The South Dakota Office of the State Historic Preservation Officer (SHPO) is pleased to announce that, starting April 27, 2022, government agencies, their delegated authorities, and appropriate applicants can use the new Electronic Review & Compliance (ERC) System to submit project information to SHPO for comments and consultation under federal and state preservation laws. The ERC System is part of the State of South Dakota's new Citizen Portal found 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 contact information from your account to populate certain fields on our forms. As such, if you already have a personal account in the Citizen Portal for accessing citizen services for your personal needs, we recommend that you create a second business account utilizing your work contact information. To create an account in the Citizen Portal, go to https://www.sd.gov/cs and click "Log In" in the upper right-hand corner of the screen. From there, you will be able to select "Sign up now" to create a new account.

Once you have an account through Citizen Portal, you will be able to request access to the ERC System. You can request access to the ERC System at https://www.sd.gov/cs?id=sc_cat_item&sys_id=a57c33ee1b4a05101c4fa97ae54bcb29 or by searching "ERC" in the Citizen Portal search function.

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

Submit Request

Service Type
General Request
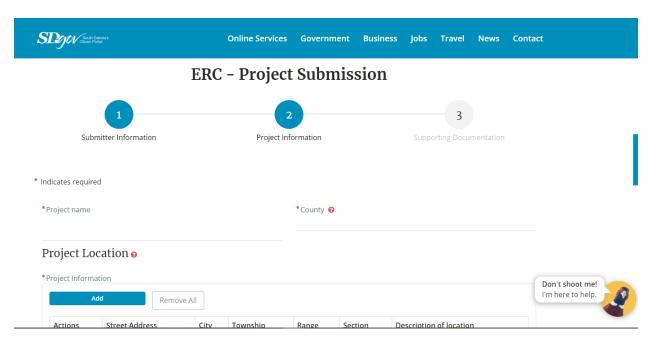
State Department
DOE - State Historical Society

Click "Submit Request" to fill out the required fields and request access to the ERC System. SHPO staff will then approve or reject your request to access the ERC within two business days. You will receive an email notification as soon as your access request has been approved or rejected. Once approved, you will not need to submit any other ERC System Access requests and will be able to access the ERC Project Submission form.

To submit a project to SHPO for comments and/or consultation through the ERC System, you will need to submit your request through the ERC Project Submission form. You will not be able to access the ERC Project Submission form until your ERC System Access Request has

been approved by SHPO. ERC Project Submission can be found online at
https://www.sd.gov/cs?id=sc_cat_item&sys_id=b09f17d11bca89101c4fa97ae54bcb1a or by
searching "ERC" in the Citizen Portal search function.

ERC – Project Submission

Submit a project for review through the South Dakota State Historical Society - State
Historic Preservation Office (SHPO) - Electronic Review & Compliance System.

Service Type
Citizen Services Category

State Department
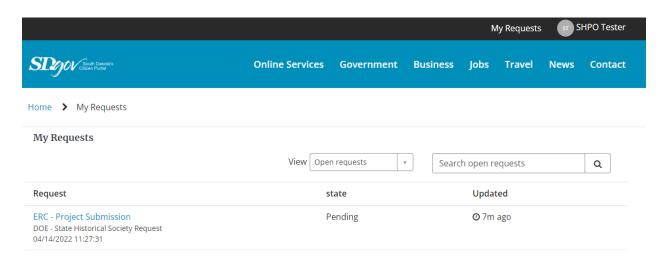DOE - Department of Education

Submit Request

Click "Submit Request" to fill out the required fields on the project submission form and submit
your project to SHPO for comments and/or consultation. On the form, required fields are noted
by a red asterisk (*) which changes to black once the field has been completed. Additionally, a
box with "Required Information" is at the bottom of each page and contains the fields which
must be completed before you can move to the next page. Many field headings on the form are
followed by question marks in red circles. By clicking on the question mark, help text will
appear that clarifies the information SHPO is requesting.

Please note that the form adapts depending on the responses to certain questions. For example,
once you have indicated 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, the subsequent fields of the form reflect the information our office
requires for comments and/or consultation under the respective law. For federal projects, the
remaining portions of the form are very similar to the Section 106 Project Review Form which
could be used to submit project information in hard copy under our old paper-based review
system. Although the fields in the form for federal projects are similar to the information
requested for Section 106 review, the fields have been adapted to fit projects submitted for
Section 110 and preliminary comments as well.

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 or a photograph showing the property being considered. However, all necessary supporting documentation should be attached to the form. Supporting documentation may include maps, photographs, survey reports, PDFs of engineering plans, shapefiles, or any other relevant information. Any archaeological survey reports (and any shapefiles or other documents associated with the survey report) attached to the ERC Project Submission Form will be made accessible to the Archaeological Research Center for long-term curation and records management.

You will receive an email notification once your project has been submitted through the ERC System. You also will be notified as the status of your project changes. Once SHPO has completed review of the project, you will receive an email with an attached letter which contains SHPO's official comments on the project. If SHPO requests additional information on the project or if you would like to check the status of your submitted projects, you can click on "My Requests" at the top of the Citizen Portal banner once you have logged in to your Citizen Portal account. By clicking on the individual submission, you will be able to access (but not edit) your submission, reply to any comments, and upload additional attachments to any open projects.

In the months following the implementation of the ERC System, SHPO staff will be developing additional training materials and offering training sessions on utilizing the ERC System. If you have any questions on using the ERC System, please contact SHPO at SHPO@state.sd.us or at (605)773-3458.

Sincerely,

Ted M. Spencer, South Dakota State Historic Preservation Officer