

FS Agreement No. 22-PA-11030400-174

Cooperator Agreement No. _____

PARTICIPATING AGREEMENT SUPPLEMENTAL PROJECT AGREEMENT

To

MASTER PARTICIPATING AGREEMENT # 22-PA-11030400-043

Between

CITY OF FLAGSTAFF

And The

USDA, FOREST SERVICE

COCONINO NATIONAL FOREST

This Supplemental Project Agreement (SPA) is hereby made and entered into by and between the City of Flagstaff, hereinafter referred to as “the City,” and the United States Department of Agriculture (USDA), Forest Service, Coconino National Forest, hereinafter referred to as the “U.S. Forest Service,” as specified under the provisions of Master Participating Agreement #22-PA-11030400-043.

Title: Fireshed Heritage Support

- I. GENERAL PROJECT DESCRIPTION:** This agreement provides for cultural surveys, site revisits, reporting, data entry and management of Natural Resource Manager (NRM) cultural resource database of record, and other cultural resources work as needed. Cultural survey project efforts will be documented for submission to the U.S. Forest Service and the Arizona State Historic Preservation Office for concurrence, as needed. Project work will include heritage inventory and management in support of erosion control and hazardous fuel reduction work.

The City will coordinate cultural surveys, site revisits, reporting, data entry and management of the NRM cultural resource database of record, as well as additional heritage work such as monitoring.

All project work undertaken in this agreement will occur on National Forest System (NFS) lands. With regard to the City's contributed labor, the City is responsible for the daily administration and supervision of its employees, contractors, and/or volunteers; the U.S. Forest Service is responsible for the oversight of the City's fulfillment of agreement tasks outlined in this agreement. The U.S. Forest Service and the City will work as collaborators in the management and oversight of the project.

In consideration of the above premises, the parties agree as follows:



II. RESPONSIBILITIES:

A. The the City shall:

1. **BUILDING AND COMPUTER ACCESS BY NON-U.S. FOREST SERVICE PERSONNEL.** The City may be granted access to U.S. Forest Service facilities and/or computer systems to accomplish work described in the Operating Plan or Statement of Work. All non-Government employees with unescorted access to U.S. Forest Service facilities and computer systems shall have background checks following the procedures established by USDA Directives 3800 series. Those granted computer access must fulfill all U.S. Forest Service requirements for mandatory security awareness and role-base advanced security training, and sign all applicable U.S. Forest Service statements of responsibilities.
2. Designate a program manager that will consistently communicate with the designated U.S. Forest Service program manager on all issues related to the timely and successful achievement of agreement project work.
3. Collaborate with the U.S. Forest Service in the preparation of a mutually acceptable, detailed work plans in compliance with U.S. Forest Service direction as well as the provisions of this agreement in executing multiple contracts.
4. Adhere to all U.S. Forest Service regulations, standards, and specifications outlined in heritage program standard operating procedures.
5. Comply with all U.S. Forest Service regulations, policies, specifications, and guidance pertaining to data management and distribution of site locations and/or descriptions.
6. Select contractors able to be permitted to conduct archaeology survey work on the Coconino National Forest.
7. Perform in accordance with the attached Statement of Work (Exhibit A) and Financial Plan (Exhibit B).
8. **PROGRAM MONITORING AND PROGRAM PERFORMANCE REPORTS.** The parties to this agreement shall monitor the performance of the agreement activities to ensure that performance goals are being achieved.

Performance reports must contain information on the following:

- A comparison of actual accomplishments to the goals established for the period. Wherever the output of the project can be readily expressed in numbers, a computation of the cost per unit of output, if applicable.
- Reason(s) for delay if established goals were not met.



- Additional pertinent information.

The City shall submit annual performance reports to the U.S. Forest Service Program Manager. These reports are due 90 days after the reporting period. The final performance report must be submitted either with the City's final payment request, or separately, but not later than 120 days from the expiration date of the agreement.

B. The U.S. Forest Service shall:

1. PAYMENT/REIMBURSEMENT. The U.S. Forest Service shall reimburse the the City for the U.S. Forest Service's share of actual expenses incurred, not to exceed \$1,300,000.00, as shown in the Financial Plan. In order to approve a Request for Reimbursement, the U.S. Forest Service shall review such requests to ensure payments for reimbursement are in compliance and otherwise consistent with the terms of the agreement. The U.S. Forest Service shall make payment upon receipt of the the City's quarterly invoice. Each invoice from the the City must display the total project costs for the billing period, separated by U.S. Forest Service and the the City's share. In-kind contributions must be displayed as a separate line item and must not be included in the total project costs available for reimbursement. The final invoice must display the the City's full match towards the project, as shown in the financial plan, and be submitted no later than 120 days from the expiration date.

Each invoice must include, at a minimum:

1. The the City's name, address, and telephone number.
2. U.S. Forest Service agreement number.
3. Invoice date.
4. Performance dates of the work completed (start & end).
5. Total invoice amount for the billing period, separated by U.S. Forest Service and the City share with in-kind contributions displayed as a separate line item.
6. Display all costs, both cumulative and for the billing period, by separate cost elements as shown on the financial plan.
7. Cumulative amount of U.S. Forest Service payments to date.
8. Statement that the invoice is a request for payment by "reimbursement".
9. If using SF-270, a signature is required.
10. Invoice Number, if applicable.

The invoice must be forwarded to:

EMAIL: SM.FS.ASC_GA@USDA.GOV

FAX: 877-687-4894



POSTAL: USDA Forest Service
Albuquerque Service Center
Payments – Grants & Agreements
101B Sun Ave NE
Albuquerque, NM 87109

Send a copy to: Jeanne Stevens, jeanne.stevens@usda.gov

3. TEXT MESSAGING WHILE DRIVING. In accordance with Executive Order (EO) 13513, “Federal Leadership on Reducing Text Messaging While Driving,” any and all text messaging by Federal employees is banned: a) while driving a government owned vehicle (GOV) or driving a privately owned vehicle (POV) while on official Government business; or b) using any electronic equipment supplied by the Government when driving any vehicle at any time. All Cooperators, their Employees, Volunteers, and Contractors are encouraged to adopt and enforce policies that ban text messaging when driving company owned, leased or rented vehicles, POVs or GOVs when driving while on official Government business or when performing any work for or on behalf of the Government.
4. Designate U.S. Forest Service program manager that will consistently communicate with the designated City program manager on all issues related to the timely and successful achievement of agreement project work.
5. Collaborate with the City in the preparation of a mutually acceptable, detailed work plans in compliance with U.S. Forest Service direction as well as the provisions of this agreement.
6. Provide on-site guidance and direction for all project work as needed. Provide as needed, but no less than bi-weekly, project monitoring, inspection, and oversight of project progress completed by the City.
7. Be the primary reviewers of cultural resources work completed through this agreement and retains ultimate authority over acceptance of the City’s work.
8. Review and provide any necessary feedback on progress and performance reports within 10 business days of receipt.
9. Conduct quality assurance and quality control on all final deliverables produced under the agreement.
10. Ensure all activities comply with all applicable Federal, State, and local laws and regulations, policies, and requirements.



III. CONTACTS & TIME LIMITS:

- A. PRINCIPAL CONTACTS. Individuals listed below are authorized to act in their respective areas for matters related to this agreement.

Principal Cooperator Contacts:

Cooperator Program Contact	Cooperator Administrative Contact
Neil Chapman, Forest Health Supervisor 211 W. Aspen Flagstaff, AZ 86001 Telephone: 928-606-9840 Email: jeanne.stevens@usda.gov	Stacey Brechler-Knaggs, Grants & Contracts Manager 211 W. Aspen Flagstaff, AZ 86001 Telephone: 928-213-2227 Email: sknaggs@flagstaffaz.gov

Principal U.S. Forest Service Contacts:

U.S. Forest Service Program Manager Contact	U.S. Forest Service Administrative Contact
Jeanne Stevens District Heritage Staff Coconino NF, Flagstaff RD 5075 N Highway 89 Flagstaff, AZ 86004 Telephone: 928-527-8261 Email: jeanne.stevens@usda.gov	Brian Speeg Office of Grants and Agreements 333 Broadway Blvd SE Albuquerque, NM 87102 Email: brian.speeg@usda.gov

- B. ASSURANCE REGARDING FELONY CONVICTION OR TAX DELINQUENT STATUS FOR CORPORATE ENTITIES. This agreement is subject to the provisions contained in the Department of Interior, Environment, and Related Agencies Appropriations Act, 2012, P.L. No. 112-74, Division E, Section 433 and 434 434 as continued by Consolidated and Further Continuing Appropriations Act, 2013, P.L. No. 113-6, Division F, Title I, Section 1101(a)(3) regarding corporate felony convictions and corporate federal tax delinquencies. Accordingly, by entering into this agreement the City acknowledges that it: 1) does not have a tax delinquency, meaning that it is not subject to any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability, and (2) has not been convicted (or had an officer or agent acting on its behalf convicted) of a felony criminal violation under any Federal law within 24 months preceding the agreement, unless a suspending and debaring official of the United States Department of Agriculture has considered suspension or debarment is not necessary to protect the interests of the Government. If the City fails to comply with these provisions, the U.S. Forest Service will annul this agreement and may recover any funds the City has expended in violation of sections 433 and 434.



- C. SYSTEM FOR AWARD MANAGEMENT REGISTRATION REQUIREMENT (SAM). the City shall maintain current information in the System for Award Management (SAM) until receipt of final payment. This requires review and update to the information at least annually after the initial registration, and more frequently if required by changes in information or agreement term(s). For purposes of this agreement, System for Award Management (SAM) means the Federal repository into which an entity must provide information required for the conduct of business as a Cooperative. Additional information about registration procedures may be found at the SAM Internet site at www.sam.gov.
- D. AVAILABILITY FOR CONSULTATION. Both parties will make themselves available at mutually agreeable times, for continuing consultation to discuss the conditions covered by this agreement and agree to actions essential to fulfill its purposes.
- E. MODIFICATIONS. Modifications within the scope of this SPA shall be made by mutual consent of the parties, by the issuance of a written modification signed and dated by all properly authorized, signatory officials, prior to any changes being performed. Requests for modification should be made in writing, at least 90 days prior to implementation of the requested change. The U.S. Forest Service is not obligated to fund any changes not properly approved in advance.
- F. COMMENCEMENT/EXPIRATION DATE. This agreement is executed as of the date of the last signature and is effective through May 2, 2027 at which time it will expire. The expiration date is the final date for completion of all work activities under this agreement.



G. AUTHORIZED REPRESENTATIVES. By signature below, each party certifies that the individuals listed in this document as representatives of the individual parties are authorized to act in their respective areas for matters related to this agreement. In witness whereof, the parties hereto have executed this agreement as of the last date written below.

Paul Deasy

Digitally signed by Paul Deasy
DN: cn=Paul Deasy, o=City of Flagstaff, ou=Mayor,
email=paul.deasy@flagstaffaz.gov, c=US
Date: 2022.09.08 13:23:52 -07'00'

PAUL DEASY, Mayor
City of Flagstaff

Date

LESLEY YEN, Acting Forest Supervisor U.S.
Forest Service, Coconino National Forest

Date

The authority and format of this agreement have been reviewed and approved for signature.

Karen Dyckes y Montaña

Digitally signed by Karen Dyckes y
Montaña
Date: 2022.09.07 15:40:52 -06'00'

KAREN DYCKES Y MONTANO
U.S. Forest Service, Grants Management Specialist
Agreement # 22-PA-11030400-174

Date

Burden Statement

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0596-0217. The time required to complete this information collection is estimated to average 4 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at 202-720-2600 (voice and TDD).

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call toll free (866) 632-9992 (voice). TDD users can contact USDA through local relay or the Federal relay at (800) 877-8339 (TDD) or (866) 377-8642 (relay voice). USDA is an equal opportunity provider and employer.

USDA, FOREST SERVICE
SUPPLEMENTAL PROJECT AGREEMENT
#22-PA-11030400-043 (Fireshed Heritage Support)

ATTEST:




Digitally signed by Stacy
Saltzburg
Date: 2022.09.08 15:26:42 -07'00'

CITY CLERK

APPROVED AS TO FORM:

Marianne
Sullivan

 Digitally signed by Marianne
Sullivan
Date: 2022.09.08 13:07:50
-07'00'

CITY ATTORNEY

Exhibit A
STATEMENT OF WORK
Fireshed Heritage Support



I. BACKGROUND

Management of the public lands for forest and watershed health is key to protecting The City from flooding and sedimentation, increasing public safety, and providing high quality water for municipal uses. In the Organic Administration Act of 1897, a principal purpose for establishment of the Forest Reserves (predecessor to the National Forest System) was to “secure favorable conditions for water flows.” In the fall of 2021 USDA Forest Service Chief Randy Moore pledged \$54 million dollars for forest restoration work in northern Arizona. The Forest Service is initiating several projects with that support to accelerate several local high-priority projects over ten years. The projects will include mechanical treatments, hand thinning, prescribed fire, and more. Collectively, they are aimed at protecting communities and watersheds from catastrophic wildfires and the devastating after-effects such as uncontrollable flooding and associated damage.

The Coconino National Forest Flagstaff Ranger District is initiating a collaborative project to conduct landscape-scale heritage inventory projects with the City of Flagstaff. The project will include approximately three to five heritage projects over five years. This project is directly in line with the City of Flagstaff Wildland Fire Management Program mission, objectives, tactics, and initiatives (see Appendix A) and through it, the U.S. Forest Service and the City are moving forward with all necessary activities to proactively improve the health and resiliency of U.S. Forest Service lands and watersheds for the mutual benefit of watershed protection, decreased risk from additional flooding and sedimentation, improved public safety, and reduced negative social and economic outcomes from wildfires.

Working together will allow both the Coconino National Forest and the City of Flagstaff to contribute resources and support for the implementation and completion of heritage inventory. It will also allow each to reap the benefits from working together. While much heritage inventory exists on the Flagstaff Ranger District to allow for the planning of forest restoration work (approximately 29% of the District has heritage inventory), a lot of survey and site assessment work remains to be done in areas where active treatment is planned.

The city of Flagstaff, entirely surrounded by national forest lands, is extremely vulnerable to wildfire events and the devastating after-effects of wildfire such as uncontrollable flooding. These events cause property damage and destruction to city property, private property and disrupt the lives and livelihoods of city inhabitants. Until recently, the city has not had a large role in the planning and implementation of forest thinning and prescribed fire projects to restore forested lands. By working together, the city and the Coconino National Forest will each reap enormous benefits made possible through forest restoration. As we join forces, the city is well positioned to work with the agency on this project by each bringing capacity, administrative and technical oversight, and expertise to the project. The Coconino NF, through its long history of conducting landscape level heritage inventories in support of forest restoration, has expertise to share in the technical review process and will also ensure survey work meets federal lands criteria and meets the requirements of the National Historic Preservation Act of 1966, as amended, including Tribal consultation. Through working together and relying on our diverse and complimentary expertise, this collaborative project is well positioned to be successful.

By working together, we will be better able to manage large landscape-level heritage inventory projects, collecting management data that is essential to proper restoration project planning. Through this work, work will take place more efficiently and rapidly in critical watersheds near the community of Flagstaff, Arizona. These watersheds (Figure 1, below) are critical due to their close proximity to a large urban center and impact on the city of Flagstaff water supply if compromised. Additional effects from compromised watersheds include uncontrolled flooding that threatens human life, municipal and private property, and local roadways. As we develop this agreement, flood waters from the 2022 Pipeline Fire have shut down 20% of the city's water supply that originates in the Inner Basin of the San Francisco Peaks. Flood waters also threaten the local landfill, potentially devastating for a nearby downhill subdivision, and are regularly closing Highway 89 and Highway 180, both popular and heavily traveled routes in and out of the city of Flagstaff to the north.

II. SCOPE OF WORK

The projects will include heritage inventory, site assessments, site updates, site marking, and additional tasks related to the management of heritage resources on the Flagstaff Ranger District. The project area includes the entire Flagstaff Ranger District. While we have identified three priority areas (Figures 1-4 in Appendix B), we may adjust project areas as needed over the five year agreement because of potential fire closures and to

keep pace with and stay in alignment with Forest Service land management actions. Adjustments will be detailed in the annual performance report. All project areas will be identified as either high or low site density with tasks clearly delineated ahead of time.

Priority areas include the most significant and vulnerable watersheds, or *firesheds*, in the Flagstaff Area, including the Flagstaff and Munds Park Firesheds, high priority prescribed fire treatment areas north and west of Flagstaff, as well as other areas vulnerable to wildfires. While planned projects include mainly prescribed fire, surveys can be conducted as part of planning for all restoration -activities. Table 1 lists and Figure 1 depicts all the 6th Code Hydrologic Watersheds that will benefit from activities conducted under this agreement. The watersheds themselves, the forested lands, and cultural and natural resources will benefit from the heritage inventory work to be completed therein as the restored forested lands will support healthier and more robust forest conditions less vulnerable to the effects of devastating wildfire.

This agreement provides for cultural surveys, site revisits, reporting, data entry and management of Natural Resource Manager (NRM) cultural resource database of record, and other cultural resources work as needed. Cultural survey project efforts will be documented for submission to the Coconino National Forest and the Arizona State Historic Preservation Office for concurrence, as needed. Project work will include heritage inventory and management in support of erosion control, ecosystem restoration, and hazardous fuels reduction work.

The City of Flagstaff Forest Health will advertise for heritage projects and the Heritage Preservation Officer will coordinate those contracts to include cultural surveys, site revisits, reporting, data entry and management of the NRM cultural resource database of record, as well as additional heritage work such as monitoring. The Coconino National Forest will work alongside the City to facilitate project work by contractors, and serve to provide quality control review assistance to the City of contractor work. The Coconino National Forest will provide technical assistance to the City and both entities will work collaboratively to accept contractor work.

All project work undertaken in this agreement will occur on National Forest System (NFS) lands. With regard to the City's contributed labor, the City is responsible for the daily administration and supervision of its employees, contractors, and/or volunteers. This will be approximately eight hours per month for the Cultural Preservation Officer and five hours per month for the Forest Health Supervisor. The City will provide a vehicle to travel from the City's office in Flagstaff to worksites for approximately two days each month. Distances to the project areas range from 5-40 miles along gravel roads and unimproved dirt roads from the City of Flagstaff, Arizona. The U.S. Forest Service is responsible for providing technical and coordination assistance to the City in their oversight of contracts that will fulfill agreement tasks outlined in this agreement. The Forest Service will contribute approximately 40 days by the District Archaeologist, 100 days by the Project Archaeologist, 100 days by the Archaeology Technician and 10 days by the Tribal Relations Specialist to support this project.

Table 1. 6th Code Hydrologic Watersheds in the Fireshed SPA that will benefit from restoration activities made possible through agreement planning project.

6 th Code Hydrologic Watersheds
Anderson Canyon
Babbitt Lake
Bar M Canyon
Bear Jaw Canyon
Cherry Canyon-Walnut Creek
Cinder Basin
Dent and Sayer Tank
Doney Park
Double Cabin Park-Jacks Canyon
Fry Canyon
Government Prairie
Grapevine Canyon
Jacks Canyon
Kinnikinick Canyon
Klostermeyer Lake
Little LO Spring Canyon
Lower Rio de Flag
Lower Woods Canyon
Middle Deadman Wash
Middle Oak Creek
Mormon Lake
Munds Canyon
Pumphouse Wash
Sinclair Wash
Telephone Tank
Upper Cedar Wash
Upper Deadman Wash
Upper Kana-a Wash
Upper Oak Creek
Upper Padre Canyon
Upper Rio de Flag
Upper San Francisco Wash
Upper Spring Valley Wash
Upper Woods Canyon
Volunteer Canyon
Volunteer Wash
Walnut Creek-Lower Lake Mary
Walnut Creek-Upper Lake Mary
West Fork Oak Creek

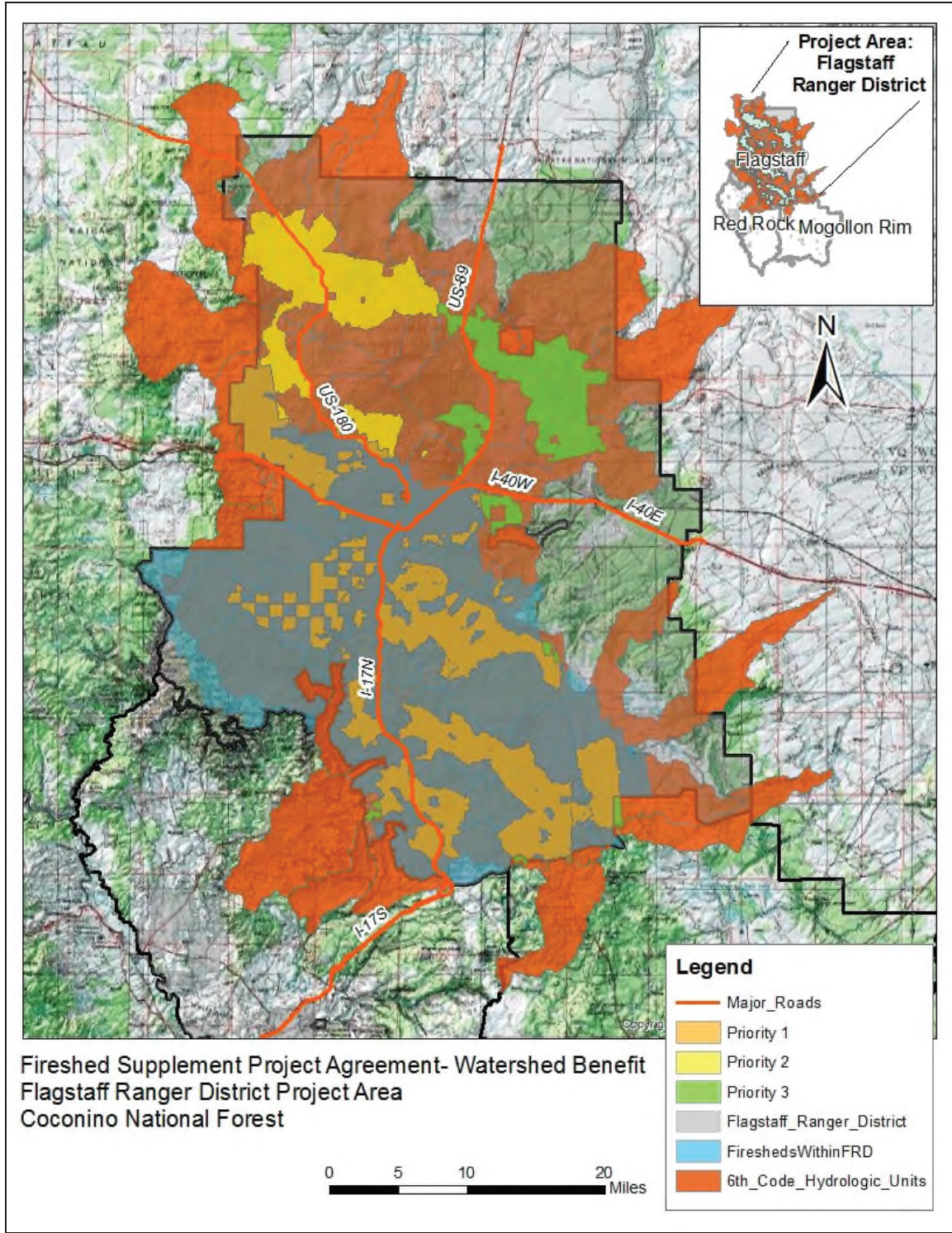


Figure 1. Critical 6th Code hydrologic watersheds that will benefit from the project.

III. DEFINITIONS (where applicable)

In addition to the following *archaeological survey* definitions, the Coconino National Forest has a General Requirements Document (Appendix D).

Site Definition: For the purposes of this agreement, a site is defined as a location of purposeful prehistoric or historic human activity. An activity is considered to have been purposeful if it resulted in a deposit of cultural material beyond the level of one or a few accidentally lost artifacts. Loci of human activity not classifiable as sites by this definition should be considered and recorded as isolated occurrences.

A cultural resource qualifying as a site under this definition should exhibit at least one of the following:

- a. One or more features;
- b. One formal tool if associated with other cultural material or more than one formal tool;
- c. An occurrence of cultural material (such as pottery sherds, chipped stone, or historic items) that contains one of the following:
 1. Three or more types of artifacts or raw material;
 2. Two types of artifacts or material in a density of at least ten items per 100 square meters;
 3. A single type of artifact or material in a density of at least 25 items per 100 square meters.

These criteria may be modified, where appropriate, based on a professional cultural resource specialist's judgment, and with prior approval of the Heritage Preservation Officer (HPO) (See Appendix D- General Requirements for Archaeological Survey on the Coconino National Forest). Any deviation from the standard definition should be discussed in the resulting cultural resource report. As a general rule, site designations are reserved in the case of historic remains for those at least 50 years old.

All sites will be recorded in their entirety, even if the boundaries go outside of the identified survey boundary – the exception to this is if the site goes onto private land. In the event that long linear sites or other atypically large sites extend outside the survey boundary, the extent of recording will be discussed with the HPO.

100% Archaeological Pedestrian Survey: For the purposes of this survey, a 100% archaeological pedestrian survey is defined as the systematic intensive inspection of the project area using parallel transects spaced no more than 15 meters apart for areas shown in task orders. Areas to be surveyed may include linear areas (for example, roads or trails), corridors, contiguous blocks, a conglomeration of small blocks within a defined project area (for example cutting units within a timber sale), or any combination of these. Any proposed deviations from this transect interval must be identified and justified in the offeror's technical proposal.

Sample Archaeological Pedestrian Survey: For the purposes of this survey, a sample archaeological pedestrian survey is defined as the systematic intensive inspection of the

project area using parallel transects spaced no more than 15 meters apart within sample units that comprise a subset of the project area. The sample survey will be designed by the Forest Service and described in the task order. Areas to be sampled may include linear areas, corridors, contiguous blocks or any combination of these. Any proposed deviations from this transect interval or sample design must be identified and justified in the offeror's technical proposal.

Low Site Density Areas: An area is considered to be a low site density area if the estimated average number of cultural resources per acre is less than the average site density for the forest. For example, a high elevation area in the mixed conifer zone will generally have a low site density.

High Site Density Areas: An area is considered to have a high site density if the estimated average number of cultural resources per acre is more than the average site density of the forest. For example, the pinon juniper zone or historic mining districts will generally have a high site density.

IV. GOVERNMENT FURNISHED MATERIALS (where applicable)

(There is no dollar value associated with these materials as they are part of the permitting process.)

1. 1:24,000 scale maps showing project boundaries, GIS files of project boundaries in Forest Service GIS format, and any other imagery, either electronic or hard copy, as specified in the task order.
2. Form R3-FS-2300-4, Inventory Standards and Accounting Form, in printed and/or digital format.
3. Isolated Occurrence recording form if applicable, in printed and/or digital format.
4. National Forest, Cultural Resources Photo Log if applicable, in printed and/or digital format.
5. USDA Forest Service National Site Form (with any requested addendum) or custom state site form modified for Forest Service use, in paper and/or digital format.
6. Geodatabase template for submitting digital locational information to conform to Forest standards.
7. Project number, site numbers (may request additional if needed during project), and site tags.

VI. TIMEFRAME

This project will include three to five heritage projects over five years to be developed collaboratively based on the Forest Service priority areas (Appendix B). The end date for the project is May 2, 2027.

VII. DELIVERABLES

There will be a project report for each project. On-the-ground work such as marking and other possible tasks will be described during each specific project development. See Appendix C for more details on deliverables.

IX. QUALITY ASSURANCE

The City of Flagstaff and Coconino National Forest will monitor quality alongside project contractors according to the professional standards of each organization. Select contractors must be able to be permitted to conduct archaeology survey work on the Coconino National Forest. Quality assurance is described for the Coconino National Forest in Appendix C.

X. POINTS OF CONTACT

Contacts at the City of Flagstaff include Neil Chapman, Forest Health Supervisor & Flagstaff Watershed Protection Project Manager, Flagstaff Fire Department; and Mark Reavis, Heritage Preservation Officer/Neighborhood Planner. Contacts at the Coconino National Forest include Flagstaff District Archaeologist Jeanne Stevens and Project Archaeologist Pete Wisniewski.

XI. SOW APPENDICES

Appendix A: City of Flagstaff Wildland Fire Management Program Statement

Appendix B: Project Maps

Appendix C: Statement of Work for bids

Appendix D: General Requirements For Conducting Archaeological Survey On The Coconino National Forest



WILDLAND FIRE MANAGEMENT



Our Mission: To protect Flagstaff and its priority watersheds from the effects of catastrophic wildfire. **Our Vision:** We envision a community where Flagstaff thrives due to the Wildland Fire Management Division’s unique skills, knowledge, and abilities within Wildland Fire Operations, Forest Management, Firewise development and Wildland Urban Interface code enforcement.

Our Objective

Transform the Greater Flagstaff Area into a landscape that is resilient and adapted to wildfire while facilitating strategic forest & fire management collaborations based on shared governance and responsibility

Our Tactics

- Restore altered Ecosystems with partners
- Educate citizens on the role of fire and how to minimize smoke impacts
- Engineer a fire adapted built environment and response system
- Develop and Enforce firewise codes and ordinances
- Engage partners to leverage Flagstaff’s investment impact in forest health initiatives
- Continuously Evolve and improve based on lessons learned
- Work in a way that Enables and inspires other communities to increase their ability co-exist with fire

Our Commitment

As part of the Flagstaff Fire Department and Summit Fire & Medical District, we are committed to Protecting Values at Risk by identifying and resolving risks/threats through proactive and responsive customer service. Equally as important, we develop, maintain, and work with various partnerships to leverage our impact

Strategic Pillars

- **Prevention:** Ensure effective planning, training & coordination to reduce wildfire risk
- **Preparedness:** Align codes and firewise projects to protect lives and property
- **Hazard Mitigation:** Implement fuel management projects designed to create and maintain a resilient and fire adapted community
- **Response:** Maintain emergency preparedness and capacity to address catastrophic wildfire impacts in a way that will save lives, protect property, and meet basic human needs
- **Recovery:** Act after incidents occur to identify lessons learned, evaluate operations, and develop initiatives to minimize the impacts of future incidents. (Wildland fire After Action Reviews, Cost recovery/reimbursements)

Outcomes

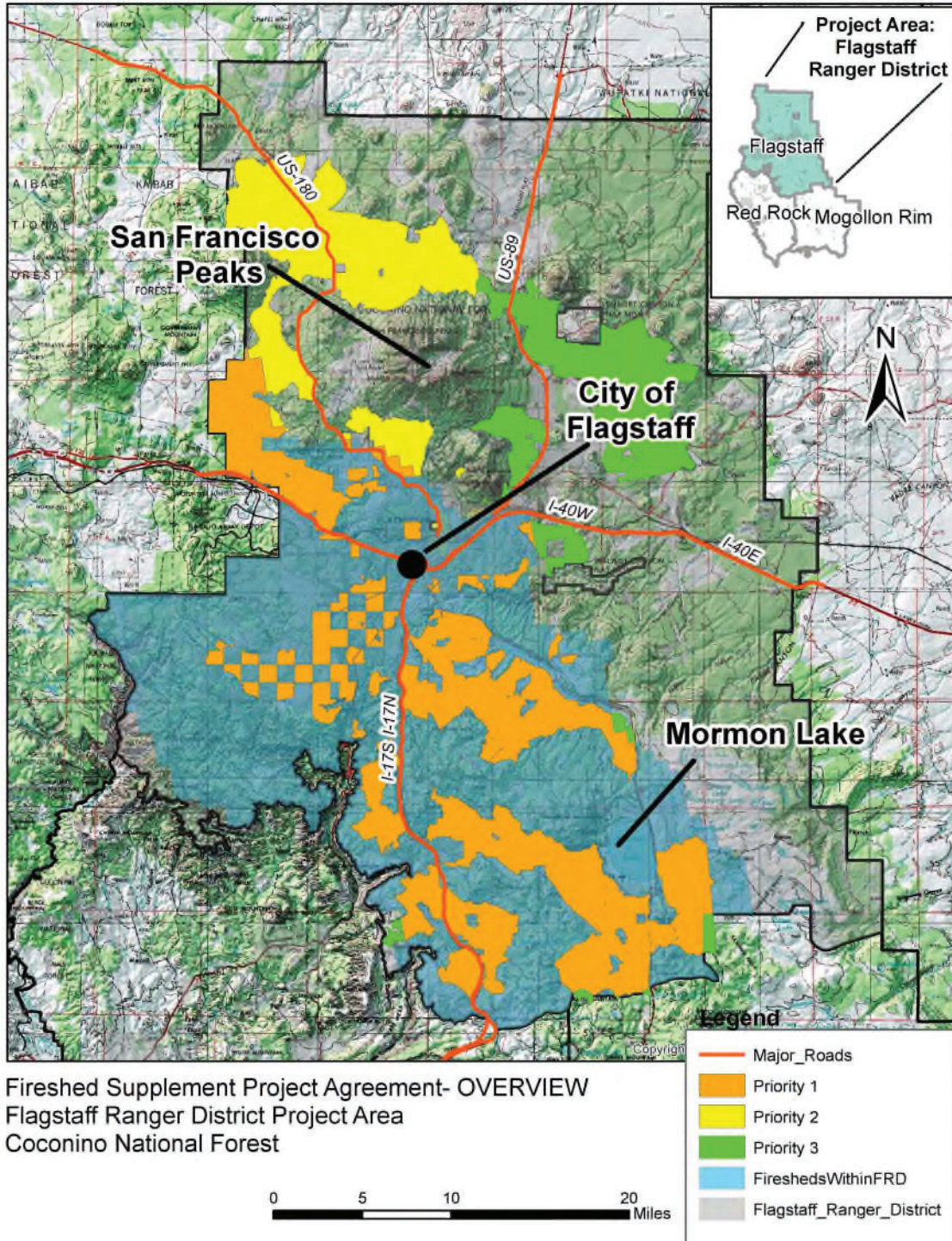
- The Greater Flagstaff Area forests are fire adapted and resilient
- Flagstaff Fire Department and Summit Fire & Medical District can respond to all wildfires in safe and effective ways
- Communities within the Greater Flagstaff Area are firewise
- Efforts increase the capacity of a prescribed fire, fuels reduction and community mitigation workforce

Initiatives

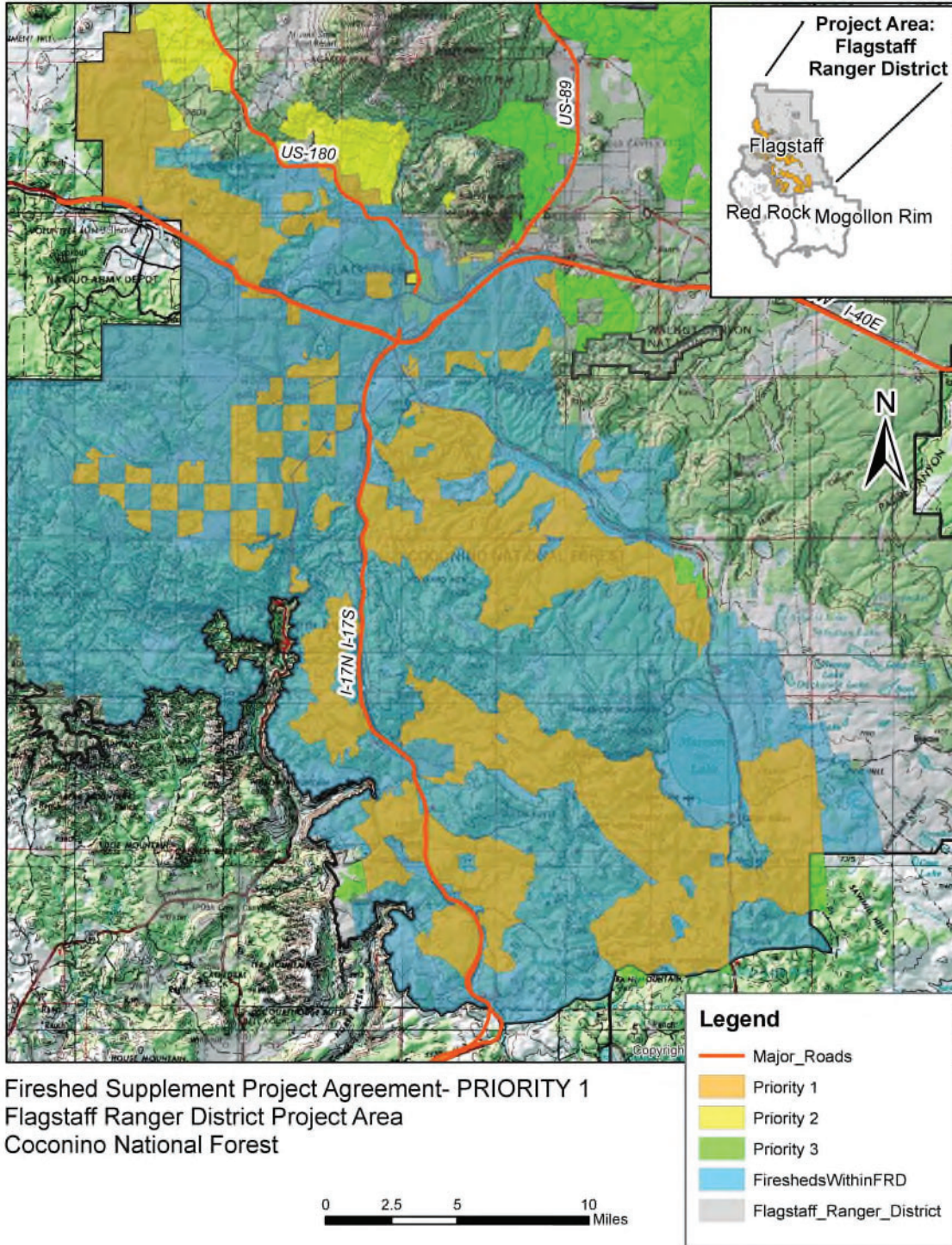
- Flagstaff Carbon Neutrality Plan
- Flagstaff Watershed Protection Project
- Four Forest Restoration Initiative
- Fire Adapted Communities Learning Network
- Prescribed Fire Training Exchange Network
- Greater Flagstaff Forest Partnership
- Ponderosa Fire Advisory Council
- Flagstaff Wildland Urban Interface Code
- National Emergency Response Support (Call-Out Program)
- Wildland Fire Crew Operations (Fuels and Fire)

APPENDIX B

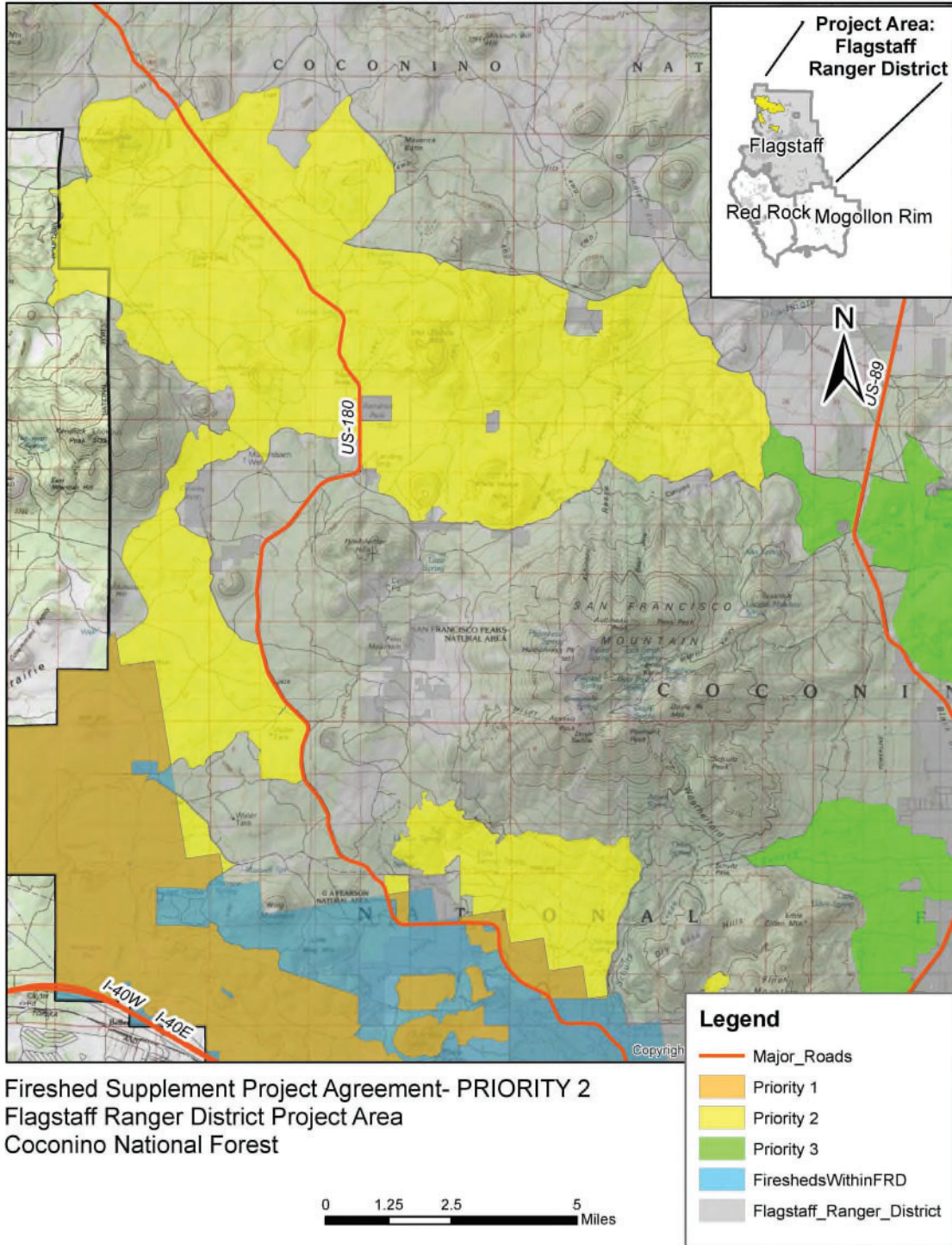
Project maps



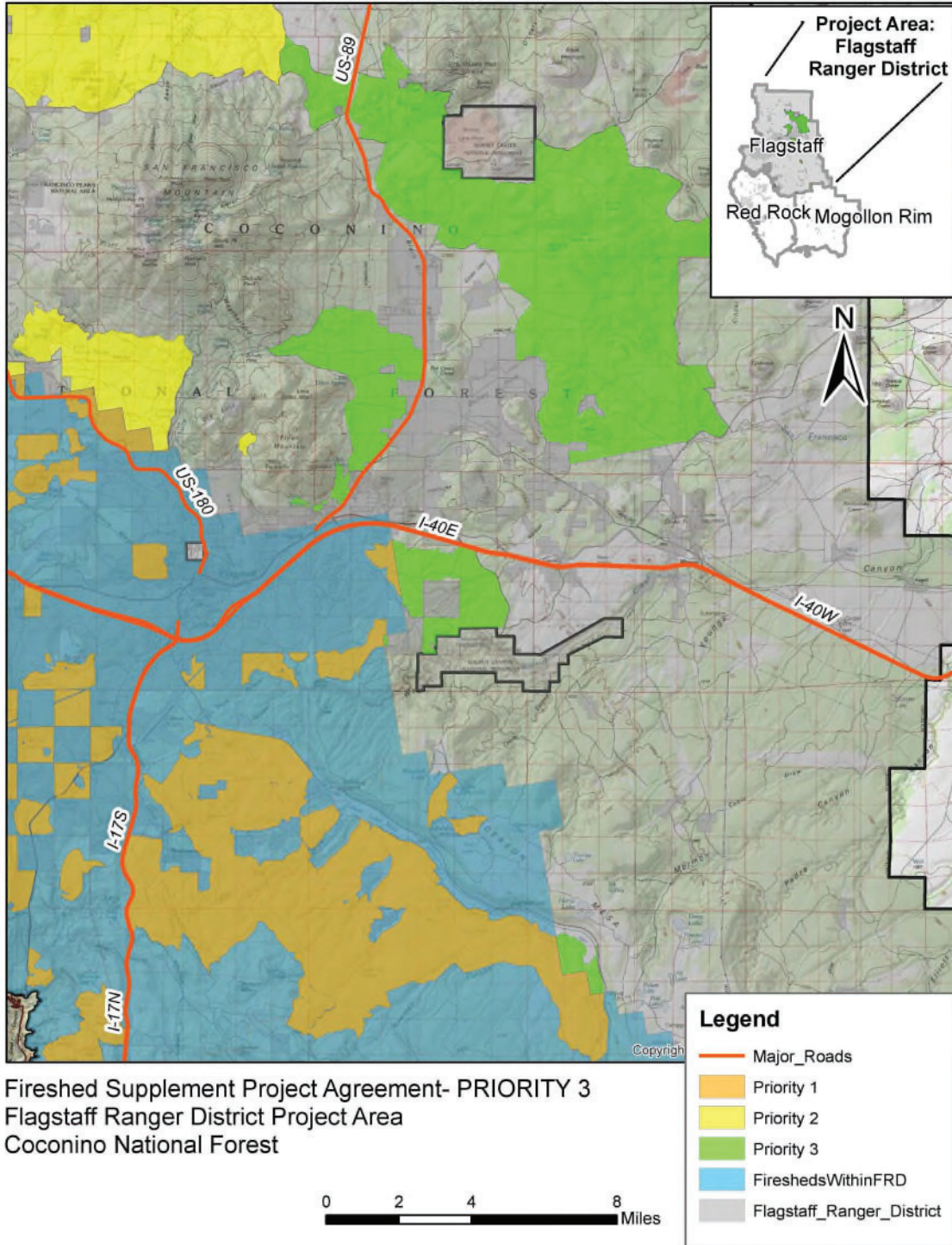
Fireshed Supplement Project Agreement- OVERVIEW
Flagstaff Ranger District Project Area
Coconino National Forest



Fished Supplement Project Agreement- PRIORITY 1
Flagstaff Ranger District Project Area
Coconino National Forest



Fireshed Supplement Project Agreement- PRIORITY 2
Flagstaff Ranger District Project Area
Coconino National Forest



Fireshed Supplement Project Agreement- PRIORITY 3
Flagstaff Ranger District Project Area
Coconino National Forest

APPENDIX C

The following Statement of Work will be used to develop the City of Flagstaff's request for bids:

Statement of Work

The Contractor shall furnish all personnel, facilities, equipment, materials, supplies and services and otherwise do all things necessary for heritage resources field inventory and other associated activities located on the National Forest lands within Region 3 of the U.S.D.A. Forest Service in Arizona, hereinafter referred to as 'the Forest Service'. The scope of this project will include intensive and sample archaeological pedestrian survey as described below and in task orders to be issued under this contract.

For numerous widely scattered spot surveys of small areas, (for example scattered units less than 1 to 2 acres in size, or site inspections/re-recording for numerous previously recorded archaeological sites scattered across a forest unit), details of specific projects will be provided to the contract awardees for pricing these tasks. Pricing for these scattered units will be project specific, and will be separate from Line Item 01 in the Schedule of Items.

For site testing (e.g., shovel testing), details of specific projects will be provided to the contract awardees for pricing these tasks. Pricing for these activities will be project specific.

Tasks

Unless otherwise specified in the individual task projects, the contractor will be required to meet the following schedule for each task order issued:

A. Fieldwork – Progress reports shall be delivered to the Contracting Officer's Representative (COR) at the time schedule identified in the task order. Within five (5) business days of the completion of fieldwork, the contractor shall deliver to the (COR) copies of all draft site forms, IO forms, sketch maps, topographic maps showing site locations and geospatial data.

B. Draft Report – One paper copy of the draft report and one electronic copy of the draft report with all forms, photographs, electronic data/files, digital images, and maps will be completed and delivered to the COR, postmarked no later than 20 business days after the completion of the fieldwork.

C. Contracting Officer's Representative Review – Will be completed with comments and suggested changes (if necessary) delivered to the contractor, postmarked no later than 15 business days after the receipt of the draft report.

D. Final Report – Three paper copies of the final report and one electronic copy of the final report with all forms, photographs, electronic data/files, digital images, maps, along with final geospatial data must be completed and delivered to the COR, postmarked no later than 10 business days after the receipt of the COR Draft Report Review.

PERFORMANCE WORK STATEMENT TASKS AND CRITICAL SUBTASKS

Intensive Survey

The contractor shall be required to survey all project area acres or the sample units as specified in the task order, according to USDA-Forest Service Region 3 Cultural Resources Handbook.

Records Search - The contractor shall review appropriate literature and documents sufficient to become familiar with the history of archaeological work and site documentation for project areas specified in task orders.

In addition the contractor will review the survey reports and records available at the National Forest Supervisor's Office for the Forest issuing the task order, which deal with previous USDA-Forest Service and other archaeological fieldwork in the vicinity of the project area sufficient to describe the results of a literature search for a project area specified in a task order.

Locate, identify, and describe/document all cultural resource sites and isolated occurrences which can reasonably be detected from a pedestrian survey. Potential Traditional Cultural Properties (TCPs) shall be referred to COR for further evaluation. Areas will frequently be larger inventory areas; however, smaller spot surveys may be identified. Details of specific projects will be provided to the contract awardees for pricing these tasks.

Locate, identify, and describe/document all previously recorded cultural resources sites which can reasonably be detected from a pedestrian survey. Any site which has been previously determined to be not eligible will not be updated, unless, upon inspection, a change in the status of the National Register eligibility of the site is determined to be warranted.

Performance Standards – Intensive Survey: The contractor shall conduct a complete pedestrian archaeological survey of 100% of the project area or the sample units designated in a project area as described in the task order in the manner specified in the USDA-Forest Service Region 3 Cultural Resources Handbook and/or other specifications described in the contract and associated task order.

Acceptable quality level: 100% compliance with the USDA-Forest Service Region 3 Cultural Resources Handbook and/or other specifications described in the contract and associated task order.

Means of measurement: A field inspection of up to 10% of the survey area by the Government and the review of the contractor's Quality Control records. If the inspections show that sites were missed by the contractor, field inspection of up to an additional 10% of the survey area may be conducted at the Government's discretion.

For large projects, the contractor shall submit progress reports at the time schedule identified in the task order.

Site Recording

***Site recording will take place using the Forest Service NRM Heritage-Mobile Application for direct upload into Forest Service Corporate Databases. Site recording information below addresses technical information to be recorded in the NRM Mobile Application. The Forest Service will assist the Heritage Preservation Officer in facilitating Contractors' training in and use of NRM Mobile Application.**

At a minimum the contractor shall record all cultural resource sites located in the project area to the level of site recording identified in the associated task order and with the USDA-Forest Service Region 3 Cultural Resources Handbook. Locational information will be collected in UTM's, NAD 1983 datum using a suitable hand-held GPS device with a minimum accuracy of 1 meter. Photographs will be taken of each site and feature. Individual task orders may require additional electronic documentation of sites using the current Forest Service mobile data collection application or shovel testing. Individual task orders may require data entry of cultural resource site information into the current Forest Service cultural resources database.

Evaluate each cultural resource site and make a recommendation regarding its eligibility to the National Register of Historic Places using all criteria listed in 36 CFR 60.6, USDI-National Register Bulletin 15, and provide all appropriate site, feature, and artifact documentation as required in the specifications as justification for a determination of eligibility, and as specified in an associated task order. An eligibility recommendation of "Undetermined" may be made, with justification, when eligibility is inconclusive based on surface observations and no additional testing has been authorized.

- All previously recorded sites located within the survey area will also be documented. All site records shall be updated as needed using the National Forest Service Site Form unless a different form is specified in the task order. In the case of those sites that have not received an eligibility determination, site updates shall include an evaluation of the site's eligibility to the National Register of Historic Places where possible. An eligibility recommendation of "Undetermined" may be made, with justification, when eligibility is inconclusive based on surface observations and no additional testing has been authorized. All appropriate documentation as required in the specification shall be provided as a justification for a determination of eligibility. Any site which has been previously determined to be not eligible will not be updated, unless, upon inspection, a change in the status of the National Register eligibility of the site is determined to be warranted.
- The following applies to all sites. The site boundary shall be marked with white flagging tape (or other method, depending on the type of project and appropriate Forest standards as specified in the associated task order and/or during pre-work meeting) in such a manner that a person who has not previously seen the site can easily identify it. Flagging on trees on the perimeter of the site should be inter-visible and not obscured by branches or foliage. Site boundaries marked on the ground should correspond to the boundaries as mapped. The site boundaries shall also be recorded using a GPS device with a minimum accuracy of 1 meter, in

UTMs, using the NAD 83 CONUS datum and the appropriate UTM zone, unless otherwise specified in the task order. A datum tree or other convenient, fairly permanent object, such as a fence post, will be established as near as possible to the center of the site or next to a prominent feature of the site. The location of the datum shall be recorded using a GPS device with a minimum accuracy of 1 meter, in UTM, using the NAD 83 CONUS datum and the appropriate UTM zone, unless otherwise specified in the task order. An aluminum tag with the site number shall be attached to the datum at stump level with an aluminum nail unless otherwise specified in the individual work order. The site datum shall also be identified by placing two bands of white flagging tape around or on it. The USDA-Forest Service realizes that this marking system is not always possible at each site; any deviation from this system should be discussed with the Contracting Officer's Representative and documented in the report. Unless specified in a task order this will be the standard site marking treatment.

Native American Graves Protection and Repatriation Act Notification: The contractor shall provide strict compliance with all Native American Graves Protection and Repatriation Act (NAGPRA) regulations as they apply to the inadvertent discovery of Native American human remains or associated cultural items. Upon the inadvertent discovery, the contractor shall provide immediate telephone notification of the discovery to the Contracting Officer's Representative. The contractor shall provide written confirmation of the inadvertent discovery to the Forest Archaeologist within five days of the discovery.

Tribal Consultation: The Forest Service will conduct all government-to- government tribal consultation.

Performance Standards – Site Recording: The contractor has recorded all sites on specified forms in accordance with the USDA-Forest Service Region 3 Cultural Resources Handbook, and/or as specified in the contract and associated task order.

Acceptable quality level: 100% compliance with the USDA-Forest Service Region 3 Cultural Resources Handbook, and/or as specified in the contract and associated task order.

Means of measurement: A field inspection of a maximum of 10% of the newly recorded sites and/or previously recorded sites or a minimum of 2 sites and the review and verification of the contractor's Quality Control records. If the inspections show that sites were not recorded in accordance with Sections 5.2.6 and 5.2.7 of this contract, field inspection of up to an additional 10% of the newly recorded sites and/or previously recorded sites may be conducted at the Government's discretion.

Recording Non-Site Cultural Remains

When an isolated occurrence (I.O.) is encountered, it shall be accurately recorded using a suitable hand-held GPS device with a minimum accuracy of 1 meter, in UTM using the NAD 83 CONUS datum and the appropriate UTM zone, unless otherwise specified in the

task order. Each I.O. shall be plotted on the appropriate 7.5 minute USGS map in the same manner as described for site locations. I.O.'s shall be briefly documented, including the area of artifact dispersement (when applicable), artifact type, and frequency. I.O.'s should be photographed (at least one minimum of area and associated diagnostics photographed with scale);

diagnostic artifacts can also be sketched. Date ranges for diagnostic artifacts shall be included in their descriptions. Detailed plan view maps are not required for I.O. locations.

Performance Standards – Recording Non-Site Cultural Remains: All isolated occurrences that were encountered during the survey have been documented on isolated occurrence recording forms if required in the task order; diagnostic artifacts, lithic and ceramic, have been drawn or photographed and the Isolated Occurrence location has been plotted on the appropriate topographic map.

Acceptable quality level: 100% documentation of encountered isolated occurrences.

Means of measurement: A field inspection by the Government, the verification of the contractor's Quality Control records, and the data documented in the contractor's report.

Report

After fieldwork is complete, the contractor will provide a report, which describes the survey and results. Unless specified in the task order, the report will be used for National Historic Preservation Act, Section 106 consultation between the USDA-Forest Service and the appropriate State Historic Preservation Office and as such, shall provide sufficient information with which to conduct these procedures. Reports prepared for purposes other than Section 106 consultation shall be prepared to the same standards, unless specified in the task order. The report shall contain a description of the proposed project for which the archaeological survey is being conducted as provided by the Government.

Unless otherwise stated in the task order, the report must be accompanied by a completed R-3- FS-2300-4 form (Inventory Standards and Accounting form), the appropriate site inventory forms, all associated site documentation materials (including, but not limited to, plan and location maps, photographs, artifact and feature drawings, artifact documentation forms, copies of associated relevant historic documents, and other materials), I.O forms, and all other appropriate recording forms, as well as the necessary number of 7.5 minute USGS topographic maps required to show clearly the locations of all cultural resources found, the site boundaries, the survey boundaries, and the project location. All site locations will be marked on the topographic maps in accordance with standards set forth in the USDA-Forest Service Region 3 Cultural Resources Handbook. All topographic maps included in the report shall contain a heading in accordance with the standards set forth in the USDA-Forest Service Region 3 Cultural Resources Handbook. All written GPS coordinate descriptions shall use the NAD 83 CONUS datum and the appropriate UTM zone, unless otherwise specified in the task order. All site forms,

photo logs, and unused government-furnished property will be returned to the Contracting Officer's Representative with the report.

The contractor is required to utilize GIS for project vicinity, project location, site location, and I.O. location map production. Use of a GIS system provides for more accurate maps and site plots. All GPS data collected shall be provided to the Forest Service electronically in a geodatabase. The contractor shall provide copies of maps in electronic format as well as hard copy. This data will be used to populate the Forest's electronic site atlas. The US Forest Service currently utilizes ArcGIS mapping software.

Report Production: One paper copy of the draft report, one electronic copy of the draft report in Microsoft Word format, three paper copies of the final report, and one electronic copy of the final report in Microsoft Word format will be delivered to the Contracting Officer's Representative. The reports shall include all required site inventory forms, all associated site documentation materials (including, but not limited to, plan and location maps, photographs, artifact and feature drawings, artifact documentation forms, copies of associated relevant historic documents, and other materials) I.O forms, and all other appropriate recording forms, as well as the necessary number of 7.5 minute USGS topographic maps required to show clearly the locations of all cultural resources found, the site boundaries, the survey boundaries, and the project location. Electronic copies shall be provided on a CD/DVD, USB-type portable hard drive (flash drive), or other readily readable digital media in Microsoft Word format. The draft and final reports shall contain all appropriate maps, forms and photographs as described in section 5.4. The pages must be unbound and standard size (8 1/2" x 11"). Photographs may be digital photographs, of sufficient quality as to be clear on reproduction, minimally 300dpi. The cover and title page shall carry the statement that the work was "Prepared for the USDA-Forest Service, (Name) National Forest, Arizona". The title of the report shall conform to the title of the project as determined by the Forest Service. All hand prepared pages such as maps and drawings must be of professional quality and legible. All maps and line drawings must be legible and suitable for reproduction in black and white. Offset printing or high quality photocopying will be acceptable for the text. Color copies are required for duplicate copies of report sections and site recording materials where originals are in color. The report must be clean and suitable for reproduction. The various recording forms and the topographic maps showing project and cultural resource locations should be originals. All written GPS coordinate descriptions shall use the UTM system.

Geospatial Data Submittal: All GIS/GPS data shall be submitted in a geodatabase format on a CD/DVD, USB-type portable hard drive (flash drive), or other readily readable digital media to the Contracting Officer's Representative at the time of the completion of the fieldwork. The geodatabase shall include feature classes that conform to Forest standards provided by the COR prior to survey implementation. All locational data, survey polygons and site polygons shall use the NAD 83 CONUS datum and the appropriate UTM zone, unless otherwise specified in the task order. NAD 83 CONUS datum and the appropriate UTM zone, unless otherwise specified in the task order. The report will be returned to the contractor if there are editorial or typographic errors, reproduction or production flaws, format/content discrepancies or any other problems,

which cause it to be of less than professional quality. Any additional costs to bring the report to acceptable quality will be at the contractor's own expense.

Performance Standards – Report: The contractor provides a report that meets the specifications described in this contract and is in accordance with the standards set forth in the USDA-Forest Service Region 3 Cultural Resources Handbook and/or as specified in the contract and associated task order.

Acceptable quality level: Clear, concise, proper grammar and format, and contains all required Government data.

Means of measurement: 100% review and verification of the contractor's records, data, and report.

Collections

Except as otherwise noted, thorough documentation of cultural materials shall be made in the field. Any collections must be approved in advance by the Contracting Officer's Representative, and may be made only in the following instances:

- A. The collection is absolutely necessary to adequately assess the resource,
- B. Especially rare or sensitive temporal indicator artifacts are encountered.

When collection is necessary, the artifact will be point provenienced to a permanent datum established by the contractor and the location of the artifact recorded using GIS the NAD 83 CONUS datum and the appropriate UTM zone (unless otherwise specified in the task order), and shown on the site map. Collected artifacts will be photographed in situ prior to removal, and a durable marker left at the collection location. All collected materials shall be analyzed and discussed in the final report. Arrangements for the curation of the collected artifacts will be the responsibility of the contractor and, as such, the contractor will be required to have a curation agreement with an appropriate Arizona repository for these purposes. All collections remain the property of the United States Government.

Disposition of Collections and other Investigation Documentation

All material and data produced by the contractor in performance under this contract, or in work in support thereof, are, and shall be, the sole property of the United States Government; unlimited rights in ownership, usage, and equity for such materials and data, and shall be, transferred without reservation to the United States Government. Materials include, but are not limited to, the following items: manuscripts, outlines, abstracts, field notes, artwork (including maps, sketches, charts, tables and related overlays), photography (including negatives, digital imagery, transparencies, prints, and microfiches), geospatial data, collected artifacts, and data sheets. The final report will be distributed to interested parties by the government.

The contractor may use the archaeological data resulting from this survey for future research purposes. However, the contractor agrees to comply with all applicable site confidentiality requirements concerning the nature and location of cultural resources, Traditional Cultural Properties or sacred sites located during the survey. The contractor shall provide three copies of any manuscripts, reports, and publications pertaining to the

survey to the Forest Archaeologist on the forest where the work was performed and to acknowledge that the Forest Service funded the Fire Plan.

At the time a task order is placed, the appropriate Fire Plan will be provided if needed

Government-Furnished Property:

Upon award of individual task orders, the Government shall furnish to the contractor the following listed property and supplies, referred to as “Government-Furnished Property”. The National Forest associated with each task order will supply this property.

1. 1:24,000 scale maps showing project boundaries, GIS files of project boundaries in Forest Service GIS format, and any other imagery, either electronic or hard copy, as specified in the task order.
2. Form R3-FS-2300-4, Inventory Standards and Accounting Form, in printed and/or digital format.
3. Isolated Occurrence recording form if applicable, in printed and/or digital format.
4. National Forest, Cultural Resources Photo Log if applicable, in printed and/or digital format.
5. USDA Forest Service National Site Form (with any requested addendum) or custom state site form modified for Forest Service use, in paper and/or digital format.
6. Geodatabase template for submitting digital locational information to conform to Forest standards.
7. Project number, site numbers (may request additional if needed during project), and site tags.

Contractor Furnished Items:

The Contractor shall furnish all personnel, facilities, equipment, materials, supplies and services and otherwise do all things necessary for heritage resources field inventory and other associated activities located on the National Forest lands within Region 3 of the U.S.D.A. Forest Service in Arizona, hereinafter referred to as ‘the Forest Service’. Equipment will include, but not be limited to, GPS units, cameras, etc.

Quality Control:

The contractor shall prepare a Quality Control Plan pursuant to the requirements of the Statement of Work (SOW) as specified in an associated task order. This plan sets forth the procedures and guidelines that the contractor will use to assure that the work performed under the contract is complete, accurate, and meets the requirements of the standards set forth for this contract, including, but not limited to, fieldwork, laboratory analyses, documentation, and reporting. The Quality Control Plan shall include the submittal of bi-weekly progress reports identifying areas surveyed and cultural resources identified to date.

**APPENDIX D
GENERAL REQUIREMENTS FOR CONDUCTING
ARCHAEOLOGICAL SURVEY ON
THE COCONINO NATIONAL FOREST**

(March 12, 2010)

Principal Investigator, project supervisors and crew leaders must have the following minimum qualifications:

1. A graduate degree in anthropology, specializing in archaeology, or equivalent archaeological experience.
2. At least 16 months of professional experience and/or specialized training in archaeological field work, artifact analysis, and administration.
3. At least three months experience in archaeological survey or excavation on the Coconino National Forest.
4. Demonstrated competence in collecting, handling, analyzing, evaluating, and reporting archaeological data.
5. A demonstrated ability to plan, equip, staff, organize, and supervise a cultural resources survey.
6. The demonstrated ability to accurately locate archaeological sites on U.S.G.S. 1:24,000 maps, aerial photographs, in addition to demonstrated ability in the use of GPS units.
7. Demonstrated competence in identifying the prehistoric ceramics found within the Coconino National Forest, using the type names defined in the Museum of Northern Arizona Ceramic Series publications and as additionally described in the references listed below.

Each crew member must have the following minimum qualifications:

1. At least 12 semester hours of credit in archaeology, anthropology, and/or history courses. Courses must include information on the conduct and theory of archaeological survey and excavation.
2. At least three months field experience in archaeological survey.
3. Crew members not meeting these requirements must work under the direct field supervision of a crew leader or project supervisor.

COORDINATION WITH ARCHAEOLOGICAL PERMIT REQUIREMENTS

All individuals proposed to work as principal investigators, project directors, or in other supervisory capacities must be approved by the Forest Archaeologist before that person may direct archaeological work.

Individuals, institutions, groups, and agencies applying for an archaeological permit will submit the *Vitae* of all persons who may work under the permit to the Forest Archaeologist. If additional individuals are recruited to work under the permit after its issuance, *Vitae* of these additional individuals must also be submitted to the Forest Archaeologist. Information in the *Vitae* will be used to verify that individuals meet the requirements listed above.

FIELD EXAMINATION IN LIEU OF EDUCATION/EXPERIENCE REQUIREMENTS

Individuals who do not meet the requirements listed above may demonstrate their competency in those areas by successfully surveying, documenting, and reporting a 40-acre test plot as per the requirements of this document.

Upon request, the Forest Archaeologist will assign a 40 acre test plot and will determine the adequacy of the survey and reporting results. Upon successful completion of the test, individuals will be approved by the Forest Archaeologist to survey under the conditions of an archaeological permit.

GENERAL SURVEY STANDARDS

1. Before beginning work, the District Archaeologist and/or Forest archaeologist are to be consulted regarding the 1. Forest Geospatial databases for previous site and survey data; 2. Infra database for site record and eligibility information; 3. Hard copy or digital records to determine the extent of previous survey work and recorded sites are known or reported in the survey area.

2. **Minimum Survey Sizes:** To maximize meaningful survey results, economy of effort, and minimize reporting error, the minimum acceptable survey unit size is **3 acres**, centered on the project location.

For roads and other linear projects that are 30 ft. or less in width, surveyors shall survey a minimum of 132 ft. (66ft on either side of the center line) along the center line of the project. For linear projects with widths greater than 33 ft., the right-of-way plus 66 ft. on both sides of the right-of-way shall be surveyed. Having standard survey widths makes survey record checks more efficient to do, maximizes field survey efficiency, and provides a buffer that can accommodate most ancillary project activities and minor realignments.

3. Each crew must be directly supervised in the field by a crew leader who meets the supervisory requirements listed above. Individual survey crews may be no larger than five people.

4. In order to ensure complete, intensive coverage of survey areas, surveyors should be spaced no more than 20 meters (66 ft) apart. Spacing should be reduced as needed by vegetation and ground cover to ensure complete, intensive coverage. Map, compass, aerial photographs, and GPS units shall be used as needed to ensure systematic, even coverage of survey areas.

5. For areas other than linear projects, survey beginning and end points shall be easily relocatable on the ground – such as washes, roads, meadow edges, timber sale boundaries, etc.

6. All work conducted under permit is subject to inspection and approval by the District and/or Forest Archaeologist. Geospatial extent of survey should be captured using GPS equipment.

ASSIGNMENT AND USE OF FOREST SERVICE SITE NUMBERS

Because of land exchange programs, Congressional and administratively determined land-management authorizations, and federal responsibilities for sites on non-federal lands when they are part of a federally authorized or assisted project (as per 36 CFR 800.16(y), all sites within the boundaries of the Coconino National Forest may be assigned a Forest site number.

Archaeological permittees will request Forest site number and site tags from District or Forest archaeologists.

Forest site number will be used as the *primary* site reference number in reports, forms, correspondence, records, and other documentation resulting from the project. The Forest site number must appear in reports each time a site is referenced.

DEFINITION OF “SITE” AND “ISOLATED OCCURRENCES”

Site

All cultural resources sites encountered are to be identified and recorded. For general purposes, a cultural resource site is defined as a locus of prehistoric or pre-1960**historic human activity at a level of intensity normally involving evidence of purposeful behavior beyond the level of one or a few (less than 25) accidentally deposited artifacts.

**Concern regarding unassociated trash dumps...

Bottom line....when do we call a trash dump a property/site inversely when it is an IO.

-Down in the Dumps other context documents

-Previous SHPO consultation (meetings and recent reports)

-FS/CNF Perspective....

-Time depth.....

-These are being documented (as IOs) in the CNF geospatial database.

Minimal site identification criteria include at least one of the following:

- (a) One or more features,
- (b) One formal tool if associated with other cultural material or more than one formal tool,
- (c) an occurrence of three or more types of artifacts or materials,
- (d) two types of artifacts or material in a density of at least ten items per square meter
- (e) a single type of artifact or material in a density of at least 25 artifacts.

Add in document: - For any questions or clarification on site/IO definition please contact the District and/or Forest Archaeologist.

Isolated Occurrences

Occurrences of artifacts at less than the above shall be classified as “Isolated Occurrences”. Three classes of Isolated Occurrences are recognized – Features, Scatters, and Isolated Artifacts:

A “Feature” is a construction that due to its recent nature or lack of association is not designated as a “site”. Examples would be an abandoned road, old fence line, or a recent campfire ring. Isolated trash

dumps in excess of +25 artifacts may be called a feature.... Features may or may not be recommended for protection from project activities. Isolated prehistoric features, such as grinding slicks, pecked hand and toeholds, or bedrock mortars, will normally be recorded as a site.

Trash Dumps

Isolated historic period trash dumps *without a known source or context*, particularly post-1940, will generally be considered to be “Features” rather than “sites”, regardless of artifact density and diversity. **(See Down in the Dumps)** When reporting historic period trash scatters and dumps, descriptions should include the size of the dump or trash concentration, estimate the numbers of different types of trash items present, a possible date for the trash, and suggest the activity(ies) the trash represents. Also, discuss implications for age, gender, and ethnicity suggested by the trash.

“Scatters” (less than 25 artifacts). However, a “pot bust” is considered to be a scatter, even if it contains more than 25 sherds.

“Isolated Artifacts” (an occurrence of ONE single item)

GENERAL SITE LOCATION AND RECORDING STANDARDS

1. All cultural resource features, sites, scatters, and isolated artifacts encountered are to be identified and recorded.

2. Each site discovered shall be plotted and identified with its Forest site number at the time it is recorded on USGS topographic maps. The use of a Global Positioning System (GPS) unit to delineate survey areas and site locations is required. Reports and site cards will identify the GPS unit model used to plot project and site areas. At a minimum, the location of the site tag (datum), preferably near the center of the site or by the most obvious feature, must be taken. In addition, site boundaries must be captured using GPS. Locations will be reported using Universal Transverse Mercator (UTM) coordinates, North American Datum (NAD) 1983.

Geospatial data shall be submitted in an NRM Heritage Mobile format, consistent with CNF standards. A blank geodatabase template may be provided for collection of data for input into the NRM Heritage Mobile application.

3. From 1975 until about 2000, before reliable, inexpensive Global Positioning units were available, aerial photographs and acetate overlays were routinely used to plot the locations of archaeological sites. These aerial photographs and acetates are often invaluable for re-locating sites recorded before 2000. They may be borrowed from the Forest to assist in locating survey and site areas as well as a backup method, other than GPS, for locating sites and survey areas.

4. Digital Photos Digital Standards: Minimum 1600 x 1200 at 5 megapixel
Digital photographs will be provided on a CD or another electronic transfer device as part of the project electronic documentation submitted with the final report. Alternative formats for electronic data submission should be agreed upon with the District or Forest archaeologists before field work begins.

Photographs should show site features, diagnostic pottery, projectile points, and other artifacts, as well as identifying site characteristics and important landmarks for relocating the site. The use of a mug board with the site identification number clearly visible in the photograph is desirable. File

Photographs will use the following digital naming format: District prefix followed by site number followed by a number, and descriptive information. For example 02-2491.01.site overview.north.date.jpg OR include a photo log (provided by CNF) to detail photo information. Photo logs are required for 'detailed' projects such as data recovery. Photo logs are to be provided in the same data folder as the digital photos when provided to the CNF. Other photos, such as scenic, project, etc, titled as descriptive.

5. Each newly discovered site shall be entered into the USFS NRM electronic site recording system by the contractor/researcher or any other permittee through the NRM Heritage Mobile application, available for Windows or Android. Final site forms are exported from the NRM database. Information and downloads of the requisite formats can be obtained from the District and/or the Forest Archaeologist. In addition, hard copy site forms covering information listed on the Coconino National Forest site form must also be provided. In some special cases, with the permission of the Forest Archaeologist, another form may be used in an electronic MS WORD format (available from the Forest Archaeologist on request). Except for site plans and locational maps, hand written cards will not be accepted. Information contained on the site form is to be consistent with the "Instructions for Completing Site Inventory Forms" in the Coconino National Forest's Archaeological Procedural Manual (Attachment

Other instructional site forms may be acceptable for certain specific projects. The Forest Archaeologist should be consulted if it is desired to use other site forms. Both hard copies, as well as electronic copies, of site forms will be provided to the District or Forest Archaeologist upon completion of the project.

6. Isolated Occurrences: There are three types of Isolated Occurrences- Features, Artifact Scatters, and Isolated Artifacts. They shall be plotted through use of GPS and included on report maps. Each Feature, Scatter or Isolated artifact is to be described using the format provided in the geodatabase template that will be provided. This table should be included in the final report.- e.g. Scatter 1, 2, 3, etc.: Isolated Artifact 1, 2, 3, etc. that includes a description of the feature or artifacts and the UTM coordinates for their location. When possible, isolated occurrence descriptions will include associated dates, cultural affiliation, material type, ceramic type, and other information relating to the context of the isolated occurrence to be described in the Comments field.

ARTIFACT COLLECTION AND ANALYSIS

Collections may not be made under the authority of Non-disturbing Permits. Collections may only be made under Disturbing Permits, when working under a direct contract to the Forest (prime contractors only, not sub-contractors), or unless arrangements are worked out in advance with the Forest Archaeologist.

When artifact collection is allowed:

1. Collections may be made by the archaeologist in the field at the direction of the District and/or Forest. Instances would include rare finds, such as whole or nearly whole vessels, jewelry, diagnostic projectile points, etc., will be collected. Any artifact collected must first be located using a GPS unit. Collections remain the property of the U.S. Government and will be submitted to the Smithsonian Approved Repository listed in the permit or to the Forest Archaeologist upon completion of the project unless otherwise agreed to.

If found on a site, such rare finds are to be plotted on the site sketch with UTM's listed. If within a scatter or an isolated artifact, they are to be GPS plotted and included on a USGS topographic map in the report. UTM coordinates and related information will be provided to the Forest and listed in the report. The report will also specifically state when individual artifacts are collected.

2. Ceramic Analysis: Archaeologists should expect to encounter ceramic types in the Alameda Brown Ware, Tusayan White Ware, Tusayan Gray Ware, Tsegi Orange Ware, Little Colorado White Ware, Little Colorado Gray Ware, San Francisco Mountain Gray Ware, and Mogollon Brown series. Other types may also be present in small numbers. Sherds shall be identified to the type level according to the standard type descriptions in Carlson (1970), Hays-Gilpin and van Hartesveldt (1998), Henderson (1979), and the *Museum of Northern Arizona Ceramic series* (Abel 1955, Colton 1955, 1956, 1958; Colton and Hargrave 1937) unless otherwise agreed to with the Forest Archaeologist.

3. Lithic Analysis: Archaeologists should expect to encounter artifacts manufactured from sandstone, quartzite, rhyolite, obsidian, chert, petrified wood, and other siliceous and igneous materials. The typology used in classifying lithic artifacts shall be explained in the final report and the lithic material type identified for each artifact or class of artifacts observed or collected. At a minimum manos should be identified by material and whether they are "one-hand" ("basin") or "two-hand" ("trough") in size, and whether they are unifacially or bifacially worked. Metates should be identified as being a grinding slick, a basin metate, or a trough metate. (See Adams 1996, Haury 1950, Woodbury 1954)

SITE TAGS

All sites found during the project must be marked with the Forest's aluminum site tags, unless other arrangements have been agreed to by Forest Archaeologist. Before beginning field work, the archaeological permittee should obtain a supply of aluminum site tags from the District or Forest Archaeologist which will be used to mark all sites recorded. Tags that are not used shall be returned to the District or Forest Archaeologist at the end of the project.

The aluminum site tag will be nailed on the south side of a tree near the center of the site, no more than 6 in. above the ground. If no tree is available, the site tag will be attached to the end of a metal wire or stake, driven into the ground at the center of the site, and a small rock cairn erected around the wire or stake. Suggested cairn height is 1 ft.

SITE MARKING STANDARDS

When sites must be marked for avoidance from project activities, they shall be marked on the ground in the following manner:

(A) The perimeter of the site will be marked by spraying a white horizontal band, at least two inches wide, at a height of approximately 6 ft. above the ground, around trees that circle the site. In addition, a spot above 6 in. in diameter will be painted at the base of each tree so banded with the spot facing into the site.

(B) The perimeter of the site will be additionally marked by tying pink fluorescent flagging tape at chest height on the painted trees with the knot and a trailing strand of flagging tape on the outside of the tree, facing away from the center of the site.

(C) Both painted bands and flagging tape must be inter-visible and not obstructed by branches or foliage. White painted stakes, posts, or lathe that are clearly visible may be used to identify site

boundaries when tree trunks are difficult to mark, there are no trees to paint, or there are no shrubs or rocks present to which the flagging tape can be attached.

GENERAL SURVEY REPORT STANDARDS

As a minimum, reports resulting from the project shall provide the following information:

- (A) Legal location of the project area, identified by reference to a USGS map and the Township(s) Range (s), and Section (s) examined by the project.
- (B) Identify the Ranger District (s) on which the survey was done by District name(s).
- (C) Provide the dates during which the survey was done.
- (D) Identify by name and position the people who performed the survey and who directed or otherwise had administrative responsibility for the project and survey work..
- (E) Describe the manner in which the survey was conducted and the spacing between surveyors or survey transects.
- (f) State any factors influencing survey type or ground visibility.
- (G) If less than 10 acres, state approximate dimensions of survey area in feet and provide total acreage surveyed for each survey unit as well as total area surveyed.
- (H) Provide summary information of number of sites, Isolated Occurrences (sub-divided under the headings of Features, Scatters, and Isolated Artifacts) that were identified. All maps will include a north arrow (indicating true north) and must accurately depict areas surveyed and locations of sites and Isolated Occurrences. For the report, 1:24,000 scale maps shall be cut, printed, or otherwise reproduced onto 8 ½ x 11-inch paper to facilitate making future copies of the report. If sites are shown on the maps, the map must contain the statement “For Official Use Only. Disclosure of Site Locations is Prohibited (36-CFR-296.18)”.
- (J) All typing and illustrations used in the report must be of suitable quality to provide a clear, legible copy when used on a monochrome duplicating machine. Alternatively, report copies in an electronic format may be submitted.
- (K) When sites have multiple site numbers, the Forest site number will be the primary reference used in the report. Other site numbers will be listed following the Forest site number or, if more than five sites are contained within the project, a concordance table listing all site numbers will also be included in the report.
- (L) Culture History and Environmental sections should be kept minimal, unless such information is vital to later sections of the report, or if this information is specifically addressed in later sections. Referencing existing reports and sources providing such overview information is preferred.
- (M) Only discuss sites that are within or immediately adjacent to the project area.. Do not reference sites outside the project area. For overview sections of reports, or for reporting previous surveys and sites in the vicinity of the project. DO NOT provide any GPS information or precise

site plots on maps. Site numbers may be printed in their general vicinity, but precise plots or locational information for sites outside of project areas are not allowed unless prior arrangements have been made with the Forest Archaeologist.

Exhibit 4 provides an outline of the minimal information required for all reports.

DOCUMENTS TO BE PROVIDED TO THE FOREST ARCHAEOLOGIST

One original of all reports prepared from data originating from the survey, completed original site inventory forms, completed computerized site cards, photographs (if used in the report), site digital photographs, and USGS maps, as above, showing all sites and Isolated Occurrences.

Unused tags shall be returned to the District or Forest Archaeologist upon completion of the project or submission of the final report. The report will be reviewed by the District and/or Forest Archaeologist and, if needed, returned with comments and suggestions for revision. Revisions will be made within a mutually agreed upon time frame, and the final report submitted to the Forest Archaeologist.

Copies of site records for sites not on Forest land, but located within the boundaries of the Forest, will also be provided as above.

FUTURE USE OF DATA COLLECTED UNDER PERMIT

The permittee may use archaeological data resulting from this survey for future research purposes. However, as per conditions of Forest Service archaeological permits, the permittee agrees to provide three copies of any manuscripts, reports, and publications pertaining to the survey data to the Forest Supervisor within one month of its completion and/or publication. Manuscripts prepared for possible publication will be submitted once they have been completed in addition to any published versions that may be produced at a later date.

CONDITIONS OF USE OF DATA PROVIDED BY CNF

Disclosure of site locations is prohibited by 36-CFR-800-296.18. These files and scans are the property of the USFS and are being loaned to you solely for official use for this project. They may not be duplicated to anyone outside your organization without written permission, and the precise locations of these sites are not to be disclosed in reports unless they are within the area of direct project impacts (the area identified in the project permit application.) Upon completion of the project, you agree to destroy all copies and versions of this information and will notify The Forest and/or District Archaeologist when this has been done.

Included in Exhibit 5 are the specifics regarding the sharing and disposition of geospatial data.

By accessing these files you are acknowledging your acceptance of these conditions.

STANDARDS FOR ACCEPTANCE OF WORK

Pre-field and field research, laboratory analysis, and reports are to meet professional archaeological standards determined through review by the Forest Archaeologist.

Pre-field research should be adequate to identify previously known or suspected locations of prehistoric and historic archaeological sites. At a minimum, this includes the permittee's inspection of the Forest Archaeological Atlas, Historic Maps, and Logging Railroad Maps.

Field research should be adequate to identify and properly located 95% of all sites, and 75% of all Isolated Occurrences in the survey transects.

Laboratory analyses must correctly identify 75% of artifacts encountered, including ceramic types, artifact types, and the material from which artifacts were made. If artifact nomenclature is different from standard terminology (e.g. Adams 1996; Haury 1950; Gillio, Levine, and Scott 1980; Rock 1980; Sliva 1997) this is to be defined and explained in the final report.

Reports must contain the information mentioned above and must be written in a style that is clear, concise, and, most importantly, well organized and easy to use. Poor writing, organization, production, etc. are grounds for rejection of the report. There should be no more than three errors in spelling, grammar, punctuation, and typing per page of the report. Legal descriptions in the report must agree with those shown in maps and figures. All sites, scatters, isolated artifacts and features mentioned in the report must be shown on the report maps and vice versa.

All site information is to be on the site card, or a site card addendum, if needed. Reports should not contain any information about a site that is not also included on the site form. If information is found in the report that is not on the site cards, the report and site cards will be returned for revision.

Appropriate knowledge of the prehistory and history of the Forest must be demonstrated by use of correct terminology, dating, and citations of primary references (e.g. Colton 1946), as well as the most recent publications pertinent to the cultural resources of the Forest.

Additional standards and requirements may be established for specific projects and will be discussed by the Forest Archaeologist and permittee at the time the permit is issued or prior to beginning fieldwork for a specific project.

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Exhibit 1

INSTRUCTIONS FOR COMPLETING SITE INVENTORY FORMS

The site card used on the Coconino National Forest is a modification of the Museum of Northern Arizona (MNA) site card and is our primary documentation for archaeological sites. The USDA Southwestern Region CRAIS/INFRA site form is considered supplemental to the Forest's site card. The revised MNA card is used because they are permanently filed at the Museum as part of their site inventory records, and through the Museum they will be entered into the Arizona State Museum's AZSITE system. We maintain Xerox copies in the Supervisor's Office and District Offices for our use. By filing our cards with the Museum, we also have a back-up in case our files become lost or destroyed.

USFS SITE NUMBER: The site numbering system used in the US Forest Service is based upon the boundaries of our administrative units as they existed in the 1970's – e.g. AR-03-04-06-356 is

AR – “Archaeological Site”

03 - Region 3, the Southwestern Region in Arizona, New Mexico, Texas, and Oklahoma

04 - Forest 4, the Coconino National Forest

06 - District 6, the Sedona Ranger District

356 - The 356th site recorded within District 6.

However, in recent years the seven Ranger Districts we had in the 1970's have been combined into three Districts, so Forest and District numbers today no longer reflect the administrative and locational aspects of sites they once did. However, since thousands of sites had already been recorded on the Forest at the time Districts were combined, it would have introduced considerable chaos to switch to the new District boundaries and subsequent site numbers. Consequently, site numbers for the Forest are still based upon the old District boundaries and numbers used in 1975. The original seven districts at that time are correlated with the new Districts as follows:

District 1 – Beaver Creek Ranger District,	now the east side of Red Rocks RD
District 2 - Elden Ranger District,	now the east side the Peaks RD
District 3 - Flagstaff Ranger District,	now the west side of the Peaks RD
District 4 – Long Valley Ranger District,	now the west side of the Mogollon Rim RD
District 5 - Mormon Lake Ranger District,	being subsumed into the Peaks RD
District 6 - Sedona Ranger District,	now the west side of the Red Rocks RD
District 7 - Blue Ridge Ranger District,	now the east side of the Mogollon RD

Site numbers are reserved for a project before field work begins by referring to the Forest's common computerized Site Log that all Districts and the Supervisor's Office can access.

NA NUMBER: This number will be assigned at MNA

ASM QUAD NUMBER: This number may or may not be assigned at the Arizona State Museum. Contractors will usually supply ASM with site records for work they on the Forest, but this is not a permit required. However, to provide some consistency between agencies, DO complete the first two ASM identifiers of the map quadrangle and rectangle in which the site is located (e.g. “I:15:___”). Other site number designations should be recorded in the “Reference/Publications/Other Site Numbers” section of the card.

PROJECT: this is the name of your survey project.

CNF PROJ. NO: is the Forest's project number and is based on the calendar year in which a project is initiated. It should be assigned before field work begins, preferably at the time the site file search is made at the start of the project.

STATE: Will always be Arizona

COUNTY: will either be Coconino or Yavapai

TOWNSHIP, RANGE, SECTION: 1/4, 1/4, 1/4,1/4: Site locations will be determined through a combination of topographic maps, aerial photographs, and GPS units. Once this is done, determine the legal description of the site. We determine 1/4, 1/4,1/4 1/4 to the nearest sixteenth quarter of a section. List this with the **smallest** division **FIRST** and then largest division **LAST** - e.g. "the SW ¼ **OF** the SE ¼ **Of** the NE ¼ **Of** the SW ¼." Use the sectional template to assist in determining quarters.

UTM ZONE: Will always be Zone 12 for the Coconino National Forest.

UTM COORDINATES: For ease of use, always reference UTM coordinates with spaces or slashes between the different components of the coordinate. e.g. "4 90 520 East, 38 35 406 North.". NOT: "490520 E, 3835406 N".

It is expected that UTM coordinates will be made by using a GPS unit. However, if a GPS unit was not available at time the site was recorded in the field, and it would be difficult to return to the site to obtain coordinates, extrapolating coordinates from a topographic map is acceptable. Indicate which technique was used in the next section – "**FROM**". Indicate if the UTM plot comes from hand extrapolation from a topographic map or if it is from a GPS unit. Circle the appropriate source or, if using computerized site form, delete the inappropriate one.

If UTM reading was made from a GPS unit, identify the manufacturer and model of the GPS unit used.

GPS DATUM: Identify the UTM datum used. This standard used by the Forest is **NAD-1983** North American Datum. Check with the Forest Archaeologist if there is a need to use NAD-27, and be sure your GPS unit is set to the correct datum before taking readings.

COMMENTS: Include any information here regarding the accuracy and reliability of the GPS reading, such as if reading was differentially corrected, if satellite coverage was minimal or dubious, weak batteries, etc. If site is in a location where satellite coverage is spotty or inadequate, such as inside a steep canyon, try to obtain a reading nearby, such as the middle of the canyon, but indicate under comments when the coordinates reflect something other than the actual site location.

LAND STATUS: Add the appropriate District name in the space provided. District boundaries can be found in the master USGS Inventory Atlas and on the USFS modified USGS maps.

ROAD ACCESS: Describe how to drive as close to the site as possible. Cite mileage in tenths of a mile and reference points along the way so others can coordinate their odometer reading with yours. From a primary highway, provide mileage from a mile post or road intersection of major roads to where you leave the highway. Then, provide mileages between the various roads used to reach the site as well as important geographic reference points. Use USFS road numbers, but remember that these numbers are subject to change, so provide destination information for roads, not only road numbers – eg. "FR 214 (Bald Hill Road)". Continue making a mileage map to bring a person to the site, or to the point where they will need to park their vehicle and begin walking to the site.

ADDITIONAL LOCATION DATA: If site is not accessible by vehicle alone, this part of the site card provides information needed to walk from where the vehicle has been parked to the site. Add any additional information that will assist someone return to the site with a minimum of effort. **Always state distance and direction and use compass bearings** when appropriate. Use prominent terrain features that will help an individual return to the site. Do not use general references that are not directly useful to relocating the site – e.g. do **NOT** state “Mormon Mountain 2 mi. to northeast”. Use only features in the immediate vicinity – e.g. “Prominent spike-top clump of dead ponderosa 200 m. NE”. The only time to use distant features is when you have taken a compass bearing on it as an aid to relocating a site – e.g. “Hutch Mountain lookout tower at bearing of 240 degrees true north.” Do not provide driving information in this section of the card. That belongs in the previous section.

Do not assume such detailed information is superfluous because you are using a GPS unit. Document terrain reference points in your sketch map to help guide a person to the site, using traditional map navigating skills. We want a person to be able to find a site as easily as possible, and additional locational information of this sort, in addition to the UTM location of a site, is always helpful.

MAP REFERENCE: State name and scale of the USGS quadrangle on which the site is located – e.g. “Sunset Crater East 1:24,000”.

ELEVATION: After site is plotted on the map, determine the elevation of the site from contour lines. Many GPS units do not provide accurate readings of elevations, so unless you are certain of the accuracy of your unit, this is best obtained from the USGS maps. Extrapolate between contour lines when possible.

AERIAL PHOTO REF: Before inexpensive GPS units became available, aerial photos were used to accurately plot the location of a site, and this can still be useful for providing locational information. Since there are numerous aerial photo flights available, photographs must be identified correctly as follows: Identify the year of the flight (upper left corner of most photos) and the individual photo number (usually in the upper right corner) – e.g. “USFS ERZ-4-17, 1967 Flight”. Photos can be borrowed from the District or Forest Supervisor’s Office.

CULTURE: Cultural identifications follow the traditional Southwestern concepts, based upon the artifacts and architecture of a site. – e.g. Northern Sinagua, Southern Sinagua, Kayenta Anasazi, Basque, etc. These traditional names must be used when completing site cards to maintain consistency in the Forest’s Site Inventory. If data is inadequate to determine cultural affiliation, state “Unknown” in this space, rather than leaving it blank.

PHASE(S): State the phase designation of the site, based upon artifacts present. **DO NOT** use Pecos classification terms (e.g. “Pueblo II”) unless it is an Anasazi site. Use appropriate phase designations when they exist – e.g. “Padre Phase”, “Honanki Phase”. Use estimated dates when dealing with historic period sites. If data is insufficient to determine this information, state “Unknown” in this space, rather than leaving it blank.

DATES: provide an estimate B.C./A.D. date range for the site, based on diagnostic artifacts, ceramics, or historic trash assemblage.

BASIS FOR CULTURE, PHASE, & DATES: Indicate how you determined these – e.g. “ceramics”, “projectile point types”, “tin cans”, “architecture”, “general regional pattern”, “guess”, etc.

SITE TYPE: this provides the Forest’s list of standardized site “types” than can be used for initial computer sorting. Use the “Site Type” term below that best characterizes the site. Trash is considered a by-product of human activity and as such should not be used to identify the primary site type when other

features are present. Hence, a site type would not be “an artifact scatter with a structure” but rather “a “field house with a [sparse/moderate or /abundant] artifact scatter.” See published summaries of the archaeology of the area reconstructions of these past systems (Baldwin and Bremer 1986; Fish and Fish 1977; Fish, Pilles, and Fish 1980; Pilles 1978, 1979, 1981; Wilcox 1996, 1987.)

Rock shelter. A shallow overhang –usually not high enough to stand upright. (no structures)

Cave. A deep overhang – deeper than it is wide – in which one can usually stand upright. No structures.

Cavate. Sides of the cave have been modified or carved out by humans. Typically with a wall built across the mouth of the cave.

Community Room: An unusually large pit house or room, typically 2-4 times larger than a “typical” pit house or room. Functionally, they are probably equivalent to a “Great Kiva”, but do not have traditional Great Kiva features.

Lithic Scatter: Flaked and ground stone. No pottery.

Sherd Scatter: Sherds only.

Artifact Scatter: Sherds, flakes, and ground stone present.

Pit House Site, 1-2 depressions present: Depressions are evident, or density and diversity of trash suggests pit houses are present.

Pit House Site, 3-4 depressions evident

Pit House Site, 5-8 depressions evident

Pit House Site, 9-12 depressions evident

Pit House Site, 13-20 depressions evident

Pit House Site, 20+ depressions evident

Field House: A structure utilized seasonally, typically during planting , harvesting, or for other temporary uses. Characterized by low walls with insufficient rock fall to provide full-height walls. Sparse artifacts, few decorated/trade ware sherds, no exotic materials such as jewelry, points rare, few artifacts other than ground stone tools or fragments.

Pueblo, 1-2 Room Habitation: Distinguished from a field house by having sufficient wall fall to have had full height walls, diverse artifact assemblage, moderate number of decorated/intrusive pottery, variety of lithic material, etc.)

Pueblo, 3-4 Rooms

Pueblo, 5-8 Rooms

Pueblo, 9-12 Rooms

Pueblo, 13-20 Rooms

Pueblo, over 20 Rooms

Agricultural Site: Evidence of agricultural features only, such as rock piles, linear borders, or grid borders. If a field house is also present, it has precedence over an “agricultural site” site type identification.

Historic Site (specify type of historic site present. There is not currently a standardized historic site typology).

Rock Art Site: (Specify if petroglyphs, pictographs, intaglios, terraforms, dendroglyphs, etc. are present).

Roasting Pit

Ball Court

Other

Multi-property terms, such as “fort” or “cliff dwelling” may also be used as a secondary level of “site type”.

Multiple site types may be present on a single site; however, determine the most appropriate primary site type designation. Except for “scatters”, a secondary site type may also be added, e.g. “Pueblo, 9-12 rooms / agricultural”, “field house/agricultural”.

NOTE: The Forest is currently in the process of refining these site types, so please coordinate with the District or Forest Archaeologist to be sure you have the most current list of accepted site types.

STRUCTURES: Indicate number of visible pit house depressions, estimated number of pit houses, number of room blocks, (with number of rooms per room block), etc.

CONSTRUCTION TECHNIQUE: When masonry sites are present, describe the wall construction method, if this can be determined. Watch for differences between basal courses and upper courses. – e.g. “Double coursed wall, filled with fist-sized rocks. Basal course of upright slabs, upper courses are evenly spaced. No shaping. All limestone”.

The following observations have been found useful for distinguishing seasonally used field houses from permanent habitation pueblos. All are “best guess” estimates.

RUBBLE HEIGHT NOW: How high (metric) is the mounded wall fall now?

NO. COURSES HIGH: From the amount of stone present, roughly, how many courses high could the wall have been?

ESTIMATED ORIGINAL HEIGHT: How high (in meters) could the wall have stood originally?

STONE: Identify stones used and, if multiple stone types present, indicate which is dominant.

The next section of the site card is for information about the site itself. Do not just say “yes” in any of these spaces. Instead of saying “yes”, provide information about each category. Otherwise, use “No” or “N/A” (not applicable).

STORAGE: Indicate if there is any indication of storage rooms or features, such as cists or pits.

HEARTH/BURNING: Indicate if there is any evidence for burning on the site, such as a smudged walls or roof in an alcove, burned and/or fire-cracked rocks, burned beams, or edges of burned hearth slabs protruding through the ground. In particular, look for indications that structures may have been intentionally burned.

TRAILS: Indicate evidence for human-made trails or roads. If game trails are presently nearby, they should be indicated as “game trails”, since these often follow prehistoric trails.

ROCK ART: If rock art is present, specify if petroglyphs or pictographs, approximate number of panels, approximate number of elements. Under “Additional Site Information”, indicate what pecking techniques are present (Direct Percussion, Indirect Percussion, Sharpened Hammerstone, Scratched, Incised, Abraded, etc.) and colors present in pictographs.

TRASH: Indicate the nature and density of trash at the site. If artifacts are present at a site, you have “trash”. Specify the form of its distribution: In general, this will be in the form of a “trash mound”, “trash concentrations” (often indicating individual pit houses), or, most commonly, “sheet trash” (evenly spread over the entire site). Indicate if overall density of artifacts is “sparse”, “moderate”, or “abundant” and provide estimates of artifact density/sq. meter to better define these terms..

CERAMIC DENSITY: Based on what you’ve seen on other sites in the project locality, estimate the density of sherds on the site. Use the terms “sparse” (< 5 artifacts/sq. m.), “moderate” (6-10 artifacts/ sq.

m.), or “abundant” (> 10 artifacts /sq. m.). **Do not use composite terms, such as “sparse to moderate”.** Just decide which term is most appropriate. Identification of specific types is put on the back of the card, not in this section.

LITHIC DENSITY: Indicate density of flaked stone material at the site. Use the terms “sparse(< 1 artifacts/sq. m.), “moderate” (2-5 artifacts/ sq. m.), or “abundant” (> 5 artifacts /sq. m.). Do **NOT** use combinations like “Sparse – Moderate”. Information about specific artifact types and types of stone is put on the back of the card, not in this section.

GROUND STONE DENSITY: Based on what you’ve seen on other sites in the project locality, estimate the density of ground stone artifacts on the site, using the terms sparse, moderate or abundant, and estimate the number/sq. m. to further illustrate density. Information about specific artifact types and types of stone is put on the back of the card, not in this section. Use Adams (1996) or Haury (1950) for ground stone typology.

PERISHABLES: indicate if there are any –prehistoric items present, or what the potential is for perishables being preserved.

ADDITIONAL SITE DATA: Describe anything else you can about the site in this section. Give details on structure sizes, masonry techniques, similarity or differences of this site to others in the area, etc. Do not put more locational information in this section. Keep it in the “Additional Locational Data” section of the card, above.

CONDITION: If the site has been damaged, indicate the nature and severity of damage. For the purposes of this section, cattle grazing, tree growth, normal weathering, and erosion are not usually considered damage. Only indicate these types of condition if they have caused damage beyond that which would normally be expected, like if a tree is growing inside a pit house, an arroyo has cut through the site, or a major cattle drive has impacted the site.

RANK: On a 0-5 scale, rank the severity of damage done to the site. 0 is pristine, undisturbed, and 5 is completely destroyed, no longer useful for any archaeological study. Remember to consider the site as a whole for this ranking and don’t allow severe damage in one area color your perception of the entire site. For example, if a burial area has been severely vandalized by pothunters, but the pueblo has not been pot hunted, do not rank the site as a 5, but, perhaps as 2 or 3. **If any ranking other than 0 is used, you must indicate what the nature and cause of damage is.**

SITE SIZE: Give the size of the site according to its short and long axes in meters and indicate the direction of these dimensions – e.g. “25 m. N-S x 45 m. E-W”.

HOW DETERMINED? Do not visually estimate distances. Either pace these dimensions or measure them with a tape, and indicate this on the card.

TOTAL AREA: Multiply the length by the width of the site to compute the site’s total area in square meters.

DISCUSS SITE RE: LOCAL/REGIONAL SETTLEMENT: From spending time in an area and recording its various sites, you should have formed some impressions about the archaeological settlement and land use pattern of the area. Summarize and interpret these impressions here. This section should discuss the site as it relates to other archaeological sites in the area. Try to relate this site to broader settlement and land use patterns and discuss its potential significance to regional archaeology. Indicate how typical or unique it is compared to other sites in the area. Infer site function.

OTHER COMMENTS: Use this space for additional information needed from any of the previous sections.

SITE TESTED/EXCAVATED/DOCUMENTED: If the site has been professionally investigated, indicate the level of work that has been done. “Testing” would include the digging of test squares or trenching to examine sub-surface remains and the site extent. “Excavation” would involve the excavation of 50% or more of the site. **“Documented” does not mean completion of the site card.** Rather, it means documentation beyond a basic recording level, such as would be done for mitigation from project impacts, or for research purposes. Examples would be documenting a historic structure by making measured drawings or through stereo photos. Or, in the case of a petroglyph site, when detailed descriptions, sketches, measurements, and photographs have been made of each element.

DATE, BY: Indicate when this work was done, and the name and institution and archaeologist who conducted the work.

CHRONOMETRIC DATES: Indicate if tree-ring, archaeomagnetic, obsidian hydration, or other dating techniques have been used on the site and provide those dates.

REFERENCE/PUBLICATION: If there is additional information about the site beyond the site card and photographs, indicate what and where it is. If the site appears in a report or manuscript, give the reference. For example, “See site file”, “Part of Winona Village. McGregor 1937:45.”, “Colton 1946:146.” Do not state “see site file” unless there IS a site file that contains additional information.

OTHER DESIGNATIONS, NUMBERS, NAMES, ETC: e.g. “AR-03-04-02-456”. “Turkey Foot Ruin”. “ Ariz. I: 10:45 (NAU)”, “San Francisco Peak 4:17 (Gila Pueblo)”, “Ariz. I: 10:12 (ASM)”.

TAG LOCATION: Indicate where on the site a site tag has been placed – e.g. “Tag tree is an alligator juniper, 36 in. dbh, at NW corner of pueblo”. Also, be sure to identify the location of the tag in your site sketch.

Back Side of Card

NA: This is the site number that has/will be assigned by the Museum of Northern Arizona for the site.

Lab Accession No: This will also be assigned by the Museum of Northern Arizona.

PHOTO: B/w, Color, Digital: If photographs are taken, enter yes. Do not put roll and frame identification numbers as these will change when the photographs are catalogued. If photographs were not taken, leave blank, since it is possible that the next person who goes to the site will photograph it.

BY: Enter full name, or first initial and last name, of the photographer. **DO NOT USE INITIALS ALONE.**

RECORDED BY: This should include all members of the crew who recorded the site. The person who completes the site form lists his/her name first. As above, do not use initials alone.

DATE: Enter the date the site was recorded listing the month, date, and year, in that order. **DO NOT** use military or European style for citing dates. Use month names or abbreviations but do not use numbers

alone. E.g. DO state "June 7, 2006". DO NOT state "6/7/06" or "7 June, 2006". If the site was previously recorded, enter the earlier recorders' names and the dates the site was first recorded, then the names and dates of your recording of the site.

IDENTIFY ARTIFACTS: Identify ceramic and artifact types collected or observed in the field. This information should be extensive and complete so that the site can be assigned to a cultural and temporal placement. If artifacts have been collected, the total collection analysis should be listed. If more space is needed, type it below the "Items collected" area or use another card. If another card is used, type the USFS site number in the lower left corner, the Museum of Northern Arizona site number (if it has one) in the upper left corner and "Card 2" in the upper right corner.

COLLECTION TECHNIQUES: Indicate how the artifacts were recognized for identification or collection purposes. For example, "Field I.D.", "Grab", "Grab with emphasis on decorated sherds", "Every other meter square through N_S axis of site collected", "Four 1 m. circles collected + Grab. See sketch". Indicate the approximate percentage of surface artifacts by material type that are identified by survey counts. (e.g. "All visible surface artifacts were identified in the field.". "All temporally diagnostic sherds identified in the field, but only about 25% of plainwares were systematically identified.")

LOCATION MAP: This map should clearly show a person who is unfamiliar with the region how to return to the site with a minimum of effort. An ideal map should: take the person from a major highway to a secondary road. Mileage along the highway from a milepost to the road turn-off should be indicated. Mileage between forks in the secondary road and/or prominent landmarks along the way should be given to the place where the person parks, takes a compass bearing, and paces the prescribed distance to the site. DO NOT copy or make Xerox copy of a USGS map to put in this part of the card. Draw an informative map that shows the person what to expect as they look for the site.

SITE MAP: This is a detailed sketch of the site, local topography, features, location of diagnostic artifacts, structures, structure numbers, size of structures, etc. A compass and pace map of the site is preferred, although a sketch map showing proper relationships of these observations is acceptable.

Exhibit 2

Example of completed Coconino National Forest Site Card.

***Information asked for on this site card is to be included as part of the free-form blocks in the NRM form when there is no specific entry block for it in NRM.*

NA _____ **AR-03-04-06- 982** **Ariz. O:1:** __ (ASM) **Project:** Hancock Ranch Survey **Proj. No.:** 2001-28
State: Arizona **County:** Yavapai **T** 21 N, **R** 3 E, **Sec.** 5, NE 1/4 of SW 1/4 of NE 1/4 of SW 1/4
UTM: Zone 12 4 | 25 | 299 | **East:** 32 | 36 | 428 **North.** From: GPS Model: Garmin E-Trex GPS Datum: 1927 North American Datum **Comments:**
Land Status: Coconino National Forest, Sedona Ranger District **Other Ownership :** Just outside W. boundary of Hancock Ranch
Road Access: (Describe route from major highway & milepost): From west Sedona, take HW 89A south to Forest Road 525, at S. end of Sewer property. Turn W. Go 2 mi. to Boynton Pass Rd. Go 0.8 mi. to Honanki/Palatki Ruins sign. Go left for 4.1 mi., passing Bradshaw Rd. Continue 1.3 mi. to Hancock Ranch sign & cattle guard. Continue 0.9 mi. to "Ruins" sign and Hancock Ranch entrance road. Go into ranch and park.
Additional Location Data: Take trail at N. end of ranch parking lot, through metal gate. Walk 105 m. along trail, paralleling W. edge of field, to house on right side of trail, where wash crosses trail. Site is 22 m. further up trail from wash.
Map Ref.: Casner Butte 1:24,000 **Elev.:** 4,750 ft **Aerial Photo Ref.:** Year _____ Photo No. _____
Culture(s): Anglo ??? **Phase(s):** Historic ??? **Date(s):** 1920-1940 ???
Basis for Culture, Phase, & Dates: Total lack of artifacts, proximity to field. Stones buried, lichen covered. Can't determine if prehistoric or early historic.
Site Type: Terraces Agricultural?? Erosion control ?? **Structures (No. & type):** _____
Describe Construction Technique: Sandstone rocks laid in lines of varying length, separated by varying distances. Possibly to divert run-off onto fields to E, broader wash to the west, & to slow water velocity into main, E-W wash, to minimize erosion and protect the house. Stones are low enough they wouldn't have been able to divert much water. Plus, ridge is narrow and slopes too much to E and W to have funneled much water. Uncertain if present trail cuts through borders or not. A few stones by fence suggest two borders might have extended to fence, but stones might relate to fence construction alone, rather than a continuation of the borders. No indication of border stones being moved or disturbed by trail use.
Rubble ht.: Now: 1 course, 15 cm. high. Originally (estimated) : 3 courses, 20 cm. high **Stone:** Unshaped Supai Sandstone
Storage: No **Hearth/Burning:** No **Trails:** No **Rock Art:** No
Trash: Type, location, density: No trash or artifacts whatsoever (ID ceramic & lithics on back)
Ceramic Density: None **Lithic Density:** None **Ground Stone Density:** None
Additional Site Data: 4 separate borders, ranging from 5-14 m. long spaced 2-7 m. apart. Are perpendicular to slope of land to the NW.
Site Condition: Apparently undisturbed **Rank:** 0
Site Size: 17 m. EW x 20 m. NS = 340 sq. m. **How Determined?** Paced
Discuss site re: local/regional settlement? What's typical or unique?: Not many historic period terraces recorded in Sedona District
Other Comments: _____
Site Tag Location: S. base 12 in. dbh pinyon at S. end of site, just above wash
Site Tested _____, **Excavated** _____, **Documented** _____ **Date:** _____ **By:** _____
Chronometric Dates (identify date technique): _____
References/Publication: _____
Site Name/Other Site Numbers: _____

Museum of Northern Arizona - Coconino National Forest - Archaeological Survey (3/00)

NA _____ **AR-03-04-06-982** **Lab Accession No.** _____
Recorded by: Harvey Finkelstein
Date: Sept. 17, 2001 **Photo:** B/w Color Print X Slide _____, _____
Identify artifacts: field id _____, controlled collection _____, grab sample _____, _____
None present

Items collected: None

Location Map: *(Don't copy USGS map. Provide mileages, landmarks, terrain, etc.)*

Site Map *(Scale, north arrow, contours, site tag, etc.)*

Exhibit 3

Photo Log

Photographs should be identified on a photo log, as per the following example. Photos should also have the information listed on this log typed onto the back of each photo.

Example of completed photo log:

Date of latest revision: Aug. 11, 2006 ***By: Peter J. Pilles, Jr.***
NOTE: Print out a new copy of photo form for photo file every time new photos are added.

Coconino National Forest - DIGITAL Photo Identification Sheet
Site AR-03-04- 06-273 Devil's Dining Room

Photo cat. no.:	Description. <i>(Identify people by name. Describe what you are trying to show by taking this photo.)</i>	Direction: Facing	Photographer's Name <i>(Not initials)</i>	Date
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NOTE: These are photo catalogue numbers, not camera image numbers. Rename your images with a cat. number

06-273. DIGITAL.

.01	Looking SSW over site and Forest Road 179-F. Vehicle is in parking area adjacent to Devil's Dining Room.	SSW	Peter J. Pilles, Jr.	Aug. 10, 2006
.02	Looking N. over site and Forest Road 179-F	N	Peter J. Pilles, Jr.	Aug. 10, 2006
.03	Looking SSW over FR 179-F, cutting through site	SSW	Peter J. Pilles, Jr.	Aug. 10, 2006
.04	Looking S. over FR 179-F that cuts through site	S	Peter J. Pilles, Jr.	Aug. 10, 2006
.05	Looking SW over edge of road cut through site	SW	Peter J. Pilles, Jr.	Aug. 10, 2006
.06	Detail of artifact density on W. side of road	SE	Peter J. Pilles, Jr.	Aug. 10, 2006
.07	Detail of artifact density on W. side of road	SE	Peter J. Pilles, Jr.	Aug. 10, 2006

Etc., Etc., Etc.

Example of information typed onto back of photograph or digital image:

AR-03-04-06-273 Devil's Dining Room DIGITAL .4

Looking S. over FR 179-F that cuts through site.

Peter J. Pilles, Jr.

Aug. 10, 2006

Exhibit 4

Logging Railroad Grade Evaluation Criteria

For additional background on the Forest logging railroad system, see Pat Stein, 1993, *Logging Railroads of the Coconino and Kaibab National Forests*. SWCA Archaeology Report No. 92-26. USDA Forest Service, Southwestern Region, Report No. 19, 2006. Copies may be obtained from the Coconino National Forest.

Exhibit 5

Standard Report Format

An Archaeological Survey and Cultural Resources Clearance Report for ** Coconino National Forest, Arizona

By

* District Archaeologist (or whatever author's position is)

, 2004

INTRODUCTION

An archaeological survey was performed to determine if cultural resources were present that might be affected by the proposed **. Project activities will consist of **. The project is located in T*N, R*E, Sec. * on the ** Ranger District of the Coconino National Forest, Arizona (Figure 1).

THE SURVEY

The survey was conducted on ** by **, **, by walking a series of parallel transects spaced 66 ft. apart over the entire project area. The project area measures ** by ** ft. (* acres). The survey area measures * by * ft. (* acres). A total of * acres were surveyed. *If the project, or any part of it, has previously been surveyed, provide separate figures for "newly surveyed acres" and "resurveyed acres".*

* sites * features, * scatters and * isolated artifacts were found.

THE SITES

AR-03-04-**THE ISOLATED OCCURRENCES****Features****Artifact Scatters****Isolated Artifacts****TRIBAL CONSULTATION (IF NEEDED. IF NOT, DELETE)**

The following Native American Indian groups were notified of the project in the Coconino National Forest Annual Consultation letter dated February 28, 2006, *confirm project is listed there* as well as the Forest's Schedule of Proposed Actions and quarterly updates: Dine' Medicine Man's Association, Fort McDowell Yavapai Nation, Hopi Tribe, Hualapai Tribe, Havasupai Tribe, Navajo Nation, Pueblo of Acoma(****Only for projects on S.F. Peaks**), Pueblo of Zuni, San Carlos Apache Tribe, San Juan Southern Paiute Tribe, Tonto Apache Tribe, Yavapai-Apache Nation, Yavapai-Prescott Tribe, and White Mountain Apache Tribe. No replies about tribal concerns about this project were received. No areas of traditional cultural importance or areas of specific tribal concern are known for this part of the Forest, based on previous consultations and Forest research into tribal uses of the Forest.

**POTENTIAL IMPACTS OF RELATED ACTIVITIES
ON NON-FOREST SERVICE LAND (if needed. If not, delete this paragraph)**

Discuss what's known about sites on non-FS land and/or the likelihood of sites being there, and potential impacts to them by the project. Modify the following paragraph as needed to fit the specifics of the project.

These activities, while related to the proposed _____ permit, do not require a Forest Service permit, do not involve federal funding, and are not otherwise under the jurisdiction of the U.S. Forest Service. Land owners will be informed of the likelihood and importance of archaeological sites that may exist on their lands and will be encouraged to protect archaeological sites, should they be identified during the course of the project. They will also be informed of the requirements of the Arizona State Burial Bill (ARS 41-864), the person to contact should human remains be encountered, and the benefits of securing an archaeological survey in order to minimize the chances of inadvertently disturbing human burials.

CLEARANCE RECOMMENDATIONS

The latest Forest Service listings for the National Register of Historic Places have been consulted, and no sites on or nominated to the Register are known to be in the project area. Sites ** are considered eligible for nomination to the National Register of Historic Places under Criterion D of 36-CFR-60.4.

OR

Sites XXX are considered eligible for NHPA Section 106 purposes for this project. They will be protected pursuant to FSM 2361.1(2) and FSM R-3 2361.21(2) until testing or additional information is available that would allow conclusive determinations of eligibility to be made.

The isolated occurrences are not considered significant and require no further protection, as per the First Amended U.S.D.A., Forest Service, Region 3 Programmatic Agreement Regarding Cultural Property Protection and Responsibilities, dated December 24, 2003.

The ** Ranger District is responsible for notifying the Zone or Forest Archaeologist before initiating any activities as part of this project, to ensure the proposed activities have cultural resources clearance and that project personnel are aware of the conditions of this clearance.

Should any additional prehistoric or historic archaeological sites be encountered during the course of the project, they are to be avoided and reported to the Zone or Forest Archaeologist.

If these recommendations are followed, there will be ** Effect to cultural resources by the proposed project.

This report is submitted in compliance with the provisions of the National Historic Preservation Act of 1966, as amended.

Cultural Resources Clearance for the ** Project is recommended, contingent upon the above recommendations.

REFERENCE(S) CITED

- 19 An Archaeological Survey and Clearance Report for * by * (CNF Project *). Ms. on file at the Coconino National Forest Supervisor's Office, Flagstaff.

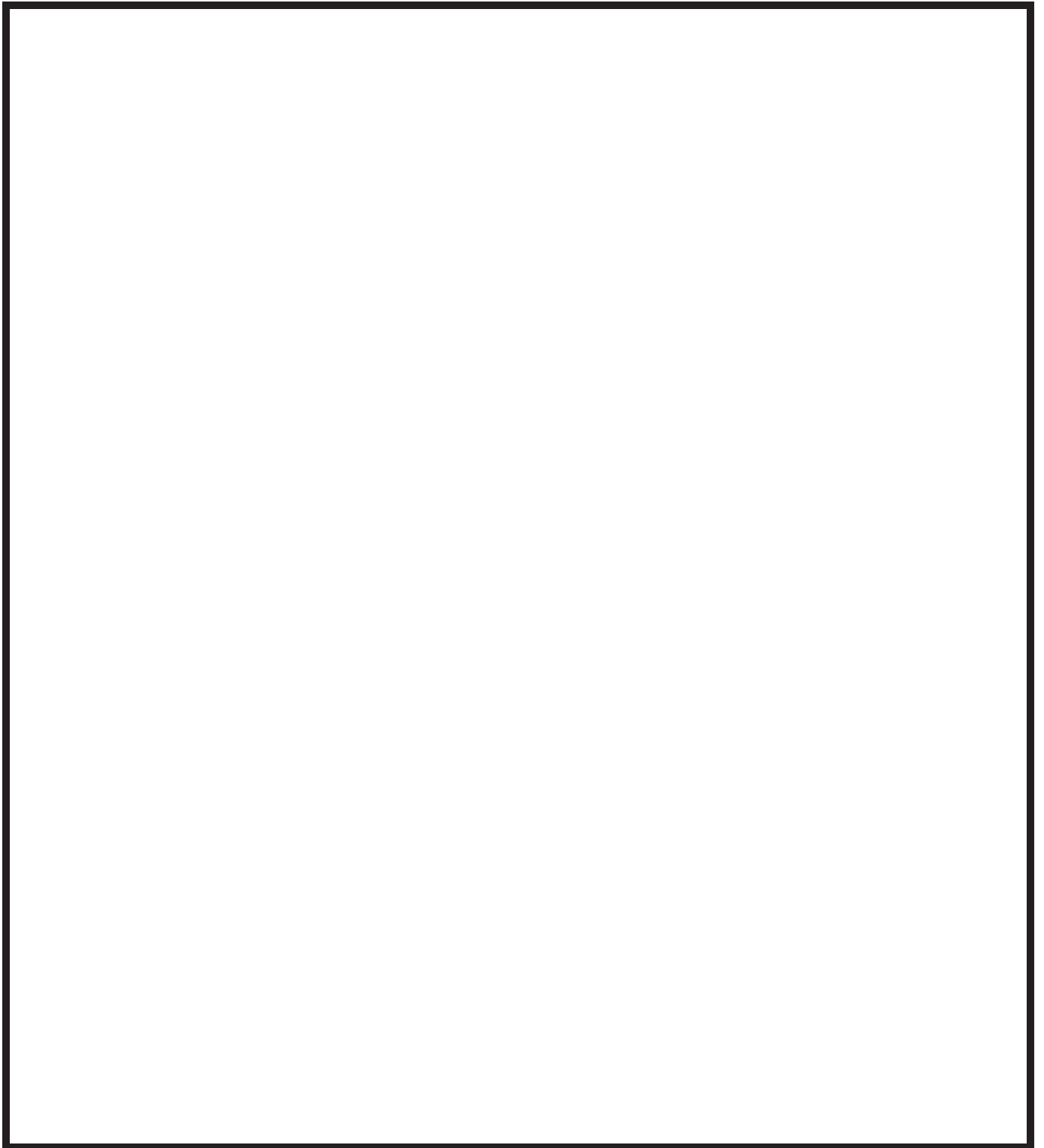


Figure 1. Area Surveyed for **, (Project No.**), located in T*N, R*E, Section * . Base map is *, Ariz., U.S.G.S., 7.5' quadrangle.

Exhibit 6
NONDISCLOSURE AGREEMENT FOR DATA ACQUIRED FROM UNITED STATES
GOVERNMENT- COCONINO NATIONAL FOREST HERITAGE PROGRAM

User's Responsibility to Safeguard Data:

Coconino National Forest GIS data and data products are the property of the Coconino National Forest. The User will safeguard the data or data products from theft, loss, or use contrary to the terms of this agreement. If loss or misuse of the supplied information should become evident, the User agrees to immediately notify the Forest Archaeologist of Coconino National Forest. The User will be responsible for reimbursing Coconino National Forest for the costs of personnel time and materials needed to provide this data. The Forest Archaeologist may waive these fees if it is determined that by providing this data to the User, the National Forest Service will benefit.

Permitted Uses:

The User may copy the GIS data for computer backup purposes.

The GIS data or data products may be used on computer equipment owned or leased by the User or by third parties under contract to the User's organization.

Graphic displays and printed tabular listings derived from the GIS data base or data products may be distributed or used in publications and presentations, *provided* that the credit is given to Coconino National Forest as the source of the information.

Entering into third party agreements for one time use of data or data products is permitted subject to the following conditions:

- a. Any third party use of the GIS digital data or data products must be in support of written contracts by the User, for application in the User's project that are approved by the FS.
- b. The third party contractor may retain and use Coconino National Forest GIS data supplied only for the period of time during which the specific contract requiring its use is in effect.
- c. Coconino National Forest may request:
 1. A signed copy of all related third party contracts for approval.
 2. Written notification when the contract has been completed and the GIS digital data and data products have been deleted.
- d. The data remains the property of the National Forest Service.

Uses Prohibited:

The User agrees not to distribute, copy, sell, loan or offer for use any copies of the Database or derivatives thereof, in whole or in part, to any party unless permission is received from the Forest Archaeologist of Coconino National Forest, except as permitted in this agreement.

Term

The User has the right to use Coconino National Forest GIS data and data products as specified in this Agreement.

Promptly upon the completion of the User's project, or upon discontinuance or abandonment of the possession or use of the database the user must return or certify the destruction of all copies of the database, and variations thereof.

The data provided by Coconino National Forest is in an "as is" condition without warranty of any kind, including but not limited to the implied warranties of fitness for a particular purpose. In no event shall Coconino National Forest, or any employee of the Forest Service, be liable for any damages caused by the Users of the database or for any incidental or consequential damages.

I, the User, agree to all of the statements above:

Signed: _____ **Date:** _____

Typed Name: _____

I, the contractor or subcontractor of the User, agree to all of the statements above:

Signed: _____ **Date:** _____

Typed Name: _____

Attachment:

USFS Agreement No.:
Cooperator Agreement No.:

Mod. No.:

Note: This Financial Plan may be used when:
(1) No program income is expected and
(2) The Cooperator is not giving cash to the FS and
(3) There is no other Federal funding

Agreements Financial Plan (Short Form)

Financial Plan Matrix: Note: All columns may not be used. Use depends on source and type of contribution(s).

COST ELEMENTS	FOREST SERVICE CONTRIBUTIONS		COOPERATOR CONTRIBUTIONS		(e) Total
	(a) Noncash	(b) Cash to Cooperator	(c) Noncash	(d) In-Kind	
Direct Costs					
Salaries/Labor	\$74,800.00	\$0.00	\$83,309.00	\$0.00	\$158,109.00
Travel	\$6,300.00	\$0.00	\$22,800.00	\$0.00	\$29,100.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Supplies/Materials	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Printing	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$0.00	\$1,222,378.94	\$0.00	\$0.00	\$1,222,378.94
Other					\$0.00
Subtotal	\$81,100.00	\$1,222,378.94	\$106,109.00	\$0.00	\$1,409,587.94
Coop Indirect Costs		\$77,621.06	\$6,737.92		\$84,358.98
FS Overhead Costs	\$10,543.00				\$10,543.00
Total	\$91,643.00	\$1,300,000.00	\$112,846.92	\$0.00	\$1,504,489.93
Total Project Value:					\$1,504,489.93

Matching Costs Determination	
Total Forest Service Share = (a+b) ÷ (e) = (f)	(f) 92.50%
Total Cooperator Share (c+d) ÷ (e) = (g)	(g) 7.50%
Total (f+g) = (h)	(h) 100.00%

WORKSHEET FOR

FS Non-Cash Contribution Cost Analysis, Column (a)

Salaries/Labor

Standard Calculation				
Job Description		Cost/Day	# of Days	Total
District Archaeologist		\$397.00	40.00	\$15,880.00
Project Archaeologist		\$367.00	100.00	\$36,700.00
Archaeology Technician		\$185.00	100.00	\$18,500.00
Tribal Relations		\$372.00	10.00	\$3,720.00

Total Salaries/Labor	\$74,800.00
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Travel

Standard Calculation				
Travel Expense	# Vehicles	Cost/Trip	# of Trips	Total
FS Vehicle	1.00	\$12.00	150.00	\$1,800.00

Non-Standard Calculation				
Travel Expense	# Vehicles	Cost/Mile	# of Miles	Total
FS Vehicle	1	\$1.00	4500.00	\$4,500.00

Total Travel	\$6,300.00
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Subtotal Direct Costs	\$81,100.00
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Forest Service Overhead Costs

Current Overhead Rate	Subtotal Direct Costs		Total
13.00%	\$81,100.00		\$10,543.00

Total FS Overhead Costs	\$10,543.00
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TOTAL COST	\$91,643.00
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WORKSHEET FOR

FS Cash to the Cooperator Cost Analysis, Column (b)

Other Expenses

Standard Calculation

Item	# of Units	Cost/Unit	Total
High Site Density Cultural Survey*	4609.12	\$110.00 acre	\$507,003.00
Low Site Density Cultural Survey*	6275.00	\$50.00 acre	\$313,750.00
Site Revisits*	545.00	\$680.00 site	\$370,600.00
Data Entry (NRM Mgmt)*	545.00	\$56.93 site	\$31,025.94

**Contract cost estimates based on market research with local firms.*

Total Other	\$1,222,378.94
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Subtotal Direct Costs

\$1,222,378.94

Cooperator Indirect Costs

Current Overhead Rate	Subtotal Direct Costs	Total
6.35%	\$1,222,378.94	\$77,621.06

Total Coop. Indirect Costs	\$77,621.06
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Cooperator's documented indirect cost rate.

TOTAL COST

\$1,300,000.00

WORKSHEET FOR

Cooperator Non-Cash Contribution Cost Analysis, Column (c)

Salaries/Labor

Standard Calculation				
Job Description	Cost/Day	# of Days	Total	
Cultural Preservation Officer <i>(8 hrs per month for 5 years)</i>	\$448.80	60.00		\$26,928.00
Forest Health Supervisor <i>(5 hrs per week for 5 years)</i>	\$346.96	162.50		\$56,381.00

Total Salaries/Labor	\$83,309.00
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Travel

Standard Calculation				
Travel Expense	Employees	Cost/Trip	# of Trips	Total
2004 F350 <i>(2 days per month for 5 years)</i>	1.00	\$190.00	120.00	\$22,800.00

Total Travel	\$22,800.00
---------------------	--------------------

Subtotal Direct Costs	\$106,109.00
------------------------------	---------------------

Cooperator Indirect Costs

Current Overhead Rate	Subtotal Direct Costs	Total	
6.35%	\$106,109.00	\$6,737.92	

Total Coop. Indirect Costs	\$6,737.92
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Cooperator's documented in direct cost rate.

TOTAL COST	\$112,846.92
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