

DRAFT

WEST VIRGINIA STATE HISTORIC PRESERVATION OFFICE

FISCAL YEAR 2006 ANNUAL WORK PROGRAM FOR ACTIVITIES FROM OCTOBER 1, 2005 THROUGH SEPTEMBER 30, 2006

INTRODUCTION

The West Virginia State Historic Preservation Office mission statement:

To encourage, inform, support, and participate in the efforts of the people of West Virginia to identify, recognize, preserve, and protect West Virginia's prehistoric and historic structures, objects, sites and landscapes.

The accomplishments of the State Historic Preservation Office during this past year demonstrate the completion of our mission. The building blocks of the national historic preservation program continue to be the focus of our activities. Working with local historic landmark commissions (Certified Local Governments) and other non profit organizations, we continue to *inventory historic resources and nominate to the National Register of Historic Places*. Efforts to *preserve and protect our state's resources* will continue through the tax credit initiatives, the state development grant program and the Section 106 program. Educating the public about West Virginia's resources is inherent to our success. Our *heritage education* program continues through posters, publications, workshops and individual site visits. We continue work on the development of a GIS program to share information about our programs and projects with the public.

We continue to address various challenges. Federal and state funding remained stable in the last year. One staff vacancy remains. Protection of archaeological sites and unmarked cemeteries from looting or accidental disturbance remains difficult. Portions of the state continue to be subject to greater development pressures; the public contacts our office for assistance in local zoning efforts. The following provides further details regarding these efforts.

CRITICAL PRIORITIES

Development Program Funding

Recent requests for funding confirm that there is an ever present funding need for stabilization, rehabilitation and restoration projects throughout West Virginia. The FY2006 development grant funding was \$450,000. Requests totaled \$2,500,257. Approximately 26 projects from the 83 requests will receive funding.

Computerization

We continue adding spatial data to the GIS with the majority of historic architectural and archaeological sites completed. We maintain four data sets of information: architectural sites, archaeological sites, archaeological surveys and the National

Register of Historic Places. Plans are being made to digitize individual buildings within National Register listed historic districts. A map of the National Register of Historic Places in WV is now available through our website. Associated scanned National Register nomination forms (searchable PDF files) with photographs will be linked to each site for public use.

West Virginia University GIS Technical Center has been contracted to assist our office with the spatial data conversion from ArcView 3 to ArcGIS 9 and migrating our databases of inventory information from Approach to Microsoft Access. We now have 9 separate databases which will be linked together and to the GIS. While many of the databases are up-to-date, there is still a substantial amount of information to be entered. We will also be changing our topographic projection from NAD27 to NAD83, which is the state standard. We will also be acquiring the newest aerial photography to be used with our GIS.

These efforts will continue to advance office computerization efforts in relation to database expansion and GIS mapping. The office will initiate efforts to make this information available to state and federal agencies, the public, and private consultants via a website interface.

Survey and National Register Organization and Computerization

Staff continues to identify access to Survey and National Register files as a priority. Staff has continued to focus on physical access to files and their organization to allow for easier information retrieval. This will improve the user's ability to search and find data on historic and archaeological resources. While we will continue to keep paper copies of inventory forms and National Register nominations, staff is developing a clear and easy to use system for integrating new survey and National Register documentation and data into both the database and GIS system and the hard copy files. This will speed the ability to move new survey and National Register documentation and data into the electronic and hard copy file storage systems.

PROGRAM OVERVIEW/MAJOR ACCOMPLISHMENTS

Certified Local Government Program

In FY 2005, one new CLG was created. Through on site meeting and presentations, SHPO staff has consulted with existing CLGs to create work plans, improve design guidelines, create design review, and educate communities on the *Standards* and how they are used in cases of design review. Municipalities which are not CLGs were also consulted on preservation planning issues. Several existing CLGs which have not kept up with submitting annual reports were contacted, and are now submitting reports. Because several of the CLGs have become inactive over the years, those municipalities were notified of the steps necessary to take before they are decertified. Assistance to communities interested in certification was provided. A state level program similar to Preserve America was also developed for designation of communities active in historic preservation.

Heritage Education

Archaeology Month was celebrated during October 2004. The theme this year focused on the results of archaeological work conducted in the South Branch of the Potomac River Valley by the WV Division of Highways in preparation for the

construction of Corridor H. During a day-long archaeology fair at Grave Creek Mound Historic Site in Moundsville, SHPO staff presented children's activities such as making clay pots using replicas of prehistoric tools.

The poster for this year's event was the result of a cooperative effort between the US Department of Transportation, WV Department of Transportation, Michael Baker Jr., Inc, the engineering firm that developed the poster design and conducted the cultural resource work, and WV SHPO. Approximately 4200 posters were printed and distributed to the public. The poster, entitled "Heritage at Your Fingertips," featured color and historic photographs depicting archaeological excavations, recovered artifacts and other historic resources located in the South Branch of the Potomac Valley region.

WV Historic Preservation Month was celebrated in May 2005. The office hosted an open house at the Cultural Center, Charleston. Additional open houses occurred in Logan, Wheeling and Harpers Ferry over the year. "Don't Judge an Historic Building by its Cover," this year's poster, focused on interiors of historic buildings.

Other Publications and Activities: The 2005 calendar featured historic schools. Nine thousand copies of the calendar were printed and distributed in West Virginia and across the United States. The calendar was especially popular with educators and alumni of featured schools. SHPO staff developed two new issues of *Details*. The newsletter was printed and approximately 3900 copies distributed.

SHPO staff participated in and co-sponsored a number of educational programs. The second year for the Conference Scholarship Program provided financial assistance to individuals for lodging or registration at various preservation related conferences. This included attendance at the National Trust Conference in Louisville, Kentucky and the Downtown Revitalization Institute held in Lewisburg, WV.

Staff participated in several day-long sessions focused on archaeology, preservation, and collections management as part of a Marshall County's gifted student program at Grave Creek Mound Historic Site.

Staff attended Community Design Team visits in Matewan and Wellsburg. This West Virginia University program provided an opportunity for staff to educate these communities about planning, design review, financial incentives, and the National Register.

Staff conducted a one day training for cultural resource management professionals on the SHPO's requirements for architectural surveys and Section 106 review.

Staff conducted training for the staff of Cass Scenic Railroad State Park on historically appropriate treatments and maintenance.

Review and Compliance

The SHPO continues to work closely with WV Division of Highways (DOH) and the WV Department of Environmental Protection (DEP) through their cooperative agreements. This year staff has been working with DEP regarding the review of NPDES permits. These are state level waste water permits that DEP handles through an agreement with EPA; they have not systematically been reviewed before. Among

highway projects, staff continues to work with FHA and DOH regarding continuing efforts to identify and assess effects for archaeological sites within the Corridor H right-of-way. Staff have also worked closely with HUD and FCC applicants as well as other agencies regarding the development of alternative mitigation strategies for undertakings that will have an adverse effect to historic resources.

Staff also worked with local funding and permitting agencies regarding the requirements of West Virginia Code §29-1-8a, which involves the state level review process and archaeological permitting process. Among the permits issued this fiscal year were those to survey and investigate a reported Native American mound on the property of the historic Cockayne House in Marshall County and to further investigate archaeological deposits associated with two frontier era forts -- Jarrett's Fort in Monroe County and Fort Donnally in Greenbrier County.

Save America's Treasures Grants

Archaeological Curation Facility: Various improvements to the museum building occurred or began in 2005. Repairs to the skylight are scheduled for completion in July 2005. A Phase I survey revealed no archaeological resources associated with the proposed addition's site. Final construction plans for the collections addition were completed in consultation with staff. These plans will be sent out to bid before the end of FY05. On-going staff activities include rehousing of artifacts, an integrated pest management system, application of guidelines for collections submission, and technical assistance to the public and also to the agency's museum development team. Staff submitted an update of the NAGPRA inventory to the National Park Service.

Weston State Hospital: Staff represent the Division of Culture and History on the Weston State Hospital Revitalization Task Force which is responsible for the administration of the SAT grant given to this National Historic Landmark. A contract extension was provided to the consultant developing plans and specifications for stabilization.

Plans and specifications for Phase One (of seven) of the work recommended in the Conditions Assessment and Mothballing Report (completed in January 2003) was completed in May 2005. It is anticipated work on the building will begin by the Fall of 2005.

The Department of Health and Human Resources (DHHR), the property owner, continued to explore the transfer of the historic landmark to private ownership. To date, no viable proposal has been accepted.

State Development Grants, Investment Tax Credits and Subgrant

Administration Restoration and rehabilitation projects sponsored by various funding sources provide the popular success stories of historic preservation. Their impact to the state is very important.

1) The development grant program was included in the state fiscal year budget request of the Division of Culture and History.

2) The federal and state investment tax credit program offers assistance to a specific

audience of building owners and developers. Staff must improve the dissemination of information regarding the tax credit program to include real estate and development professionals, as well as continue to remind historic societies and local governments about the tax credit potential of historic properties. Efforts will continue to educate the public about rehabilitating properties according to the *Secretary of the Interior's Standards for Rehabilitation*.

3) Survey and planning grants will be advertised to both Certified Local Governments and other non-profit organizations. Several key factors will determine if the non-CLG grants will be funded: the proposal's quality, its relevance to the priorities established by our five year comprehensive plan and the level of funding made available by the federal FY2005 appropriation. In FY2005, \$2,400 was awarded to one non-Certified Local Government recipient; \$73,335 was awarded to eight Certified Local Government programs.

Survey and National Register

Survey and National Register staff completed a major hard copy file reorganization and file storage improvement effort in FY05. National Register forms have been scanned and are available electronically. Boxed survey files and bulk surveys from staff file cabinets underwent a rehousing effort using archival document cases and a finding aid. This effort will net increased efficiency in use of space and has resulted in room for expansion within the existing storage area. Permanent standards have been established in FY05 for file format, organization, and storage to ensure consistency in the future.

Integrated electronic survey form and database system is being developed. A new comprehensive survey and National Register guidance manual has been drafted and will be printed in FY06 with the implementation of the new database system. The new manual will be used by SHPO staff, the public, and private consultants and should result in increased quality of survey and National Register products, thus reducing revision by staff of survey forms and National Register nominations.

Several National Register nominations were prominent in FY05. Work continued on the County Courthouses of West Virginia Multiple Property Submission (MPS). Staff presented three nominations to the May 6, 2005 state Archives & History Commission. Five eligible courthouses remain from the original recommended list. The Battle of Blair Mountain Site nomination was reviewed by staff and presented by the consultant at the May 6, 2005 meeting of the Archives & History Commission.

Survey and Section 106 staff prepared a Transportation Enhancement Grant application for the West Virginia Bridge Survey in FY04 and was awarded funding in FY05. West Virginia Department of Highways is the co-sponsor the project. A consultant was selected in FY05. The project, which will document all public bridges constructed prior to 1965 and determine their eligibility for the National Register, will take approximately three years to complete, pending funding.

MAJOR TASKS

Depending on availability of funding and staff responsibilities, the Office will undertake the tasks described below in FY2006.

SUBGRANT ADMINISTRATION

1. Subgrant funds will be awarded according to Attachment II (Subgrant Distribution List) and the priorities on the program descriptions will be used to select projects in each subgrant program. **[Obj 4.1]**
2. Subgrant meetings will be held for all new grant recipients to explain requirements, contract provisions, and finalize scopes of work. Approximately 50 copies of the Subgrant Management Manuals, which is approximately 25 pages long, will be handed out to all participants. **[Obj 4.2]**

REVIEW AND COMPLIANCE

1. Staff will continue to conduct reviews. Approximately 1650 state and federal reviews will be completed. **[Obj 5.2]**
2. Staff will continue to work with state and federal agencies to develop memoranda of agreement and programmatic agreements as necessary. **[Obj 5.2]**
3. Staff will continue to work with the Native American community, cultural resource management consultants, and avocational archaeologists to promote cooperation and understanding with regard to the review and compliance process and to West Virginia's historic resources. We will also provide assistance regarding NAGPRA requirements. **[Obj 5.3, 5.4]**

NATIONAL REGISTER

1. Staff will work with consultants, historic landmarks commissions, CLGs and the public to provide technical assistance for independent and grant related National Register nominations. Training opportunities will be provided as necessary. Staff will attend public workshops/meetings as requested to educate the public on National Register and Survey program. **[Obj. 1.2, 3.1]**
2. Staff will continue to identify potential themes for multiple property submissions. Emphasis will be placed on ideas for in-house, HPF-financed projects. Potential themes include education related, railroad related, transportation related, and ethnic history. **[Obj. 3.4]**

PLANNING

2. Evaluate the effectiveness of the goals and objectives in our current plan through various

means such as a public questionnaire and analysis of previous years' work programs. Begin development of revised plan. **[Obj. 3.4]**

3. Staff will provide assistance, as needed, to city and county governments in the development of historic preservation components of comprehensive land use plans. **[Obj. 6.1]**

CERTIFIED LOCAL GOVERNMENT

1. Staff will continue performance evaluations and work closely with noncomplying programs to improve them within a given time period. **[Obj 5.1]**
2. Staff will promote the CLG program and provide information and assistance on certification requirements. **[Obj 5.5]**
3. Staff will participate in local preservation programs. **[Obj 5.1]**
4. The office will continue to advise municipalities on the creation and adoption of local protective mechanisms. **[Obj 5.1, 6.1]**

DEVELOPMENT, ACQUISITION AND COVENANTS

1. The office will administer approximately \$450,000 in state historic preservation grants for restoration, rehabilitation, stabilization, and archaeological investigation, which will be awarded according to the priorities on the program description. **[Obj 4.1, 6.4]**
2. The office will continue to monitor active covenants and letters of agreement through correspondence and site visits. **[Obj 6.2]**

SURVEY

1. Staff will work with CLGs as they undertake municipal or county-wide survey efforts. Staff will work with CLGs, historical societies, and members of the public to address architectural survey issues. **[Obj. 3.2]**
2. Staff will continue survey efforts around the state. This goal will be accomplished through the federal survey and planning grant process, in-house surveys, and via review and compliance identification efforts. During the course of conducting survey efforts, staff will identify areas and/or property types in the state that merit further survey work. **[Obj. 3.2]**
3. Staff will create and print a survey manual for consultants and others who will participate in survey activities. The manual will be approximately 40-50 pages and will print 500 copies to distribute as needed. **[Obj. 6.2]**

TAX

1. Staff will continue to encourage participation in the tax credit program through speaking engagements and informal meetings with Main Street groups, local governments, civic groups, real estate interests, building and architectural professionals and homeowners. **[Obj 2.3]**

2. Staff will review Historic Rehabilitation Certification Applications received under the state and federal tax credit programs. **[Obj 2.3]**

OTHER

1. Staff will develop and assist with public educational activities and events promoting all program areas associated with historic preservation. This will include the annual Archaeology Month in October and Preservation Month in May. Staff will continue to provide training to agency personnel (state, county, municipal) as needed through workshops, on-site meetings, and telephone conversations, including technical assistance to the Capitol Building Commission which is chaired by the State Historic Preservation Officer. **[Obj. 1.1, 1.2, 1.3, 1.4, 5.2, 6.1]**
2. Staff will develop written materials to distribute information to the general public. This will include two issues of the newsletter, Details (approximately 3500 copies, 8-16 pages), the Archaeology Month and Preservation Month posters (4000 copies), the 13-month calendar (approximately 10,000 copies), as well as other related print materials such as brochures and booklets. Staff will explore and expand the use of other media such as the agency's internet web site, video or CD-ROM. Specialized audiences will also be targeted, such as primary and secondary students and educators. **[Obj. 1.1, 1.2, 1.3, 1.4]**
3. Staff will be responsible for state legislated activities such as the archaeological excavation permit process. Staff will address concerns regarding the protection and preservation of cemeteries. **[Obj. 6.6, 3.2]**
4. Staff will supervise two Save America's Treasures grants for the Delf Norona Museum (the West Virginia Archaeological Collection at the Grave Creek Mound Historic Site) and the Weston State Hospital. **[Obj. 4.3]**
5. The office will offer a grant scholarship program intended to financially assist individuals in attending national and state level preservation conferences and workshops. **[Obj. 1.3, 4.3, 5.1]**
6. Contingent upon receiving a Transportation Enhancement grant from the Department of Transportation or other sources of funding, the office will continue its efforts to make available to the public, via the internet, WV's historic sites and associated data.

ATTACHMENT II

FISCAL YEAR 2003

October 1, 2002 - September 30, 2003

Subgrant funds may be carried over through September 30, 2004

SUBGRANT DISTRIBUTION

<u>Grant Program</u>	<u>% of Available Subgrant Funds</u>
Historic/Architectural Survey	40
Predevelopment	10
Historic/Architectural National Register Nominations	20
Comprehensive Planning	10
Heritage Education	10
Archaeology Projects	<u>10</u>
TOTAL	100%

These percentages will be adhered to within the following guidelines:

At least 10% of the state's allocation will be awarded to Certified Local Governments; and

The Commission reserves the right to adjust percentages by 5% should innovative or worthy projects need to be considered; and

The Commission may adjust percentages if adequate applications are not received in any program to use all of the available funding.

Certified Local Governments will be required to provide a 20% match; non CLG organizations will be required to provide a 40% match.