



Setti D. Warren
Mayor

City of Newton Community Preservation Program



Required Attachments for HISTORIC RESOURCES PROPOSALS

All proposals must address the goals in the current [Community Preservation Priorities](#) & [Funding Guidelines](#), and use the instructions & form in the [Proposal & Project Handbook](#), which also has current information about the submission process and deadlines for pre-proposals (required) and full proposals.

Historic resources proposals need the 4 special attachments below. It is best to write these in the order shown, as each attachment builds on those before it.

1. Analysis of Historical Significance (narrative; max. 1 page)
2. Description of Historically Significant Features (keyed to attachment 1; max. 1 page)
3. Summary & Justification of Proposed Treatment (keyed to attachment 2; max. 1 page)
4. Newton Historical Commission Review (usually based on attachments 1- 3 above)

- Last revised June 2011 -

ADDITIONAL COPIES

Copies of all funding guidelines & proposal forms are available from Alice E. Ingerson, Community Preservation Program Manager, email aingerson@newtonma.gov, phone 617.796.1144, or from the program web site: www.newtonma.gov/cpa/program.htm

INSTRUCTIONS

To qualify for funding under the Community Preservation Act (CPA) and Newton's current *Community Preservation Plan*, historic resources proposals must show both that

- ◆ the proposed resource is historically significant, and
- ◆ the proposed work follows the Secretary of the Interior's *Standards for the Treatment of Historic Properties*

The CPA defines a historic resource as: "a building, structure, vessel, real property, document or artifact that is listed or eligible for listing on the state register of historic places or has been determined by the local historic preservation commission to be significant in the history, archeology, architecture or culture of a city or town."

The federal *Standards* focus on buildings & landscapes, but their basic process can be applied to all historic resources listed in the CPA. The 4 required attachments will show that you used this process:

1. analyze the resource's historical significance
2. identify the features most closely associated with that significance
3. protect those significant features

ATTACHMENT 1. Analysis of Historical Significance (narrative; maximum 1 page)

Age alone (or a founding date) does not in itself establish significance. But you do *not* need to describe everything that ever happened to your resource! Just show how it illustrates change, or resistance to change, through time.

(instructions continued on next page)

The federal & other resources linked to pages 3-4 of these instructions include examples that can help you decide what to include in your narrative.

ATTACHMENT 2. Description of Historically Significant Features

(annotated list or map keyed to narrative in attachment 1 above; maximum 1 page)

Preservationists consider a site, building or artifact to have “integrity” if it still has visible features that help it to tell a significant story about change or continuity through time. List or map your resource’s most significant features, and explain briefly how each feature illustrates the story in attachment 1 above.

The federal and other resources linked to pages 3-4 of these instructions include examples that can help you identify the significant features of your resource.

ATTACHMENT 3. Summary & Justification of Proposed Treatment

(summary of proposed work, keyed to features in attachment 2 above; maximum 1 page)

The federal *Standards* for historic buildings and landscapes identify 4 recommended treatments, usually listed in this order (in some ways, from most to least preferred):

- ◆ **preservation:** places a premium on the retention of all historic fabric through conservation, maintenance and repair; reflects successive occupancies and respectful changes and alterations
- ◆ **rehabilitation:** emphasizes retention and repair of historic materials, but provides more latitude for replacement because the property is more deteriorated, or is being adapted respectfully for a new use
- ◆ **restoration:** focuses on the retention of materials from a single significant time in a property's history, while permitting the removal of materials from other periods
- ◆ **reconstruction** (limited opportunities): re-creates a well-documented but non-surviving site, landscape, building, structure, or object using all new materials

State clearly which of these treatments your project will use, and why it was chosen; then explain how the work you propose to do will protect the significant features you identified in attachment 2 above.

If your proposal is for resources other than buildings or landscapes and includes digital preservation, as either a supplement or substitute for physical preservation, please cite the alternative guidelines listed on page 4 of these instructions.

ATTACHMENT 4. Newton Historical Commission Review

(usually based on attachments 1-3 above)

Resources already listed on the state or National Register of Historic Places are automatically eligible for CPA funds. For other historic resources, however, the Community Preservation Committee will not consider proposals submitted without the Newton Historical Commission’s written review.

Please give the NHC time to read and discuss your materials by submitting them as early as possible, but no later than the Community Preservation Committee’s next pre-proposal deadline (see www.newtonma.gov/cpa).

In general, the CPC suggests submitting only the three attachments above to the NHC. But please confirm what the Commission actually wishes to see for your proposal, and their schedule requirements, by contacting:

Newton Historical Commission
c/o Brian Lever, Senior Preservation Planner
City of Newton Planning & Development Department
1000 Commonwealth Avenue
Newton, MA 02459

email: blever@newtonma.gov

phone: 617.796.1129

"Useful resources" for preparing required attachments begin on next page. →

USEFUL RESOURCES

SECRETARY of the INTERIOR'S STANDARDS (official versions, with many concrete examples)

- ◆ *Standards and Guidelines for the Treatment of Historic Properties* (focus on buildings), especially *Choosing an Appropriate Treatment*,
www.nps.gov/history/hps/tps/standguide/overview/choose_treat.htm
- ◆ *Guidelines for Cultural Landscapes* (considered part of the *Standards* above)
www.nps.gov/history/HPS/hli/landscape_guidelines/index.htm

NATIONAL REGISTER OF HISTORIC PLACES: Criteria for Listing

(also used by Massachusetts state register) www.nps.gov/nr/listing.htm

The quality of significance in American history, architecture, archaeology, engineering, and culture is present in districts, sites, buildings, structures, and objects that possess integrity of location, design, setting, materials, workmanship, feeling, and association, and:

- A. That are associated with events that have made a significant contribution to the broad patterns of our history; or
- B. That are associated with the lives of persons or with events significant in our past; or
- C. That embody the distinctive characteristics of a type, period, or method of construction, or that represent the work of a master, or that possess high artistic values, or that represent a significant and distinguishable entity whose components may lack individual distinction; or
- D. That have yielded or may be likely to yield, information important in prehistory or history.

National Park Service

THEMES & CONCEPTS IN AMERICAN HISTORY for Evaluating the Significance of Historic Resources

www.nps.gov/history/history/hisnps/NPSThinking/themes_concepts.htm

[This framework is] a conceptual tool for evaluating the significance of cultural resources within or outside the National Park Service ... [It] makes it easier to incorporate ... the stories of broad social trends and ordinary people. Unique and notable events, of course, still are included in the framework's goals, but they are more likely to be placed firmly within the broader contexts of their time.

- I. **Peopling Places** ... Communities, too, have evolved according to cultural norms, historical circumstances, and environmental contingencies. ... *Topics include:* family and the life cycle; health, nutrition, and disease; migration from outside and within; community and neighborhood; ethnic homelands; encounters, conflicts, and colonization..
- II. **Creating Social Institutions and Movements** ... the diverse formal and informal structures such as schools or voluntary associations through which people express values and live their lives. ... *Topics include:* clubs and organizations; reform movements; religious institutions; recreational activities.
- III. **Expressing Cultural Values** ... people's beliefs about themselves and the world they inhabit ... the ways that people communicate their moral and aesthetic values. ... *Topics include:* educational and intellectual currents; visual and performing arts; literature; mass media; architecture, landscape architecture, and urban design; popular and traditional culture.
- IV. **Shaping the Political Landscape** ... tribal, local, state, and federal political and governmental institutions that create public policy and those groups that seek to shape both policies and institutions. ... *Topics include:* parties, protests, and movements; governmental institutions; military institutions and activities; political ideas, cultures, and theories.

(themes continue on next page)

National Park Service THEMES & CONCEPTS IN AMERICAN HISTORY (*continued from previous page*)

- V. Developing the American Economy** ... the ways Americans have worked, including slavery, servitude, and non-wage as well as paid labor. ... including class formation and changing standards of living in diverse sectors of the nation. ... *Topics include:* extraction and production; distribution and consumption; transportation and communication; workers and work culture; labor organizations and protests; exchange and trade; governmental policies and practices; economic theory.
- VI. Expanding Science and Technology** ... the physical sciences, the social sciences, and medicine... *Topics include:* experimentation and invention; technological applications; scientific thought and theory; effects on lifestyle and health.
- VII. Transforming the Environment** ... the variable and changing relationships between people and their environment, which continuously interact. The environment is where people live, the place that supports and sustains life. The American environment today is largely a human artifact, so thoroughly has human occupation affected all its features. ... *Topics include:* manipulating the environment and its resources; adverse consequences and stresses on the environment; protecting and preserving the environment.
- VIII. Changing Role of the United States in the World Community** ... diplomacy, trade, cultural exchange, security and defense, expansionism - and, at times, imperialism ... While the United States, especially in the nineteenth and twentieth centuries, has left an imprint on the world community, other nations and immigrants to the United States have had a profound influence on the course of American history. ... *Topics include:* international relations; commerce; expansionism and imperialism; immigration and emigration policies.

STANDARDS for ARCHIVES & ARTIFACTS / DIGITAL PRESERVATION

The basic process above applies not only to buildings and landscapes but also to archives and artifacts:

- ◆ analyze historic significance
- ◆ identify significant features
- ◆ protect those features.

Even if they are preserved physically, all historic resources should be thoroughly documented before preservation work begins. The federal *Standards* now emphasize making physical preservation reversible because preservationists have learned from hard experience that “state of the art” techniques from one period sometimes turn out, later on, to have done more harm than good.

In addition, digital preservation may not only supplement but may sometimes substitute for physical preservation. Even the best-cared-for original materials are fragile and have finite lifespans. The cost of full restoration or reconstruction may be out of proportion to the overall significance of a particular resource or its specific physical features.

The CPC will consider arguments for digital preservation case by case. However, all proposals that include or rely on digital preservation should justify that proposed treatment by citing guidelines or examples from one or more of the sources on this list:

- ◆ National Archives & Records Administration (NARA): www.archives.gov/preservation/about.html
NARA Northeast Document Conservation Center:
www.nedcc.org/resources/leaflets/6Reformatting/04RelevanceOfPreservation.php
- ◆ Association of Research Libraries www.arl.org/news/pr/digitization.shtml
- ◆ Cornell University Library: www.library.cornell.edu/preservation/tutorial/intro/intro-01.html
- ◆ Council on Library and Information Resources, Commission on Preservation & Access
www.clir.org/pubs/archives/hybridintro.html#description