

Tips for a Successful Section 106 Review Vermont Community Development Program

- Timing: Start the review/consultation as early on in the process as possible!
- The [Section 106 Preliminary Review Form](#), which initiates the Section 106 consultation process, is designed to allow for anyone who is involved with the project to be able to fill it out!
 - Provide a detailed project description and refer to Appendix A of the [Programmatic Agreement](#) for Exempt Activities when filling out the form and describing project activities.
- Be aware that the VT Division for Historic Preservation (the Division) can take up to 30-days to review and respond from when each submission of documentation is made.
- If a consultant is required, be aware that the actual architectural/archeological review work takes time!
 - If digging needs to be done for archaeological investigation, this cannot be done when the ground is frozen, consider this when determining the timeline required to complete the Environmental Review as a whole.
- If a consultant is required, reach out to multiple consultants for quotes and be sure to communicate the project's timeline. Be sure you're referring to the current list of [Approved Consultants](#).
- If a consultant is required, be sure to provide them with the Section 106 Preliminary Review Form that was completed for the project, so they are aware of any comments made by the Division.
- Engage with your consultant early on and throughout the development of the project's scope of work. Although your consultant can assist you in defining the project's scope of work, you are responsible for providing them with a detailed scope of work and proposed material selection for their final review of the project.
- In the consultant's budget proposal, ask about including potential cost for Consultant Compliance Confirmation (CCC), if not already included.
- Never hesitate to reach out with questions:
 - For general process/**environmental review** questions contact: **Quin Mann**, Environmental Officer at quin.mann@vermont.gov or (802)828-1357
 - For questions regarding **architectural review** contact: **Elizabeth Peebles**, Historic Resources Specialist at Elizabeth.Peebles@vermont.gov or (802)282-3049
 - For questions regarding **archaeological review** contact: **Yvonne Benny Basque**, Historic Resource Specialist at Yvonne.Basque@vermont.gov or (802)828-1381