

## CRITERIA FOR PROJECT SUBMISSION

- Agency: The New Deal agency (or agencies) involved in the project, such as WPA, CCC, and FAP. There's a [full list of agencies](#) on our website.
- Dates: The year(s) that the work was performed. If precise years are unknown, then give your best guess from what information you have, such as “circa 1938-39.”
- Work Performed: A description of the work done, the more detailed the better. Unfortunately, sometimes all that exists are generic statements like, “The CCC helped develop this park,” or “The PWA provided funds to build this hospital.” Try to find as much detail as possible.
- Location: A street address or description sufficient for our staff or other researchers to find the site. In some cases we will use a generic designation for 'municipal infrastructure works' without a specific address for things like sewer lines, street repairs or park improvements; but do your best to nail down a location. Geographic coordinates (GPS) can be helpful, as well.
- Photographs: Photos are a key form of documentation for any site. Provide the source of a photograph, date taken and photographer's name, as well as copyright information, if possible. Historic photos of workers at a site and how it looked at completion are greatly appreciated.
- Sources: We need the source(s) of your information so that our RAs and other researchers will be able to follow the trail. This might be a newspaper article, an archive box/folder, a website URL, a page in a book, a personal communication, etc. But please be as specific as possible.
- Confirmation: Confirmation can be tricky. We need conclusive or very strong evidence that the project was actually performed, because many *planned* projects were not actually carried out.
  - For example, old newspaper articles discussing “planned” or “approved” projects or references to money budgeted in city records do not constitute conclusive evidence. Even the WPA workbooks in the National Archives are often unclear on outcomes.
  - Confirmation can often be done simply through an Internet search or archive search for a newspaper article discussing the project’s progress or completion.
  - The surest methods are a personal site visit, a photograph (your own, found online or from an archive), or communication with someone at the site, such as a city librarian or official.
  - Some completed projects have been destroyed: buildings replaced, murals painted over, forests cut down, etc. Historic photographs are most valuable in these cases.
  - Unfortunately, underground works like sewers cannot be seen, roadworks have been paved over, street trees have died, sidewalks have been repaired, etc. Use your best judgment!
  - We do mark sites that are no longer extant, but we have to be sure of the status before we put a site on the map.

*If a submission does not contain all of the above-listed elements, Living New Deal staff may request more research and put the project on hold until more information is obtained. We may also code the site as 'more information required' or 'need further confirmation' to distinguish it from verified/existing sites.*