs.

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Check Reviews

Time Interval: Last 2 Months

Track	Project	Address	County	Due	Response	Status
201810875	Section 404 Hazard Mitigation Grant Application for workshops	NA	Unknown	7/25/2018		In Review (E) files
	Federal Emergency Management Administration	Grant application for preservation and disaster recovery workshops for cemeteries, museums and cultural institutions, and mid-century historic buildings			Mark Denton, Kelly Little	

Last 2 Months

Figure 17. Export to CSV

eTRAC Checklist

Before you submit a review, have you done the following?

- ☐ Fully completed the **New Review** webform, including:
 - ☐ **Project Name** that describes the project and is understandable outside your organization
 - ☐ **Project County, Project Address, and Project City** that describes the location of the project
 - List the address or closest intersection; do not include coordinates
 - Use the drop-down menus for County and City
 - If the city or town is not listed, select “Other” and include the name in the Notes field
 - If the project is in a rural area, select the city or town closest to the project
 - If the project includes land in multiple locations or spans across counties, select “Multiple”
 - ☐ **Program** applicable to the project
 - **Other** applies to most projects
 - **FEMA Applicant** for applicants for FEMA funds and non-disaster programs
 - **HUD Single-Family Housing** for work to existing or construction of single-family houses
 - **HUD Rehabilitation** for work to existing buildings without new construction
 - **HUD New Construction** for construction of new buildings
 - **HUD Infrastructure** for infrastructure construction
 - **Underwater** for projects located in waterways or offshore
 - **Weatherization** for DOE or HHS weatherization grants
 - ☐ **Brief Project Description**
 - ☐ **Federal and State Involvement**
 - Check the first checkbox for projects involving approval, funding, permit or license from a federal agency. Select the **Federal Agency** and provide contact information.
 - Check the second checkbox for projects involving state or local public property. Select the **State or Local Agency** from the drop-down menu.
 - **Do not use** the third checkbox for regulatory reviews.
- ☐ Uploaded **Attachments** that fully describe the project and affected historic properties, in one or more files under 40 MB each:
 - ☐ **Cover Letter** summarizing the project, review request, and applicable determinations
 - ☐ **Project Work Description** such as a written scope of work or architectural plans and specifications
 - ☐ **Maps** indicating the project location, with a 7.5-minute USGS Quad for any ground disturbance
 - ☐ **Identification of Historic Properties** over 45 years of age, with any available background history
 - ☐ **Photographs** of the project area and its surroundings, including all properties over 45 years of age
- ☐ Uploaded additional **Attachments for Section 106** reviews, including:
 - ☐ **Consulting Parties/Public Notification** including consultation with Indian tribes when applicable
 - ☐ **Area of Potential Effects** shown on a map with any historic properties indicated
 - ☐ **Determination of Eligibility** for listing in the National Register of Historic Places
 - ☐ **Determination of Effect** of the project on any identified historic properties

To provide additional information after submitting a review, have you done the following?

- ☐ Used **Add Files to Review** to upload additional files for projects still In Review
- ☐ Submitted a **Supplemental Review** for projects with a status of No Action Required, Auto Email, or Letter

Contact Us

To Check Project Status or Talk with your Reviewer

For follow up on a project submitted through the eTRAC system, please see the reviewer(s) assigned to it on the **Check Reviews** screen by clicking the arrow next to the track number. For contact information for the assigned reviewer(s), visit the [Contact Us](#) page on our website for an up-to-date list of project review contacts by agency and county or the [Staff Directory](#) for a comprehensive listing of agency staff contacts.

For Technical Assistance

For technical assistance with the eTRAC system, contact Donald Firsching at Donald.Firsching@thc.texas.gov.

To help us diagnose and address problems, please include a screenshot of any error message you receive, as well as a description of what you were doing prior to the error.

To Provide Feedback

To provide feedback on the eTRAC system, you may contact staff on the development team, including:

- | | | |
|----------------------|--|--|
| • Donald Firsching | Database Programmer | Donald.Firsching@thc.texas.gov |
| • Bill Martin | Archeology Division representative | Bill.Martin@thc.texas.gov |
| • Arlo McKee | Archeology Division representative | Arlo.McKee@thc.texas.gov |
| • Justin Kockritz | History Programs Division representative | Justin.Kockritz@thc.texas.gov |
| • Caitlin Brashear | History Programs Division representative | Caitlin.Brashear@thc.texas.gov |
| • Elizabeth Brummett | Division of Architecture representative | Elizabeth.Brummett@thc.texas.gov |

We welcome your input.