

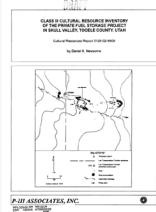
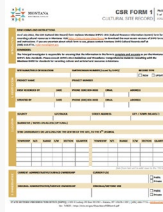
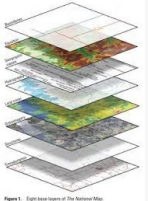



# Requesting e-Consultation and Compliance Review

All forms and documents referenced herein are available at: <https://mhs.mt.gov/Shpo/Forms>

This checklist summarizes steps and provides tips for successfully submitting cultural resource inventory reports and associated documentation to Montana SHPO for review. Before proceeding with this checklist, ensure that you understand the context, criteria, and expectations provided in the Montana SHPO Consultation Guide, especially Chapters 2 and 5, which discuss expectations for collecting and reporting information related to identifying historic properties. Please contact a member of our consultation team if you have any questions: <https://mhs.mt.gov/Shpo/index2>

Submittal Type		e-CONSULTATION				
		Initiate project review for Federal or State undertakings by submitting required documentation.				
STEP 1 Prepare Required Documentation	<p><u>Consultation Letter</u> PDF</p>  <p>PDF letter from the lead agency. See Montana SHPO Consultation Guide, section 5.4.1 for what to include in this letter.</p>	<p><u>Submittal Form</u> META-F (PDF)</p>  <p>PDF or Word doc. Captures key information for new database records.</p>	<p><u>Inventory Report</u> PDF</p>  <p>One PDF file with all inventory report components—appendices, maps, photos, etc.</p>	<p><u>Site Forms</u> ZIP</p>  <p>One PDF file per site that includes a complete site record PDF—form, photos, maps—and named with the site’s Smithsonian trinomial number. ZIP multiple site record PDFs into one file.</p>	<p><u>GIS Shapefiles</u> ZIP</p>  <p>One ZIP file with all GIS shapefiles for inventoried area, cultural resource boundaries, and changes to site boundaries as shapefiles, kmz, or kml files.</p>	
	STEP 2 Submit Digital Request	<p>Upload request forms and supporting documentation by visiting the Montana Cultural Resource Database portal <a href="https://svc.mt.gov/adsams/">https://svc.mt.gov/adsams/</a> and clicking “Submit Data to SHPO.”</p> <p>When prompted, select <b>“e-Consultation”</b> as the submittal type.</p> 				
STEP 3 Response	<p>Check your email for confirmation that your upload was successful and the submittal tracking number.</p> <p>Login with the email address used to submit documentation to track submission status.</p>					