SOUTH DAKOTA SHPO'S
ELECTRONIC REVIEW & COMPLIANCE (ERC) SYSTEM[i]

In 2022, the South Dakota Office of the State Historic Preservation Officer (SHPO) developed an online system for the submission and review of projects for consultation under the National Historic Preservation Act of 1966, as amended, and comments under South Dakota Codified Law (SDCL) 1-19A-11.1. The Electronic Review & Compliance (ERC) System is for use by federal and state agencies and appropriate applicants wishing to submit projects to SHPO. ERC can only be used to consult with SHPO and cannot be used to consult with any other consulting parties in the Section 106 process. Unless alternative procedures have been approved previously, all projects requiring consultation or comments from SHPO must be submitted through the ERC System. SHPO will no longer accept hard copy submissions of new projects for comment or consultation and will respond to all ERC requests electronically.

The ERC System is part of the State of South Dakota's Citizen Portal, available online at https://www.sd.gov/cs. To access and utilize the ERC System, users will need to have an account established through South Dakota's Citizen Portal. The ERC System will pull the contact information from the user's account to populate certain fields on the ERC form. As such, SHPO recommends users create a business account utilizing work contact information, rather than utilizing an existing personal account on the Citizen Portal. Users can create an account in the Citizen Portal by going to https://www.sd.gov/cs and clicking on "Log In" in the upper right-hand corner of the screen.

The ERC System allows users and SHPO staff to track and manage project submissions and to communicate regarding project submissions through a completely digital medium. Users will receive notifications and communications from the ERC system to the email address used to create their Citizen Portal account. All notifications and communications from the ERC system will be labeled as from "SD.gov Portal" in the user's email inbox.

Accessing ERC

Once an account has been created through South Dakota's Citizen Portal, agencies and applicants can request access to the ERC System. Agencies and applicants will not be able to submit a project for consultation or comment until access to ERC has been approved.

An ERC System Access Request can be submitted by completing the form available online at https://www.sd.gov/cs?id=sc_cat_item&sys_id=a57c33ee1b4a05101c4fa97ae54bcb29. Required fields on the form are marked with a red asterisk (*) which changes to black once the field has been completed. Users will not be able to submit their access request until all required information has been entered on the form.

ERC – System Access Request

Request approval to access and utilize the South Dakota State Historical Society – State Historic Preservation Office (SHPO) – Electronic Review & Compliance System

Service Type	State Department
General Request	DOE - State Historical Society

Submit Request

ERC – System Access Request Form

Once the request for access has been submitted, SHPO staff will approve or reject the request within two business days. Once approved, the user does not need to submit any other ERC System Access Requests and will be able to access the ERC Project Submission form to submit projects to SHPO for comments or consultation. Information pertaining to a project submission should never be attached to a System Access Request and must be submitted through a Project Submission request.

Submitting a Project through ERC

To submit a project to SHPO for comments and/or consultation through the ERC System, users must submit an ERC – Project Submission request. The ERC Project Submission form can be found online at
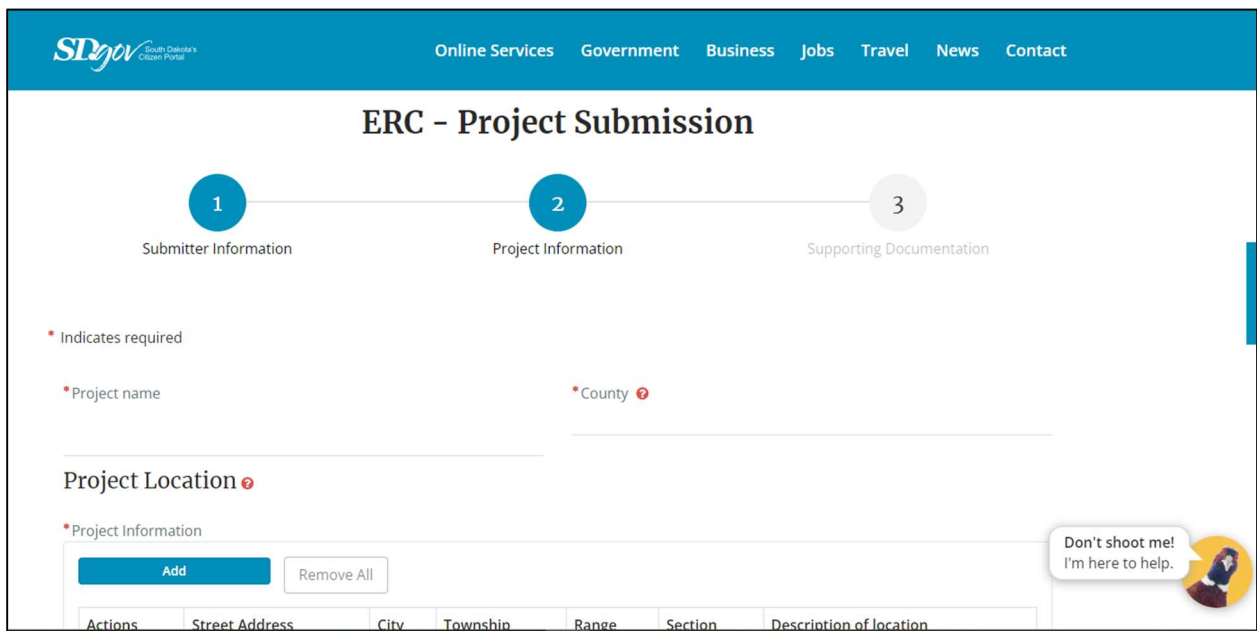https://www.sd.gov/cs?id=sc_cat_item&sys_id=b09f17d11bca89101c4fa97ae54bcb1a.

On the Project Submission form, required fields are again noted by a red asterisk (*) which changes to black once the field has been completed. Additionally, a box with "Required Information" at the bottom of each page contains a list of the fields which must be completed before the user can move to the next page. Help text is available for many of the fields which clarifies the information requested.

Partial view of ERC – Project Submission Form

Users should be aware that the Project Submission form adapts depending on the responses to certain questions. As SHPO requires slightly different information to review projects under Section 106 versus SDCL 1-19A-11.1 and the form adapts accordingly, users must indicate accurately whether the project is a state project subject to review under SDCL 1-19A-11.1 or a federal project subject to review under Section 106 or Section 110 of the National Historic Preservation Act. SHPO may cancel project submission requests and ask the user to resubmit a project if fields of the form were completed incorrectly.

All projects submitted in the ERC system, whether state or federal, require at least one attachment before the form can be submitted. Any project submitted through ERC should be accompanied by at least a map showing the project location. However, many submissions may need multiple attachments with supporting documentation, all of which should be attached to the form. Supporting documentation may include maps, photographs, survey reports, PDFs of engineering plans, shapefiles, or any other relevant information. ERC will not accept more than 25 attachments per submission. If your submission has over 25 attachments or exceptionally large attachments, attachments can be compressed and submitted as zip files (.zip).

## Tracking and/or Updating ERC Submissions

Once a project has been submitted in ERC, users will receive automatic email notifications when the status of the project changes or if SHPO staff have added comments to the project. Users also can check the status of project submissions and/or add additional information to project submissions, if needed, by accessing their requests through the Citizen Portal.

To access requests through the Citizen Portal, users must log into South Dakota's Citizen Portal at www.sd.gov/cs and then click either their name or "My Requests" in the upper right-hand corner. Clicking on the user's name allows the user to access their profile, where they can see their requests and update contact information. Clicking on "My Requests" opens a list of the user's open requests and allows the user to filter between open requests and closed requests. Open requests are those which are currently under review or for which SHPO has requested additional information. Closed requests are those for which SHPO has completed the project review and changed the project status to "Review Complete." Projects are placed in "Review Complete" status once SHPO has issued final comments, usually in the form of a concurrence letter or other formal letter indicating that SHPO has no further role in the consultation or comment process at this time.

After accessing the list(s) of their requests, users can access an individual submission by clicking the ERC short description ("ERC – [project name] – [SHPO Project #]) of that submission. Users cannot edit any of the information that was submitted previously on the ERC Project Submission form, which can be seen in the grey fields on the details tab of the individual submission. However, users can view all comments and attachments to the submission and can add additional comments and attachments to the submission, if needed, by clicking the comments and attachments tabs, respectively.
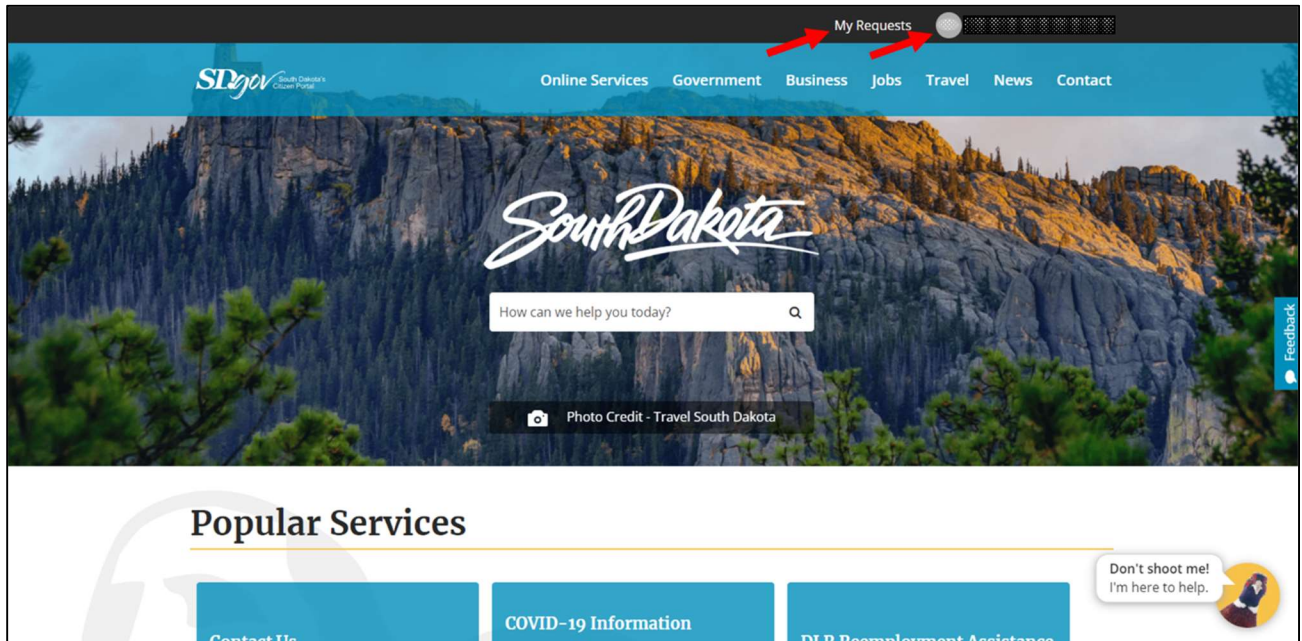
Accessing "My Requests" and user profiles on the Citizen Portal.
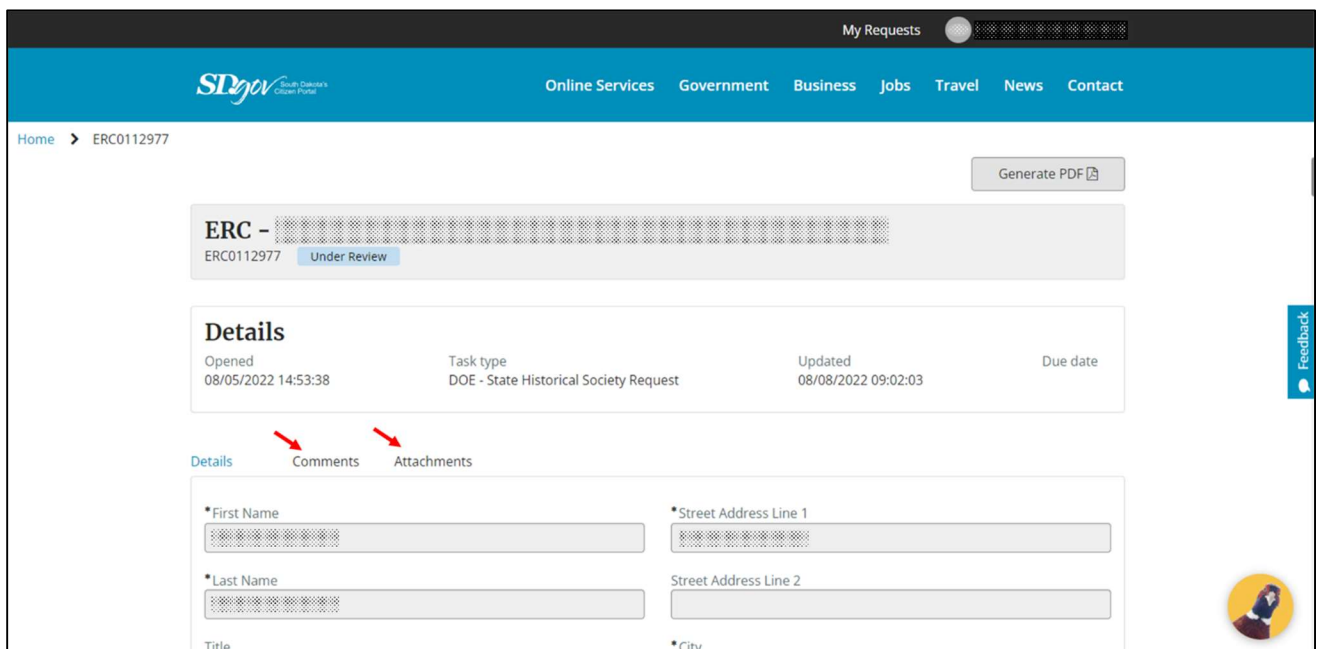
Accessing details, comments, and attachments of previous submissions.

If SHPO requests additional information regarding a project submission, users should provide the additional information and attach any necessary additional attachments to the existing ERC submission. SHPO may request additional information via a comment to the ERC submission or through a formal letter. Users will receive an email from "SD.gov Portal" any time SHPO staff request additional information. Please do not reply to the "SD.gov Portal" email. Rather, users can click the "view request" link at the bottom of the email to view the request and add any requested information as a comment and/or attachment(s) in the request. Users also can email the SHPO staff member who sent the request for additional information directly at their state-issued email address.

All comments and letters issued by SHPO become part of the permanent ERC record. When SHPO issues formal letters, users will receive an email from "SD.gov Portal" with a copy of the letter attached to the email. Users also can access copies of the letters by accessing the request through Citizen Portal and clicking on the "Attachments" tab of the individual submission. Formal SHPO letters will be saved as PDF files and labeled with the SHPO project number (YYMMDD###X) in the file name.

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[i] The preceding is an excerpt from the 2023 *South Dakota Guidelines for Complying with Federal and State Preservation Laws,* available online at https://history.sd.gov/preservation/laws.aspx. The *Guidelines* describe the standard procedures of preservation laws in South Dakota and offer recommendations for complying with the various regulations of those laws.