



OFFICE OF RESEARCH ADMINISTRATION

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January 19, 2016

Office of Finance
City of Annapolis
Attn: Nikki Pletzer
160 Duke of
Gloucester Annapolis,
Maryland 21401

Proposal Title: Archaeology in Annapolis: Excavations in Annapolis' Historic District
UM Principal Investigator: Mark Leone
UM Proposal Number: 30659
DUNS Number: 79-093-4285

Dear Community Grant Program:

Please find enclosed the above referenced proposal submitted on behalf of the University of Maryland and signed by an Authorized Representative. We have assigned a University Proposal Number which you may use to reference this proposal in any future communication with our office. The budget is in the amount of \$35,000.00.

We acknowledge that Dr. Leone is identified by name as the PI at the University of Maryland and that he intends to carry out all responsibilities identified in the attached proposal. Should this submission result in an award the University of Maryland is prepared to enter into an agreement with the City of Annapolis under mutually acceptable terms and conditions.

Please direct any technical questions regarding this proposal to Dr. Leone at mleone@umd.edu or 301-405-1429. Administrative or contractual questions should be directed to Rebecca O'Brien, Contract Administrator, at obrienr@umd.edu or 301-405-6271. We look forward to collaborating with you on this project.

Sincerely,

A handwritten signature in cursive script that reads "Takeia M. Bradley".

Digitally signed by Takeia M. Bradley
DN: cn=Takeia M. Bradley,
o=University of Maryland, ou=Office
of Research Administration,
email=tbradl3@umd.edu, c=US
Date: 2016.01.19 14:15:47 -0500

Takeia M. Bradley
Contract Manager

Enclosures

EXECUTIVE SUMMARY

Provide a brief summary of your project. Please be sure to include the following items: purpose of the project, number of people to be served, and how the city grant funds will be used.

The objective of this funding request is to transfer individually owned archaeological collections from Annapolis to University of Maryland College Park Libraries.

University of Maryland Libraries will accept all Archaeology in Annapolis Collections made since 1981. This proposal supports the work of University of Maryland graduate students under the direction of Mark P. Leone, project director. The work involves locating individual and institutional property owners of excavated collections and asking each to sign a Transfer of Title which transfers ownership to UMCP Libraries.

There are between 30 and 40 individual and institutional owners of collections. Together, the collections represent one of the most important primary sources of information on any American city. There are 750,000 artifacts stored in about 1,800 archival boxes. All are uniformly identified, cataloged, and stored according to Federal curation standards.

The work in this proposal will take about a year and depends on legal work done in the Office of the Mayor of Annapolis and in the legal office at UMCP. Transfer of ownership is the essential first step before the collections can be physically moved from Annapolis to the Libraries at College Park. This request does not include funds for the move or for current storage.

PERFORMANCE HISTORY

If you received Community Grant funds last year, please evaluate progress you have made in implementing those projects. Please discuss any factors that may have hindered your progress.

Archaeology in Annapolis, founded in 1981, as a collaboration between the University of Maryland, College Park and Historic Annapolis Foundation has excavated about 40 locales in Maryland's Capital City. Many famous archaeological sites have been understood better and explained to the public more comprehensively through this project, including the William Paca Garden, the Jonas Green Print Shop, Reynolds Tavern, the Governor Calvert House Hotel, the Brice House, the Maynard-Burgess House, the James Holliday House, as well as many other African American locations along Fleet and Cornhill streets.

Over 400 undergraduate students from the University of Maryland have been trained in Annapolis. At least 15 doctoral dissertations have been produced on Annapolis. 400 newspaper articles have been written on the archaeology of Annapolis. Hundreds of scientific articles have been written and at least half of all undergraduate text books in archaeology in English mention the work of Archaeology in Annapolis.

Historic Annapolis Foundation initially agreed to house, curate, and exhibit all of the archaeological collections made in the City and the Foundation did an excellent job of this until the HAF board decided about ten years ago that it could not afford to carry on this obligation. The obligation was undertaken in part by the City of Annapolis and continued by the University of Maryland's Department of Anthropology. These short-term solutions did not provide adequate space, climate control, or study room for the collections. Now, the University Libraries offers to be a long-term solution by taking the entire collection permanently, as its own property, housing the collection, and making it available for study and loan for exhibition.

See next page for continuation.

Continued from Performance History, Page 2

About ten years ago, in anticipation of the need to share the results of archaeological work in Annapolis universally through the Internet, members of the archaeological team changed our approach to sharing discoveries. An archaeological site report made according to State of Maryland standards had been produced on each of the roughly 40 sites excavated in the city, including all of the famous ones. Each of these reports contains photographs, maps, a complete catalog of all excavated artifacts, and an interpretation of the meaning of the excavated site. Full copies of these reports were available only in a few places, including only two in Annapolis. At the University we scanned each of the site reports, including all of the catalogs. These scans were placed on the University of Maryland's Digital Archive (DRUM) through the University Libraries. These have been available for almost ten years and have received over 30,000 page views in just the last two years. The reports are used from Japan to Israel, in other words, all over the world. This is a level of sharing that only the University Libraries can provide. The Libraries wants to achieve the same thing by housing the entire archaeological collection from Annapolis, in addition to the paper record which it already has.

Our performance history includes creating homework assignments for the Department of Anthropology's Introduction to Archaeology (ANTH 240). This introductory course is taught annually to about 1,000 undergraduates at UMCP. The homework assignments in Leone's section of 60 students include analyses of maps from Annapolis and sets of artifacts from Annapolis. The assignment involving sets of artifacts from Annapolis is very popular and uses clusters of artifacts to ask students what kinds of activities were performed at any excavated sites. While this does not send students to the library to see artifacts, other kinds of analyses done by graduate students will do so.

Our performance history includes about a dozen exhibits mounted over the years in Annapolis, including the ones still mounted at Reynold's Tavern, the Governor Calvert House Hotel, and the Mount Olive Community Center in Parole.

The move characterized in this proposal will enhance the ability of archaeologists at the University of Maryland to enhance their contributions to research on the past of Annapolis, using archaeology. This project continues to build an important complementary research function on the past of Maryland's capital city at the University of Maryland, College Park.

RATIONALE (20 Points)

Describe the issue or problem to be addressed including the size and/or severity of the problem. Provide the demographic data and geographic information used to determine the extent of the problem.

Artifacts excavated throughout the City of Annapolis by Archaeology in Annapolis constitute an independent corpus of information about the past of the City. The material from the Governor Calvert site is the only material connected to the Calverts, the Proprietary family, in Annapolis. The printer's type from the Jonas Green site forms the largest archaeological collection of 18th and early 19th century printer's type in the United States. The excavated material from the Maynard-Burgess House and the James Holiday House form some of the rarest information on property owning free African Americans before Emancipation. The West African spirit practices that survive at the Charles Carroll House and on Fleet Street are among the most important and robust evidence for the survival of African religious traditions in African America. All of these materials are accompanied by many others of equal importance found throughout the City.

All of this archaeological material has been published and is available in books, scientific articles, text books, newspaper articles, television documentaries, and videos. None of it has been kept private or away from the public. It has all been exhibited in the City at one time or another over the last 30 years, often to great acclaim and visitation.

The individual artifacts are not adequately protected now. This proposal will solve that problem. There are about forty individual collections, each coming from a separate site. While all the artifacts are cataloged and curated uniformly, the collections are neither safely stored now, nor available for any kind of scholarly or museum use.

The collections are in about 1,800 acid free, uniform storage boxes, all provided through the curatorial process in the laboratory of Archaeology in Annapolis at the University of Maryland. Processing the collections has been done and is not the problem. About one third of the collection, 550 boxes, is in a building owned by the City in Back Creek Park that was once part of the water treatment plant. This building has no heat, light, or security. In this building the collections are vulnerable. Another third of the collection is under the care of Historic Annapolis. A portion of that collection is in the former visitor center that is part of the William Paca Garden. Another part is in a storage facility paid for by Historic Annapolis.

A final third of the collection is at the University of Maryland in Woods Hall, home of the Department of Anthropology. This collection is safe but barely accessible and the location cannot be considered permanent.

None of the current stewards of the archaeological collections wants the collections permanently. Nor, can any of them afford a curator, the cost of safety, air conditioning, or ongoing maintenance. They also cannot afford to create the necessary inventory that will link the catalogs of the collections to the boxes that actually contain the artifacts listed in the online catalogs.

The rationale for this proposal is that a transfer of property taking the form of a Transfer of Title will be requested of each owner of each collection naming the University of Maryland as the new owner. This is the principle condition the University requires in order to house and curate the collection permanently (Appendix A).

The long-term goal that has been stated in conversations between Mark P. Leone, director of Archaeology in Annapolis and professor at the University, and City administrators and the President of Historic Annapolis Foundation is to have the collections transferred permanently to University Libraries. The rationale for this proposal is that a Transfer of Title is the intermediate step needed to make the long-term goal happen. Transfer of ownership is the short-term goal and will take about a year, using graduate students and undergraduate students under the direction of Mark P. Leone who will coordinate with the City manager and the City attorneys. All this will be done in tandem with the University Libraries. The University Libraries will not be able to receive the collections until 2017, at the earliest. This is the case because a new library storage facility is being built off-campus and will not be complete for at least a year. The Archaeology in Annapolis collection will be housed directly in the center of our campus, not off-site. However, space will not be available on campus until other collections have been successfully moved to off-site storage.

PROJECT DESCRIPTION (30 Points)

Please give a detailed description of the program or project you are proposing. Please include the group of persons you plan to serve and the number of expected participants, the activities or services you will provide and location.

The proposed project will facilitate the move of all or most of the archaeological collections from the City of Annapolis to the University Libraries of the University of Maryland, College Park. The project to be supported in FY17 envisions and makes possible the transfer of ownership through a Transfer of Title from the current private and institutional owners of the archaeological collections to the University Libraries at the University of Maryland. The project will use a Transfer of Title on an owner-by-owner basis to achieve this purpose.

Over the last several decades, the practice of archaeology in the City of Annapolis has been part of an effort by historic preservationists, private and public, to preserve the City's below-ground heritage and make it available to the people of the City, visitors of the City, as well as scholars. The archaeological effort made by the University of Maryland, College Park produced a very large, permanent archaeological collection of the City's heritage. The proposed project complements the fact that now there is a treasure of archaeological materials about most aspects of the City's history. The treasure now needs a new home. The current home exists in Historic Annapolis Foundation, City of Annapolis buildings, and the Department of Anthropology at the University of Maryland. This project enables all of the homes to transfer the collections to University of Maryland Libraries permanently by using a Transfer of Title to allow ownership to be placed in the hands of the Libraries. This is a necessary step in making the Libraries the permanent home.

The proposed project envisions much greater safety, enhanced conservation, and substantially improved scholarly access to this set of primary materials on the history of Annapolis.

Archaeological collections in the City have been used to understand the City's African American past, including African traditions that survived the Middle Passage. The collections have been used to understand the City's famous formal gardens and its even more famous 17th century street plan, called the Nicholson Plan. The collections include the archaeology of the Jonas Green Print Shop, and the materials from the Calvert Family excavated at the site of the current Governor Calvert House Hotel.

Although much scholarship in the forms of books and scientific articles has been produced on Annapolis, the collections are enormous and will be in the hands of students and other scholars once they are housed in the University Libraries. This proposed project aims not only at consolidating, housing, and conserving the vast collection of 750,000 artifacts, but also enhancing their availability for scholarship online on a worldwide basis. This part of the plan will enable far more scholarship to be done on Annapolis.

In summary, the project has an immediate goal of transferring ownership from the roughly three dozen current owners to University of Maryland Libraries. The much larger goal is to make the collections more secure and to provide a permanent curator for the collections. The larger goal will be to make the collections available to local scholars, UMCP students, and to a worldwide scholarly constituency that is interested in the historic qualities of Maryland's capital City. All this will produce an additional scholarly constituency for one of the most important cities in Maryland.

Describe the methodology (or approach) for the proposed program/project, e.g., the procedures, tasks, techniques, or tools you will use to develop the program

The main procedure and tool to be used in this project is a Transfer of Title. The proposal will be to develop a legally acceptable tool by consulting lawyers in the City attorney's office in Annapolis, as well as the lawyers for University of Maryland Libraries. Appendix B is such a tool, in all likelihood. Appendix B comes from UMCP lawyers. It has not been approved by City of Annapolis lawyers, yet.

Appendix C contains a complete list of archaeological sites, their names, and the place where the collections have been stored.

Appendix D is an example of a list of the boxes of artifacts from an institutional owner. The owner in Appendix D is the Charles Carroll House. In an effort to prove that a Transfer of Title will work and that an institutional owner would find University of Maryland Libraries acceptable, an approach has been initiated about their archaeological collections to the Charles Carroll House.

Institutional owners of the collections are known and are recorded in Appendix D. Private home owners are known, but we do not have current addresses, e-mail, or phone contacts available to Archaeology in Annapolis project members.

See next page for continuation.

Continued from Project Description, Page 4

Consultation with City of Annapolis attorneys and UMCP attorneys is needed about the status of ownership when the homeowner of a site where a collection was made, has changed. Who owns the collection then? We need this piece of advice on several collections.

A brochure explaining the project proposed in this request for funding will be written, explaining the new housing for the collections, the function of a Transfer of Title, the ability to have loans of artifacts for exhibit in the City, and the status of safety for the collections in a new home.

A brochure explaining the project proposed in this request for funding will be written, explaining the new housing for the collections, the function of a Transfer of Title, the ability to have loans of artifacts for exhibit in the City, and the status of safety of the collections in a new home in University of Maryland Libraries.

A digital program linking the contents of the 1,800 boxes of artifacts to the lists of the artifacts in the catalogues of artifacts from each site needs to be made. Currently, it is difficult to go from the published, online catalogues of each archaeological site that list each artifact recovered from the site, to the contents of the boxes. A model has been set up making an inventory of each box of artifacts. This has been done for 150 boxes. The process is simple and should not take long for the rest of the boxes. A program that links the hand-done inventory process to the online catalogue still has to be done and may require an IT expert. The University will provide this help.

Explain how this proposal relates to the organization's mission, goals and/or strategic plan, and other activities planned for this year.

Archaeology in Annapolis was conceptualized by St. Claire Wright and Mark P. Leone to excavate archaeological sites in the City so that they were preserved, as well as explained to the people of Annapolis, including visitors, as a way of enhancing understanding of the past of Maryland's Capital City.

Although there was archaeology in the City preceding the collaboration with the University of Maryland established by St. Claire Wright, it was only this relationship that provided over thirty years of systematic excavation using a single standard, and a commitment to education using archaeology for people in the City, as well as students at the University.

To enhance the standing of historic preservation and an appreciation for the City's below ground heritage as worthy of respect, all excavations were open to the public, free, with interpretations made by students. This commitment to public interpretation continues but is now mostly online, as well as with some specific exhibits in the City.

After about thirty years of involvement with the archaeology of the City, Historic Annapolis Foundation made a decision that it could not fund further archaeology or curation. The City of Annapolis made a similar decision with regard to storing the artifacts from the City.

Meanwhile, the University committed itself evermore to enhancing world archaeology through a PhD in Anthropology that included training in historical archaeology. The University also created a Minor in Archaeology which enhanced the position of archaeology in the Departments of Classics, History, Art History and Archaeology, as well as the School of Architecture. The number of students at all levels who are interested in archaeology has climbed, which matches the status of archaeology worldwide. Further, the University has provided extraordinary instrumentation in the form of a 3-D laser scanner for archaeological work across campus. Thus, the mission of Archaeology in Annapolis not only flourishes, but also is enhanced because it is a part of the growing strength in archaeology throughout the University of Maryland, and around the world.

As a consequence of membership in the Big 10, the University Libraries recognizes that their stature is derived in part from the uniqueness of their collections. The Maryland Room is uniquely devoted to resources for the State's history. University Libraries includes the whole of the collection from the National Trust for Historic Preservation. About ten years ago the University Libraries took, cataloged, and produced a very thorough finder's guide to the entire paper and slide archive of Archaeology in Annapolis, including maps, slides, photographs, notes, and site reports. The vast majority of this material is now online. Thus, the entire campus has made its facilities part of the mission of Archaeology in Annapolis. The activities of the project have been integrated into the definition of the University of Maryland. Moving the artifact collection to the University Libraries is one of the final elements of this move. Establishing the artifacts as University property is essential to the move.

TIMELINE (10 Points)

Provide a timeline for implementation and all program/project activities for the project.

Date	Activity
	See the following page 6 continuation for the full timeline.

Please indicate how you have determined that the timeline is achievable.

University Libraries wrote a letter (Appendix A) in March 2015 to Historic Annapolis Foundation and the City of Annapolis indicating its willingness to accept the archaeological collections from the City. All parties agree that this arrangement is superior and agree to facilitate it.

Conversations with lawyers at UMCP and in the City have already started and both sides are already engaged with designing a Transfer of Title to be used in the transfer of property rights from home owner/property owner to UMCP Libraries.

Property owners, particularly Historic Annapolis and the City of Annapolis have already indicated a willingness to give the collection to UMCP Libraries. Some private property owners have already been approached. This project was begun to be thought through a year ago and many of the processes have been established, particularly the legal tools.

A digital inventory has already been made for 150 boxes of artifacts from Annapolis. This has not been linked to the artifact catalog. A program doing so will have to be designed.

Describe the organization's ability to implement the request.

Members of Archaeology in Annapolis actually made the archaeological collections, know the principals, the homeowners, the storage facilities, and the condition and location of all the boxes. Project members wrote all of the site reports, catalogs, and accompanying scientific information. We are the people who know the material best. Because each home owner had to be initially approached for permission to dig on his/her property, project members know all of the home owners. The legal status of the ownership of the collection, if the property owner has changed, will be established with appropriate lawyers.

Mark P. Leone, Director of Archaeology in Annapolis, has talked directly with Dr. Daniel Mack, Associate Dean of Collection Strategies and Services for UMCP Libraries. Leone maintains regular ties to Dr. Mack and communicates progress with the transfer of ownership and the progress on providing the right conditions for the new collections.

Several Aldermen on the Annapolis City Council have facilitated collaboration between the office of the City manager and of the City's attorneys and the stewards of the collections in the City's Office of Preservation as well as with Historic Annapolis.

UMCP graduate students in Anthropology know the City, the collections, and the University Libraries particularly well. All work in the laboratory of Archaeology in Annapolis and have helped to conceptualize this transfer process over the past year.

There is a standing history on the UMCP campus that has expressed interest in this transfer and is capable of handling the environment for changing ownership, maintaining the integrity of the collections, understanding the need for public access, and of the desire to allow research on these collections from anywhere on our campus and in the world.

Continued from Timeline, Page 6

Timeline for the City of Annapolis Community Grant Program

Fiscal Year 2017 Application

Date	Activity
July 1, 2016 to June 30, 2017	Prepare and Compile digital inventories of contents of storage boxes.
July 1 to July 15, 2016	Consult with City Attorney and University attorney on language for Transfer of Title, transferring ownership from property owner to UMCP Libraries.
July 15 to August 1, 2016	Prepare legal Transfer of Titles for owner's signature giving archaeological collections to UMCP Libraries.
July 1 to August 1, 2016	Prepare booklet explaining the nature of archaeological collections, including a sheet specific to the property owner approached for Transfer of Title.
August 1 to November 1, 2016	Approach first half of identified property owners of archaeological collections.
September 1 to January 1, 2016	Prepare database that links digital inventories to artifact catalogs already online.
November 1, 2016 to March 1, 2017	Approach second half of identified property owners of archaeological collections
March 1 to June 30, 2017	Finalize signatures on all Transfer of Titles to be transferred in FY 18.
January 1 to June 30, 2016	Prepare for the integration of the Archaeology in Annapolis Collections Database with University of Maryland Library's Special Collections Database.

EVALUATION (20 Points)

Clearly state the specific, goals, objectives, and measurable outcomes of the project/program.

Goals	Objectives	Measurable Outcomes
1-Creating model Transfer of Title 2-Contacting City Attorney 3-Creating spreadsheet of sites with owners 4-Creating contact emails and phone numbers of owners 5-Recruiting graduate students and undergraduates for follow up contacts 6-Producing brochure explaining the process and significance of transferring collections to UMD Libraries.	1-Transfer of Title of all or the majority of important archaeological collections to the University of Maryland Libraries 2-Create program linking catalogs of artifacts with inventories of the storage boxes for each site. 3-Link catalogs and box inventories online	1-Make legally appropriate Transfer of Title 2-Obtaining Transfer of Title from a majority of owners of archaeological collections. 3-Recruiting students for the work 4-Making a database of sites, collections, locations, owners, and contact information. 5-Explanatory brochure 6-Encouraging lead signers of deeds of gift.

Describe the impact (long-term effects) you expect will be produced by program/project outcomes.

No American city has had an archaeological research project operating for thirty years, excavating over forty sites and producing new scientific knowledge about the City, widely disseminated. In this sense the partnership between the University of Maryland College Park and the City of Annapolis is unique.

The archaeological collections from Annapolis were always to remain in the City, curated properly and available for public display for the public's interest, to enhance the status of historic preservation, and to satisfy national and international tourism.

Recently, the need for long-term storage and curation has shifted from the City's institutions to the University of Maryland Libraries. This is a benefit to the collections, the City, residents of the City, and visitors who come to the City to learn about its past.

The long-term impact of the transfer of ownership of the collections to the University and of housing the collections at the University will be to guarantee the stability and safety of the collections. It will be to make them available systematically for scholarly study. It will be to make them available systematically for exhibition. It will be to make the collections available for undergraduate research papers, graduate student projects, including dissertations, and the process of constant international research.

The long-term impact of this project will be to put the City of Annapolis' archaeological treasures in a permanently safe place, that is always available to the people of the City and its institutions.

BUDGET DOCUMENTS (20 Points)

Include a detailed program budget that includes expenses, city funds requested and pending sources of support. **Please use the attached Program/Project Budget Format.**

Outline the organizations plans for securing funding from sources other than those provided by the City of Annapolis and indicate how City of Annapolis' funds will be used to leverage a request for, or use of, other grant funds.

The University of Maryland provides comprehensive fellowships for four years to several doctoral students who are writing dissertations on Annapolis. The total for such a commitment is about \$200,000.

Not-for-profits and private donors on the Eastern Shore have contributed about \$100,000 to running the Archaeology in Annapolis laboratory.

The University provides a large, modern laboratory for Archaeology in Annapolis, rent free. All the work stations, IT network, tools, cameras, and transportation to Annapolis are provided by the University.

PROJECT BUDGET

Please complete the following budget chart for this project, including all budget items, the total budget for each item, and the funds that are being requested for each line item.

Budget item	City funds requested	Other funds	Source of Other funds (Federal, State, Private)	Is "Other funding" committed or requested?	Total project cost
Salaries/Benefits (list each position)					
Archaeologist	\$12,500				\$12,500
Archaeologist	\$12,500				\$12,500
Undergraduate	\$6,000				\$6,000
Contract Services					
Rent/Leasing Costs					
Utilities/Telephone (please specify)					
Equipment	\$1,000				\$1,000
Insurance					
Office Supplies	\$2,000				\$2,000
Printing/Postage	\$1,000				\$1,000
Audit/Accounting					
Other (please describe)					
Total Budget	\$35,000				\$35,000

FY2017 City of Annapolis Grant

July 1, 2016-June 30, 2017

Budget Justification

Personnel:

2 Archaeologists @ \$12,500 each \$25,000

1 Undergraduate Student Archaeologists \$6,000

Materials:

Equipment (Archival storage boxes, acid-free) \$1,000

Office Supplies (Software licenses, batteries, pencils) \$2,000

Printing/Postage (Printer ink) \$1,000

Total \$35,000