



FS Agreement No. 23-PA-11030400-261

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: Four Forest Restoration Initiative 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 and are within the 4FRI a Wildfire Crisis Strategy Landscape (WCS). 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. The CFDA# for this agreement is 10.724. By completing heritage inventory surveys within the 4FRI WCS footprint, the U.S. Forest Service supports all the on-the-ground work of hazardous fuels reduction. Through completing this heritage inventory work and consultation on fuels reduction projects, the agency is investing in compliance needed for treatments. Working on heritage inventory supports a more efficient process for project work, with updated heritage data to use in



4FRI WCS implementation efforts. This work greatly improves the efficiency of the District. 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 contract(s).
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. Perform in accordance with the attached Exhibits C through Exhibit F.
9. JUSTICE 40 INITIATIVE. Executive Order (EO) 14008, Tackling the Climate Crisis at Home and Abroad, was signed on January 27, 2021. This EO commits federal agencies to providing 40% of federal benefits to disadvantaged communities. When the cooperator is considering a subaward or contract to be executed under this agreement, the cooperator may consider the requirements of EO



14008, section 223, OMB M-21-28 and OMB-23-09

10. FINANCIAL STATUS REPORTS. A Federal Financial Report, form SF-425, must be submitted quarterly. The report is due 30 days after the reporting period ending March 31, June 30, September 30, December 31. The final SF-425 must be submitted either with the final payment request or no later than 120 days from the expiration date of the agreement. The form may be found at <https://www.grants.gov/forms/post-award-reporting-forms.html>.
11. 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 quarterly performance reports to the U.S. Forest Service Program Manager. These reports are due 30 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 \$1,000,000.00, 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, 211 W Aspen AVE Flagstaff, Arizona 86001-5359 Telephone: 928-606-9840 Email: neil.chapman@flagstaffaz.gov	Stacey Brechler-Knaggs 211 W Aspen AVE Flagstaff, Arizona 86001-5359 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 Coconino NF, Flagstaff RD 5075 N Highway 89 Flagstaff, Arizona 86004 Telephone: 928-527-8261 Email: jeanne.stevens@usda.gov	Brian Speeg 333 Broadway Blvd SE Albuquerque, New Mexico 87102 Telephone: 000-000-0000 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 debarment 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.

BECKY DAGGETT, Mayor Date
City of Flagstaff

AARON MAYVILLE, Forest Supervisor Date
U.S. Forest Service, Coconino National Forest

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

BRIAN SPEEG Date
U.S. Forest Service, Grants Management Specialist

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.

EXHIBIT A
STATEMENT OF WORK
Four Forest Restoration Initiative 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 U.S. 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. Additionally, Four Forests Restoration Initiative (4FRI) planning and implementation has been ongoing since 2010. As with watershed protection projects, 4FRI work is aimed at protecting communities and watersheds from catastrophic wildfires and the devastating after-effects such as uncontrollable flooding and associated damage. By completing heritage inventory surveys within the 4FRI Wildland Crisis Strategy (WCS) footprint, the U.S. Forest Service supports all the on-the-ground work of hazardous fuels reduction. Through completing this heritage inventory work and consultation on fuels reduction projects, the agency is investing in compliance needed for treatments. Working on heritage inventory supports a more efficient process for project work, with updated heritage data to use in 4FRI WCS implementation efforts. This work greatly improves the efficiency of the District.

The U.S. Forest Service is continuing a collaborative project to conduct landscape-scale heritage inventory projects with the City. The project will include approximately one heritage project over four years. This project is directly in line with the City's Wildland Fire Management mission, objectives, tactics, and initiatives (see Exhibit C) 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 U.S. Forest Service and the City 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 U.S. Forest Service will each reap enormous benefits made possible through fuels reduction. 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 U.S. Forest Service, through its long history of conducting landscape level heritage inventories in support of fuels reduction, 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 4FRI WCS landscapes near the community of Flagstaff, Arizona. These forested lands (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 by catastrophic wildfire.. Additional effects from compromised forested landscapes include uncontrolled flooding that threatens human life, municipal and private property, and local roadways.

II. SCOPE OF WORK

The project 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. Priority areas include locations in the US Highway 180 corridor west and northwest of Flagstaff as well as areas northeast of Flagstaff in close proximity to private lands. All project areas will be identified as either high or low site density with tasks clearly delineated ahead of time.

Surveys will be conducted as part of planning for all restoration -activities and will support hazardous fuels reduction in the project area. 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 U.S. Forest Service Coconino National Forest. The Coconino National Forest will consult on the inventory work with consulting Tribal Nations and the Arizona State Historic Preservation Office for concurrence, as needed.

The City of Flagstaff Forest Health will advertise for the heritage project contract 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 U.S. Forest Service 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 U.S. Forest Service 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 the City's oversight of contracts that will fulfill agreement tasks outlined in this agreement. The U.S. Forest Service will contribute approximately 35 days by the District Archaeologist, 90 days by the Project Archaeologist, 100 days by the Archaeology Technician and 8 days by the Tribal Relations Specialist to support this project.

III. DEFINITIONS (where applicable)

In addition to the following *archaeological survey* definitions, the General Requirements for Archaeological Survey on the Coconino National Forest (Exhibit F).

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 Exhibit F - 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.

V. TIMEFRAME

This project will include one heritage project over four years to be developed collaboratively based on the U.S. Forest Service 4FRI restoration project locations (Exhibit D). The end date for the project is May 2, 2027.

VI. DELIVERABLES

There will be a project report for the project. On-the-ground work such as marking and other possible tasks will be described during each specific project development. See Exhibit E for more details on deliverables. The U.S. Forest Service is responsible for consulting with Tribal Nations and the State Historic Preservation Office on the project.

VII. QUALITY ASSURANCE

The City and U.S. Forest Service 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 U.S. Forest Service in Exhibit E.

VII. POINTS OF CONTACT

Contacts at the City 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 U.S. Forest Service include Flagstaff District Archaeologist Jeanne Stevens and Project Archaeologist Pete Wisniewski.

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	\$65,640.00	\$0.00	\$55,220.00	\$0.00	\$120,860.00
Travel	\$5,320.00	\$0.00	\$10,355.00	\$0.00	\$15,675.00
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	\$909,090.91	\$0.00	\$0.00	\$909,090.91
Other					\$0.00
Subtotal	\$70,960.00	\$909,090.91	\$65,575.00	\$0.00	\$1,045,625.91
Coop Indirect Costs		\$90,909.09	\$6,557.50		\$97,466.59
FS Overhead Costs	\$10,644.00				\$10,644.00
Total	\$81,604.00	\$1,000,000.00	\$72,132.50	\$0.00	\$1,153,736.50
Total Project Value:					\$1,153,736.50

Matching Costs Determination	
Total Forest Service Share = (a+b) ÷ (e) = (f)	(f) 93.75%
Total Cooperator Share (c+d) ÷ (e) = (g)	(g) 6.25%
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	\$440.00	35.00		\$15,400.00
Project Archaeologist	\$398.00	80.00		\$31,840.00
Archaeology Technician	\$185.00	80.00		\$14,800.00
Tribal Relations	\$450.00	8.00		\$3,600.00

Total Salaries/Labor	\$65,640.00
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Travel

Standard Calculation

Travel Expense	# Vehicles	Cost/Trip	# of Trips	Total
FS Vehicle	1	\$12.00	110.00	\$1,320.00

Non-Standard Calculation

Travel Expense	# Vehicles	Cost/Mile	# of Miles	Total
FS Vehicle	1	\$1.00	4000.00	\$4,000.00

Total Travel	\$5,320.00
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Subtotal Direct Costs	\$70,960.00
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Forest Service Overhead Costs

Current Overhead Rate	Subtotal Direct Costs		Total
15.00%	\$70,960.00		\$10,644.00

Total FS Overhead Costs	\$10,644.00
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TOTAL COST	\$81,604.00
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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*	400	150 acre	\$60,000.00
Low Site Density Cultural Survey*	11311.3864	75 acre	\$848,353.98
Site Revisits*		680 site	\$680.00
Data Entry (NRM Mgmt)*		56.92833 site	\$56.93

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

Total Other	\$909,090.91
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Subtotal Direct Costs

\$909,090.91

Cooperator Indirect Costs

Current Overhead Rate*	Subtotal Direct Costs	Total
10.00%	\$909,090.91	\$90,909.09
Total Coop. Indirect Costs		\$90,909.09

*Rate shown is proposed FY23. Final FY23 NICRA is still pending. The actual NICRA rate at the time an expense is incurred is what will be used.

TOTAL COST

\$1,000,000.00

DRAFT

WORKSHEET FOR

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

Salaries/Labor

Standard Calculation				
Job Description		Cost/Day	# of Days	Total
Cultural Preservation Officer		\$448.80	38.00	\$17,054.40
Forest Health Supervisor		\$346.96	110.00	\$38,165.60
Total Salaries/Labor				\$55,220.00

Travel

Standard Calculation				
Travel Expense	Employees	Cost/Trip	# of Trips	Total
2004 F350	1	\$190.00	54.50	\$10,355.00
Total Travel				\$10,355.00

Subtotal Direct Costs

\$65,575.00

Cooperator Indirect Costs

Current Overhead Rate	Subtotal Direct Costs			Total
10.00%	\$65,575.00			\$6,557.50
Total Coop. Indirect Costs				\$6,557.50

**Rate shown is proposed FY23. Final FY23 NICRA is still pending. The actual NICRA rate at the time an expense is incurred is what will be used.*

TOTAL COST

\$72,132.50

EXHIBIT C



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

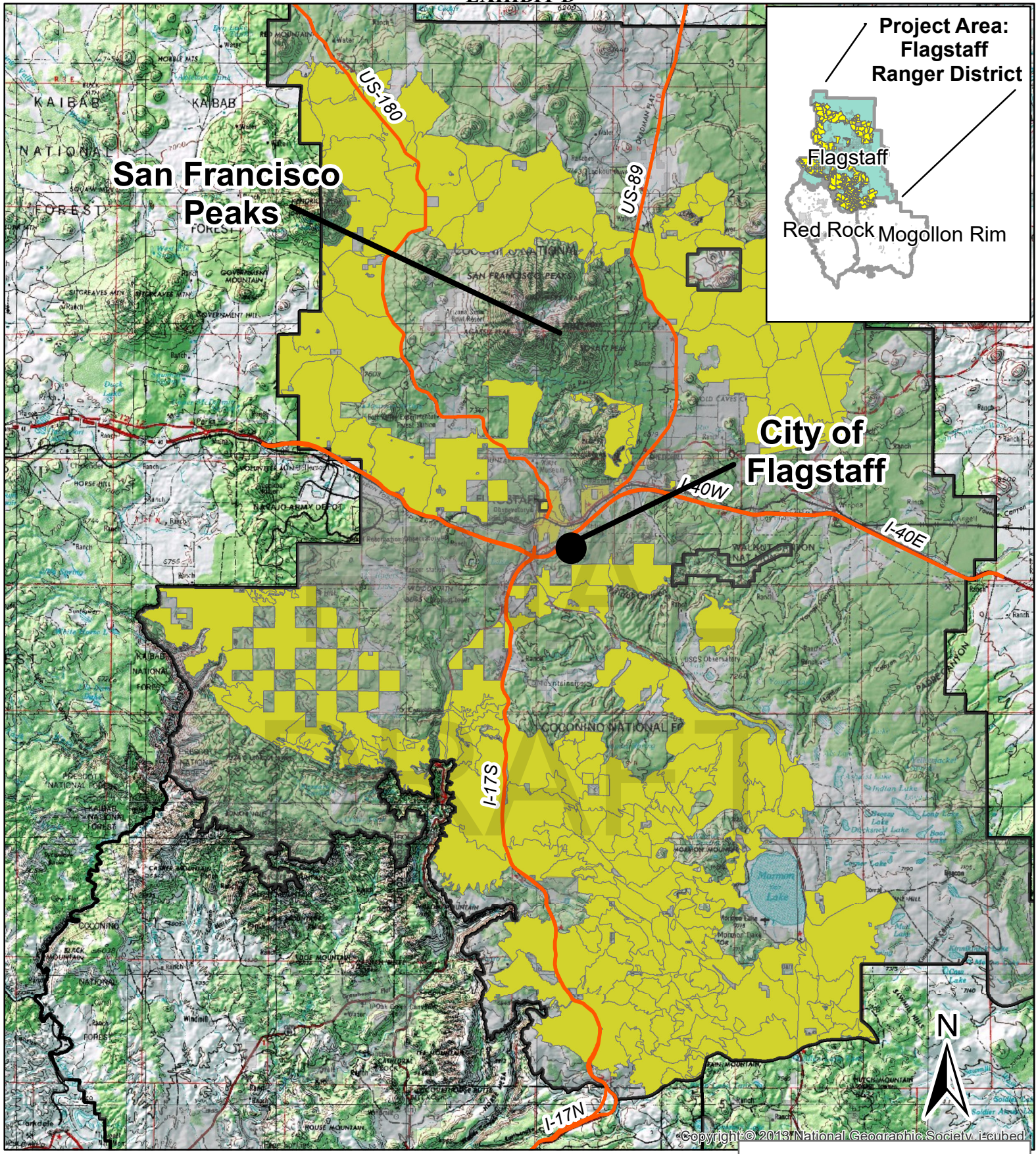
- **Prevention:** Ensure effective planning, training & coordination to reduce wildfire risk
- **Preparedness:** Align codes and firewise projects to protect lives and property
- **Hazard Mitigation:** Implement fuel management projects designed to create and maintain a resilient and fire adapted community
- **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)



City of Flagstaff 4FRI Areas Heritage Inventory Project Area Agreement Map- OVERVIEW
 Flagstaff Ranger District
 Coconino National Forest

Legend

- Major_Roads
- Flagstaff_Ranger_District
- 4FRI Treatment Areas



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EXHIBIT E

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 U.S 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 U.S. Forest Service will assist the Heritage Preservation Officer is 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 if 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 if 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's, 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's 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.

GENERAL REQUIREMENTS FOR CONDUCTING ARCHAEOLOGICAL SURVEY ON THE COCONINO NATIONAL FOREST

(Revised May 25, 2023)

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 Forest and District Archaeologists are to be notified and consulted to determine the extent of previous survey work and whether sites are known or reported in the survey area. This data may be provided electronically upon request.

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 120 ft. along the center line of the project. For linear projects with widths greater than 30 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 m. (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.

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 assignments and site tags from District or Forest archaeologists.

Forest site numbers 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. Other site numbers should be indicated parenthetically.

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-1940 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.

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

- (a) at least 25 artifacts within a definable area
- (b) a density of at least five artifacts per square meter,
- (c) three or more types of artifacts or materials,
- (d) One or more features,
- (e) One or more formal tools associated with other cultural material

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 isolated trash dump, abandoned road, old fence line, or a recent campfire ring. Features may or may not be recommended for protection from project activities. Isolated prehistoric features, such as petroglyphs, pictographs, grinding slicks, pecked hand and toeholds, or bedrock mortars, will normally be recorded as a site. Consult the Forest Archaeologist if there is a question about whether such remains should be recorded as an Isolated Occurrence or 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. 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 during the course of a project are to be identified and recorded. General information on completing the Forest’s site form is provided in Exhibit 1.

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 forms will identify the GPS unit model and the UTM Datum used (NAD 1983 is the Forest standard) to plot project and site areas. At a minimum, the location of the site tag, near the center of the site, must be taken. In the case of irregularly shaped sites, perimeter plots are desirable. Shape files and other GPS data for each project, locating project areas, sites, site perimeters, Isolated Occurrences, etc. will be provided electronically or on a CD with the final report.

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. At least two digital photographs (minimum 1600 x 1200 at 5 megapixels), taken from different directions, will be taken of each site and feature, and submitted as part of the final project and site documentation package.

Photographs will be catalogued according to the examples in Exhibit 2. Camera digital image numbers will not be used as the final photograph identification number. Photographs from each site will be separated and assigned sequential numbers following the site number so that each has its own series of catalogued photographs beginning with “1”, e.g., “05-1435.0001”. For resurvey and site inspections, contact Forest or District Archaeologist for next available image numbers to be used for cataloguing.

5. Each newly discovered site shall be recorded using the USFS NRM electronic site recording system. Information and downloads of the requisite formats can be obtained from the Forest or District Archaeologist. In addition, hard copy site forms covering information listed on the Coconino National Forest site form must also be provided. Except for site plans, handwritten forms will not be accepted. Information contained on the site form is to be consistent with the instructions in Exhibit 1. Both hard copies, as well as electronic copies, of site forms will be provided to the Forest or District archaeologist, periodically or upon completion of the project, as determined at initial project orientation meeting.

6. Isolated Occurrences: There are three types of Isolated Occurrences- Features, Scatters, and Isolated Artifacts. They shall be plotted on USGS maps and with UTM coordinates. Each Feature, Scatter or Isolated artifact is to be identified on a separate numerical list – e.g., Feature 1, 2, 3, etc.,

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.

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 other arrangements have been made in advance with the Forest Archaeologist. This should be determined at initial project orientation meeting.

When artifact collection is allowed:

1. Collections may be made at the discretion of the archaeologist in the field, when authorized by the Forest Archaeologist. This pertains to rare finds, such as whole or nearly whole vessels, jewelry, diagnostic projectile points, etc. Any artifact collected must be located using a GPS unit. Collections remain the property of the U.S. Government and will be submitted to the federal 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 photographed and plotted on the site sketch. If they are an isolated artifact, or within a scatter, they are to be plotted on USGS topographic maps and GPS plots determined for each. UTM coordinates and related information will be provided to the Forest in electronic form and listed in the report. The report will also specifically state when individual artifacts are, or are not, 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 Ware series. Other types may also be present in small numbers. Sherds shall be identified 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” or “two-hand” in size, and whether they are unifacially or bifacially worked. Similarly, nether stones must be identified as to type, such as bedrock grinding slicks, mortars, grinding slabs, basin metates, trough metates, etc.

4. Artifact Density:

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 (at least 20 cm. high) erected around the wire or stake.

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 5 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 or face height on the painted trees with the knot and a trailing strand of flagging tape on the outside of the tree, facing into the center of the site.

(C) Both painted bands and flagging tape must be inter-visible and not obstructed by branches or foliage. Lathes, stakes, or posts 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

Exhibit 4 provides the report format that should be used. If anything more than the information in this report format is needed, this should be discussed in advance with the District or Forest archaeologist. Specific information that should be included in this report format is:

(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. Use full names, not initials e.g. "Tom Jones", not "TJ" or "T. Jones".

(E) Describe the manner in which the survey was conducted and the spacing between surveyors or survey transects.

- (F) If a previously recorded site cannot be relocated, describe the distance and extent of area surveyed from the reported location in an attempt to relocate the site.
- (G) State any factors influencing survey type or ground visibility.
- (H) 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.
- (I) 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, maps at a 1:24,000 scale, and larger scale maps, if necessary, will be prepared on 8 ½ x 11 or 11x 17 -inch paper. 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) Reports and records will be submitted in electronic format with two print copies. If photographs, prints, or illustrations are used, they must be of suitable quality to provide a clear, legible copy.
- (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) Do not include Culture History and Environmental sections, unless such information is vital to later sections of the report and is specifically addressed in later sections. Overall general, summary statements of culture history and environment in report introductory sections is adequate. Avoid on-site descriptions of vegetation, soil type, soil color, etc. unless such information helps locate features or is germane to understanding site use, e.g. location of a roasting pit to nearest agave concentration, or unusual on-or near concentration of possible of cultivar plants. Simply reference existing reports and sources providing such overview information.(*Cf* Downum 1988, 1990, 1992; Elson 2011; Fish and Fish 1977; Pilles 1978, 1987, 1996, 2014; Powers and Pearson 2008; Wilson 1969).
- (M) In clearance reports, only discuss and locate sites that are within or immediately adjacent to the project area, unless describing or postulating land use or settlement patterns. Do not reference sites outside the project area (the APE). When reporting previous sites in the vicinity of a project. DO NOT provide any GPS information or precise site plots on maps. Site numbers may be printed in the general vicinity of a site’s location, 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.

DOCUMENTATION TO BE PROVIDED TO THE FOREST ARCHAEOLOGIST

Two original printed reports, an electronic copy of the report, printed and electronic copies of data originating from the survey including site inventory forms artifact analyses, and survey locational data. NRM data should be provided to the CNF Heritage NRM Steward, currently the Special Uses Archaeologist in the Supervisor’s Office.

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, 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 Archaeologist, acting on behalf of 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

Information needed by a permittee regarding previous survey areas and archaeological sites provided by the Forest can be provided but must be used solely for the purpose of the permitted project, unless otherwise agreed to by the Forest Archaeologist. Such information, when provided will be accompanied by the following confidentiality agreement:

“Here is the electronic data (shape files/ site data/ site forms/ whatever) you requested for your project _____ - Please note the conditions, below, under which these files and scans are being provided for your use.

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 _____ 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 _____ when this has been done.

By accessing these files (through this e-mail/ or at our office) 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's NRM and paper archaeological records, historic maps, and reports.

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 1997; Haury 1950; Gillio, Levine, and Scott 1980; Rock 1980; Sliva 2015; Loendorf and Rice 2005; Lyndon 2005) 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 form with additional pages, 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 forms, the report and site forms 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 Coconino National Forest NRM Site Forms

FS Site Number: Obtain site number from Ranger District (RD) or Supervisor's Office (SO) or will be assigned by CNF upon submission of site form.

NA Site Number, if used: Will be assigned by the Museum of Northern Arizona

ASM Quad Number, if used: Will be assigned by Arizona State Museum, if needed

Project Name: Be sure name used is the same as name used in CNF project records

Project No.: Get project number from District or Forest Archaeologist before starting field work

Site Recording Date: Write out completely as "Sept. 15, 2007". Do not use numerical dates like "9/15/07"

I. General Site Information

Site Description: Be brief and concise. Do not include or repeat information that is going to be provided in another section of the site form, such as locational information or artifact details.

Site Condition: Use the following terms ONLY: Excellent, Good, Fair, Poor, Critical (site mostly destroyed). These correspond with the condition rank numbers, 0-5, used prior to 2008.

Site Dimensions: Give length, width, and total area in square meters. Indicate how dimensions were determined – visual estimate, paced, measured by tape, GPS unit, etc. Indicate orientation of site – "Site is 100 m. northeast-southwest by 35 m. northwest-southeast". Estimated depth of soil is 50 cm. – 1 m.

Maintenance Condition Rating: See below or obtain current List of Values (LOV's)

Condition Narrative: Elaborate, if needed, upon site condition and identify the nature and extent of any damage present. Be specific. Don't just say "grazing" or "erosion". See below

Disturbances: See below or get current LOV's

Management Recommendations: The default recommendation "Scientific Study", not "Preservation" but Stabilization, Interpretation, Maintenance, or Monitor are also acceptable

II. Locational Information

Land Status: Will usually be "Coconino National Forest, _____ Ranger District". Otherwise indicate details of land status under "Other Ownership".

Map Quad: Provide complete USGS map name, scale, and date of map. e.g. Sunset Crater West 1:24,000, 1966.

State: Will always be Arizona. **County:** Will be either Coconino or Yavapai. **Township & Range:** Will always be ___ North and ___ East. **Section ¼:** Provide down to nearest ¼, ¼, ¼, ¼, starting with the smallest ¼. Think of the words "of the", between each ¼ to help keep this in mind.

This is the SW ¼ “OF THE” SE ¼ of the NW ¼ of the SE ¼:

GPS Datum: USFS standard references is NAD 83, but always indicate the datum used. Survey crew members should always double check their settings to be sure they are all consistent.

UTM Source: Provide the GPS unit’s manufacturer’s name and model.

Additional GPS information: Add anything else regarding the precise location of the reading or adverse weather conditions that might affect the reading., e.g. “GPS reading taken 20 ft. west of site, in center of East Clear Creek, outside of site overhang.”

Elevation: Elevations from GPS units are often incorrect. Verify elevation reading with USGS map plot.

Site Tag Location: Describe where the tag is located or if no tag was used. Forest protocol for site tags is to nail them to the south side of a tree, preferably 5-6 in., but no more than 1 ft. above the ground, as close to the center of the site as possible. If no tree is present, wire tag to a bush by the center of the site or affix site tag to a pin flag and build a small rock cairn around it.

III. Legal Status

National Register Status: This is a formal designation that requires consultation between the Forest and the State Historic Preservation Office and must be made by a professional archaeologist. The only acceptable terms are “Unevaluated”, “Listed on the National Register”, “determined Eligible under Criterion ____”, “Not eligible”, or “Non-contributing”.

National Register Status Justification: Discuss what’s typical, or unique and unusual, about the site. How does it fit in the local/regional settlement pattern? Add what Criterion the site is eligible under. Be specific on WHY a site is eligible. Generic justifications such as “can contribute important information about the past”, “information about past life ways” should be avoided. Relate significance to specific research questions, needs, or topics as identified in current literature of the area. Unless making a formal National Register nomination, don’t discuss aspects of integrity unless they specifically support a site’s eligibility criteria. e.g. Do not state that a site does or does not have integrity of design, feeling, location, the work of a master craftsman, etc. if it is only considered eligible under Criterion D.

IV: Site Component Information

Temporal Affiliation: Is either **P** (prehistoric), **H** (historic), or **U** (unknown)

Culture, Phase, and Date: See List of Values. Provide site-specific date, based on ceramics, or general phase dates. “B.C.”, is placed before the date, “A.D.” is placed after the date – e.g. “3,000-5,000 B.C.”, “A.D. 1150-1250”

Basis for Cultural Affiliation, Phase, and Dates: What is the basis for your evaluation? e.g., “geographic location,” “regional pattern”, for general statements, or “Dominance of Verde Brown and Walnut B/w” for more specific assessments.

Theme: This relates to historic themes used by the National Register, State Historic Preservation Office, and National Park Service. See List of Values.

Function/Activity : this field should represent the predominate feature of the site, equivalent to ‘Site Type’. Use the same List of Values as Feature Type.

Feature Types: See List of Values (below) for terminology. Give each feature a number, e.g. “Feature 1 - Pueblo, two rooms. Start with architectural units (pueblos, pit houses, kiva, etc.), then features (hearths, rock pile, cleared area, agricultural features, etc. and end with artifact categories

Description/Construction Technique: When masonry structures are present, describe wall construction technique, number of courses wide, wall fill material, stone type. How high are walls now, and how high might they have been originally, based on amount of wall fall. Provide size of each room/pit house, specifying interior dimensions. Give size of wall fall in addition to interior dimensions, when possible.

Artifacts: Artifact ID is the discrete artifact or group of artifacts being described – such as projectile point 1, Tusayan White Ware, ground stone, etc. Essentially, if the artifact is identified individually on a site map or site description, then it should be described individually in this matrix.

Provide information about quantity and location of artifacts. Most sites will have “sheet trash” – an overall scatter of artifacts. But are there also areas of artifact concentration? Estimate densities using the terms sparse, moderate, and abundant, as well as estimates of density by numbers (tens, hundreds, thousands).

V. Site Associations: Site recorders, company, publications, any other relevant person, or institution.

ADDITIONAL INFORMATION FOR COMPLETING SITE FORMS

LOCATION DATA: 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

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. .

SITE TYPE: this provides the Forest’s list of standardized site “types” than can be used for initial computer sorting. The full NRM LOV for site types uses many terms to identify the same site type. This list attempts to reduce those terms to provide long-term consistency for site types on the Forest. 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”. Artifacts are usually present on most sites so the presence of features takes precedence identifying a site type. i.e. the primary site type term for a field house with artifacts should be “Field House”, not “Artifact Scatter with a field house”; or “Pithouse” not “Artifact scatter with pit house”.

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?

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.

TRAILS: Indicate evidence for human-made trails, not modern game trails.

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

TRASH/ARTIFACT DENSITY: Indicate the number of sherds, lithics, and ground stone artifacts by type that are present at the entire site by either counting the total number of each, if site is small, or by using 1 m. sample units, if site is larger. The terms sparse, moderate, and abundant may be used, but each must be quantified, e.g., “sparse(< 1 artifacts/sq. m.), “moderate” (2-5 artifacts/ sq. m.), or “abundant” (> 5 artifacts /sq. m.). Do **NOT** use combinations like “Sparse to Moderate”. Provide a general overall site density estimate by counting a few random 1 m. sq. areas and averaging them to state an average site density of “general density of X sites/sq. m.”.

ADDITIONAL SITE DATA: Describe anything else you can about the site. Give details on structure sizes, masonry techniques, similarity, or differences of this site to others in the area, etc.

DISTURBANCE: If the site has been damaged, indicate the nature and severity of disturbance. Actions such as cattle grazing, tree growth, weathering, and erosion are considered to be natural processes and are not usually considered “damage”. Only indicate these 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. In any case, be specific about the location, extent, and severity of damage, rather than general terms such as “cattle grazing”, “erosion”, “recreational use” etc. Be specific as to **WHAT** damage has such activities caused and **WHERE** is it?

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 or GPS unit.

TOTAL AREA: Multiply the length by the width of the site to compute the site’s total area in square meters or determine with a GPS unit.

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.

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 a site form has been prepared;** 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 taking extensive photographs. Or, in the case of a petroglyph site, when detailed descriptions, sketches, measurements, and photographs have been made of each element.

CHRONOMETRIC DATES: If available, 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 form 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.

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”. The tag should be placed near the center of the site, on the south side of a tree, no more than 1 ft. above the ground. If a tree is not available, tag can be tied to a sturdy bush or place beneath a small cairn of rocks in the center of the site. Also, be sure to identify the location of the tag in your site sketch.

RECORDED BY: Enter full first and last names of people. **DO NOT USE INITIALS ALONE.** This should include all members of the crew who recorded the site with the main site recorder’s name appearing first. .

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. If the site was previously recorded, enter the earlier recorders’ names and the dates the site was first recorded, then the names and dates for the current 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 a site is small, the total collection analysis should be listed. Ceramics are to be identified to the type level following the Colton/Hargrave typology. If sherd or painted design is too small to identify to type, identify it to the Ware level and identify as such. e.g. simply “ 4 Tusayan White Ware sherds”, not “4 unassigned/ unidentified/ undifferentiated Tusayan White Ware sherds”.

IDENTIFICATION/COLLECTION TECHNIQUE: Indicate how the artifacts were recognized for identification or collection purposes, if authorized. For example, “Total site id”, “Grab”, “Grab with emphasis on decorated sherds”, “100% id in every other meter square through N-S axis of site”, “Four 1 sq. m. units collected” etc,

SITE MAP: This is a detailed sketch of the site, local topography, features, location of diagnostic artifacts, structures, structure numbers, size of structures, site tag location, etc. If a GPS map is not made, a compass and pace map of the site is acceptable.

Exhibit 1 – Site Form

NA _____ Ariz. : : ____ (ASM)

AR-03-04- - .

Site Name/Other Site Numbers: _____

Project Name: _____ CNF Project No.: _____

Location Information

Land Status: Coconino National Forest _____ Ranger District

Other Ownership : _____

USGS Map Quad.: _____ State: Arizona County: Yavapai____ or Coconino ____
T N, R E , Sec. , 1/4 1/4 1/4 1/4 Elev.: _____ ft

UTM: Zone 12 East: _____ North: _____ Datum: NAD 1983

GPS Unit: _____ GPS Comments: _____

Site Tag Location: _____

Directions to Site: (Describe route from major highway & milepost. Give landmarks, references, etc.):

Site Type: (See LOV's) _____

General Site Information

Site Description (add additional information on back):

Cultural Affiliation(s):

P,H,U	Culture	Phase(s)	Date (of phase)	Date (Based on Artifacts)

Basis for Affiliation, Phase, and Dates (Be specific! Sherd types, point forms, bottle/can types, assemblages, etc.)

Theme (see LOVs): _____

Function/Activity (see Feature Type LOVs, pick predominate feature of site):

Features:

No	Feature Type (see LOVs)	Material/ Stone type	Describe (Construction technique, courses wide/high,	Wall hgt now	Wall hgt originally
1					
2					
3					

Site Condition

Disturbance (Circle): Rank: 0 (undisturbed), 1 (Good), 2 (Fair), 3 (Poor), 4 (Critical), 5 (Destroyed)

Describe source and specifics of disturbance:

Vandalism (?) (Circle): Yes / No

Pot hunted (?) (Circle): Yes / No

Describe:

Site Dimensions: Length _____ m. Width _____ m. Area _____ m²

How determined?: Visual estimate _____ Paced _____ Taped _____ GPS _____

Ground Visibility: Overall, what percent of the ground surface is visible? _____

Mangmt. Recommend (see LOVs or choose 1): Research _____ (preferred default for all sites)

Interpretation _____ Preservation _____

Management Recommendation Narrative:

Management Condition (see LOVs):

National Register Recommendation: Unevaluated _____, Eligible _____, Not Eligible _____,

Criteria (A,B,C,D): _____ **Basis for Eligibility:** R-3 PA _____ and/or **Other** _____

Why? (Discuss site re: local/regional settlement. Specific research potential. What's typical or unique?)

Status: Unevaluated _____, Eligible _____, Not Eligible _____, Listed _____

Site Recorded By:

Name	Agency/Organization	Date

Artifacts:

Density: ± artifacts/m² _____. (**S**parse, **M**oderate, **A**bundant): Ceramics: _____ Lithics: _____ Ground Stone: _____

Sample Type: Grab _____ Controlled _____ Grab & Controlled _____

(Use separate sheets for controlled sample information)

Artifact FS No.	Class (see LOVs)	Type (see LOVs)	Count	Collected	Cat No.

Photographs:

No.	Subject:	Facing:	Photographer:	Date:

Site Associations

Previous Projects/Events and Report No(s):

References/Publications:

Add any additional information on back of form or on continuation sheet. Attach Site sketch, Map(s), and illustrations.

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Exhibit 2

Photo Log

Digital photographs should be identified on a photo log, as per the following example. .

Example of completed photo log:

<u>Date of latest revision:</u> Aug. 11, 2006		<u>By:</u> Peter J. Pilles, Jr.		
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
NOTE: These are photo catalogue numbers, not camera image numbers. Rename your images with a cat. number.				
06-273. DIGITAL.				
	Looking over site and Forest Road 179-F.			
.0001	Vehicle is in parking area adjacent to Devil's Dining Room.	SSW	Peter J. Pilles, Jr.	Aug. 10, 2006
.0002	Looking over site and Forest Road 179-F	N	Peter J. Pilles, Jr.	Aug. 10, 2006
.0003	Looking S. over FR 179-F that cuts through site	S	Peter J. Pilles, Jr.	Aug. 10, 2006
.0004	Detail of artifact density on W. side of road	SE	Peter J. Pilles, Jr.	Aug. 10, 2006

Exhibit 3

Logging Railroad Grade Evaluation Criteria

Obtain current information from District or Forest Archaeologist.

For background information 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 4

Standard Report Format

NOTE: Edit header to include project number & page number on all pages

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

Note: SHPO has asked that the titles of reports clearly indicate when a new survey is involved, if it is just a clearance based on previous work, or a combination. So, use appropriate title to indicate this.

By
* District Archaeologist *(or whatever author's position is)*
, 2013

Table of Contents, List of Figures: Only use one when it is a complex, lengthy report where a table of contents, figures, tables are needed to find necessary information

ABSTRACT

This should be a short, concise summary of what project activities are involved, how many sites were found, sites determined eligible, not-eligible, undetermined, project acres, new acres surveyed, percent of project area sampled. This should be suitable for cutting and pasting into the IS&A form.

Project Acres:

New Acres Surveyed:

Acres Re-surveyed:

Previously Surveyed Acres: *Previously surveyed that are used to provide clearance.*

Project Location and USGS Quadrangle:

Names of Surveyors:

Dates of Field Survey:

Total Sites in Project Area:

Newly Recorded Sites: Eligible: Not Eligible: Unevaluated:

Previously Recorded Sites: Eligible: Not Eligible: Unevaluated:
(This will be detailed by individual site numbers in the National Register Eligibility Table attachment to the IS&A.)

Isolated Occurrences: Features: Scatters: Isolated Artifacts:
Clearance Recommendations: *If recommend monitoring, always include requirement for a report. Can be as simple as e-mail or a complex report.* **None: Avoid:**

Flag sites for avoidance: Monitor: Other:

Determination of Effect: *Delete those that do not apply. No. refers to coding no.* 1) No Effect: 2) No Adverse Effect: 3) Adverse Effect: 4) Not an Undertaking: 5) Beneficial Effect: 6) No Sites Present:

INTRODUCTION

Project activities will consist of ****** *(list all activities associated with the project including ancillary support components, such as access roads. Include direct, indirect, and cumulative effects, as needed.)* An archaeological survey was performed to determine if cultural resources were present that might be affected by the proposed ******. The project is located in T*N, R*E, Sec. * on the ****** Ranger District of the Coconino National Forest, Arizona (Figure 1). *When a project is being done under the provisions of the R-3 PA, such as staged, modified survey strategy, sample surveys, etc., refer to the specific provision in the PA under which work was done, or reference date of consultation with SHPO.*

PREVIOUS SURVEYS AND RECORDS SEARCHES

The Forest's INFRA database, Geospatial Data Bases, and Archaeological Atlas have been reviewed to locate previously surveyed areas, recorded sites, and sites for which locations are uncertain.

Author and Date	CNF Project No.	Project Name	Comments
<i>Example: Kuehn, David 1977</i>	1978-8-D	Stumpwood Sale: Anderson Mesa	No report prepared

A total of ******* projects have been conducted in the proposed project area, covering ******* acres. These projects are considered to meet current survey standards. *If this is not the case, explain.*

The Forest's Historic Maps Atlas has been reviewed to identify historic properties that have not yet been recorded. *Depending on the size of the project, the intent is to locate historic locations that may have remains that fit the CNF definition of "site". This is not an index of all places and features shown on all historic maps. Do not include infrastructure such as roads, telephone lines, power lines, gas lines, etc. If found in the field, these will usually be considered features. Known historically significant routes, such as the Beale Road, General Crook Road, etc. may be identified, but if previously recorded, describe under "Sites". If uncertain, consult the Forest Archaeologist.*

Reference any other sources consulted as well, citing author, date, place of publication or other necessary reference citations.

The Coconino National Forest Site Density Prediction Model ¹(Barrett 2010) (*T:\FS\NFS\Coconino\Program\2300Recreation\2360HeritageRestricted\GIS\Site_Density_Model*) indicates that the project area is Class *** with a predicted site density of *** sites per square mile. *Modify this as needed for large projects that may include areas of different predicted site densities.*

Buffer Zones: Buffer zones are not usually included, other than sites that have not been precisely plotted with GPS and that may be in close proximity to the project area. If buffers are necessary, 200 m. is considered adequate, otherwise consult with the Forest Archaeologist. If such sites are identified on maps, do not use a point locator, only the USFS site number in the vicinity of the actual site location.

Environment and Culture History: These will not be in reports unless they are directly relevant to determinations of significance. Consult with the Forest Archaeologist before including such sections.

THE SURVEY

Survey Strategy

This is only needed when less than 100% survey is conducted. If less than 100% survey is done, indicate the type of sample employed (judgmental, random, stratified, etc.). Discuss how sample areas were selected, why, and where. Consider ground visibility, slope, elevation, land ownership, etc. when areas are omitted from survey. Indicate when the Forest Archaeologist, SHPO, tribal representatives, etc. were consulted or provided input into sample strategy.

Survey Methods

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”.*

Survey Results

* sites * features, * scatters and * isolated artifacts were found. Definitions of “site”, “isolated Occurrences”, “feature”, “scatter”, “isolated artifact” are contained in FSH 2309.24 and the “General Requirements for Conducting Archaeological Surveys on the Coconino National Forest”. References for dating of ceramics, projectile points, and historic artifacts are *** or “those referenced in the Coconino National Forest “Guidelines”.

¹ Site density ii predicted on number of sites/sq. mile based on 134 environmental units in the USFS Terrestrial Ecosystem Soil Survey. Class 1 = Very low, 0 sites/sq. mi; Class 2 = Low, 1-10 sites/sq. mi; Class 3 = Moderate 11-20 sites/sq. mi; Class 4 = High, 21-30 sites/sq. mi; and Class 5 = Very High 30+ sites/sq. mi.

Indicate how survey results do or do not support the CNF predictive model. If different from prediction, state how results differ and possible explanations why.

THE SITES

Do not include photographs or site plans unless there is something very unusual about a site or if there is a need to convey certain information about the site or its setting that is relevant to its eligibility or protection or when actions are proposed within a site. DO, however, include plans and photographs for sites that are being determined not eligible, as per the SHPO's request.

AR-03-04-_____ **UTM Coordinates:** _ _ _ _ _ **E.,** _ _ _ _ _ **N.**
Cultural Affiliations: **Phases:** **Dates:**

*State the basis for assigning culture and phase determinations. Be specific. Don't say "based on decorated sherds", cite the specific types that indicate the dates. For projectile points, identify the type of projectile point, as per Krug ****, or describe the point.*

Site Description:

Artifact Types and Density: *Artifact density refers to the overall site, not variable densities within the site, although loci with densities greater than the overall general site density should be identified and plotted on the site plan. Only one overall density term for the site as a whole is to be used. DO NOT USE TERMS LIKE "SPARSE-MODERATE" or "MODERATE TO DENSE". If a small site, give a total site artifact count by artifact class. If the site is too large for this, sample the entire site area by appropriately sized metric units and provide artifact densities in terms of artifacts per square meter. When describing artifact density give numerical ranges. The terms "low", "medium", and "abundant" may be used, but the approximate count ranges for each rating must be defined, e.g., "low density = 3-10 artifacts per sq. m., moderate density = 10-30 per sq. m." whatever is appropriate for the part of the Forest in which the survey is being done. Do not use "more-than" counts, e.g., "200+".*

Although collection of artifacts is not usually authorized, identify specific artifacts that were collected and include the phrase "with the authorization of the [District or Forest] Archaeologist."

Determination of Eligibility: *This should be no longer than necessary to demonstrate a site is eligible under one or more of the Criteria. Any additional information not needed to demonstrate minimal eligibility should not be in a clearance report, but a more appropriate document such as a Forest Heritage management plan, District overview, National Register nomination, archaeological property evaluation, property type thematic evaluation, professional publication, or similar document. Identify the specific criteria for which a site is eligible (i.e., A, B, C, and/or D) and be sure to discuss its integrity. Aspects of integrity include location, design, setting, materials, workmanship, feeling, and association as they relate to the significant qualities of the*

site (see National Register Bulletin 15). Give specific reasons WHY a site is eligible or not eligible. Statements like “important information for land uses” are not acceptable. Reference potential for contributing to specific research questions for the Southwest and/or for the prehistoric, protohistoric, and historic groups represented on the Forest. Reference existing overviews, thematic National Register documents, and SHPO context documents. As professional archaeologists, part of our legal responsibilities is to make knowledgeable, objective determinations of eligibility – not to save every site we find. Unless there is clear potential for significant information, the site should be left unevaluated or, more likely, not eligible. For example, if a site is an artifact scatter, with no features, no diagnostics, and little potential for subsurface deposits, it should probably be determined not eligible.

If the report covers a large number of sites, a table should be included as an appendix. See Appendix A.

THE ISOLATED OCCURRENCES

Features

Ftr. No.	Description	± No. of Items	Extent (m. NS x m EW)	Approx. Date	UTM-E Easting	UTM-N Northing
Ftr 1:						
Ftr 2:						

Artifact Scatters

Scat 1:*						
Scat 2:*						

Isolated Artifacts

IA 1:*						
IA 2:*						

* = Artifact collected Use asterisk if artifact(s) collected. Delete asterisk if not collected.

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 _____, **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.

Only include this if you are making a DOE: The Hopi Tribe, the Yavapai-Apache Nation, and the Yavapai Prescott Tribe concur with the recommendations of eligibility as per a Memorandum of Agreement signed Jan. 9, 2003, and other agreements of January 24 and February 4, 2002, respectively.

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 additional criteria if appropriate.*

Sites _____ are determined eligible under Criterion D and will be protected. Sites _____ are unevaluated but 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 (Programmatic Agreement V.D.3). *See Programmatic Agreement Appendix B List of Properties that May be Considered Eligible without further consultation)*

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 District or Forest Archaeologist.

Consider using a monitoring requirement:

The _____ District _____ (Title) will periodically monitor the sites during the time the project is active to ensure sites are being avoided and the conditions of this clearance are being met. Should any site damage be noted, work in the vicinity of that

site will stop and the District or Forest Archaeologist contacted to determine an appropriate course of action.

DETERMINATION OF EFFECT

This section must make a statement as to whether or note the proposed undertaking will have an effect upon the significant qualities of the archaeological sites/historic properties within the Area of Potential Effect of the project. The only determinations that may be used are “No historic properties effected”, “No effect”, “No Adverse Effect”, or “Adverse Effect”. Note that there can only be one determination of effect and that relates to the entire undertaking, not one aspect of the undertaking, not individual portions of the undertaking, and not individual sites. You do not make determinations of effect on individual sites. If one property is affected by an undertaking, ALL are effected by that undertaking. Effects are measured against the specific qualities of significance of individual properties. Effect to visual, auditory, or atmospheric qualities are only present if they are contributing qualities to the National Register significance of a property.

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, and the First Amended Programmatic Agreement between the Arizona State Historic Preservation Officer [and other R-3 SHPO's], the Advisory Council on Historic Preservation, and the USDA Forest Service, Region 3 (Dec. 24, 2003).

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

REFERENCES CITED

(NOTE: Unless otherwise noted, all reports are manuscripts on file at the Coconino National Forest Supervisor's Office, Flagstaff, Arizona. Previous project references listed in Table ___ need not be repeated here.

Barrett, Chris

2010 Coconino National Forest Site Density Predictive Model. Geospatial data layer at Coconino National Forest Supervisor's Office, Flagstaff.

Authors' names

19 An Archaeological Survey and Clearance Report for _____ (CNF Project _____).

Coconino National Forest

2013 General Requirements for Conducting Archaeological Surveys on the Coconino National Forest.



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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.

Appendix A: Table of National Register Status of Historic Properties

Site No. & Name	Site Type	Culture	Phase & Dates	Eligibility Criteria	Easting (NAD 83)	Northing (NAD 83)	Comments

NOTE: Land status is Coconino National Forest, and property type is "Site" unless otherwise noted under comments.

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Move following section into the Revised Guidelines for Working on CNF

Consider citing an appropriate historic context document and/or state how site contributes to a specific research topic pertinent to the prehistory or history within the Coconino National Forest.

Within the historic thematic contexts reports produced by the State Historic Preservation Office as components of the Arizona Historic Preservation Plan, the following sites are most appropriately considered under the following context report(s):

Site	Context Report	By
02-1234	Rock Art in Arizona	J. Homer Thiel
02-1234	Prehistoric Water Utilization Technology in Arizona	Michael S. Foster, M. Kyle Woodson, & Gary Huckleberry
02-1234	Prehistoric Non-Irrigated Agriculture in Arizona	David E. Doyel
02-1234	Prehistoric Irrigation in Arizona	Allen Dart
02-1234	Making and Using Stone Artifacts: Lithic Sites in Arizona	Jane Sliva
02-1234	Transcontinental Railroad in Arizona, 1878-1940	Janus Associates
02-1234	Homesteading in Arizona, 1862-1940	Pat H. Stein
02-1234	The Basques in Arizona from Spanish Colonial Times to the Present	Pat H. Stein
02-1234	Historic Trails in Arizona from Coronado to 1940	Pat H. Stein
02-1234	The Chinese in Arizona, 1870-1950	M.Keane, A.E. Rogge, B. Luckingham
02-1234	Gold & Silver Mining in Arizona, 1848-1945	Melissa Keane & A.E. Rogge
02-1234	The United States Military in Arizona, 1846-1945	W.S. Collins, M. Sturgeon, R. Carriker

Site	NRHP Multiple Property Nomination Form	By
02-1234	Warfare Between Indians and Americans in Arizona, 1846-1886	Don W. Ryden & Doug Kupel
02-1234	Logging Railroads of the Coconino and Kaibab National Forests	Pat H. Stein

Site	Other	By
02-1234	The Civilian Conservation Corps in Arizona: A Context for Erosion-Control Features <i>The Kiva</i> , 63(4)359-377	Gregory R. Seymour