

# HOW TO GET INVOLVED

## Adoption and Implementation of this Plan by Municipal Governments

This document is a statewide plan and not just an administrative guide for BHP. County and local governments are encouraged to adopt this Plan by resolution of their governing body and implement the actions that apply to their communities.

By adopting this Plan, a municipal government will recognize the importance of preservation to the future of their community and its contribution to Pennsylvania’s character, economy, environment, and quality of life. The municipal government will work in partnership with BHP and commit to identifying and documenting their important historic resources; establishing municipal policies and regulations that support preservation; participating in training of their government officials and staff on state and federal preservation requirements; and promoting the interpretation of local history.

<p><b>A PRESERVATION GUIDE FOR MUNICIPAL GOVERNMENTS to identify locally-important historic resources, use them to grow your community’s economy, and retain a distinct identity that attracts residents, jobs, visitors, and investment.</b></p>	
<p><b>LOCAL ACTION</b></p>	
<p><b>Step 1:</b> Review the CRGIS database available at <a href="http://www.crgis.state.pa.us">www.crgis.state.pa.us</a>. If you are new to the CRGIS database, please contact a CRGIS staff person for assistance. Determine if there are historic resources in your community not listed in CRGIS. If yes, proceed to Step 2. If no, go to Step 3.</p>	
<p><b>Step 2:</b> If your community has a historic resources inventory, provide it to PHMC’s Bureau for Historic Preservation (BHP). If your community does not have an inventory, compile one by using the Inventory Survey Tool available by contacting a BHP Survey and National Register staff person. When complete, submit your inventory to BHP.</p>	
<p><b>Step 3:</b> Identify ways that your community’s cultural and historic resources can (or do) contribute to local community character, quality of life, and economic growth potential. For ideas from other communities, contact the BHP community preservation coordinator in your region.</p>	
<p><b>Step 4:</b> Evaluate your municipal planning policies and regulations. Do they address the preservation needs of your community to the greatest extent possible? If yes, skip to Step 6. If no, proceed to Step 5.</p>	
<p><b>Step 5:</b> Identify ways that your community’s comprehensive plan, municipal code and zoning ordinances, planning procedures, and other regulatory mechanisms can be improved to advance preservation and make the highest and best use of historic resources. For technical assistance, contact the BHP community preservation coordinator in your region.</p>	

<p><b>Step 6:</b> Are there significant historic resources in your community that need to be protected through a local historic preservation ordinance? If yes, seek technical advice from the BHP community preservation coordinator in your region.</p>	
<p><b>Step 7:</b> Are there significant historic resources in your community that are at serious risk of loss? If yes, apply for listing on the Pennsylvania at Risk database by contacting Preservation Pennsylvania or the BHP community preservation coordinator in your region.</p>	
<p><b>Step 8:</b> If local government offices or facilities are located in historic buildings, take action to keep these buildings occupied and in good repair. If you need technical assistance for maintaining or repairing your historic buildings, please contact the BHP tax credit or grant manager.</p>	
<p><b>Step 9:</b> If community-wide consensus is needed about historic preservation actions and priorities, prepare a historic preservation plan. For more information, refer to Appendix E of this Plan, consult BHP’s document entitled <i>Guidance for Historic Preservation Planning</i>, and contact the BHP community preservation coordinator in your region.</p>	
<p><b>TRAINING</b></p>	<p>✓</p>
<p><b>Step 1:</b> Is your municipal staff aware of the Pennsylvania History Code and National Historic Preservation Act, Section 106, consultation obligations that are required when State and federal funding sources are used for projects? If no, seek training from the BHP community preservation coordinator in your region.</p>	
<p><b>Step 2:</b> If your municipality has a Historic Architectural Review Board (HARB) (required when there is a historic preservation ordinance in your municipal code), do its members need training? If yes, seek training from the BHP community preservation coordinator in your region.</p>	
<p><b>SIGNS AND MARKERS</b></p>	<p>✓</p>
<p><b>Step 1:</b> Are there persons, places, or events in your community that are worthy of recognition by PHMC with a State Historical Marker? If yes, submit a historical marker application to BHP. Are there PHMC historical markers located in your community? If yes, assess their condition. If maintenance is needed, seek assistance from the BHP historical marker coordinator.</p>	
<p><b>Step 2:</b> Are there public gathering areas, parks, or trails in your community that would benefit from the addition of a sign, marker, or media tag to educate people about your community’s history? If yes, take action or partner with local preservation advocates to interpret history in public spaces.</p>	

<b>OUTREACH AND FUNDING</b>	✓
<p><b>Step 1:</b> Are there any income-producing buildings (stores, offices, rental housing, etc.) in your community that are listed on the National Register of Historic Places or are located in a National Register Historic District? If yes, make sure the property owners are aware of the federal Rehabilitation Investment Tax Credit (RITC) program for building rehabilitation investments. Contact the BHP tax credit manager for assistance in preparing RTIC applications.</p>	
<p><b>Step 2:</b> Seek out grants and philanthropic donations to conduct historic preservation projects in your community. For assistance with PHMC grant programs, contact BHP's grant manager.</p>	
<p><b>Step 3:</b> Identify all preservation-related grassroots advocacy groups that are active in your community. Reach out to them and seek their support in working toward your municipal government's preservation goals and priorities.</p>	
<p><b>Step 4:</b> Are the youth in your community educated about local history? If no, reach out to local school districts and preservation advocacy organizations to identify ways to provide traditional and non-traditional (out of classroom) learning opportunities.</p>	

