Guidance on Completing the e106 Submission Form

***Please make note at the top of the form the list of **Mandatory Attachments** for each initial submission. If your initial submittal for an undertaking does not have all of these attachments, it will be returned with a request for more information. If you are submitting additional information for a project or materials associated with a MOA or PA, a different list of mandatory attachments will pop up at the bottom of the form.

***Please note that if you are submitting an architectural survey report, you must have completed and submitted survey forms through the **Survey 123 application**, or your report will be sent back. Survey123 submittals must meet TN-SHPO survey standards and be accepted by TN-SHPO staff in order to receive comment on your project. Information on the Survey 123 application and the survey manual can be found on our survey website.

***All fields with a red asterisk (*) **MUST BE FILLED OUT** before the form can be submitted.

***Please **do not bundle your projects** unless you have been directed by the TN SHPO staff to do so. Each project must be submitted individually.

***The emails you receive from this system, including your SHPO response letter, will be from TN HELP at TNHELP@SERVICE-NOW.COM. You cannot reply to this email address. If you need to submit additional information for a project, you must submit another form.

***Your cover letters should **NOT** include links to reports. All reports should be uploaded and attached directly to the form. Our office prefers that archaeology and architectural survey reports be attached as **separate reports**.

Section 1: Requestor Information

-In this section, you will input your information (the **requestor**/person submitting the materials). Once you have registered an account, your name, phone number, and email will auto-fill.

-There is a field in this section to input **additional emails** to whom the SHPO response letter also needs to be sent so your letter can be sent to multiple people.

-Follow the format shown in the text box for **phone number**. You should input 10 numbers with no spaces or characters in between the numbers.

-The last questions of this section will ask if the letter should be **addressed to someone other than you** (the requestor). Please fill this in if you are submitting the review on behalf of someone else, and the letter needs to be addressed to them.

Section 2: Project Details

-The first field is **Lead Federal Agency**. This is for the Federal Agency who is funding, licensing, or permitting the undertaking you are submitting. This is a drop-down field with a list of federal agencies. State Agencies are not listed as they are not the impetus for 106 review and compliance.

-The second field under this section is "**Brief Project Description**." Your submission materials should contain a detailed project description. In this field, we need a quick synopsis of your project ie. Rehabilitation of the building at 100 Main Street to turn into apartments OR Waterline extension and new water meters for 2,000 linear feet along Test Road in Test City.

-The following field asks what you are a submitting. Select "New SHPO Project" if you have never submitted materials related to your undertaking. Select "Additional Information or an Agreement Document for a Previous Project" if you are submitting a revised project, additional information for a project previously submitted, or any materials related to an agreement document.

-If you click that you are submitting additional information or an agreement document, the form will ask if you have an existing **SHPO Project Number**. This number would only be issued if your previous submittal was through this e106 system. It will be in the subject line of the SHPO response letter and will be formatted SHPO#######. This is different from your inquiry number, which is assigned to each individual submission, and formatted as THC#######.

-If you input a SHPO Project Number, the locational information will auto-fill and be removed from the form as you do not need to input this information again.

-If you click that you are submitting an **MOA or PA**, you will be asked for the name of the MOA or PA.

-If you do not have a street address for your undertaking, you will be asked for an **approximate location**. This must be filled out. Examples are: 0.2 miles north of the intersection of Main Street and 1st Avenue OR off SR 1 between Main Street and 1st Avenue.

-For **Building or Resource Name/Building or Resource Construction Date**: If your undertaking involves more than five (5) buildings or resources, you do not have to enter this information into the form. Instead, please ensure your cover letter or an attached report contains this information.

-This section also asks if through an **archaeological or architectural survey**, have you identified potential historic resources or archaeological sites within the project's area of potential effects. You should only click "yes" here if your **current** submission includes an archaeological or architectural survey report. You do not need to click "yes" if a previous submission related to your undertaking identified historic resources.

-If you are submitting an **archaeological survey report**, please note that one (1) printed hard copy should be sent to the TN Division of Archaeology (address in the form). You also must submit a shapefile for the archaeological survey as an attachment.

Section 3: Mandatory Attachments and Submit

-You must click the checkbox beside "**Required documents have been attached**" before you submit your form.
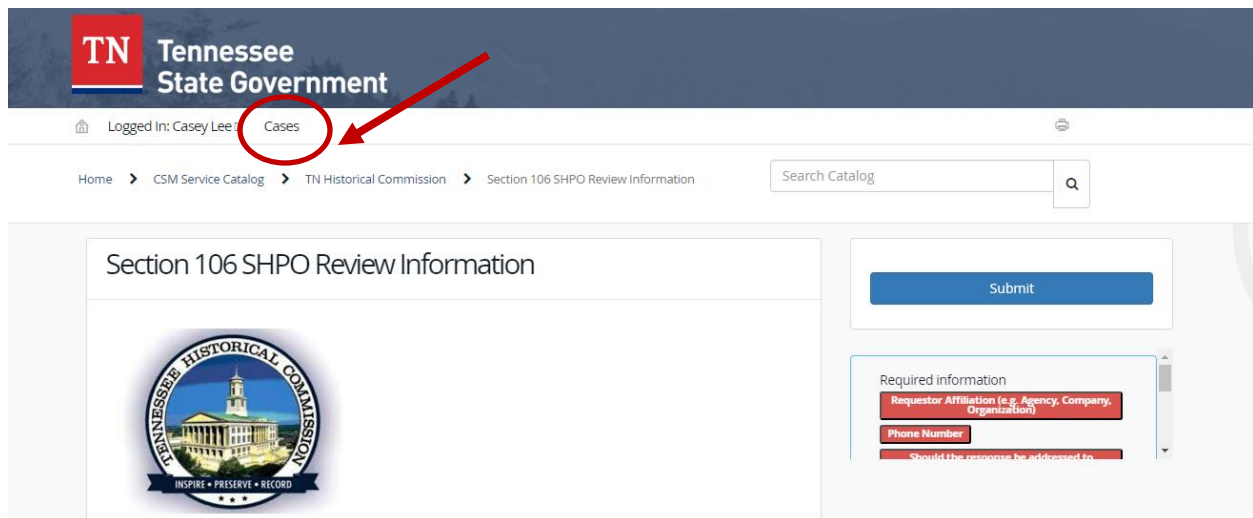
-You must attach **attachments**, or you will not be able to submit the form. It may take a few seconds for your attachments to load, but you will see them listed at the bottom of the page once they have been attached to the form. Please do not submit the form until your attachments have loaded.

-The **submit button** is on the right of the page.

-Once you have submitted your form, you will be redirected to a page informing you that you have submitted your inquiry. If you need to submit an additional undertaking for review, you can click on the **"Return to SHPO Request Form"** link to fill out the form for another undertaking. You should also receive an email with your inquiry number which will be formatted as THC#######. As stated above, this is **NOT** your SHPO project number which will be formatted SHPO######.

Section 4: View Previous Submittals

Once logged into the system, you can view previous projects you have submitted. You will click on "Cases" in the top left corner of the form. This will take you to a list of projects you have submitted. It will provide you with the Submission Number, Project Number, Project Name, Counties, Address or Location, Opened Date/Date Submitted, and Project Status. You are able to sort by these fields. You can click on each individual submission and see additional information about your submission along with the attachments you submitted. If your Project Status shows the project as Closed but you have not received a SHPO letter, please email Section 106 staff for a copy of your letter.

☰ TDEC Inquiries

Keyword Search 🔍

Submission Number	Number	Project	Counties	Address or Location	Opened	Project Status ⌄
THC0003169	SHPO0002823	Test City Memphis	Shelby County	111 TEST Road	2023-05-22 09:04:14	New
THC0003177	SHPO0002826	Test Some More	Davidson County	ww	2023-05-24 09:48:02	New
THC0003178	SHPO0002826	Test Some More	White County		2023-05-24 09:50:48	New
THC0003168	SHPO0002823	Test City Memphis	Shelby County	111 TEST Road	2023-05-22 08:59:36	Closed