



Pennsylvania State Historic Preservation Office
PENNSYLVANIA HISTORICAL AND MUSEUM COMMISSION

PA State Historic Preservation Office (PA SHPO)

Plan for Baseline Survey in Pennsylvania: 2020-2024

ISSUED January 2021
Updated April 2022

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Introduction

The Pennsylvania State Historic Preservation Office (PA SHPO) is a bureau of the Pennsylvania Historical and Museum Commission (PHMC). The PA SHPO maintains the PA Historic Places Inventory which includes the Pennsylvania Above Ground Survey (PAGS) and the Pennsylvania Archaeological Site Survey (PASS). The inventory is currently maintained and made available through the PA SHPO and PA-SHARE, Pennsylvania's Historic and Archaeological Resource Exchange.

PAGS is the PA SHPO's program to document the Commonwealth's historic and cultural places and to share that information with the public. PAGS records information on the types of historic places and spaces that Pennsylvanians value, such as buildings, farms, bridges, parks, neighborhoods, landscapes, and more.

The Pennsylvania Archaeological Site Survey (PASS) is our statewide inventory of over 25,000 recorded archaeological sites, representing 16,000 years of Pennsylvania's history. Archaeological sites have been recorded in Pennsylvania since the 1940s based on information collected by avocational archaeologists, university researchers, museums, and consulting archaeologists.

Since the 1970s, much of the data added to the PA Historic Places Inventory is the result of projects submitted to the PA SHPO as part of federal or state historic preservation programs. In the 1980s, above-ground resources in several of Pennsylvania's counties were surveyed as part of a statewide initiative. The PA SHPO sponsored a small number of thematic survey projects in the last twenty years, such as documenting representative agricultural and educational resources; however, large-scale surveys to document underrepresented geographic areas in Pennsylvania have not been completed. Currently, there are over 1,100 municipalities in 52 Pennsylvania counties lacking baseline PAGS information.

This baseline survey initiative aims to document a significant number of historic resources across a vast geographic area of Pennsylvania quickly and efficiently. This type of survey effort has not been undertaken in four decades. The PA SHPO realizes there are several benefits of collecting data on historic resources in Pennsylvania including facilitating cooperation among local, State, and Federal government agencies in both preservation and community development activities. The identification of resources is key to effectively plan for preservation efforts and to mitigate effects on historic properties. A fuller understanding of Pennsylvania's historic resources can help simplify environmental review of State and Federal agency projects and assistance programs. Survey data can serve as the basis of preservation plans and the development of local government tools to protect community assets.

Baseline survey data can also inform inventories of National Register historic districts, which can lead to the use of historic preservation tax credits to stimulate rehabilitation of historic buildings. Data from this baseline survey effort can be used to assist communities and organizations in their efforts to interpret and celebrate an area's history. A resource that is important to a community might never appear on a list of nationally significant places but can still be historic as part of the survey effort and worthy of recordation.

Project Scope

The foundation of this baseline survey effort is a strong framework to achieve consistent quality of data collection while achieving several survey goals. The purpose of this project is to achieve baseline PAGS and PASS information for approximately 27,000 underrepresented resources in 52 counties by 2024.

Definitions

For purposes of this baseline survey effort, the following terminology will be used:

Baseline: In the context of this project, baseline is synonymous with the PA SHPO's minimum record, meaning that only a minimum amount of locational and physical data and photographs are collected for a resource. Surveys included in this effort are for identification purposes only, not evaluation for eligibility for listing in the National Register of Historic Places.

Historic properties: For the purposes of this project, historic properties are above ground resources like buildings, sites, structures, objects, that are 40 years old or older. Historic districts will not be identified or surveyed as part of this effort. "Properties" and "resources" are used interchangeably. Above ground resources are surveyed using PA-SHARE's Surveyor above ground resource form.

New/Newly documented historic properties: These are above-ground, archaeological or cemetery resources that are not currently included in the PA SHPO database. Augmenting existing records for Group 1 priorities may be appropriate if documentation in PA-SHARE is very limited and does not meet the minimum record requirements for the resource type.

Surficial archaeological evidence: In the context of this baseline survey project, surficial archaeological evidence is the indication of one or more former structures or activity areas that are visible on the surface, such as foundations, middens, other features or altered terrain, that are 50 years old or older. While the focus of this project is on visible evidence, the lack of such evidence does not mean that a potential archaeological site does not exist, particularly if suggested by background research. These resources are surveyed using PA-SHARE's Surveyor archaeological resource form.

Survey: For this project, survey is defined as the process of identifying and gathering data on a community's historic resources. It includes field survey, the physical search for and recording of historic resources on the ground, and it also includes public engagement, planning and background research before field survey begins. For the purposes of this effort, survey is limited to identification-level activities only.

Survey Contractor: For the purpose of this baseline survey, survey contractors are consulting firms, or a combination of firms, qualified to conduct historic and archaeological survey in Pennsylvania. Survey contractors for each Baseline Survey Contract include a team with individuals meeting both Secretary of the Interior Professional Qualifications for Architectural History and Archaeology.

Underrepresented resources: For the purposes of this project, underrepresented resources are defined as historic properties that are not well represented in Pennsylvania's Historic Places Inventory by their ethnic, cultural and/or historical association(s) and/or property type.

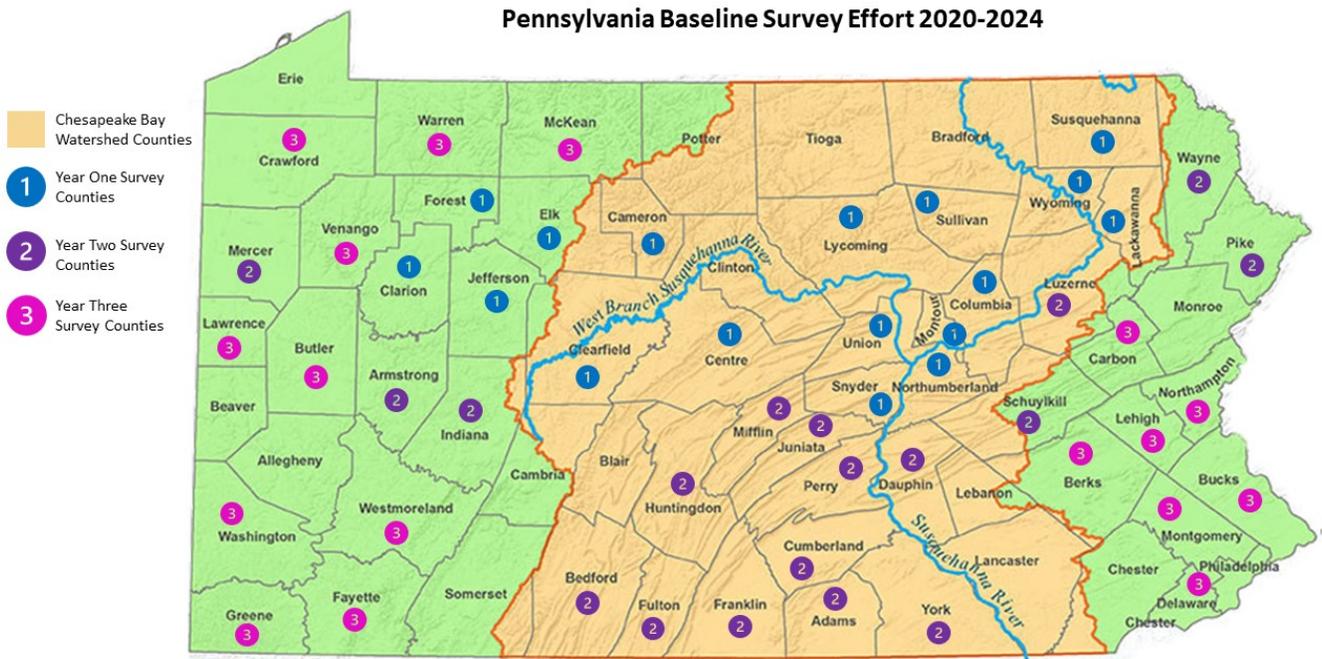
Survey Locations

The PA SHPO has identified approximately 27,000 total resources to survey in 52 counties over 3 years; within these counties, PA SHPO has identified specific municipalities for survey. Counties were selected based on the number and distribution of recorded properties in the PA SHPO’s records in each county. Each year’s survey counties were then grouped by geographic proximity and priority given to those that are within the Chesapeake Bay watershed to align with a project in partnership with the National Trust for Historic Preservation.

Each year will have five baseline survey contracts administered, for a total of fifteen contracts:

Survey Year	Calendar Years	# of Counties	# in Watershed	App. # of Resources
1	2020-2021	17	14	7,725
2	2021-2022	18	13	6,995
3	2022-2023	17	-	10,200

Appendix A: Survey Tables lists the priority counties for each year of the project as well as the approximate number of resources to be surveyed in that county. The specific order of counties and number of resources to be surveyed may be subject to change subject to consultation with the PA SHPO.



Survey Priorities

PA SHPO has identified several survey priorities for this baseline survey effort. Priority resources for survey are those that reflect themes underrepresented in the PA Historic Places Inventory and those that are identified by stakeholders. The survey priorities are broken in two groups based on the geographic limits of the survey

locations identified by the PA SHPO. Group 1: County-wide includes four survey priorities and Group 2: Selected Municipalities includes six.

Group 1: County-Wide Priorities

Survey contractors should expect to research and survey resources throughout a baseline survey county related to these priorities:

- African American churches and cemeteries
- Resources associated with ethnic communities
- Stakeholder recommendations/requests
- Surficial archaeological evidence

These four priorities are listed in no particular order, and all are equally important to research, identify and document where they survive within their county.

Priority: African American Churches and Cemeteries

In 2020, PA SHPO joined the National Trust for Historic Preservation (NTHP), PA Department of Conservation and Natural Resources (DCNR), SHPOs from Maryland and Virginia, and NPS Chesapeake Bay Gateways Network [in a pilot project](#) to identify, document, and map sites and landscapes in the Chesapeake Bay watershed region significant to African American history and culture. Churches and cemeteries historically associated with the African American community will be surveyed as part of this effort. The results of the baseline survey effort will constitute Pennsylvania's contributions to the NTHP Chesapeake Bay pilot project.

As community institutions, African American churches and cemeteries both provide important evidence about African American agency, settlement patterns, cultural and religious influences, economic development, social relationships, and genealogy. In Pennsylvania, outside of the Philadelphia and Pittsburgh metropolitan areas, these two institutions are often the only remaining physical evidence of an earlier African American community; in such locales, African American communities often can only be dated by the age of the oldest local African American congregation or the earliest burial in the local African American cemetery rather than by dates of any extant residential or commercial building construction. Their survival can tell us many things about the history of that African American community.

The types of African American churches and cemeteries for survey in this effort are identified in the *African American Churches and Cemeteries in Pennsylvania Multiple Property Documentation Form (MPDF)*. This MPDF is a historic context of traditional Black Church buildings and cemeteries associated with African American peoples and communities in Pennsylvania between 1690 and 1970. It was developed with the assistance of a 2016 National Park Service Underrepresented Communities Grant. This MPDF is currently awaiting review by the National Park Service National Register staff prior to listing in the National Register.

The term "Black Church" is used as an effective shortcut to collectively refer to the seven historically predominant Black denominations that emerged in the United States after 1787 as independent groups founded by, run by, and ministering to African Americans. These are:

- African Methodist Episcopal (AME) Church;
- African Methodist Episcopal Zion (AMEZ) Church;
- Christian Methodist Episcopal (CME) Church;

- National Baptist Convention, USA, Incorporated (NBC);
- National Baptist Convention of America, Unincorporated (NBCA);
- Progressive National Baptist Convention (PNBC); and
- Church of God in Christ (COGIC).

The term “cemetery” is used to mean an area of land set apart for the ritual burying of human remains. They can range in size and appearance from a small family plot in a rural area to a church graveyard and to a large suburban memorial park; individual grave sites are not intended to be included in this survey scope. The cemetery may include formal landscaping, fencing, grave markers, buildings, or structures.

The types expected to be documented as part of the baseline survey effort are:

- **Family Cemetery:** a small, private burial place for members of an immediate or extended family on land historically owned by said family; some family cemeteries, particularly early cemeteries in rural areas, may also include neighbors.
- **Independent Cemetery:** one created and used solely by and for the burial of Africans and African Americans and exist as evidence of racial segregation and African American agency in Pennsylvania. Independent cemeteries will vary in size, location, arrangement, grave markers, and landscape based on the characteristics of the broader African American community they serve. They may have no formal plan or design or may survive as an example of a designed cemetery from the rural (c.1833 – 1875), lawn (c.1900-present), or memorial park (c.1900-present) categories.
- **Segregated Cemetery:** a public- or privately-owned and operated cemetery with one or more plots set aside or designated exclusively for the burial of African Americans. The hallmark of a segregated cemetery is the physical separation of burials by race through restrictive covenants or other means, which is indicative of a community’s relationship with its African American members. Segregated cemeteries will vary in size, location, arrangement, grave markers, and landscape based on the characteristics of the broader community it serves. Segregated cemeteries can be of any type: non-sectarian municipal cemetery (1810s-1860s), rural cemetery (1830s-1900), lawn park cemetery (1900-present), or memorial park (1913-present).
- **Slave Cemetery:** a small, private burial place for enslaved Africans and African Americans on land owned by slaveholders.

Priority: Resources associated with racial and ethnic communities

As part of its commitment to *Diversity, Equity, Inclusion and Access Goals* (DEIA), PA SHPO seeks to better understand Pennsylvania’s diverse indigenous and non-indigenous racial and ethnic populations (also referred to as underrepresented communities), where these populations settled historically, and how they may have left their mark on the commonwealth’s landscape.

Survey efforts will identify and prioritize resources that are associated with diverse ethnic groups such as, African American, Asian, Asian American, Native American, and Latinx as informed by historic census data, other research, stakeholder engagement and observations of current ethnic affiliations. Included in this priority are:

- African American neighborhoods/communities. In many instances, African American neighborhoods and small communities can be located by the presence of a historic African

American church. For every historic African American church found for survey, the surrounding area should be studied for potential survey locations. Because cemeteries can be moved, abandoned, or established on the outskirts of communities, a cemetery is typically not as indicative of a historic neighborhood or community as an African American church.

- Negro Motorist Green Book sites. The Negro Motorist Green Book, popularly known as the Green Book, was an annual guidebook for African American travelers published from 1936 to 1966. In response to open and often legal discrimination against non-whites during the Jim Crow era, Green compiled a guide of services and establishments open to African American travelers. Early editions included hotels, tourist homes, churches, restaurants, barber shops, beauty parlors, drug stores, service stations, and taverns; by 1959, the Green Book primarily listed only hotels, motels, and tourist homes.
- Places and spaces historically associated Asian, Asian American, Hispanic, Latinx, and Native American people and communities, particularly those that reflect the concept of agency, have cultural significance, or embody unknown stories. These places and spaces may include buildings, sites, structures, objects, and open/outdoor space.

Resources associated with other ethnic/immigrant communities, like Welsh, Eastern European, Jewish, etc., should also be included in survey efforts for that county under this priority if they are not otherwise well documented in the PA Inventory for that geographic area.

Priority: Stakeholder recommendations and requests

Local and regional stakeholders are important partners in this survey effort. They will be most knowledgeable about the older and historic places in their communities and potential threats to their preservation. Survey locations gathered through feedback and suggestions from stakeholder engagement are priorities for baseline survey efforts.

Priority: Surficial archaeological evidence

The potential for archaeological resources is anywhere, but they may not exist everywhere. Archaeological resources can be associated with extant above-ground resources in both urban and rural areas. This baseline survey effort will attempt to simultaneously record any visible archaeological evidence related to above-ground Group 1 and selected Group 2 survey priorities during years two and three.

The information gathered through this effort will be used to help prioritize future survey as well as create guidance for identifying and evaluating African American churches and cemeteries, resources associated with racial and ethnic communities, recreational, 20th century, and industrial archaeological resources. Survey contractors should expect to research and survey the surficial archaeological evidence for the following types of resources:

- African American churches and cemeteries
- Resources associated with racial and ethnic communities
- Recreational properties
- 20th century resources
- Industrial resources

Based on Year 1 averages, it is estimated that approximately 225 resources in each Year 2 contract will be surveyed for surficial archaeological evidence. This estimate includes a 10% sample of the identified 20th century resources proposed for survey.

This survey effort includes only archaeological evidence that can be viewed from the surface and will not include excavation. Survey of these resources will be completed by archaeologists under the direction of a professional archaeologist who meets the Secretary of the Interior's qualifications for Archaeology. The data will be collected using PA-SHARE's Surveyor archaeological resource form.

Archaeological resources 50 years old or older associated with the above-mentioned resource types will be recorded as part of this survey effort. This includes surficial archaeological evidence dating to 1971 or older. It is important to note that not all recorded resources will result in the creation of a Pennsylvania Archaeological Site Survey (PASS) number. However, the resulting documentation efforts will include recommendations for future survey and evaluation of potential sites. Ultimately, this will aid the PA SHPO in creating future guidance for establishing site criteria and site evaluation criteria for these resource types. Contractors should reference the PA SHPO's [Guidelines for Archaeological Investigations](#) and [Pennsylvania Archaeological Site Survey Files Site Identification Criteria](#) when planning fieldwork.

Group 2: Selected Municipality Priorities

Survey contractors should expect to research and survey resources in selected municipalities in baseline survey counties related to these priorities:

- Recreational properties
- Urban redevelopment projects
- Fraternal buildings
- Representative mid-20th century resources
- Industrial resources
- Representative commercial and residential properties of local vernacular

These six priorities are listed in no particular order, and all are equally important to research, identify and document where they survive within their county.

Priority: Recreational properties

As a property type and for their association with the theme, indoor and outdoor recreational resources are underrepresented in the PA Inventory. This includes, but is not limited to, parks, clubs, swimming pools, bowling alleys, skating rinks, camps, passive recreational facilities, and ballfields. In Pennsylvania's non-urban areas, passive recreational facilities such as hunting and fishing clubs, secondary residential buildings colloquially referred to as "camps," et cetera, are typically privately owned. A study of recreational properties in this survey should include both publicly and privately owned properties.

Recreational properties will be found in townships, small and large boroughs and small cities that have rural, small town, and urban characters.

Priority: Urban redevelopment projects

Properties related to urban redevelopment are an underrepresented resource type in the PA SHPO's database. Survey efforts should identify and document residential and mixed-use urban redevelopment projects where they exist within the survey's geographic scope.

Urban redevelopment projects will most likely be found in large boroughs and small cities that experienced significant infrastructure, housing, and transportation changes in the 1950s through the 1970s.

Priority: Fraternal buildings

Former and current fraternal organizations – like Elks Lodges, Odd Fellows Halls, Prince Hall Freemasonry buildings, Moose Lodges, et cetera – reflect the historic and current social connections of an area and can be useful in the understanding of a regional history. Survey efforts should identify and document important former and current fraternal buildings where they exist within the survey's geographic scope.

Fraternal buildings will be found in townships (likely in a village or other small settlement, small and large boroughs, and small cities. They may have a distinctive design, appearance or signage that indicates their historic or current use as a meeting location or may survive as a plain, undistinguished building like a home or commercial storefront.

Priority: Representative mid-century resources (constructed between 1945-1970)

Mid-century resources are underrepresented in the PA SHPO's dataset. Survey efforts should identify and document both residential and commercial examples from the era where they exist within the survey's geographic scope.

Recreational properties will be found in townships, small and large boroughs and small cities that have rural, small town, and urban characters.

Priority: Industrial resources

In general, industrial resources from most eras and industries were not included in earlier 1980s survey efforts and are consequently an underrepresented resource type in the PA SHPO's dataset. Survey efforts should identify and document industrial resources that contributed to important local, regional, and statewide industries where they exist within the survey's geographic scope.

Industrial resources will be found in townships, small and large boroughs and small cities that have rural, small town, and urban characters.

Priority: Representative commercial and residential properties of local vernacular

This survey effort is intended to gather information in areas where little to no information already exists in the PA SHPO datasets. Accordingly, representative commercial and residential property information is an important aspect of the PA SHPO's efforts to understand Pennsylvania's built landscape more fully and accurately. Surveyors will identify resources that accurately represent the general commercial and/or residential character of a municipality.

Project Organization

The team for the survey baseline effort includes PA SHPO staff, contracted Project Manager, and survey contractors.

Role & Responsibilities for Survey

Each part of the baseline survey team has distinct roles and responsibilities, outlined below, for implementing this baseline survey plan.

PA SHPO

PA SHPO Director, Survey & GIS staff and Education & Outreach Coordinator will have the following roles for executing the survey component of this project:

- Project oversight and administrative authorizations.
- Provide research and guidance for Project Manager to distribute to survey contractors for identifying underrepresented resources.
- Review and approve standard baseline survey scopes of work for each survey contractor.
- Provide data and direction on survey priorities within identified baseline survey counties.
- Review and approve proposed list of survey locations provided by survey contractor via Project Manager.
- Provide project summary for, and review and approve, survey contractor survey report and final deliverables.
- Coordinate data collection and data management with Project Manager and survey contractors.
- Review and approve stakeholder engagement materials and strategy prepared by Project Manager.
- Train Project Manager and survey contractors to use Surveyor and PA-SHARE.

Survey Project Manager Role & Responsibilities

PA SHPO hired Johnson, Mirmiran & Thompson (JMT) to serve in the Project Manager role of this baseline survey effort. JMT's role focuses on managing survey contractors' completion of survey work, initiating public engagement in each survey county, and liaising between the PA SHPO and survey contractors as outlined below:

- Work with PA SHPO to identify and contract with approximately five survey contractors each year for the duration of the baseline survey effort.
- Develop and implement stakeholder engagement strategy that can be implemented in each county.
- Develop standard scope of work for survey contractors
- Coordinate survey contractor research, fieldwork, and deliverables.
- Provide guidance for survey contractors on gathering and synthesizing historic and current information about the survey area (counties and municipalities), including census data, county comprehensive plans, primary and secondary sources, stakeholder input, and other information prior to the start of background research.

- Train survey contractors to use Surveyor in partnership with the PA SHPO's Survey & GIS Section.
- Assist with overseeing the completion of work products and have regularly scheduled communications with survey contractors. The project manager will develop a Letter of Introduction for survey contractors and will travel with Survey Contractors to survey locations at the commencement of each survey contract.
- Develop and implement protocols to ensure that the collected data is accurate and complete before it is entered into the data management system.
- Review submitted invoices from survey contractors and confirm work products have been successfully delivered and then make recommendations PA SHPO leadership for payment.

Survey Contractor Role & Responsibilities

Approximately five survey contractors will be hired for each year of this baseline survey effort to complete survey work in the identified counties for a total of fifteen contracts. The number of survey contractors and contracts issued is subject to change. The following list of roles and responsibilities is a summary only.

- Attend required Surveyor and PA-SHARE training session(s).
- Review background and research materials provided by Project Manager and existing PA-SHARE data for selected municipalities in each county being surveyed.
- Conduct additional background research to identify potential survey locations for underrepresented resources and complete community history form (provided by PA SHPO) for each municipality.
- Using template provided by PA SHPO, develop list of resources/areas proposed for survey.
- Submit county and city/borough history forms and survey spreadsheets to Project Manager and PA SHPO for review and approval before proceeding with field work.
- Complete field survey using Surveyor according to approved list of resources.
- Submit survey data to Project Manager for review and acceptance before survey contractor completes final report.
- Submit summary report form using template provided by PA SHPO along with package of final deliverables.
- Participate in monthly meetings, training, and general project coordination with the project manager as required.
- Complete program assessment SurveyMonkey questionnaire at the conclusion of each contract.

Survey Methodology

This methodology outlines the steps needed to complete the work outlined in each survey contract. Each step is explained in more detail on the following pages. General timeframes for completing each step in the methodology are also included; these time frames will vary depending on the season, the number of counties included in each contract and the number and type municipalities in each county. These steps are:

Step	Task	Description	General Timeframe (est.)
1	Survey Preparation Package	Project Manager will develop guidance for survey contractors on gathering and synthesizing historic and current information about the survey area. This includes, but is not limited to, developing census tables, collecting stakeholder input, and providing links to research sources and county planning studies.	Complete before contract-kick off
2	Contract Kick-off	Project Manager will schedule contract kick-off meeting with survey contractors and PA SHPO for Surveyor training, to review survey methodology, and deliver survey preparation package.	Meeting occurs within two weeks of contract signing
3	Background Research & Identify Resources	Survey contractors will gather and synthesize additional historic and current information about the survey area before fieldwork begins to locate resources for survey. Survey contractor will complete county and city/borough history forms (provided by PA SHPO).	Begins immediately after kick-off meeting
4	Organizing & Submitting Fieldwork	Survey contractors will develop a list of proposed places/areas for survey using PA SHPO template. Contractors will submit county and city/borough history forms and survey spreadsheets to Project Manager and PA SHPO for review and approval before proceeding with field work.	List submitted to PA SHPO approx. 3-4 weeks from contract kick-off
5	Field Survey	Survey contractors will conduct in-person visual assessments of each property on the approved survey list and capture PA SHPO's minimum record data, mapping, and at least one photograph using the above ground, archaeological, and/or cemetery forms.	Fieldwork begins approx. 4-6 weeks from contract kick-off
6	Data QA/QC	Survey contractor will submit survey data to Project Manager for review and acceptance before survey contractor completes final report.	At completion of fieldwork
6	Final Report/Deliverables	Survey contractor will submit a final report for each county to include project description (provided by PA SHPO), county and city/borough history forms, and summary county report form. Survey contractor will also complete a program assessment.	After survey data is accepted; approximately 3-6 months after contract kick-off

Step 1: Survey Preparation Package

Project Manager will prepare a package of information for the survey contractor after Surveyor training and before the beginning of Step 2: Background Research. That package includes the following information:

Historical Census Data

The Project Manager will provide a breakdown of historical decennial census data for the counties being surveyed. These data tables should be consulted to determine if one or more ethnic communities may have been located in the county historically. Note that the census data cannot be considered a definitive source for this information and other sources, including stakeholder input, may contradict or expand this data.

See [Appendix D](#) for Census Research Scope of Work for Project Manager and survey contractors (if in-depth census research is required).

Research Sources for African American History

The Project Manager will provide survey contractors with primary and secondary sources (sources or hyperlinks), including PA SHPO spreadsheets for African American churches and cemeteries and Green Book locations, for identifying potential resources for survey within each county and municipality.

See [Appendix F](#) for African American research sources and guidance.

Stakeholder Engagement/Input

Engagement with local stakeholders is an important component of this survey effort, not only to build relationships and educate a broader audience on the importance of survey but also because stakeholder input will inform the list of resources proposed for survey in each municipality and county. The Project Manager will undertake outreach to stakeholders prior to the start of survey contractor work, collect and collate responses, discuss responses with PA SHPO, and provide to each survey contractor.

Stakeholder engagement will follow the same format in all counties identified for survey.

1. Project Manager will identify list of local, county, and regional contacts that have a stakeholder interest in the county being surveyed. Stakeholder interest is defined as having expert knowledge of the history, development, and/or administration of the area being surveyed. Stakeholders should include, but are not limited to:
 - a. County historical societies
 - b. Local or regional history, historic preservation, and/or heritage groups
 - c. State and National Heritage Area Managers
 - d. County planning directors
2. Project Manager will develop an email template for communicating with these stakeholder groups.
 - a. PA SHPO will review and approve the template prior to email distribution. Priority distribution to counties included in Survey Year 1, Contract A. All other baseline survey counties should be contacted at the same time after the Year 1, Contract A counties.

- b. PA SHPO will develop online survey form and provide SurveyMonkey link to Project Manager. See [Appendix B](#) for survey questionnaire.
 - c. The letter will include the following:
 - i. Introduce the PA SHPO and baseline survey effort.
 - ii. Education about the importance of documenting historic places and how the data can be used for decision making and to help tell a fuller story of that community's history.
 - iii. Reference to attached county census data and what it tells about racial and ethnic diversity in their county historically.
 - iv. Request they complete a short online form via Survey Monkey with their suggestions for places to survey based on PA SHPO's geographic and thematic survey priorities, such as any knowledge they have about ethnic groups and if historic places are extant reflecting that history or places under threat. Stakeholders will be given a two-week window for completing survey.
 - v. Encourage them to share email with other local historians or groups who have knowledge of or an interest in documenting local landmarks. Contact information for questions or concerns.
 - d. Any inquiries from reporters or news outlets must be directed to PA SHPO for a response.
3. PA SHPO will monitor and routinely download survey responses and provide to Project Manager.
 4. Project Manager will collate all responses and provide to survey contractors as part of survey preparation package.
 5. Survey Contractors will include all stakeholder responses on each County Municipal Survey Plan Template. If the resource has a record in PA-SHARE or could not be located, survey contractors will note as such in the "Source" field of the spreadsheet. If the stakeholder response identifies a new resource, contractors will proceed with recording on the appropriate Surveyor form during fieldwork.

Statewide Historic Preservation Plan

Pennsylvania's 2018-2023 Statewide Historic Preservation Plan, [#PreservAtionhappenshere](#), includes several sections that will be useful to survey contractors because they provide a high-level overview of Pennsylvania's development:

- Highlights of Pennsylvania Archaeology
- Pennsylvania's Architectural Treasures
- Pennsylvania's Efforts to Preserve Historic and Archaeological Resources

County Comprehensive Plans

County comprehensive plans are important resources for survey because they typically include critical information such as county and community developmental history, lists of historic places identified through local and/or county level efforts and/or local landmarks, zoning analysis by use, and areas proposed for future development.

Project Manager will locate online copies of county comprehensive plans and provide links to survey contractors for all counties covered per survey contract. If online copies are not available, Project Manager will contact county planning office and request a copy via email.

Step 2: Contract Kick-Off

Upon notification of signed contract between PA SHPO and the survey contractor, Project Manager will schedule a contract kick-off meeting with survey contractor (including the archaeologist assigned to the project) and PA SHPO staff to officially begin survey project. This meeting will occur within two weeks of contract execution.

The general agenda for the contract kick-off includes:

- Review of overall survey goals, methodology, and expectations: PA SHPO or Project Manager will review overall baseline survey effort, goals, approaches, and expectations.
- Establish schedule and timelines for communications, deliverables, and field survey: Project Manager and survey contractor will establish calendar dates for meetings, check-ins, milestone deliverables, field survey, and final report.
- Review of survey preparation package (Step 1): Project Manager will review all materials in the survey preparation package with survey contractor and answer any questions about how to use, find, or apply materials in the package.
- Training: Project Manager will train survey contractors on how to use PA-SHARE's Surveyor, and the steps required to prepare resource records for transfer to PA-SHARE.

Step 3: Background Research

Survey contractors will complete background research for each baseline survey county and municipality *before* beginning field survey. This background research will inform the list of proposed resources to survey; however, background research (Step 3) and identifying and organizing resources for survey (Step 4) may occur simultaneously or separately.

Survey contractors will follow the general steps outlined below for each county:

- Review survey preparation package from Project Manager. Locate stakeholder recommendations, census data, Green Book and congregation census spreadsheets, and directories.
- Complete county history form for each county and city/borough history forms for all boroughs and cities noted in contract. History forms are not required for townships, even if they are included in the survey contract. Pertinent information about townships identified for survey will be captured on the county history forms. (See [Appendix G](#) and [Appendix H](#)).
 - The form templates are included in the appendices and will be used by all survey contractors for surveys under this baseline survey effort.
 - These forms replace the traditional lengthy developmental history narrative included in survey reports. Format entries as a bulleted list rather than a paragraph.

- Completed forms must be submitted with survey plan spreadsheets (Step 4) and included in final report (Step 7).
- Consult survey preparation package and primary and secondary research sources to complete history forms.
 - Research sources include but are not limited to 19th and 20th century county histories, Sanborn and birds-eye view maps, county atlases, and census data. See Appendix E and Appendix F for some research sources.
 - In the “Sources” checklist, only include those sources that were consulted to complete the forms and/or identify resources for survey.
- When completing the county and city/borough forms, it is important to include dates, populations/demographics, events, occurrences, and other key information that may have or did influence the area’s built environment, even if the built environment has changed over time (including demolition) to identify potential resources and areas for survey.
 - Where possible, there should be clear link between the information captured in the history forms and the resources listed in the survey plan (Step 4), particularly for Group 1 priority resources.
 - Note locations/sites of full or partial demolition that may have surviving surficial archaeological evidence and/or have the potential for an archaeological site. This can include fully cleared and now vacant sites or sites that were cleared for the construction of a new property and redeveloped.

Step 4: Identifying and Organizing Proposed Resources for Survey

During or after background research (Step 3), survey contractors will develop and submit a list of areas/places proposed for survey prior to fieldwork. These lists are organized using pre-formatted Excel spreadsheet templates provided by the Project Manager ([see Appendix I](#)).

Survey Plan

The above lists, along with the county and city/borough municipal history forms, consist of the survey plan:

- Develop survey plan for Group 1 priority resources:
 - Group 1 Survey Priorities are:
 - African American Churches
 - African American Cemeteries
 - Ethnic Communities: African American
 - Racial/Ethnic Communities: Other
 - Stakeholder Recommendations
 - Surficial archaeological evidence

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- Group 1 priority resources can be located anywhere in the county and are the highest priority for baseline survey.
- Using the survey preparation package materials, county and municipal history forms, and online tools like Google Earth and/or Google Street view to identify Group 1 resources for survey.
- Review PA-SHARE for any Group 1 Survey Priority resources that are already included in the PA Inventory to avoid resurvey. If there is data in PA-SHARE for Group 1 resources that does not contain the minimum record, resurvey may be determined appropriate by PA SHPO. Include these resources in the survey spreadsheets along with their PA-SHARE resource number (####RE#####) and a brief comment about what is missing from existing record.
- Develop survey plan for Group 2 priority resources following these general steps for each municipality in the county identified by PA SHPO for baseline survey:
 - Group 2 Survey Priorities are:
 - Recreational properties
 - Urban redevelopment projects
 - Fraternal buildings
 - Industrial resources
 - Mid-20th century commercial and residential resources
 - Local vernacular commercial and residential resources
 - Using the survey preparation package materials, county and municipal history forms, and online tools like Google Earth and/or Google Street view to identify Group 2 resources for survey.
 - Review PA-SHARE for any Group 2 Survey Priority resources in the municipalities PA SHPO identified for baseline survey that are already included in the PA Inventory to avoid resurvey. If there is data in PA-SHARE for Group 1 resources that does not contain the minimum record, resurvey may be determined appropriate by PA SHPO. Include these resources in the survey spreadsheets along with their PA-SHARE resource number (####RE#####) and a brief comment about what is missing from existing record.
 - Survey contractors will inform Project Manager and PA SHPO if few or no Group 2 Survey Priority resources are identified in the baseline survey municipality and/or if resources have been identified but are inaccessible for survey before submitting survey list for approval. Survey contractor will provide recommendations to PA SHPO to either:
 - reallocate the target number of Group 2 Survey Priority resources for that baseline municipality to a different baseline or non-baseline municipality or
 - to survey non-priority resources within the baseline municipality.

If PA SHPO approves reallocating the target number of resources to a non-baseline municipality, survey contractor will need to repeat the steps outlined above for researching and identifying Group 2 Survey Priority resources for survey.

Survey Plan Template – Excel Spreadsheet

Survey contractors will complete one Excel file for each county noted in the contract. Contractors must follow the template provided by the Project Manager. The spreadsheet includes one summary tab, one tab for resources that meet the Group 1 survey priorities, and individual tabs for each municipality identified for survey.

The following standardized lists of priority types and sources of information for use in the spreadsheets:

Checklists for Spreadsheets	
Priority Type	Sources
Group 1:	Stakeholder
African American Churches	SHPO
African American Cemeteries	Map: Sanborn
Ethnic: African American	Map: Birds-Eye
Racial/Ethnic: [Other]	Map: USGS topo
Stakeholder Recommendation	Map: Other
Surficial Archaeological Evidence	Photograph
	Postcard
Group 2:	History: primary
Recreational Properties	History: secondary
Urban Redevelopment Projects	Directory: City
Fraternal Buildings	Directory: Travel
Local Vernacular – Commercial	Directory: Trade
Local Vernacular – Residential	Director: Other
Mid-20 th Century – Commercial	Directory: Business
Mid-20 th Century – Residential	Census: Population
Industrial	Census: Religious
Surficial Archaeological Evidence	Census: Other
Other	Other

- **Tab 1: Summary Scope List**

Summary scope list of proposed survey activity for the county. This tab is divided into two sections: summary by municipality and summary by priority/theme. The total number of resources proposed for survey should be the same for each type of summary.

This tab of the spreadsheet should be completed last after Tab 2 and Tabs 3+ have been completed. The totals of the Summary Survey List by Municipality and the Summary of Proposed Resources by Theme should match.

Summary Survey List by Municipality: Provide summary list of all municipalities in county identified for baseline survey. List municipality name, target number of resources identified by PA SHPO, and approximate number of resources proposed by survey contractor.

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- If the proposed number of resources is less than the target number for survey by 5% or more, provide a brief explanation in the comment column and include a recommendation for reallocating the balance of the remaining target number to another municipality.
- If a municipality is not on the original PA SHPO list but is being recommended for survey because of Group 1 survey priorities or Group 2 reallocation of target # of resources in a municipality, the municipality should be added to the summary list along the numbers of resources for survey. For municipalities added through Group 2 reallocation of target numbers, enter “0” in target number of resources column.

Summary Survey List by Municipality				
#	Municipality	Target # of Resources	# of Resources Proposed	Comment

1

Summary of Proposed Resources: Provide the approximate number of resources proposed for survey organized by Group 1 and Group 2 survey priorities for the entire county. Indicate the proposed number of resources in the appropriate column based on the Surveyor form that will be used to capture the information. If the cell is shaded, it is not one of the Group 1 priorities.

For example, an African American church resource may include the church, a graveyard, and the foundations of a rectory. All three forms would be used to document the resource, so “1” would be entered in each column.

Summary of Proposed Resources by Theme			
Underrepresented Resource Type	# Above Ground Resources	# Cemetery Resources	# Locations with Surficial Archaeological Evidence

Group 1 Survey Priorities:

African American Churches			
African American Cemeteries	█		
Ethnic: African American		█	
Racial/Ethnic: Other			
Stakeholder Request			█

Group 2 Survey Priorities:

Recreational Properties		█	
Urban Redevelopment Projects		█	█
Fraternal Buildings		█	
Local Vernacular - Commercial		█	
Local Vernacular - Residential		█	
Mid-20th Century - Commercial		█	
Mid-20th Century - Residential		█	

Industrial Properties			
Other			
Total	0	0	0

- **Tab 2: Group 1 Survey Priorities**

Summary list of all Group 1 Survey Priority resources proposed for survey in the county on one spreadsheet tab. Group 1 Survey Priorities are any surviving historic African American church, African American cemetery, African American community, other ethnic community, stakeholder recommendation or surficial archaeological evidence either independent of or in conjunction with surviving Group 1 resources.

This list should not be restricted to geographic priorities within the counties (meaning, only those municipalities PA SHPO identified for baseline survey); any resources that represent or are associated with Group 1 Survey Priority Types within the county boundaries should be identified for survey.

Provide name or brief description of place/area for survey, the municipality in which it is located, the estimated number of resources that will be surveyed, the priority type, and the source of that information.

- If a resource *also* has archaeology potential, list it a second time and note “Surficial Archaeological Evidence” in the Priority Type column. Standardized lists for priority type and source are included on Tab 2.
- To satisfy the goals of the NTHP Chesapeake Bay project, African American churches and cemeteries should be listed individually and not part of a larger resource group. For example, if background research and Sanborn maps show an African Methodist Episcopal (AME) church in an area, it is likely that a larger African American community existed in the immediate vicinity. Two entries would be needed in the proposed survey list, one for the AME church and another for the surrounding neighborhood.

- **Tab 3+: Group 2 Survey Priorities by Municipality**

Create one tab for each municipality being surveyed for Group 2 Survey Priorities; this includes municipalities identified by PA SHPO for baseline survey as well as municipalities added by survey contractors because of Group 1 Survey Priorities and/or the reallocation of target numbers from another municipality.

List place/area to be surveyed, note estimated number of resources to be surveyed in the place/area, the priority type, and the source of information.

- If a resource *also* has archaeology potential, list it a second time and note “Surficial Archaeological Evidence” in the Priority Type column. Standardized lists for priority type and source are included on Tab 3.
- Include any Group 1 Survey Priority resources in the appropriate municipality tab in the spreadsheet.
- If a resource appears to be associated with more than one theme, select the most obvious/predominant based on background research and knowledge of survey area.

Review of Survey Plan

Once completed, the survey contractor will submit the forms and spreadsheets to the Project Manager. The Project Manager will review the materials and share with the PA SHPO's Baseline Survey Team. PA SHPO will review the materials and provide feedback to the Project Manager. The survey contractor may not begin fieldwork until PA SHPO has approved the survey plan.

Once the survey plan has been approved by PA SHPO, the Project Manager will complete create the survey in PA-SHARE using the Survey Proposal Wizard.

Step 5: Field Survey

Survey contractor will conduct in-person visual assessments of each area/place/resource on approved list from Step 4 and collect the required fields defined below. Survey contractor should expect that that the field survey team will include one architectural historian and one archaeologist working under the direction of a professional archaeologist who meets the Secretary of the Interior's qualifications for Archaeology.

All fieldwork must be conducted from public rights-of-way and the survey contractor is not permitted to enter private property without the express consent of the property owner. The contractor shall not place themselves, others, or personal property in harm's way and shall conduct themselves in a respectful manner. The contractor shall honor all requests to discontinue data collection on a specific property and shall note such a request in fieldnotes and the final report.

Letters of Introduction

The project manager will create an informational one-page letter of introduction explaining the purpose of the baseline survey in cooperation with PA SHPO staff as a resource for survey contractors to provide to property owners while working in the field.

Data Collection Application

The contractor will use the PA SHARE Surveyor mobile application provided by the PA SHPO to collect information accurately and efficiently about each resource. It is expected that the contractor will submit all resource information to the PA SHPO electronically via Surveyor.

Survey contractor should expect to use the following Surveyor forms during field survey: above ground resource form, archaeological resource form, and cemetery resource form.

Required Data Fields

Field surveys will use one or a combination of Surveyor's above-ground, archaeology and/or cemetery forms depending on type of resource and its potential for archaeology. For example, an industrial resource may include several above-ground buildings or structures and background research or in person observation may note the surficial archaeological evidence of demolished resources. In this instance, both the above ground and archaeology forms should be used. Cemeteries should be documented only using the cemetery form.

See Appendix C for lists of required fields for each category of resource. For archaeological resources, a brief narrative description of the site and its context must also be provided.

Archaeology

Potential archaeological sites at **all** identified African American churches and cemeteries, resources associated with racial and ethnic communities, recreational properties, and industrial resources will be recorded. A ten percent (10%) sample of 20th century resources should be recorded using the Surveyor archaeological resource form to document the surficial archaeological evidence, that is 50 years or older, associated with 20th century commercial and residential resources.

If surficial archaeological evidence is not found during fieldwork, survey contractors will note as such in the final survey report. Negative survey forms will not be created. If a resource identified in the research phase is confirmed to have been demolished during fieldwork, archaeologists should look for a potential archaeological signature; if one exists, they should use the Surveyor archaeological resource form to record the resource. Potential sites, if found through research and/or recorded during survey, should be included as recommendations for future survey in the survey report.

Mapping

The mapping component of the data collection exists within PA SHARE Surveyor and is part of the required information to be collected about each property. Surveyors will complete the mapping within the mobile application and will submit it to the SHPO for each resource via the mobile application.

Step 6: Survey Data Quality Control

After field survey and prior to submitting final report, survey contractor will submit the survey data to the Project Manager through PA-SHARE. The Project Manager will review to verify the following:

- All fields are completed
- Underrepresented theme/association is noted in comments field
- At least one adequate photograph is provided
- Mapping is accurate

Project Manager will notify survey contractor when survey data has been accepted and survey contractor can proceed to the final report.

Step 7: Final Report Summary Form/Final Deliverables

At the conclusion of the county survey, the contractor will complete a brief summary report form for each county surveyed using a fillable PDF template provided by the Project Manager. The form template is included in [Appendix J](#).

The final report form template will collect and organize the following information for final delivery to Project Manager:

- Project summary: Provide specific information for county results.
- Summary Scope of Work and Results
 - Total number of resources surveyed overall

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- Total number of resources by underrepresented theme/association
- Number of surficial archaeological evidence resources organized by Group 1 and Group 2 priority types
- Differences between approved list of resources/areas for survey and final list of resources surveyed and justification
 - Challenges encountered during survey (for example, weather, access, property owner objection, survey equipment, etc.)
- Recommendations for further survey
 - Areas for future identification-level/baseline survey
 - Potential historic districts
 - Potential archaeological sites
 - Resources/areas recommended for evaluation-level survey or further research
- Stakeholder Engagement Responses
 - Provided by Project Manager; any personal information must be redacted
- County and city/borough summary history forms
 - These forms were completed in Step 3 and used in determining areas for field survey.
- Survey inventory, organized by county and municipality.
 - PA SHPO will generate an inventory of resources surveyed from the data collection application and provide to the Project Manager and survey contractor to append to the final report form.
 - Inventory must be formatted to include project title, survey year and contract number, contractor, date, and repeating column headings.

Appendix A: Survey Tables

Year	Contract	Counties (*Chesapeake Bay Watershed Counties)	# of municipalities for survey		Approx. # Resources to Survey	Total # to survey per contract (approx.)	Total # to survey per year (approx.)
1	A	Lycoming*	Boroughs	9	1,230	1,535	7,725
			Townships	42			
		Sullivan*	Boroughs	4	305		
			Townships	9			
	B	Susquehanna*	Boroughs	13	935	2,110	
			Townships	27			
		Wyoming*	Boroughs	5	550		
			Townships	18			
		Lackawanna*	Boroughs	5	625		
			Townships	21			
	C	Centre*	Boroughs	2	40	1,560	
		Union*	Boroughs	4	330		
			Townships	10			
		Clearfield*	Boroughs	20	1190		
			Townships	30			
	Cities		1				
	D	Columbia*	Townships	9	225	1,350	
		Montour*	Boroughs	2	265		
			Townships	9			
		Northumberland*	Boroughs	3	435		
			Townships	15			
		Snyder*	Boroughs	5	425		
	Townships		13				
	E	Elk*	Boroughs	2	330	1,170	
Townships			10				
Cities			1				
Cameron*		Boroughs	2	165			
		Townships	5				
Forest		Boroughs	1	220			
		Townships	8				
Jefferson		Townships	11	275			
Clarion		Boroughs	4	180			
		Townships	4				

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2	A	Armstrong	Townships	14	265	1,135	6,995
		Mercer	Boroughs	14	850		
			Townships	31			
			Cities	2			
	Indiana	Boroughs	1	20	1,625		
	Adams*	Townships	1	25			
		Cumberland*	Boroughs	1		20	
	Dauphin*		Boroughs	16		650	
		Townships	22				
	Franklin*	Boroughs	3	290			
		Townships	13				
	Perry*	Boroughs	9	530			
		Townships	21				
	York*	Boroughs	6	110			
		Townships	1				
	C	Bedford*	Townships	1	25	1,095	
		Fulton*	Boroughs	2	235		
			Townships	11			
		Huntingdon*	Boroughs	17	255		
		Juniata*	Boroughs	4	305		
			Townships	13			
	Mifflin*	Boroughs	6	275			
		Townships	10				
D	Pike	Boroughs	2	235			
		Townships	11				
	Wayne	Boroughs	6	500			
		Townships	22				
	Schuylkill*	Boroughs	29	1,100			
		Townships	34				
Cities		1					
E	Luzerne*	Boroughs	36	1,305	1,305		
		Townships	36				
		Cities	3				
3	A	Crawford	Boroughs	5	615	2,575	10,200
			Townships	19			
			Cities	1			
	McKean	Boroughs	6	535			
		Townships	15				
		Cities	1				

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	Venango	Boroughs	9	760		
		Townships	20			
		Cities	2			
	Warren	Boroughs	5	665		
		Townships	21			
		Cities	1			
	B	Fayette	Boroughs	1		20
		Greene	Boroughs	6		620
			Townships	20		
		Washington	Boroughs	33		1,540
			Townships	32		
	Cities	2				
Westmoreland	Boroughs	3	60			
C	Bucks	Boroughs	15	700		
		Townships	16			
	Delaware	Boroughs	19	405		
		Townships	1			
	Montgomery	Boroughs	9	480		
Townships		12				
D	Berks	Boroughs	4	105		
		Townships	1			
	Carbon	Boroughs	12	515		
		Townships	11			
	Lehigh	Boroughs	6	495		
		Townships	15			
Northampton	Boroughs	19	780			
	Townships	16				
E	Butler	Boroughs	22	1305		
		Townships	33			
		Cities	1			
	Lawrence	Boroughs	10	600		
		Townships	16			

Appendix B: Survey Questionnaire

The following questions are included in the survey questionnaire distributed to local contacts and stakeholders to inform baseline survey in their counties:

Q1: One goal of this documentation effort is to achieve baseline information for approximately 27,000 historic resources in 52 counties by 2024. Please tell us about the older & historic places important to your community. These can be buildings, neighborhoods or commercial areas, archaeological sites, structures, objects, or public spaces.

1. Name(s):
2. Location of locally important historic places: include street names, intersections, and addresses when possible.
3. County
4. Municipality
5. Why are these places significant to you and/or your community?

Q2. A second goal of this Baseline Survey effort is to document older and historic African American churches and cemeteries throughout the commonwealth. As community institutions, surviving African American churches and cemeteries can tell us many things about the history of the African American community they served. In most of Pennsylvania, these two institutions are often the only remaining physical evidence of an earlier African American community; in such locales, African American communities often can only be dated by the age of the oldest local African American congregation or the earliest burial in the local African American cemetery rather than by buildings.

1. If known, please identify any historic African American churches and cemeteries in your community. Include municipality, street names, intersections, addresses, and denomination when possible.

Q3: Another goal of this Baseline Survey effort is to better understand Pennsylvania's diverse indigenous and non-indigenous racial and ethnic populations (also referred to as underrepresented communities), where these populations settled historically, and how they may have left their mark on the commonwealth's landscape.

1. Identify area(s) of your county where underrepresented communities are located: include municipality, street names, intersections, and addresses when possible.
2. Do buildings or structures remain in areas historically settled by racial or ethnic populations?
3. I don't know of any historic ethnic/racial communities in my county.

Q4. This Baseline Survey effort also seeks to document other historic resource types that are currently underrepresented in the PA Historic Places Inventory, such as: recreational properties; urban redevelopment projects; fraternal buildings; mid-century (1945-1970) resources; industrial resources; and local vernacular architecture.

1. Identify area(s) of your county where other underrepresented historic resource types are located: include municipality, street names, intersections, and addresses when possible.

Appendix C: Data Fields

Field surveys will use one or a combination of Surveyor’s above-ground, archaeology and/or cemetery forms depending on type of resource and its potential for archaeology. For example, an industrial resource may include several above-ground buildings or structures and background research or in person observation may note surficial archaeological evidence of demolished resources. In this instance, both the above ground and archaeology forms should be used. Cemeteries should be documented only using the cemetery form.

Above Ground Resources

The following data fields are consistent with PA SHPO’s minimum record for identification-level survey. Survey contractors are required to collect data for each of these fields during survey. Additional explanation for each field is noted where applicable.

Note: African American or ethnic cemeteries should be recorded using PA-SHARE’s Surveyor cemetery form. Surficial archaeological evidence should be recorded using PA-SHARE’s Surveyor archaeological resource form.

Survey number	Will be automatically generated within the survey application
Resource name	Enter historic name if known; if name is unknown, enter current name. If name is unknown, provide some type of identifying reference, for example, “Historic African American Church” or “Early Ethnic Cemetery”
Resource number	Will be automatically generated within the survey application
Resource type	Select from drop down menu
Resource classification	Select from drop down menu
Boundary justification	Provide general description of boundary. For example, “Current tax parcel”
Location description	Provide general location if no address available/obvious. For example, “Approx. 300 ft north of Main Street and First Ave. intersection”
Street Address	Enter physical street address
Date of survey	Will be automatically generated within the survey application
Foundation material	Select from drop down menu
Wall material	Select from drop down menu
Roof material	Select from drop down menu
Architectural style	Select from drop down menu
Historic function/ subfunction/particular use	Select from drop down menu
Current function/ subfunction/particular use	Select from drop down menu

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Years built	Enter exact date of construction as indicated by datestone or reliable evidence or approximate date based on architectural style, maps or photographs, or other sources
Ethnic Affiliation	Select from drop down menu. Choose “Other” if you do not see the affiliation you need on the list. If you choose “Other,” a comment field will open, and you will be required to enter an affiliation.
Primary Priority	Survey contractors must check one of the following primary Group 1 priorities the resource reflects from the list below: <ul style="list-style-type: none"> • African American Church • Ethnic: African American • Racial/Ethnic: [Other] • Stakeholder Request
Secondary Priority	Survey contractors should check all the following Group 2 priorities the resource reflects from the list below: <ul style="list-style-type: none"> • Recreation • Urban Redevelopment • Fraternal Building: [Fraternal Group] • Local Vernacular – Commercial • Local Vernacular – Residential • Mid-20th Century – Commercial • Mid-20th Century – Residential • Industrial: Type of industry if known
Comments	Survey contractors may include additional information about the property’s history, physical description, condition, or other pertinent details
Photograph(s)	<p>Include at least one picture, preferably two, for each resource surveyed: one of the primary elevation and one side angle. The photographs must be clear enough to convey the character, setting and significance of the subject. Additional photos may be necessary to capture the full extent of the resource and shall be at the contractor’s discretion.</p> <p>Photos must be native digital files taken with a device of at least six megapixels resulting in at least a minimum digital resolution of 640 x 480 pixels.</p>

Archaeological Resources

The following fields are present on the Surveyor archaeological resource form and should be completed when recording surficial archaeological evidence. In addition to the fields below, it is important to provide context for any documented resource in the form of a brief, one-to-two paragraph site narrative, which can be uploaded as an attachment in Surveyor Manager.

A Word version of the site narrative form is provided with the other Baseline Survey forms in the survey packaged. The site narrative should include information gathered during background research and explain how

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the site is potentially related to extant above ground structures, historic map documented structures, or historic activities.

Survey number	Will be automatically generated within the survey application
Resource name	Archaeological site names should easily be associated with the site such as a historical or physical landmark, the name of a farm, or the surname of the property owner. Historical and physical landmarks are preferred. Common surnames or stream names have the potential for being duplicated at other sites, thus causing confusion. Do not include the word "Site" as part of the name.
Location Description	Provide a written description of the resource location and extent of the resource boundary. Include street names and delineating landscape features (streams, wetlands, topographic features etc.) as necessary.
Site Discovery Method	Select from drop down menu
Topographic Settings	Select from drop down menu
Features	Provide information pertaining to visible, surface features identified during fieldwork. Select from a dropdown menu
Site Types	Select from drop down menu
Chronologies	Select from a dropdown menu
Artifacts	Provide details about artifact types and materials if found during fieldwork. Select from a dropdown menu.
Archaeological Field Work	Enter the date fieldwork was complete, the area examined during fieldwork (in square meters), an artifact summary (if applicable), and any other comments as necessary.
Date of survey	Will be automatically generated within the survey application
Ethnic Affiliation	Select from drop down menu. Choose "Other" if you do not see the affiliation you need on the list. If you choose "Other," a comment field will open, and you will be required to enter an affiliation.
Primary Priority	Survey contractors must check one of the following primary Group 1 priorities the resource reflects from the list below: <ul style="list-style-type: none"> • African American Church • Ethnic: African American • Racial/Ethnic: [Other]
Priority	Survey contractors should check all the following Group 2 priorities the resource reflects from the list below: <ul style="list-style-type: none"> • Recreational Properties (indicate type if known) • Industrial Properties (indicate type or industry if known) • Mid-20th Century – Commercial • Mid-20th Century – Residential

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Comments	Provide any other details about the site as necessary.
Photograph(s)	<p>Include at least one general site photograph. Additional photos can include artifact and features photos.</p> <p>Photos must be native digital files taken with a device of at least six megapixels resulting in at least a minimum digital resolution of 640 x 480 pixels.</p>

Cemetery Resources

Baseline data about Cemetery resources must be captured using Surveyor’s cemetery form. The following data fields are consistent with PA SHPO’s minimum record for identification-level survey. Survey contractors are required to collect data for each of these fields during survey. Additional explanation for each field is noted where applicable.

Survey number	Will be automatically generated within the survey application
Resource name	Enter historic name if known; if name is unknown, enter current name. If name is unknown, provide some type of identifying reference, for example, “Historic African American Church” or “Early Ethnic Cemetery”
Location Description	Enter physical address or general location if no address available/obvious. For example, “Approx. 300 ft north of Main Street and First Ave. intersection”
Cemetery Context	<p>From list provided, select the most accurate current setting for the cemetery:</p> <ul style="list-style-type: none"> • Commercial • Industrial • Residential • Rural • Unknown • Urban
Year of Death of First Interred	Enter the earliest year of death found in the cemetery.
Year of Death of Last Interred	Enter the most recent year of death found in the cemetery.
Number of Markers	Enter the approximately number of burial markers in the cemetery.
Year Built	Provide either a precise date, a circa date, or a date range.
Date of survey	Will be automatically generated within the survey application
Ethnic Affiliation	Select from drop down menu. Choose “Other” if you do not see the affiliation you need on the list. If you choose “Other,” a comment field will open, and you will be required to enter an affiliation.

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Primary Priority	<p>Survey contractors must check one of the following primary Group 1 priorities the resource reflects from the list below:</p> <ul style="list-style-type: none"> • African American Church • African American Cemetery • Ethnic: African American • Racial/Ethnic: [Other] • Stakeholder Request
Comments	<p>Survey contractors should include religious affiliation if known and cemetery type from list below:</p> <ul style="list-style-type: none"> • Churchyard • Community/sectarian • Community/religious • Company town • Epidemic • Family • Military • Municipal • Municipal/company town • National • National military • Prison • Religious • Single plot • Other <p>Contractors may also include additional information about the property's history, physical description, condition, or other pertinent details.</p>
Photograph(s)	<p>Include at least one picture, preferably two, of the cemetery: one as an overview of the cemetery and one or more of significant features like signage, fencing, or notable markers. The photographs must be clear enough to convey the character, setting and significance of the subject. Additional photos may be necessary to capture the full extent of the resource and shall be at the contractor's discretion.</p> <p>Photos must be native digital files taken with a device of at least six megapixels resulting in at least a minimum digital resolution of 640 x 480 pixels.</p>

Appendix D: Census Research Scope of Work

Purpose:

PA SHPO seeks to engage with a consultant or consultants to collect and tabulate data related to the historic populations of Pennsylvania.

Problem/Challenge:

As part of its commitment to [DEIA](#), PA SHPO seeks to better understand Pennsylvania's diverse indigenous and non-indigenous racial and ethnic populations (also referred to as underrepresented communities), where these populations settled historically, and how they may have left their mark on the commonwealth's landscape.

Indigenous populations first settled in Pennsylvania thousands of years ago. Later, beginning with Dutch, Swedish, and Finnish settlers and enslaved Africans in the late 17th and early 18th centuries, people from almost all racial and ethnic groups had settled in Pennsylvania by the mid-20th century. The demographic trends and settlement patterns for each of these groups were influenced by exploration and settlement (particularly in the 19th century), events (colonization, war, mass migrations, slavery, and Reconstruction), geography, family/cultural (including religious) connections, employment opportunities (agriculture, manufacturing, industry), and other factors.

Pennsylvania's historical racial and ethnic diversity and the surviving built environment that reflects and embodies that diversity is not well understood for the purposes of historic preservation planning. Older and historic places associated with these communities are underrepresented in Historic Resource Survey Forms (HRSFs), National Register nominations, Multiple Property Documentation Forms (MPDFs), and historical markers, all of which document and celebrate the history of Pennsylvania.

By understanding what racial and ethnic populations were present, when, and where they lived, PA SHPO can target its survey efforts. Survey work can identify, and document places associated with these historic racial and ethnic populations that are underrepresented in the historic record. Through survey, these underrepresented places and spaces will be recorded in PA-SHARE and available to agencies, planners, cultural resource professionals, and the public. This information also provides historians, researchers, and others with data to support the need to tell broader and more inclusive stories and may be helpful to other PHMC bureaus as they implement their DEIA goals.

Example:

The following chart from the 1880 census for Pennsylvania provides a snapshot of the type of data PA SHPO is interested in collecting and analyzing. This accounting of population by race by county illustrates racial diversity in the commonwealth at specific points in time. It also shows that Asian communities existed historically in Pennsylvania, outside of the metropolitan areas of Philadelphia and Pittsburgh.

Allegheny County (Pittsburgh) and Philadelphia counties show small "Chinese" communities; the latter with 1 person identified as "Japanese." This table also shows, a comparable community of "Chinese" in McKean County, a rural county in northcentral Pennsylvania.

Source: [1880 Census: Volume 1. Statistics of the Population of the United States;](https://www2.census.gov/library/publications/decennial/1880/vol-01-population/1880_v1-13.pdf?#)
https://www2.census.gov/library/publications/decennial/1880/vol-01-population/1880_v1-13.pdf?#:

POPULATION, BY RACE, SEX, AND NATIVITY.

TABLE V.—POPULATION, BY RACE AND BY COUNTIES: 1880, 1870, 1860.

PENNSYLVANIA.

Counties.	WHITE.			COLORED.			CHINESE.			INDIANS.		
	1880.	1870.	1860.	1880.	1870.	1860.	1880.	1870.	1860.	1880.	1870.	1860.
The State.....	4,197,010	3,456,600	2,840,250	85,535	65,294	56,949	a 156	d 14	184	34	7
Adams.....	31,984	29,750	27,532	471	565	474
Allegheny.....	347,968	297,741	170,102	7,878	4,459	2,725	25	2	4
Armstrong.....	47,303	43,292	36,619	278	179	178	1
Beaver.....	39,189	35,818	28,866	440	330	274	2
Bedford.....	84,340	29,150	28,242	577	485	494	6
Berks.....	122,140	105,289	93,321	449	424	497	2	8
Blair.....	52,257	37,655	27,540	483	380	283
Bradford.....	58,008	52,715	48,531	537	480	266	1
Bucks.....	67,107	62,532	61,560	1,546	1,808	1,618	3	1	1
Butler.....	52,408	39,468	35,538	128	42	56
Cambria.....	46,602	36,471	29,040	209	98	115
Cameron.....	5,151	4,261	8	12
Carbon.....	31,882	28,079	21,024	41	65	9
Centre.....	37,574	34,152	28,739	348	269	261
Chester.....	70,402	71,569	68,671	7,073	6,233	6,907	b 2	4	3
Clarion.....	40,228	25,511	24,025	90	28	63	1
Clearfield.....	43,237	25,006	18,678	121	135	81
Clinton.....	25,992	23,016	17,686	286	195	137
Columbia.....	32,204	28,622	24,962	145	144	103
Crawford.....	68,112	63,350	48,573	493	481	183	2	1
Cumberland.....	43,897	41,805	38,758	2,167	2,015	1,340	c 3	2
Dauphin.....	72,294	57,768	45,047	3,780	2,972	1,709	4
Delaware.....	51,487	36,959	28,948	4,613	2,744	1,649	1
Elk.....	12,779	8,424	5,904	12	64	11	9
Erie.....	74,345	65,584	49,251	332	389	181	2	9
Fayette.....	56,952	41,790	38,360	1,889	1,503	1,549	1
Forest.....	4,373	4,003	9	7	3
Franklin.....	47,394	42,953	40,827	2,551	2,462	1,799
Fulton.....	10,029	9,209	9,099	129	151	101
Greene.....	27,770	25,374	23,816	593	513	526	1
Huntingdon.....	33,674	30,952	27,810	280	269	290
Indiana.....	40,299	35,052	33,501	227	186	186	1
Jefferson.....	27,888	21,588	18,188	37	68	81
Juniata.....	17,066	17,164	10,725	201	226	261
Lackawanna.....	88,971	296	2
Lancaster.....	196,596	119,479	112,854	2,845	2,861	3,459	1	5	1
Lawrence.....	33,076	27,181	29,997	290	117	102
Lebanon.....	38,801	34,022	31,743	85	74	83
Lehigh.....	65,851	56,756	43,696	117	40	37	1
Luzerne.....	132,310	160,140	89,794	754	768	450	1
Lycening.....	56,568	40,775	37,000	977	851	309	1
McKean.....	42,211	8,801	8,859	328	24	28	2
Mercer.....	55,735	40,700	36,576	425	277	281	1
Mifflin.....	19,862	17,285	15,026	216	223	415
Monroe.....	20,020	18,157	16,631	156	205	127
Montgomery.....	94,731	80,375	60,596	1,763	1,267	904
Montour.....	15,361	15,285	12,939	107	79	114
Northampton.....	69,987	61,245	47,763	322	180	141	3	1
Northumberland.....	82,929	41,311	28,897	194	133	115
Perry.....	27,358	25,397	22,674	164	140	119
Philadelphia.....	815,362	651,854	543,244	31,099	22,147	22,185	d 79	d 13	30	8
Pike.....	9,079	8,328	7,018	84	113	137
Potter.....	13,770	11,243	11,465	27	22	15
Schuylkill.....	129,616	116,044	80,153	268	384	367
Snyder.....	17,778	15,573	15,000	19	33	35
Somerset.....	23,904	28,181	20,731	116	45	47
Sullivan.....	8,070	6,186	5,028	3	5	0
Susquehanna.....	40,135	37,274	36,058	219	249	209
Tioga.....	46,009	35,003	30,942	115	94	102
Union.....	16,772	15,403	14,060	133	162	55
Venango.....	43,120	47,402	24,974	547	433	69	b 3
Warren.....	27,784	23,787	19,130	168	104	51	6
Washington.....	52,774	46,452	46,079	2,636	2,031	1,736	8
Wayne.....	33,482	33,147	32,109	31	41	40
Westmoreland.....	77,949	58,100	53,904	686	559	432	1
Wyoming.....	15,577	14,575	12,535	21	10	5
York.....	80,481	74,900	69,834	1,350	1,233	1,366	1	1

a Including 8 Japanese.

b Including 2 Japanese.

c Including 3 Japanese.

d Including 1 Japanese.

Statement of Work:

This statement of work includes two phases:

- Project Manager: Conduct research using U.S. Bureau of Census decennial population data to understand the broad demographic trends and historical settlement patterns of indigenous and non-indigenous racial and ethnic groups in Pennsylvania at the county level between 1790 and 1940.
- Survey contractor: Focusing on counties PA SHPO identified for proactive survey, consult census records (and other sources where possible) to identify specific locations associated with underrepresented communities for survey.

Phase 1/Project Manager: Broad Population Patterns

Phase 1 is to broadly identify where populations underrepresented in PA-SHARE and the National Register of Historic Places may have lived in Pennsylvania in the 17th through mid-20th centuries using the decennial U.S. census.

Some published research with this type of analysis is available, through academic papers, genealogy websites, heritage and planning studies and publications like the 1989 [The Atlas of Pennsylvania](#). These materials can serve as a starting point for assembling county-level population census tables for Pennsylvania.

The following tasks are anticipated:

1. Assemble working bibliography of census source material to consult for developing census tables.
 - a. In addition to published census, research, and atlas materials, consult with PA State Archives, Pennsylvania State Data center, Center for Rural PA, DCED's Center for Local Government Services, Pennsylvania Historical Association, and other groups that may have transcribed population census data
 - b. Historical census reports and statistics are available at <https://www.census.gov/prod/www/decennial.html> and https://www.census.gov/library/publications/time-series/statistical_abstracts.html. There should be reports for each state for each census year.
2. Develop set of tables for each decennial census year that are organized by county and include total population, racial, and ethnic breakdowns as available.
 - a. To the degree possible, these tables should share a consistent format for easier comparison and analysis.
 - b. Tables must be developed in Excel for better utility; design and organization should be determined in consultation with the PA SHPO. Hyperlinks to online data/bibliography sources should be included.
3. Provide brief analysis of data, such as each racial and ethnic population as a percentage of total population. Graphs and other analytical tools can also be used to illustrate the relationship of underrepresented populations by county per year, etc.
4. For each census year, provide brief explanation of census limitations, terminology, and organization as it relates to capturing racial and ethnic information. Refer to this article by Pew Research for a good overview of racial/ethnic terminology and categorizations used in the in U.S. Census: <https://www.pewresearch.org/interactives/what-census-calls-us/>.

5. Prepare brief report that includes the following information:
 - a. Methodology
 - b. Summary of census limitations and challenges
 - c. Summary of Results
 - d. Bibliography

Phase 2/Survey Contractor: Specific Community Locations – Proactive Survey & Watershed Counties

Phase 2 is to locate for potential survey where underrepresented communities existed historically within each county based on Phase 1 census data. Phase 1 census data should be used to help inform the selection of underrepresented resources to survey; for example, the proportion of racial/ethnic populations to general population may suggest what percentage of the survey should focus on places associated with those histories.

The survey component PA SHPO’s 2009 “African Americans in Pennsylvania” theme study proved that census data is critical to identifying, documenting, and understanding underrepresented communities in the commonwealth. Census data provided the majority of the information about the African American experience in each of the nine target communities and served as the primary basis for many of the conclusions drawn about that experience. (For the list of communities surveyed and methodology, see African American History in Pennsylvania Theme Study, PA-SHARE Report # 2009RP00226, pages 31 to 37.) It is expected that census data can be utilized in the same way for other underrepresented communities, like Native American, Asian, and others.

Because this research will be used to support both the PA SHPO’s proactive survey program and the National Trust/National Park Service’s project to identify underrepresented history in the Chesapeake Bay watershed, the following counties will be prioritized for research (subject to change):

Clearfield	Susquehanna	Schuylkill
Lackawanna	Sullivan	Wyoming
Cameron	Elk	Centre
Fulton	Juniata	Mifflin
Columbia	Montour	Northumberland
Snyder	Union	Adams
Cumberland	Dauphin	Franklin
Perry	York	

Lycoming (consult Williamsport report from African American History in Pennsylvania Theme Study, PA-SHARE Report # 2010RP00309)

Luzerne (consult Wilkes Barre report from African American History in Pennsylvania Theme Study, PA-SHARE Report # 2010RP00308)

Bedford (consult Bedford report from African American History in Pennsylvania Theme Study, PA-SHARE Report #2010RP00312)

Huntingdon (consult Mount Union report from African American History in Pennsylvania Theme Study, PA-SHARE Report # 2010RP00307)

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The following tasks are anticipated for each county as part of the background research required before fieldwork. It will be important to set reasonable limits for identifying places to survey related to underrepresented survey.

1. Identify each underrepresented group present in the county between 1790 and 1940. Create Excel spreadsheet to organize data with columns for notes and recommendations. Spreadsheet should include rows and columns for all census years and all populations other than white (see example).
2. Using online census records available through Ancestry.com (or similar website), filter searches for census year, specific location, and race/ethnicity using terms consistent with the census year (see [What Census Calls Us](#) for guidelines).
 - a. Depending on the number of returns for a given county and census year, filter search to municipality rather than county.
3. Repeat for each census year between 1790 and 1940, which is the most recent available decennial census year.
4. Log results in county population excel table. Results should include overall population number and specific municipalities with underrepresented communities as listed in census records.
 - a. Within each census year, list municipalities with the first being the one most frequently mentioned; the last municipality in the list is the one mentioned the fewest number of times for that county for that census year.
5. Use results to assist in selecting resources to survey in target counties.
 - a. Historic Asian, American Indian, Hispanic, and “other” populations identified in the census research will likely be small and anomalous and should therefore be prioritized for survey. Small historic African American populations (less than 10 residents in one or more municipalities) in counties that overall have a low percentage of African American residents when compared to whites should also be prioritized for survey.
 - b. To narrow survey focus in counties with a large historic African American population in multiple municipalities, select municipalities on which to focus survey by noting which occur frequently in the census records over a period of time. For example, if one municipality ranks higher than others in number of times referenced and that municipality is listed for several census years, it makes sense to focus survey efforts.
6. Once potential municipalities are identified, cross-reference with historic and current maps to determine if above-ground resources associated with underrepresented communities still exist. If there are no surviving resources, note in spreadsheet as there may be other opportunities to document that underrepresented population.
 - a. For African American communities, churches and cemeteries may provide immediate clues on where to look in the landscape for surviving resources.
 - b. Community engagement undertaken prior to research and survey may also suggest areas of focus

Plan for Baseline Survey in Pennsylvania, 2020 - 2024

Example: Census Scope of Work, McKean County

Census Year	White	Black		American Indian		Asian	
	#	#	Municipalities	#	Municipality	#	Municipality
1790				N/A		N/A	
1800				N/A		N/A	
1810				N/A		N/A	
1820				N/A		N/A	
1830				N/A		N/A	
1840				N/A		N/A	
1850				N/A		N/A	
1860	8,859	0	N/A	0	N/A	N/A	
1870	8,801	24	Wetmore, Smethport, Eldred, Bradford, Liberty	0	N/A	N/A	
1880	42,211	326	Wetmore, Foster, Kendall, Bradford, Otto, Bordell, Duke Center, Sergeant, Coleville, Eldred, Smethport, Keating, La Fayette	2	Bradford, Hamilton	26	Bradford, Otto, Kendall, Bordell, Coleville, Duke Center
1890							
1900							
1910							
1920							
1930							
1940							
1950							
1960							

Appendix E: Sources for Research in Pennsylvania

Primary and Secondary Sources

At a minimum, survey contractors are expected to consult the following primary and secondary sources to complete the community history forms and develop resources to survey. It is expected that survey contractors will also need to identify and reference additional primary and secondary sources that are not included in this list to located resources that are associated with one or more of the underrepresented themes outlined under Survey Priorities in this plan.

PA SHPO expects that survey contractors will not travel to repositories and locations to complete the background research and that all resources can be consulted online or as provided by the PA SHPO or Project Manager. A collection of sources for identifying places associated with African American history will be provided to survey contractors.

Maps

The following maps are required for survey contractors to reference. Copies of maps or relevant sections of maps do not need to be saved or included in community history forms or final report; however, if maps were helpful in identifying resources for survey, that must be noted in the community history form and list of survey resources.

- Sanborn Fire Insurance Maps:
 - Pennsylvania State Library: <https://libraries.psu.edu/about/collections/sanborn-fire-insurance-maps>
 - Library of Congress: <https://www.loc.gov/collections/sanborn-maps>
- City and County atlas maps
 - PA State Archives: <http://www.phmc.state.pa.us/bah/dam/mg/di/m011/CountyMapsInterface.htm>
 - Maps of PA.com, County Atlases: <http://mapsofpa.com/atlaslist.htm>
 - Maps of PA.com, City Atlases: <http://mapsofpa.com/cityatlaslist.htm>
- Birds Eye View Maps:
 - PA State Archives: http://www.phmc.state.pa.us/bah/dam/mg/di/m011_0567/Fowler.htm#Top
 - Library of Congress Panoramic Maps collection: <https://www.loc.gov/collections/panoramic-maps/?fa=contributor:fowler,+t.+m.+%28thaddeus+mortimer%29>
- Historical Topographic Maps:
 - USGS: https://www.usgs.gov/core-science-systems/ngp/topo-maps/historical-topographic-map-collection?qt-science_support_page_related_con=0#qt-science_support_page_related_con

The following maps may be helpful:

- Historic road maps ca.1916 – 2005: <http://www.dot.state.pa.us/Internet/Bureaus/pdPlanRes.nsf/infoBPRHistoricCountyMaps>
- Historic Railroad Maps: <https://www.loc.gov/collections/railroad-maps-1828-to-1900/about-this-collection/>
- Pennsylvania Maps, 1816 – 1821: <http://www.phmc.state.pa.us/bah/dam/rg/di/r17-534WhitesideMaps/r017-534WhitesideMapInterface.htm>

Photographs and Postcards

The following photograph and postcard collections are required for survey contractors to reference. Copies of photographs and postcards do not need to be saved or included in community history forms or final report; however, if photos or postcards were helpful in identifying resources for survey, that must be noted in the community history form and list of survey resources.

- HABS/HAER: <https://www.loc.gov/pictures/collection/hh/>
- HABS/HAER Pennsylvania results: <https://www.loc.gov/pictures/search/?q=Pennsylvania&co=hh>
- Historic Aerial Photographs: <https://maps.psiee.psu.edu/ImageryNavigator/>
- Vintage Aerial: <https://vintageaerial.com/photos/pennsylvania>
- Power Library PA Photos and Documents: <http://digitalcollections.powerlibrary.org/cdm/>
- PA State Archives/Power Library Postcards: <https://digitalarchives.powerlibrary.org/psa/islandora/object/psa:pc>
- Library of Congress: <https://www.loc.gov/photos/>
- Historical Society of Pennsylvania <https://hsp.org/history-online/media-library/photos>
- Philadelphia/Southeastern PA: <https://www.phillyhistory.org/PhotoArchive/Home.aspx>
- University of Pittsburgh ULS Digital Collections: <https://digital.library.pitt.edu/>

Published Histories, Directories, and other Publications

The following list of sources must be consulted, when they are available online through places like PA State Library, Google Books, Ancestry, Hathi Trust Digital Library, Project Gutenberg, and Internet Archive, among others. Bibliographies included in National Register nominations and historic contexts are good sources to identify county and community histories as well as directories and other relevant publications.

- Late 19th through mid-20th century county histories
- Late 19th through mid-20th century community histories
- City, business, trade, travel, community, and other late 19th through mid-20th century directories
- Board of Trade publications
- Academic and/or government economic, sociological, planning, and other types of studies

Census

Research into the census records can be time-consuming but may, in the absence of directories, maps or other clues, be required to identify places associated with specific historic ethnic and racial communities. Census research is not expected for all counties and municipalities but may be necessary for counties where the decennial population census shows a density of ethnic and/or racial populations over time. Potential survey locations may need to be identified when possible, through keyword and filtered searches using Ancestry.

See Appendix D for Census Research Scope of Work for survey contractors if in-depth census research is required.

Appendix F: Sources for African American History Research in Pennsylvania

Note: For guidance on searching for reports, resources and other information in PA-SHARE, see [Searching for Resources and Other Information in PA-SHARE](https://www.phmc.pa.gov/PA-SHARE/Pages/Help-Materials.aspx) available at <https://www.phmc.pa.gov/PA-SHARE/Pages/Help-Materials.aspx>.

Community History Sources

Adleman, Debra. *Waiting for the Lord; Nineteenth Century Black Communities in Susquehanna County, Pennsylvania*. Camden, ME: Picton Press, 1997.

Book covers African American communities and families in Susquehanna County in the 19th century. Focus includes Montrose, Brooklyn Township, Silver Lake Township and eleven area families. Also includes discussions of the Underground Railroad and USCT soldiers.

Brown, Eliza Smith and Ronald C. Carlisle, Ph.D. "The African American Experience in Southwestern Pennsylvania: An Historic Context for Nine Counties". Final Review Draft prepared for the Southwestern Pennsylvania Heritage Preservation Commission and the Pennsylvania Historical and Museum Commission. June 1997. PA-SHARE Resource #1997RP00132.

Moss, Emerson. *African Americans in the Wyoming Valley*. Wilkes-Barre, PA: Wilkes University Press, 1992.

The Wyoming Valley generally includes the metropolitan areas of Wilkes-Barre, Scranton, and Hazleton and physically runs from Susquehanna and Wayne counties in the north to Columbia County in the south. Moss covers the entire area but focuses on Wilkes-Barre and Scranton. Includes some census and statistical data for analysis.

Splain, Shelby. *Communities in Common: Pennsylvania's African American Historic Resources, Survey Report of Findings*. February 2010. PA-SHARE Resource #2010RP00241.

Communities surveyed:

- Wilkes-Barre, Luzerne County, PA-SHARE Report #2010RP00308
- Coatesville, Chester County, PA-SHARE Report #2010RP00306
- Mt Union, Huntingdon County, PA-SHARE Resource #2010RP00307
- Washington, Washington County, PA-SHARE Resource #2010RP00314
- Williamsport, Lycoming County, PA-SHARE Resource #2010RP00309
- Indiana, Indiana County, PA-SHARE Resource #2010RP00310
- Meadville, Crawford County, PA-SHARE Resource #2010RP00311
- Bedford, Bedford County, PA-SHARE Resource #2010RP00312
- Stroudsburg, Monroe County, PA-SHARE Resource #2010RP00313

Statewide Sources

Commonwealth of Pennsylvania, Department of Welfare. *Negro Survey of Pennsylvania*. Harrisburg, PA: Commonwealth of Pennsylvania, 1928. Online at Hathi Trust:
[https://babel.hathitrust.org/cgi/pt?id=uc1.\\$b60470&view=1up&seq=5](https://babel.hathitrust.org/cgi/pt?id=uc1.$b60470&view=1up&seq=5)

Study by Commonwealth of PA Department of Welfare from 1924 to 1927 to understand the conditions affecting the African American population and make recommendations for improving problematic conditions. Provides statistical information, background history and context, reports findings by categories for housing, industry, education, environment, etc. Recommend keyword searches by county to locate specific references to place.

Congregation Census Data, 1890-1936. Collected 2020. Excel spreadsheet on PA SHPO SharePoint.

Spreadsheet that contains information about the locations (municipality and county or county only) of church congregations culled from the 1890 Statistics of Churches in the United States, the 1906, 1916, 1926, and 1936 religion censuses, and the 1910 *Pennsylvania Negro Business Directory*, Wright's 1912 *The Negro in Pennsylvania*, and 1928 *Negro Survey of Pennsylvania*.

Green, Victor Hugo. *The Negro Motorist Green Book*. New York, 1937-1941, 1947-1957, 1959-1967. Digitized and available online through the New York Public Library at
<https://digitalcollections.nypl.org/collections/the-green-book#/?tab=about>.

The Negro Motorist Green Book (also The Negro Motorist Green-Book, The Negro Travelers' Green Book, or simply the Green Book) was an annual guidebook for African American road trippers. The Green Book became "the bible of black travel during Jim Crow," enabling black travelers to find lodgings, businesses, and gas stations that would serve them along the road.

Morris, Howard S., and Robert S. Morris. *Negro Year Book and Directory 1932*. From the collections of the Lycoming County Historical Society, Williamsport, PA. Digital copy on PA SHPO SharePoint.

Directory for north central and northeast PA communities of Williamsport, Milton, Lewisburg, Jersey Shore, Danville, Bloomsburg, Sunbury, Wilkes-Barre, and "Central Pennsylvania". Includes advertisements for Black-owned businesses and some white-owned businesses catering to African Americans. Provides listing of African American residents by name and address organized by municipality.

Pennsylvania Negro Business Directory. Harrisburg, PA: Jas. H.W. Howard & Son, 1910. Digital copy on PA SHPO SharePoint or online at Hathi Trust:
<https://babel.hathitrust.org/cgi/pt?id=emu.010000158356&view=1up&seq=1>

This directory was published in 1910 and provides general information about "the industrial and material growth of the Negroes of Pennsylvania" and includes statistical information about African Americans in all of Pennsylvania's counties as well as advertisements and data about African American fraternal organizations.

Wright, Richard R., Jr. *The Negro in Pennsylvania*. Washington, D.C.: American Historical Press, 1912. Digital copy on PA SHPO SharePoint or online at Hathi Trust:
<https://babel.hathitrust.org/cgi/pt?id=yale.39002005397436&view=1up&seq=1>

PhD Dissertation that covers the history and progress of African American community in Pennsylvania from enslaved peoples in the early colonies to current time. Thesis broadly explores jobs/economy, property ownership, religion, education and social networks, crime and poverty and race relations through history, statistics, and analysis. Recommend keyword searches by county to locate specific references to place.

Researching the African American Built Environment in Pennsylvania

Readings about African American history in Pennsylvania

A bibliography of contemporary scholarly secondary sources will orient researchers to the broad historical periods and concepts that constitute a significant part of the African American experience in Pennsylvania. These sources, such as *African Americans in Pennsylvania: Shifting Historical Perspectives* (1997) and the published works of Charles Blockson, serve to create a platform to place the specific events and communities into larger contexts as needed to define and understand the settlement patterns and potential historic resources in each target community. These books provided essential background data such as significant dates and legislation that impacted the African American community, (particularly in the first several decades of the 19th century), important concepts such as the critical role of the church within the African American community, and the roles that Philadelphia and Pittsburgh played in the generation and dissemination of important movements and institutions.

In addition to published contemporary sources, period books and theses should be used to develop an understanding of specific themes and experiences within the African American community. Sometimes, the most useful information will be found in government studies and academic theses. Interestingly, these works are often more readily located through social science and anthropological databases rather than history and African American studies databases.

Background research into the broad history and development of a community

Develop an understanding about the specific history and development of the community being studied as well as the specific building or place being researched to define and understand the African American experience in that area. Online research via databases and common search engines and the online catalogues of public libraries, academic libraries, private libraries, and historical societies will provide a standard bibliography for the community. Sources consulted typically included but was not limited to period county histories, contemporary local histories, industry publications from county societies and statewide organizations, and lay histories. With few exceptions, most of this information will be available on-line.

In addition to primary and secondary research documents, PA-SHARE can provide information about previous studies or identified places within a specific community. While National Register nominations may not be present for places associated with African American history, nominations for historic districts or buildings may provide helpful bibliographic information to help accelerate the information-gathering process for a specific place.

Research specific to the African American experience in a community

Given the historic bias against African American history and corresponding scarcity of easily-accessible information outside of Philadelphia and Pittsburgh in traditional repositories (such local and regional historical societies), as well as the tendency of African American communities to retain their own stories as oral history within their own establishments (principally the church), it may be difficult to locate primary source information

pertaining to African American history, particularly prior to the 1880s. The exception is any history associated with the Underground Railroad through Pennsylvania; even then, the African American history is related more to the story of white abolitionists and stations rather than the point of view of an African American participant.

Primary Source Data: Scholarly studies, lay histories, church histories, newspapers, and assembled vertical subject files are among the most helpful types of primary sources for studying African American history in Pennsylvania. With few exceptions (like in the Philadelphia and Pittsburgh urban areas), it is likely that only limited information will be available through traditional research repositories; local branches of the county library system may hold more information than historical societies, museums, or archives, typically within their vertical files collection.

Scholarly studies by institutional and academic authors may also provide information not only about important themes within the African American community (i.e. housing), but they may also provide for specific statistical information about a particular community and its characteristics. Within municipal governments (city or county), urban planning studies of the 1950s through the 1970s often provide key information about comparatively recent changes to the landscape within traditional African American neighborhoods, reflections on how governing agencies viewed the African American community, and how African American neighborhoods have been marginalized within their communities.

Within the group of primary source materials, newspaper articles, scholarly studies, and “lay materials”, which includes the loose collection of data gathered from vertical files, personal files, church histories, and amateur community or genealogical histories, will likely be important. Online newspaper databases for African American newspapers can be mined for relevant community information; however, while the articles may provide important community history, they may not be as helpful in identifying specific information about a location, institution, or event.

Because primary source materials will likely be difficult to find in traditional research repositories, it will be necessary to use one or more of the following tools to learn about the African American experience in a specific Pennsylvania community or about a place associated with African American history at the local, regional, or state level.

Church congregations and facilities: Faith and church played – and in many cases still play – a central and important role in Pennsylvania’s African American communities. Period maps, particularly county atlas and Sanborn maps can help establish the location of one or more historic Traditional Black Church congregations in a community. A church’s construction date and the number of churches and/or congregations in a municipality often provides immediately useful data about an existing or former African American neighborhood.

Beyond its physical and obvious role in a community, a congregation often serves (or served) as the de facto historical society for the African American community. Not only did the church function as a vehicle for worship, but congregations also acted in many social and institutional roles in the African American community such as those related to welfare, recreation, entertainment, and education. Given the importance of this multi-layered responsibility, unofficial and official congregation archives can provide invaluable and specific information.

Census: When researching underrepresented communities, census data is critical to understand the forces that have shaped a particular neighborhood or community and how it functioned within the context of the larger entity. For example, census data can help identify geographic settlement patterns (i.e., whether the community is static or stationary), define neighborhood boundaries (i.e., size and shape), and the establishing socio-

economic personality of the neighborhood at different periods of time (i.e., occupations and economic class). In most cases, census data will provide important information about the African American experience in each target community.

Using census data in this manner, which is often the only vehicle through which African American neighborhoods can be specifically located, can be time consuming and labor intensive. Identifying a specific neighborhood in which the African American community resided is often the first step in the research process, and by understanding the nature of the neighborhood, other information was brought to light. For example, once census data has established the limits of an African American neighborhood, other sources like newspapers, city directories, and other types of community listings can be consulted. This will allow researchers to determine if significant single resources exist independent of a potential historic district, to understand what particular role an institution or individual might have played in the African American story, and whether or not that story is communicated through the built environment.

Early census data, typically prior to 1880 (although the actual date was found to vary by locale and data recordation style), is helpful in quantifying the number of African Americans resident within a community and in establishing related settlement patterns. It will not provide, however, data on the specific location of the African American neighborhood within the larger community beyond a street listing. Without this information, or additional sources from which to develop this information (like maps or the presence of a datable AME or AME Zion church), pinpointing and documenting the early community can be challenging. The most useful sets of census data are for 1910, 1920, and 1930 because they were the most comprehensive and consistent in providing house numbers. Understanding that house numbers and streetscapes change over time, all census data should be cross-referenced, as practical, with Sanborn Fire Insurance maps of the closest available years.

Census data can be found in original scanned documents accessed through Ancestry.com (www.ancestry.com).

Maps and Atlases: Period maps and aerial images depicting the subject area should be consulted. Sanborn maps are likely to be helpful in non-rural communities because of the thoroughness of their documentation, the frequency of re-mapping, and the ability to more comprehensively reflect the built environment at a particular moment in time.

While they were the most useful graphic for working with the census data, the Sanborn maps do have some notable limitations: 1) documentation for any community in general, and the African American neighborhood in particular, is typically not provided prior to ca. 1885 and 2) documentation for any community is not available in any useful manner after ca. 1940. County atlases, in limited areas, noted African American places prior to Sanborn coverage but this information may not be reliable.

Aerial Images: Aerial images can be most useful in gather information about community changes post 1940 and in areas where Sanborn maps were not created. Aerial images from a number of repositories can be consulted and used to assess broader changes to the built environment, particularly from the 1930s through the 1960s. Aerial photographs are particularly useful in providing information about communities that have been radically changed through human intervention or natural disaster.

Appendix G: County History Form Template



County:		Form:	County History Form
Date:		Contractor:	

Geographic/Locational Data

Geographic Region of PA:	SE, NE, South Central, North Central, SW, NW
In Chesapeake Bay Watershed?	Yes/No
County Seat:	Name
# of Townships:	# or N/A
# of Boroughs:	# or N/A
# of Cities:	# or N/A

Summary History

Date County Officially Founded:	Provide date county was officially founded and current boundaries established
Significant Events/Dates:	List any significant dates that are considered local milestones, influenced development patterns, changed natural or manmade environments in and around the community such as natural disasters, annexation, etc.
Primary era(s) of development:	Note all of the eras in which significant development occurred
Race/ethnic communities noted in census?	Yes/No; which, when
Primary Industries – 18 th c:	Types, names, dates
Primary Industries – 19 th c:	Types, names, dates
Primary Industries – 20 th c:	Types, names, dates
Significant transportation modes/routes:	Identify significant transportation routes that influenced development patterns such as waterway, canal, rail, road; provide names, location(s), significant dates
Significant Information Related to Townships:	ONLY FOR TOWNSHIPS IDENTIFIED FOR SURVEY: List each township and note any significant dates and/or events, industries or demographics that may provide insight into the townships’ demolished or surviving built environment such as local milestones, development patterns, natural or manmade changes in and around the community such as natural disasters, annexation, etc., large employers, diverse ethnic and racial populations, etc.
Demolitions/New Construction:	List locations/sites of full or partial demolition that may have surviving surficial archaeological evidence and/or have the potential for an archaeological site. This can include fully cleared and now vacant sites or

County:		Form:	County History Form
Date:		Contractor:	

	sites that were cleared for the construction of a new property and redeveloped.
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Sources Checklist

Maps: Add more lines as needed; county atlas, Sanborn, Fowler/birds-eye

<i>Date</i>	<i>Title</i>	<i>Author</i>	<i>Information Provided</i>

Images: Add more lines as needed; photos, aerial photos, postcards

<i>Date</i>	<i>Title/Subject</i>	<i>Type</i>	<i>Information Provided</i>

Published Primary/Secondary Histories: Add more lines as needed; municipal and/or county histories

<i>Date</i>	<i>Title/Subject</i>	<i>Author</i>	<i>Information Provided</i>

Other: Add more lines as needed; directories and other sources

<i>Source</i>	<i>Date</i>	<i>Information Provided</i>
Negro Business Directory	1910	
Bureau of the Census, Statistics for Pennsylvania	1910	
The Negro in Pennsylvania	1912	

County:		Form:	County History Form
Date:		Contractor:	

Negro Survey of Pennsylvania 1928	1928	
Negro Yearbook and Directory, North Central PA	1932	
Congregation Census Data, 1890-1936	-	
African American Cemetery List for PA	-	
Pennsylvania Green Book locations	-	

*** Attach copy of historic county census data**

Appendix H: City/Borough History Form Template



County:		Form:	City/Borough History Form
Date:		Contractor:	

Geographic/Locational Data

Geographic Region of PA:	SE, NE, South Central, North Central, SW, NW
In Chesapeake Bay Watershed?	Yes/No
Type of municipality:	Borough or City
Size of municipality:	In acres
Nature of municipality:	Large city, small city, large town, small town, suburban, rural
Nature of change over time and when:	No change over time, loss of open space – residential, loss of open space – commercial/industrial, natural disaster, urban redevelopment – commercial, urban redevelopment - residential

Summary History

Date Municipality Officially Founded:	Provide date municipality was officially founded and current boundaries established
Significant Events/Dates:	List any significant dates that are considered local milestones, influenced development patterns, changed natural or manmade environments in and around the community such as natural disasters, annexation, etc.
Primary era(s) of settlement:	Note all of the eras in which significant development occurred
Primary Industries – 18 th c:	types, names, dates
Primary Industries – 19 th c:	types, names, dates
Primary Industries – 20 th c:	types, names, dates
Significant transportation modes/routes:	Identify significant transportation routes that influenced development patterns such as waterway, canal, rail, road; provide names, location(s), significant dates
Demolitions/New Construction:	List locations/sites of full or partial demolition that may have surviving surficial archaeological evidence and/or have the potential for an archaeological site. This can include fully cleared and now vacant sites or sites that were cleared for the construction of a new property and redeveloped.



County:		Form:	City/Borough History Form
Date:		Contractor:	

Sources Checklist

Maps: Add more lines as needed; county atlas, Sanborn, Fowler/birds-eye

<i>Date</i>	<i>Title</i>	<i>Author</i>	<i>Information Provided</i>

Images: Add more lines as needed; photos, aerial photos, postcards

<i>Date</i>	<i>Title/Subject</i>	<i>Type</i>	<i>Information Provided</i>

Published Primary/Secondary Histories: Add more lines as needed; municipal and/or county histories

<i>Date</i>	<i>Title/Subject</i>	<i>Author</i>	<i>Information Provided</i>

Other: Add more lines as needed; directories and other sources

<i>Source</i>	<i>Date</i>	<i>Information Provided</i>
Negro Business Directory	1910	
Bureau of the Census, Statistics for Pennsylvania	1910	
The Negro in Pennsylvania	1912	
Negro Survey of Pennsylvania 1928	1928	
Negro Yearbook and Directory, North Central PA	1932	



County:		Form:	City/Borough History Form
Date:		Contractor:	

Congregation Census Data, 1890-1936	-	
African American Cemetery List for PA	-	
Pennsylvania Green Book locations	-	

Appendix I: County Municipal Survey Plan Template (Excel Spreadsheet)

Tab 1: Summary Scope List by County

BASELINE SURVEY: COUNTY NAME

Survey Year:

Contract:

Summary Survey List by Municipality				
#	Municipality	Target # of Resources	# of Resources Proposed	Comment

1

Summary of Proposed Resources by Theme		
Underrepresented Resource Type	# Above Ground or Cemetery Resources	# Locations with Surficial Archaeological Evidence

Group 1 Survey Priorities:

- African American Churches
- African American Cemeteries
- Ethnic: African American
- Ethnic: Other
- Stakeholder Request



Group 2 Survey Priorities:

- Recreational Properties
- Urban Redevelopment Projects
- Fraternal Buildings
- Local Vernacular - Commercial
- Local Vernacular - Residential
- Mid-20th Century - Commercial
- Mid-20th Century - Residential
- Industrial
- Other



Total

0

0

Tab 2: Proposed Survey Group 1 Priorities

Survey Year/Contract:

of Proposed Resources:

Place/Area to Survey	Municipality	Est # of Resources	Priority Type	Source
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Plan for Baseline Survey in Pennsylvania, 2020 - 2024

Example: Shiloh Baptist Church Anytown Borough 2 Church Census: Religion

Tab 3+: Proposed Survey Group 2 Priorities

Survey Year/Contract: **# of SHPO Requested Resources:** **# of Proposed Resources:**

Place/Area to Survey	Est # of Resources	Priority Type	Source
<i>Example: NE corner of Borough above Broad and Markets Streets</i>	25	<i>Local Vernacular - Res</i>	<i>Stakeholder</i>

Appendix J: Survey Report Form Template



Survey Contractor:		Dates of Survey:	
Survey Contract #:		Survey Year:	

Attachments

Project Summary:	1
Summary Scope of Work & Results:	2
Summary Results for County by Municipality:	2
Summary Results for County by Priority Type:.....	2
Summary Results for County by Resource Type:.....	3
Recommendations for Further Survey	4
Summary of Stakeholder Engagement Responses.....	5
County History Form.....	6
City/Borough History Forms	7
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Project Summary:

The Pennsylvania State Historic Preservation Office (PA SHPO) is undertaking a multi-phased, 3-year project to collect baseline survey data of underrepresented resources in 52 counties by 2024. The overall project area for Year # Survey Contract # includes designated portions of [enter county names] counties. To guide this effort, we have identified several survey priorities. Priority resources for survey are those that reflect themes underrepresented the PA Historic Places Inventory and those that are identified by local stakeholders.

These priorities are:

- African American churches and cemeteries, particularly in the Chesapeake Bay watershed
- Places associated with underrepresented racial and ethnic communities
- Places of local significance/importance as identified by local stakeholders
- Surficial archaeological evidence

Baseline survey efforts will also collect information about these types of places:

- Recreational properties
- Urban redevelopment projects
- Fraternal buildings
- Representative mid-20th century resources
- Industrial resources
- Representative commercial and residential properties of local vernacular

Under Survey Contract #, # new resources in # of [Name] Counties' # municipalities were added to PA-SHARE. This is an #% increase in the number of resources in the PA Inventory of Historic Places for [NAME] County.



Survey Contractor:		Dates of Survey:	
Survey Contract #:		Survey Year:	

Summary Scope of Work & Results:

Proposed # of Municipalities for Survey:	Enter #	Proposed # of Resources to Survey:	Enter #
Actual # Municipalities Surveyed:	Enter #	Actual # of Resources Surveyed:	Enter #
Reason(s) for Significant Differences between Contracted and Completed Project:	Significant differences between approved list of resources/areas for survey and final list of resources surveyed and justification		
Challenges Encountered During Project:	For example, weather, access, property owner objection, survey equipment, etc.		

Summary Results for County by Municipality:

Municipality Name	# of Resources in PA Inventory Pre-Survey	# of Resources Surveyed	% Increase
Enter municipality names alphabetically	# or N/A	# or N/A	
Add more lines as needed	# or N/A	# or N/A	

Summary Results for County by Priority Type:

Count surveyed resources only once by priority type.

Priority	# of Resources in PA Inventory Pre-Survey	# of Resources Surveyed	% Increase
# of resources in Inventory:	# or N/A	# or N/A	
# African American churches:	# or N/A	# or N/A	
# African American cemeteries:	# or N/A	# or N/A	
# African American associated resources:	# or N/A	# or N/A	
# Other Racial/Ethnic associated resources:	# or N/A	# or N/A	
# of Stakeholder requests:	# or N/A	# or N/A	
# of Locations of Surficial Archaeological Evidence:	# or N/A	# or N/A	
# of Recreational Properties:	# or N/A	# or N/A	
# of Urban Redevelopment Projects:	# or N/A	# or N/A	
# of Fraternal Buildings:	# or N/A	# or N/A	



Survey Contractor:		Dates of Survey:	
Survey Contract #:		Survey Year:	

# Mid-20 th Century – Commercial:	# or N/A	# or N/A	
# Mid-20 th Century – Residential:	# or N/A	# or N/A	
# Industrial:	# or N/A	# or N/A	
# Local Vernacular – Commercial:	# or N/A	# or N/A	
# Local Vernacular – Residential:	# or N/A	# or N/A	

Summary Results for County by Resource Type:

Count surveyed resources according to resource type (Surveyor form used).

Municipality Name	# of Resources Surveyed with Above Ground Form	# of Resources Surveyed with Archaeology Form	# of Resources Surveyed with Cemetery Form
Enter municipality names alphabetically	# or N/A	# or N/A	# or N/A
Add more lines as needed	# or N/A	# or N/A	# or N/A



Survey Contractor:		Dates of Survey:	
Survey Contract #:		Survey Year:	

Recommendations for Further Survey

Areas for future identification-level/baseline survey:	List by name, general location, municipality
Potential historic districts:	List by name, general location, municipality
Resources/areas recommended for evaluation-level survey or further research:	List by name, general location, municipality
Areas for further archaeological investigation based on surficial archaeological evidence:	List by name, general location, municipality
Areas for further archaeological investigation based on archaeology potential noted during research:	List by name, general location, municipality
Additional comments:	
Provide any additional comments related to recommendations for further survey	



Survey Contractor:		Dates of Survey:	
Survey Contract #:		Survey Year:	

Summary of Stakeholder Engagement Responses

Complete with data provided by Project Manager

Date Survey Sent:	Enter date	Date Survey Closed:	Enter date
# of Stakeholders Contacted:	Enter #	# of Stakeholders Responded:	Enter #
# of Resources Identified:	Enter #	# of Resources Surveyed:	Enter #
List of Stakeholders Contacted:	List stakeholder organizations that were contacted for survey recommendations		
List of Stakeholders Responded:	List stakeholder organizations that submitted recommendations for survey		
Additional comments: Provide any additional comments related to stakeholder engagement			

Attach copy of all survey responses for county received via questionnaire. Redact any personal contact information for any respondents.



Survey Contractor:		Dates of Survey:	
Survey Contract #:		Survey Year:	

County History Form

Attach completed County History Form.



Survey Contractor:		Dates of Survey:	
Survey Contract #:		Survey Year:	

City/Borough History Forms

Attach all completed City/Borough History Forms.



Survey Contractor:		Dates of Survey:	
Survey Contract #:		Survey Year:	

Survey Inventories

Attach survey inventories, organized alphabetically by municipality, provided by PA SHPO.



Year:		Contract:	
Date:		Contractor:	
County:		Municipality:	
Form:	Site Narrative	Resource Name:	
