

GRANTS PROGRAM REQUIREMENTS AND CONDITIONS

SHPOs shall administer maritime heritage direct grants and subgrants in accordance with the relevant Grants Program requirements and conditions listed below, applicable Federal financial and administrative requirements listed in subsequent sections, as well as any relevant requirements specified by the State.

Section 106 and NEPA Compliance:

All projects, whether in an Education or Preservation category, must comply with Section 106 of the National Historic Preservation Act, and the National Environmental Policy Act (NEPA). Section 106 requires Federal agencies to take into account the effect of their grant-assisted activities on historic properties included on or eligible for inclusion on the National Register of Historic Places; NEPA requires agencies to consider the effects of grant-assisted projects on the environment. Preservation projects especially may require consultation under Section 106 and NEPA. *Applicants should consult their SHPO early in the application process about whether it will be necessary to initiate Section 106 review.* When applicable, SHPOs are requested to assist the NPS in assuring compliance with Section 106 in accordance with procedures established by the Programmatic Agreement among the National Park Service, the Advisory Council on Historic Preservation, and the National Conference of State Historic Preservation Officers for the National Maritime Heritage Grants Program. A list of SHPO offices may be found at the National Conference of State Historic Preservation Officers website: <http://www.ncshpo.org/shpodirectory.shtml> For further information and guidance on Section 106, applicants should also consult *Protecting Historic Properties: A Citizen's Guide to Section 106 Review*, at <http://www.achp.gov/citizensguide.html>, and the *Section 106 Applicant Toolkit*, at <http://www.achp.gov/apptoolkit.html>, both published by the Advisory Council on Historic Preservation.

NEPA regulations will be met by processes in place during and after the application process, including part 2 of the Maritime Heritage Grants Application Form. *Projects that do not show compliance with either of these programs will not be considered for funding.*

Education Project Requirements:

(1) Curation of Maritime Heritage Collections: Curation of any federally-owned and administered archeological collections must be carried out in accordance with 36 CFR 79, "Curation of Federally-Owned and Administered Archeological Collections."

Preservation Project Requirements:

(1) Secretary of the Interior's Standards: All Preservation Projects must be carried out in accordance with applicable preservation standards prescribed by the Secretary of the Interior. These include: (a) Standards for Historic Vessel Preservation Projects <http://www.nps.gov/maritime/grants/pdf/SecretarysStandardsForHistoricVesselPreservation.pdf>; (b) Standards for the Treatment of Historic Properties <http://www.nps.gov/history/hps/TPS/standguide/>; and (c) Standards for Archeology and Historic Preservation: http://www.cr.nps.gov/local-law/arch_stnds_0.htm.

(2) Predevelopment Requirements: Predevelopment documents are required of applicants for review and approval before any preservation, rehabilitation, or restoration activities may begin. This includes compliance with Section 106 of the National Historic Preservation Act, for any projects that will affect a National Register-eligible property. Applicants are required to submit with their application:

(a) Photographs documenting the appearance and condition of the property, both on the exterior and on the interior, and its site and environment. Because photos are submitted as attachments to the SF-424, combine them all in a PDF document, following the file naming convention explained in a previous section, and label each photograph within the document individually. Photograph labels must include following information: property name and/or address, view (e.g., north side), and description (e.g., deterioration of hull, damaged plaster in keepers' quarters). Photographs keyed to a plan(s) of the property and site, while not required, facilitate review of the proposed work. Grantees must use their own judgment as to how many photographs adequately document the property. Photographs should include overall views of elevations or rooms, as well as detail shots of significant features. Larger projects will require more photographs in order to fully document the property.

Photographs of Exteriors should include:

- views of the property in its setting, including any outbuildings and its neighbors to either side and across the street
- overall views of each side of the property
- close-up views of important features or other things unique to your project
- close-up views showing the condition of the property's materials, especially if there are problems with deterioration

Photographs of Interiors should include:

- overall views of each room of the (An easy way to do this: stand in one corner and shoot the opposite side of the room, then take a picture from the corner)
- close-up views of important features or other things unique to your project
- close-up views showing the condition of the interior finishes, especially if there are problems. Include close-up views of important elements.

Clarity of Photographs

- Good quality digital photographs are acceptable. NPS offers the following recommendations for good quality digital photographs:
- Photographs should be taken at a high resolution.
- Photos should be loaded into formats such as pdf and attached electronically to the completed application that will be submitted at www.grants.gov
- Disks of photographs are not acceptable.
- Photocopied photographs (black and white or color), instant photographs are not acceptable.

(b) Copies of working drawings, architectural plans, or specifications that will sufficiently illustrate the work to be accomplished. These should be combined in a single document where possible, following the file naming convention explained in a previous section.

SHPOs are requested to advise applicants, as needed, in completing predevelopment documentation for the preservation treatment to ensure compliance with Secretarial standards and Grants Program requirements.

(3) Continued Upkeep and Maintenance: Covenants and preservation agreements are used to enforce ongoing maintenance and preservation of the historic maritime property after completion of the grant-funded project. SHPOs are responsible for issuing and enforcing covenants or preservation agreements. In carrying out these responsibilities, SHPOs should consult the *Historic Preservation Fund Grants Manual*, Chapter 6.

(4) Archeology Projects: Preservation Projects dealing with maritime archeological investigations must be carried out according to the following provisions:

Legal Requirements: Archeological projects carried out on Federal lands must be conducted in accordance with the Archeological Resource Protection Act of 1979 (16 U.S.C. 470aa; 43 CFR 7) and any other Federal regulations governing such archeological work. Compliance with any State or local legislative provisions which address archeological work may also be required where applicable.

Principal Investigator: Archeological investigations are to be carried out under the supervision of a principal investigator with relevant specialized expertise in maritime archeology and professional qualifications which meet the Secretary of the Interior's Historic Preservation Professional Qualification Standards.

Research Design: A research design is required of applicants for review and approval before any archeological investigation may begin. **SHPOs are requested to advise applicants, as needed, in completing the Research Design to ensure compliance with Secretarial standards and Grants Program requirements.** Applicants are required to submit this document with their application. The research design shall be a written statement which:

- Explains the purpose or rationale behind the investigation
- Describes and assesses prior investigations
- Defines the scope of the proposed new investigation
- Identifies methods, techniques, and procedures to be used in the collection and recordation of data
- Describes forms of analysis to be used for data analysis upon completion of the investigation
- Provides a timetable for completion of the activities to be carried out under the investigation

Data Collection and Preservation of Archeological Sites: Recordation and preservation in-place rather than recordation through excavation is the preferred methodology for investigating and documenting a maritime archeological site. To the greatest extent possible, data collection shall be accomplished without disturbing or destroying the property, shall have limited or no recovery of artifacts, and shall preserve the site for future research. Recovery of artifacts is only allowed if an approved Conservation Plan is in place.

Conservation of Recovered Artifacts: A Conservation Plan is required of applicants for review and approval if recovery of artifacts is anticipated under the proposed archeological investigation. Applicants are required to submit this document with their application. The Conservation Plan shall be a written statement which describes the conservation facilities and methods to be used for conserving any recovered artifacts.

Conservation Plans and facilities must meet the standards outlined in the Secretary's Standards for Archeology and Historic Preservation and, where applicable, 36 CFR 79, "Curation of Federally-Owned and Administered Archeological Collections." **SHPOs are requested to advise applicants, as needed, in completing the Conservation Plan to ensure compliance with Secretarial standards and Grants Program requirements.**

(5) Acquisition: Purchase of property or fee title acquisition of a historic maritime property is allowable under the Grants Program. Requirements for acquisition projects may be found in Chapter 6 of the *Historic Preservation Fund Grants Manual*.

(6) Reconstruction: For the purposes of the Grants Program, a reconstruction is the process of reproducing, by new construction, the form and features of a historic maritime property as it appeared at a specific period of time. The following provisions apply to reconstruction of historic maritime properties:

- (1) Explains the purpose or rationale behind the investigation
- (2) Reconstructions must be based on accurate duplication of a historic maritime property substantiated by archeological, documentary, or physical evidence, rather than on conjectural designs. Construction of designs that were never executed historically is not supported by the Grants Program.
- (3) Reconstructions should be full-scale and, where applicable, appear on the original site. Reconstruction of a historic maritime property in its historic location must be preceded by an archeological investigation to identify and evaluate those features and artifacts essential to an accurate reconstruction.
- (4) Interpretation of reconstructions should clearly indicate which features: (a) are non-historically based concessions to modern use, and (b) employ modern methods or materials in their construction.
- (5) Conversion of a non-historic vessel to represent a historic vessel is discouraged.
- (6) Conversion of one historic vessel to represent another historic vessel is not allowed.

Acknowledgement of NPS Assistance

An acknowledgement of Federal support by the National Park Service, Department of the Interior, must be made in connection with the publication of any materials based on, or developed under, activities supported by the Grants Program. As well, a sign acknowledging this Federal support must be displayed at each Preservation Project site while work is in progress. This provision may be waived by written NPS approval if the SHPO determines that a project sign would create a risk of destruction or harm to the site. A permanent sign is not required. See Chapter 3 of the *Historic Preservation Fund Grants Manual* for additional guidance on this requirement.

Additional Program Requirements

(1) Conflict of Interest: This provision applies to persons or organizations who participate in or influence the grant award decision-making process, gain information not available to the general public, or provide oversight or administration of any aspect of the NMHA Grants Program. No person shall participate in the selection, award, or