



City of Norman, OK

Municipal Building
Council Chambers
201 West Gray
Norman, OK 73069

Master

File Number: GID-1920-83

File ID: GID-1920-83

Type: Grant

Status: Consent Item

Version: 1

Reference: Item 17

In Control: City Council

Department: Planning and
Community
Development
Department

Cost: \$19,459.00

File Created: 04/29/2020

File Name: CLG 2020-2021 CLG Application

Final Action:

Title: CONSIDERATION OF SUBMISSION OF THE CERTIFIED LOCAL GOVERNMENTS (CLG) PROGRAM 2020-2021 APPLICATION FOR FUNDING IN THE AMOUNT OF \$19,459 TO BE SUBMITTED TO THE OKLAHOMA STATE HISTORIC PRESERVATION OFFICE.

Notes: ACTION NEEDED: Motion to approve or reject the proposed Certified Local Governments 2020-2021 Application for Funding in the amount of \$19,459; and, if approved, direct the submission thereof to the Oklahoma State Historic Preservation Office authorize the Mayor to sign additional supporting documentation related to the CLG Grant.

ACTION TAKEN:

Agenda Date: 05/12/2020

Agenda Number: 17

Attachments: City Council Staff Report, CLG Application

Project Manager: Anais Starr, Historic District

Entered by: anais.starr@normanok.gov

Effective Date:

History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
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Text of Legislative File GID-1920-83

Body

BACKGROUND: On April 14, 1998, Council approved Contract K-9798-108 with the State Historic Preservation Office (SHPO) making Norman a member city in the Certified Local Governments (CLG) Program. The CLG Program is part of the U.S. Department of the Interior's national program for development and support of local historic preservation programs.

Since its initial participation in 1999, the City of Norman has received an approximate annual average allocation of \$12,000 in CLG grant funds. Over the 20 years that the City has participated in the CLG program, the City has received approximately \$250,000 in funding. In January, SHPO notified the City of Norman that the City was eligible to apply for up to \$13,875 in CLG funding for the 2020-2021 program year. In late April, SHPO notified staff that there would be an additional \$5,584 in funds available for a total of \$19,459.

Designation as a CLG city recognizes Norman's historic preservation efforts and entitles the City to apply for a portion of the education/outreach funding set aside by the SHPO out of each year's budget. Funding is intended to be used for historic research, public education and outreach programs. Over the past 20 years, Norman's CLG funding has been used to create public information, educational materials about historic preservation, to conduct historic and architectural surveys, and to host free workshops and hands-on training programs in historic home repair and design.

DISCUSSION: On March 2, 2020, the Historic District Commission recommended approval of the CLG fund application for the projects described below for the FY20-21 Program.

The attached CLG application contains proposed historic preservation projects for FY20-21 Program for consideration by City Council and the State Historic Preservation Office.

The CLG Program requires a 60/40 in-kind match. In order to receive \$19,459 in CLG grant funds, the City must document a minimum of \$12,973 in matching funds or in-kind contributions of staff time. Typically, matching funds are primarily derived by in-kind contributions of staff time and by the annual \$2,200 (account 010-4080-419.40-03) contribution from the City of Norman General Fund.

The proposed 2020-2021 CLG project and budget is as follows:

2020-2021 CLG project and budget:

PROJECT 1: Educational Training - \$1,700

Training in the form of attendance at an annual preservation/planning conference is strongly encouraged by SHPO for staff and commissioners of all CLG participant cities. Usually staff/Commission attend a national or regional one, two or three-day conference. However, due to the Coronavirus Pandemic this training may be offered virtually. A total budget of \$1,700 includes registration fees, travel expenses, and lodging (if needed) to cover both options.

PROJECT 2: Memberships Dues for National Alliance of Preservation Commissions - \$150

Pay for the membership dues for staff and Commissioners to the National Alliance for Preservation Commissions. Total budget of \$150 would provide membership for staff and all Commissioners.

PROJECT 3: Printing and Distribution of the Historic District Guidelines - \$10,200

Revisions to the Preservation Guidelines are currently under development by a consultant. It is anticipated that after a public review and revision process that these new Preservation Guidelines will be adopted. This project proposes to make available a copy of the newly revised Preservation Guidelines to every resident in each of the three Historic Districts. \$9,700 for in-house printing costs is anticipated along with \$500 in postage for a total of \$10,200 for this project.

PROJECT 4: Window Repair Workshop - \$2,409

A workshop to educate home owners on repair of wood windows to be held in-person or virtually. The workshop would be conducted by a local wood window repair company. A total budget of \$2,409 is anticipated for this project.

PROJECT 5: Staff Salary - \$5,000

The CLG grant allows funds to be used as part of the salary of the employee staffing Historic Preservation programs. \$5,000 has been requested for staff salary.

TOTAL BUDGET OF CLG FUNDS OF \$19,459

RECOMMENDATION: The Historic District Commission reviewed and approved the proposed projects for the CLG 2020-21 Grant Application for Funding. Staff reviewed the proposed CLG 2020-21 Grant Application for Funding and recommends authorizing the submission of the Certified Local Government Program application to the State Historic Preservation Office in the amount of \$19,459. Upon notification of funding award, staff will forward any associated contract document to the City Council for approval, including a request to appropriate the approved contract amount. CLG funds are anticipated to be available July 1, 2020.