

# Certified Local Governments Fund Annual Application

The State Historic Preservation Office reserves a minimum of 10% of its annual Historic Preservation Fund (HPF) allocation from the U.S. Department of the Interior for Oklahoma's Certified Local Governments (CLG). The Certified Local Governments Fund (CLGF) is available to CLGs to assist in the development and implementation of their local preservation programs.

To receive assistance from the CLGF, this application must be completed and received in the State Historic Preservation Office, Oklahoma Historical Society, 800 Nazih Zuhdi Drive, Oklahoma City, OK 73105, by the deadline indicated in the instructions. Questions about the application may be addressed to the SHPO's CLG Coordinator at 405/521-6387.

## SECTION I

### A. IDENTIFICATION

CLG (City): \_\_\_\_\_ Date of CLG Status: \_\_\_\_\_

CLG Contact: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ FAX Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

FEI Number: \_\_\_\_\_ U.S. Congressional District: \_\_\_\_\_

Population Based on Most Current Census: \_\_\_\_\_

State House of Representatives District: \_\_\_\_\_ State Senate District: \_\_\_\_\_

Preservation Commission Chairman's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ FAX Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

## B. CERTIFICATIONS

**1. CLG (City) Representative:** To the best of my knowledge and belief, data included in this application is true and correct. I am duly authorized to sign this document on behalf of the City, and the City will comply with the attached assurances if the requested assistance is provided.

\_\_\_\_\_  
Authorized CLG Representative Signature

\_\_\_\_\_  
Date

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

**2. Local Preservation Commission Chairman:** I hereby certify that the local historic preservation commission established by city ordinance has participated in the development of this application and considers the activities described herein to be important to the continued development of our local preservation program.

\_\_\_\_\_  
Chairman, Local Preservation Commission Signature

\_\_\_\_\_  
Date

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

## SECTION II - PROJECT WORK TO BE ACCOMPLISHED

Please answer all questions for the categories under which work is planned with this fiscal year's CLG Fund and nonfederal matching share.

### A. ARCHEOLOGICAL SURVEY

1. Is the CLG applying for funds to carry out an archeological survey?  Yes  No

(If yes, answer the remaining questions for Section II.A. below.)

2. What is the title of the proposed project? \_\_\_\_\_

3. What is the purpose of this archeological survey?

4. Describe the boundaries of the survey area (attach a map to illustrate description).

5. How many acres are included within the boundaries of the survey area? \_\_\_\_\_

6. At which level will this archeological survey be conducted?  Intensive  Reconnaissance

7. What is the estimated number of sites that will be documented in this archeological survey? \_\_\_\_\_

NOTE: For all archeological surveys, the services of an archeologist who meets the professional qualification standards listed in 36 CFR Part 61 must be retained to complete the project work. The work must be done in accordance with the "Secretary of the Interior's Standards and Guidelines for Archeology and Historic Preservation." A professional-quality report must result from the survey effort, and recordation of all sites identified must be in accordance with the SHPO's guidelines.

## B. ARCHITECTURAL SURVEY

1. Is the CLG applying for funds to carry out an architectural/historic survey?  Yes  No  
(If yes, answer the remaining questions for Section II.B. below.)

2. What is the title of the proposed project? \_\_\_\_\_

3. What is the purpose of this architectural/historic survey?

4. Describe the boundaries of the survey area (attach a map to illustrate description).

5. How many acres are included within the boundaries of the survey area? \_\_\_\_\_

6. At which level will this architectural/historic survey be conducted?  Intensive  Reconnaissance

7. What is the estimated number of resources that will be documented in this architectural/historic survey?  
\_\_\_\_\_

8. Who will accomplish this project?  Consultant  In-house Staff

NOTE: The services of a historian, architectural historian, or architect who meets the professional qualifications standards listed in 36 CFR Part 61 must be retained as the project director (if such an in-house staff person assigned to the project does not meet these qualifications). All project work must be accomplished in accordance with the "Secretary of the Interior's Standards and Guidelines for Archeology and Historic Preservation." A professional-quality report must result from this architectural/historic survey project. The report and documentation of resources must be in accordance with the SHPO's guidelines.

## C. NATIONAL REGISTER NOMINATIONS

1. Is the CLG applying for funds to prepare National Register Nominations?  Yes  No  
(If yes, answer the remaining questions for Section II.C. below.)

2. a. How many individual property nominations will be prepared? \_\_\_\_\_

b. List the properties by name and address:

3. a. How many district nominations will be prepared? \_\_\_\_\_

b. List the districts by name and provide a rough boundary description for each:

4. a. How many Multiple Property Documentation Forms will be prepared? \_\_\_\_\_

b. List the multiple property forms by title and number of individual properties and/or districts to be prepared for each:

5. Who will accomplish this project?  Consultant  In-house Staff

NOTE: Consultants or in-house staff responsible for this project must meet the professional qualifications standards listed in 36 CFR Part 61 for the appropriate discipline. All project work must be completed in accordance with the "Secretary of the Interior's Standards and Guidelines for Archeology and Historic Preservation" and satisfy all of the SHPO's requirements.

## **D. PUBLICATIONS AND EDUCATIONAL PROGRAMS**

1. Will publications or educational programs be developed?  Yes  No  
(If yes, answer the remaining questions for Section II.D. below.)
2. List each planned publication (book, brochure, etc.). Provide for each publication a) the title, b) a brief summary of the subject matter, c) the number that will be printed, and d) the way it will be distributed (including whether it will be distributed free of charge or sold [which will require compliance with special requirements of the National Park Service and the SHPO]).
3. List audio/visual programs that will be produced. For each production provide a) the proposed title, b) a brief summary of the subject matter, c) the media (video, DVD, multimedia, etc.) on which it will be produced, and d) a statement of how the production will be distributed or used (indicate whether it will be made available for sale [which will require compliance with special requirements of the National Park Service and the SHPO]).
4. List and describe any other educational programs which will be developed, including workshops, lectures, etc.

NOTE: For each brochure, pamphlet, etc., twelve (12) copies must be provided to the SHPO. For each audio/visual production, two (2) copies must be provided to the SHPO (one (1) of each will be forwarded to the National Park Service).

## E. PRESERVATION PLANNING

1. Will preservation planning activities be undertaken?

Yes       No

(If yes, answer the remaining questions for Section II.E. below.)

2. List historic contexts that will be developed in accordance with the "Secretary of the Interior's Standards and Guidelines for Archeology and Historic Preservation" and the SHPO's guidelines.

3. List other activities the CLG will undertake in the development, implementation or revision/update of the local historic preservation plan. Provide a brief summary of the purpose of each activity and the final product that will result.

5. Who will accomplish this project?     Consultant     In-house Staff

NOTE: The SHPO must be consulted to determine the appropriate professional qualifications that may be required for preservation planning activities.

## **F. OTHER ACTIVITIES**

For projects or activities that do not fit within any of the categories above, list the specific product to result and describe its purpose and provide any other information that may be necessary to justify the expenditure from the CLGF. For example, if the CLG proposes to develop and maintain a website for its local preservation program, it should be discussed in this section.



## SECTION III - PROJECT SCHEDULE

Provide a detailed project schedule. List each month in the project period and the activities to be accomplished during the month. Remember to include review time for both the SHPO as well as your office on all products. Include at least thirty (30) days for the SHPO review of the first draft and at least ten (10) days for the SHPO review of the final draft. Your review time is at your discretion. The maximum length of time for completion of the project is twelve (12) months from the beginning date of the project, and the project schedule may not detail a longer project period. If the use of the CLGF is for an activity of a very short duration, such as only for attendance at a specific conference, then the project schedule may be for a period of time much shorter than twelve months. The progress reports due to the SHPO on the tenth of each month should correspond to this schedule, so be as realistic as possible. (Note: Each CLG must carefully monitor its progress in accordance with the project schedule and consult the SHPO immediately about problems that will cause delays in product completion. It may be possible for the SHPO to approve a revised schedule and/or an extension of the ending date. However, the SHPO cannot extend any project ending date beyond the expiration date for the federal funds (e.g.: If a project agreement begins on July 1 and ends on June 30, the maximum extension of time would be to September 30.)

### Example

*Reporting Period:*                      *October 1-31, 2008*  
*Report Due:*                              *November 10, 2008*  
*Activities:*                                *Prepare RFP for solicitation of consultant services;*  
    *provide SHPO with RFP for ten-day review; Publish RFP;*  
    *Submit monthly progress report*

Complete the project schedule below. Use the Tab Key to continue on the next page.



## SECTION IV - PROJECT BUDGET AND NONFEDERAL MATCH

Total CLG Funds Requested	60%	\$	_____
Total Nonfederal Match	40%	\$	_____
Total Project Cost	100%	\$	_____

**REMINDER: A 60/40 match is required.** This means the Federal Share will be 60% of the TOTAL and the local match will be 40% of the TOTAL project costs.

Three budget forms must be completed: A budget summary, an itemized budget, and a matching share disclosure form. All three forms must be submitted with this application.

### BUDGET SUMMARY:

BUDGET FORM			
CATEGORY	FEDERAL CLG FUNDING	NONFEDERAL MATCH	TOTAL
Personnel	\$	\$	\$
Fringe	\$	\$	\$
Supplies	\$	\$	\$
Equipment	\$	\$	\$
Travel	\$	\$	\$
Contractual	\$	\$	\$
Printing	\$	\$	\$
Postage	\$	\$	\$
Other*	\$	\$	\$
Total Direct	\$	\$	\$
Indirect**	\$	\$	\$
<b>Total</b>	\$	\$	\$

\* PLEASE SPECIFY what is included in the "OTHER" category below.

\*\* Indirect costs may be claimed only if the CLG has an approved indirect cost rate established by its cognizant federal agency, and a copy of the document approving that rate must be attached to this application.

## **ITEMIZED BUDGET:**

Provide a detailed cost breakdown for each category in the budget summary. All personnel involved must be listed with hours and hourly rate of pay. This is a federal requirement and must be reported to the National Park Service. For consultant costs that will be determined after a bid process, the hours and hourly rate may be submitted later.

# MATCHING SHARE DISCLOSURE FORM

The CLG matching share must be at least 40% of the total project costs. Provide a complete disclosure of the local matching share on the form provided below. Only one section may need to be completed, or if there are multiple donors or sources, complete a section for each agency, organization, or individual providing the match.

“Donor” means the agency, organization, or individual providing the matching share. “Source” means where the match was obtained: for example, “Subgrantee General Fund”, or if an individual is donating services (identified as the Donor), “Source” is simply listed as “Same as Donor”. “Kind” means is the matching share cash, donated services, eligible indirect costs, etc. “Amount” means the dollar value of the contribution. If donated services or materials are contributed, provide the basis for the valuation of the contribution. *Guidelines for Subgrantees* provides assistance in determining the value of donated goods and services. Indirect costs may be claimed only if the CLG has an approved indirect cost rate established by its cognizant federal agency, and a copy of the document approving that rate must be attached to this application. Funds or other contributions claimed as matching share for this project may not be claimed as matching share for any other federal grant programs.

If personnel costs are included as inkind matching share, include hours and hourly rate of pay for each person.

A. Donor: \_\_\_\_\_  
Source: \_\_\_\_\_  
Kind: \_\_\_\_\_  
Amount: \$ \_\_\_\_\_

B. Donor: \_\_\_\_\_  
Source: \_\_\_\_\_  
Kind: \_\_\_\_\_  
Amount: \$ \_\_\_\_\_

C. Donor: \_\_\_\_\_  
Source: \_\_\_\_\_  
Kind: \_\_\_\_\_  
Amount: \$ \_\_\_\_\_

D. Donor: \_\_\_\_\_  
Source: \_\_\_\_\_  
Kind: \_\_\_\_\_  
Amount: \$ \_\_\_\_\_

E. Donor: \_\_\_\_\_  
Source: \_\_\_\_\_  
Kind: \_\_\_\_\_  
Amount: \$ \_\_\_\_\_

F. Donor: \_\_\_\_\_  
Source: \_\_\_\_\_  
Kind: \_\_\_\_\_  
Amount: \$ \_\_\_\_\_

*Use additional pages, if necessary.*

## **SECTION V - PUBLIC PARTICIPATION**

Each Certified Local Government's Certification Agreement includes a provision that the local government will "ensure, to the maximum extent possible, public participation in the local historic preservation program." Explain how the CLG involved the public in the development of this application.

### **Project Descriptions for 2017-2018 CLG Program Funding:**

**Project 1:** Attendance of staff and commissioner(s) at Oklahoma State Preservation Conference in June 2018. Registration, lodging and travel expenses associated for one staff and one commissioner attending the 2017 Oklahoma State Preservation Conference.

**Project 2:** Membership's dues associated with the National Alliance for Preservation Commissions for the Historic Preservation Officer and the Historic District Commission.

**Project 3:** Education workshop. Expenses associated with hosting a 2-4 hour workshop on historic window repair. The workshop will be a combination of lecture and demonstration led by experts in the field. This workshop will appeal to property owners, homeowners and contractors.

- Seminar will be educational with hand-out material and demonstration of techniques for window repair.
- Anticipated to be a 2-4 hour workshop held on Saturday morning.
- Title: Windows 101 Workshop – How to repair your historic windows and increase the energy efficiency of your home while maintaining its historic integrity.

To the best of my knowledge and belief, data included in this application is true and correct. The document has been duly authorized by the governing body of the applicant and the applicant will comply with the attached assurances if the requested assistance is provided.

---

Authorized CLG Representative

---

Lynne Miller

Name

---

Mayor

Title

---

Date

Attest:

---

Brenda Hall, City Clerk

---

Notary Public

Signed before me this \_\_\_\_ day of \_\_\_\_\_, 2017.

My Commission expires on \_\_\_\_\_.



I hereby certify that the local historic preservation commission established by city ordinance has participated in the development of this application and considers the activities described herein to be important to the continued development of our local preservation program.

---

Norman Historic District Commission

---

David John

Name

---

Chairman

Title

---

Date

---

Notary Public

Signed before me this \_\_\_\_ day of \_\_\_\_\_, 2017.

My Commission expires on \_\_\_\_\_.