



Instructions

Completing Project Coordination Request (PCR) for Historical Studies

Use the Historical Studies Project Coordination Request (PCR) to initiate contact with the appropriate historian about any project that needs Historical Studies review, including reviews under Appendix 4 of the 2015 Section 106 Programmatic Agreement. TxDOT District staff must ensure that all information in the Work Plan Development in ECOS is accurate. Especially with large file sizes, PCR attachments can be uploaded into ECOS as separate documents.

Instructions

Main CSJ: Provide an active CSJ (or equivalent if the project is not a construction project) against which environmental work can be charged.

The following question determines the appropriate PCR questions for the project based on existing agreements TxDOT has in place regarding historical studies.

Answer YES if your project

1. Has FHWA funding and is an undertaking that fits under Appendix 4 as described in the [Historic Resources Toolkit](#). These are projects with minimal potential to affect historic properties.
2. Has TxDOT funding with no FHWA funding and is an undertaking that requires historian review as determined by the decision tree in the [Historic Resources Toolkit](#).
3. Has local funding with no FHWA or TxDOT funding and is an undertaking that requires historian review as determined by the decision tree in the [Historic Resources Toolkit](#).

Question 1: Review the appropriate maps that indicate the presence of known historic properties. The Area of Potential Effect (APE) for these types of projects is typically the existing right-of-way and any abutting parcels. Check the box to confirm that no historic properties are present in the APE. Historical markers are typically not considered to be historic properties but may require coordination if they need to be stored, protected, or moved as part of the project.

Question 2: Certain bridge projects require coordination with County Historical Commissions, as determined by the bridge decision tree found in the [Historic Resources Toolkit](#). Select “yes” if the project is a bridge project that requires this coordination. Ensure that any appropriate coordination is in ECOS. Otherwise, select “no.”

Question 3: Confirm that appropriate supporting documentation is in ECOS for historian review. Note that screen captures of the maps in question 1 are not required for review. Insert the name of the files for each piece of documentation.

District Personnel Certification

- The appropriate district personnel **must** certify that the above questions are correct and appropriate documentation is in ECOS. Type in the district personnel name and date of certification.
- Save and upload this PCR to ECOS and assign a PCR review to the appropriate historian.

Answer NO if your project

1. Has FHWA funding and is not an undertaking that fits under Appendix 3 or Appendix 4 as described in the [Historic Resources Toolkit](#). These are typically projects with potential historic properties or with new ROW.
2. Has federal funding other than FHWA, such as Federal Transit Administration (FTA), Federal Emergency Management Administration (FEMA), Federal Aviation Authority (FAA), etc.



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3. Has TxDOT (state) funding but needs federal approval from agencies such as the United States Army Corps of Engineers (USACE), the U.S. Coast Guard (USCG), the International Boundary and Water Commission (IBWC), etc.
4. Has local funding and needs federal approval from agencies such as the United States Army Corps of Engineers (USACE), the U.S. Coast Guard (USCG), the International Boundary and Water Commission (IBWC), etc.

Information Required to Process Projects with Potential to Affect Historic Properties

1. *Targeted ENV clearance date:* When does the district want to have all environmental documents completed? This date assists the historian in prioritizing project reviews. This date should be more than three months after the date of the PCR.
2. *Anticipated letting date:* When is the project projected to let? This date is important because it helps determine how old properties must be to be “historic age.” TxDOT assesses all properties 45 years of age or older within a project’s APE to understand any effects to historic properties, which must be at least 50 years old. If a project misses the anticipated letting date by more than 5 years, districts must recoordinate a project finding with the historians.
3. *“Historic-age” date (let date minus 45 years):* Automatically populated based on letting date.
4. If the project will need any type of federal permit for work, select “yes” in this drop-down box. This question is important because it indicates to the historians which federal and state laws and agreements apply to the project. For instance, the project may have solely state funds but need a USACE permit. This box indicates that the USACE may review this project for compliance with Section 106 regulations.

Describe the needed federal permit in the box provided. This could include indicating which Nationwide Permit will cover the project for the USACE, indicate if an easement is necessary to do work along the international border, or indicate if a USCG permit is needed to demolish a bridge.

If the project will not have any additional federal permitting, select “no” in the drop-down box.

5. If the project needs any type of new ROW or temporary or permanent easements, select “yes” in this drop-down box. This question is important because it determines the APE for the project. It can also indicate a potential need to comply with the Section 4(f) regulations governing historic sites.

Complete the table with the appropriate parcel IDs and amounts of new ROW, temporary easements, and permanent easements. If necessary, append a table to the PCR and indicate “see attached table” in the Parcel ID column with the total amounts of new ROW and easements in the appropriate columns. Break down the parcels and needed ROW and easements in the attached table.

If the project does not need any type of new ROW or temporary or permanent easements, select “no.” **If this changes**, the historian needs to review the project again.

6. *Maps:* Upload all appropriate background research maps used for this project either within the PCR or as a separate attachment. It may be difficult to acquire parcel boundary maps at the PCR level. If so, contact your historian to see if they are necessary at this stage of project review. Parcel boundary maps are essential for historians to understand the extent of a potential historic property. The Historic Resources Toolkit has links to TxDOT-maintained historic property maps.



7. *Photographs: Clear project photographs provide the best information for a historian to get a sense of the project area, with the most important being:*

- Known historic properties as identified in background research
- Buildings that appear to be historic age (at least 45 years old)
- Properties where TxDOT will acquire new ROW or easements
- General setting and overall project photographs

Photographs do not need to be taken by professional historians and can be taken by district environmental staff or engineering staff as appropriate.

8. *Preliminary plans:* Schematics are not required at the PCR level. Due to the size of schematics, it is best to have them in a stand-alone document uploaded to ECOS as opposed to an overall attachment document. Plans help historians understand the project and determine potential effects to historic properties.

9. *Historic-age bridges:* Not all historic-age bridges are historically significant, and many are not subject to historic preservation regulations (such as bridges on the interstate system). List any historic-age bridges in the project area in this table, regardless of if work is planned to the bridge. This table helps the historians identify any potential historic properties.

9.2 CHC consultation: Certain bridge projects require coordination with County Historical Commissions, as determined by the bridge decision tree in the Historic Resources Toolkit. Select “yes” if the project is a bridge project that requires this coordination. Ensure that any appropriate coordination is in ECOS. Otherwise, select “no.”

10. *Rock masonry features:* Structures such as rock walls, rock bridge abutments, rock lined ditches, or masonry culverts may represent significant Depression-era programs in the area. TxDOT has not identified or surveyed all Depression-era (1933–1942) properties in the state, and these structures may warrant additional research. Photographs should include any “identifying marks” on the structures, which means date stamps or plaques.

11. *Historic-age rest area(s):* Not all historic-age rest areas/picnic areas/roadside parks are identified or surveyed in the state, and these places may warrant additional research. In some cases, the historian will use the map and any information provided on the PCR to make this determination.

12. *Historical markers:* Historical markers come in a variety of types, materials, and sizes. The Texas Historical Commission, and in some cases the County Historical Commission (CHC), keeps an inventory of the location of these markers. If markers need relocation or storage as part of a project, TxDOT must coordinate that with the local CHC. In some cases, markers are very site specific and may not be able to be moved far. If markers do need to be relocated for the project, the project historian will assist in reaching out to the CHC and completing any paperwork.

13. *Additional consulting parties:* Typical historic preservation consulting parties include:

- County Historical Commissions (find a list of the chairs, updated monthly, on the THC’s website)
- Certified Local Governments (find current list of CLG contacts on the THC’s website)
- Main Street communities (find a current list of Main Street communities and contacts on the THC’s website)
- Local preservation organizations (such as Preservation Austin, Houston Mod, etc.)



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- Preservation Texas (a statewide non-profit)
- Historic Bridge Foundation
- Historic neighborhood associations
- Other parties identified through public involvement or public engagement

Additional project comments: Provide any additional information that may be relevant to the historian's review, such as previous historic resource surveys in the project area, any previous coordinations, a longer description of the project work as it relates to historic properties, etc.

District Personnel Certification: Certify that you conducted quality control of the documents uploaded for the PCR. The district project manager must complete this, regardless of the person that actually completed the PCR. PCR certification is critical, with typed reviewer name and review date; the ENV audit team will look for this information.



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Appendix A: Revision History

The following table shows the revision history for this instructional document.

Revision History	
Effective Date Month, Year	Reason for and Description of Change
August 2019	Version 1 was released.