QUESTION: WHAT DO I NEED TO DO TO FULFILL MY GEO 05-05 RESPONSIBILITY?

__ Contact the Department of Archaeology and Historic Preservation (DAHP):
   a) For projects involving ground disturbing activities complete and then email DAHP’s EZ 1 that can be downloaded at: [http://www.dahp.wa.gov/governors-executive-order-05-05.](http://www.dahp.wa.gov/governors-executive-order-05-05).
   Submit to Rob Whitlam, State Archaeologist: rob.whitlam@dahp.wa.gov.
   b) For projects that involve a building or structure that is over 50 years in age, search DAHP’s WISAARD online database [https://fortress.wa.gov/dahp/wisaard/](https://fortress.wa.gov/dahp/wisaard/) to see if the building has already been reviewed.
   Contact Russell Holter, Preservation Design Reviewer: russell.holter@dahp.wa.gov for questions.
   c) Based upon (b), you may need to complete the EZ 3 form available for download at: [http://www.dahp.wa.gov/governors-executive-order-05-05.](http://www.dahp.wa.gov/governors-executive-order-05-05).
   Submit to Nicholas Vann, State Historical Architect: Nicholas.vann@dahp.wa.gov.

__ Contact your State granting agency contact person regarding seeking comments from tribes who may be interested in your project. Resources include the Washington State Tribal Directory at: [http://www.goia.wa.gov/Tribal-Directory/TribalDirectory.pdf](http://www.goia.wa.gov/Tribal-Directory/TribalDirectory.pdf) and the Governor’s Office of Indian Affairs at: [http://www.goia.wa.gov/](http://www.goia.wa.gov/).

__ If DAHP and/or Tribes do not have any concerns, they will mail/email you a letter to that effect.

__ DAHP and/or Tribes may request more information and recommend a survey of the project site for archaeological sites and/or historic buildings/structures.

__ If a survey is recommended, be sure to obtain qualified consultants. Lists of qualified consultants can be found at: [http://preservewa.org/Current-Directory.aspx](http://preservewa.org/Current-Directory.aspx) or [http://washingtonarchaeology.org/consultants-list/consultant-list/](http://washingtonarchaeology.org/consultants-list/consultant-list/).

__ If DAHP and/or Tribes express concerns about impacts of your projects, contact the appropriate DAHP and/or Tribal staff person for questions or to resolve those concerns.

__ If negative impacts or concerns cannot be resolved, DAHP and/or the concerned Tribe will provide you with a comment letter and recommendations.

__ Talk with your State agency grant contact person about unresolved impacts and concerns; identify and agree to next steps and who is responsible to take action.

**Handy Tips:**
- Address potential project impacts to cultural and historic resources as early as possible in your planning process, ideally at the conceptual stage.
- Contact DAHP and Tribal staff early and as often as needed about questions, concerns, and next steps.
- When needed, only use qualified professional cultural/historical resource consultants to assist you.
- Take advantage of DAHP’s website for information and WISAARD interactive databases to locate historic properties.
- Keep your State agency grant contact person in the loop.
- If a Federal agency is (or becomes) involved with your project (through a permit, funding or a license) contact the Federal agency and DAHP immediately for next steps.
- Budget appropriately in the event consultant services are needed to assist.
- Also, in the event that your project damages or alters a significant site or building, DAHP and/or Tribes may recommend that mitigation measures be provided; again, plan and budget appropriately.
- To help you streamline the review time, DAHP staff strives to be as responsive as possible; your assistance is appreciated by providing complete information.

Thank you! DAHP looks forward to working with you.