

**DEADLINE: May 1, 2015**

**by 5:00 PM (NO FAXES ACCEPTED)**

**CERTIFIED LOCAL GOVERNMENTS FUND  
APPLICATION AND INSTRUCTIONS  
FISCAL YEAR 2015**

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, Oklahoma History Center, 2401 N. Laird Avenue, Oklahoma City, OK 73105 by the deadline indicated above. Questions about the application may be addressed to the SHPO's CLG Coordinator at 405/522-6387.

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**SECTION I -- IDENTIFICATION**

CLG Applicant (city)		Norman	
Date CLG Status Granted		May 4, 1998	
Population Based on 2010 Census		110,925	
CLG Contact Person		Anaïs I Starr, AICP	
Title		Historic Preservation Officer	
Address		City of Norman, Planning Department PO Box 370, Norman, OK 73070	
Telephone	405-366-5392	FAX	405-366-5379
E-mail		Anais.starr@normanok.gov	
U.S. Congressional District		4	
State House of Representatives District		44, 45, 46 & 53	
State Senate District		15, 16 & 17	
FEI #		73-6005350	
Local Preservation Commission Chairman		E. O'Neil Robinson	
Address		635 S Lahoma Norman, OK 73069	
Telephone	405-579-0655	FAX	405-366-5379
E-mail		nr@cardinalengineers.com	

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## SECTION II -- PROJECT WORK TO BE ACCOMPLISHED

Please answer all questions for the categories under which work is planned with the FY 2004 CLG Fund and nonfederal matching share.

### A. ARCHEOLOGICAL SURVEY

1. Is the CLG applying for funds to carry out an archeological survey?  
Yes \_\_\_\_\_ **No**   **X**
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 this description).
5. How many acres are included within the boundaries of the survey area?
6. Will this archeological survey be conducted at the \_\_\_\_ intensive level or \_\_\_\_ reconnaissance level?
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/HISTORIC SURVEY**

1. Is the CLG applying for funds to carry out an architectural/historic survey?  
  
Yes   X   No             
(If yes, answer the remaining questions for Section II.B. below.)
2. What is the title of this architectural/historic survey project?  
**Intensive Architectural/Historical Survey of the Wetzler Addition.**
3. What is the purpose of this architectural/historic survey?  
**To document the remainder of the architecturally unique neighborhood and structures before they are lost to modifications and demolition.**
4. Describe the boundaries of the survey area (attach a map to illustrate the boundaries described). Project boundary includes area described as:  
  
**a. Amended Plat of Wetzler Subdivision. Structures are located on the north side of Timberdell Road from Pickard Avenue to Chautauqua Avenue in the 800 to 900 block.**
5. How many acres are included within the boundaries of the survey area?  
**+/- 13 acres**
6. Will this architectural/historic survey be conducted at the   X   intensive level or        reconnaissance level?
7. What is the estimated number of resources that will be documented in this architectural/historic survey?  
**25 structures**
8. Will the project be accomplished by a   X   consultant or        in-house staff?

NOTE: The services of either 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 nomination(s)?

Yes \_\_\_\_\_ No   X  

(If yes, answer all of the remaining questions in 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 National Register of Historic Places 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. Will this project work be done by   a   consultant or        in-house staff?

NOTE: Consultants or in-house staff responsible for this project work must meet the professional qualification 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   X   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].
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 (slide/tape, video, etc.) in which it will be produced, and (d.) a statement about how the production will be distributed or used [indicate whether or not it will be made available for sale].
4. List and describe any other educational programs which will be developed, including workshops, lectures, etc.

***Project 1: Attendance At Oklahoma State Preservation Conference June 2016***

Registration, lodging and travel expenses associated with *one staff and one commissioner attending the 2016 Oklahoma State Preservation Conference.*

***Project 2: 2015 Fall Seminars On Historic Home Design***

Expenses associated with the a two day seminar led by speaker Lynn Taylor, CEO of TaylorMade Homes, Nashville, TN, a nationally prominent speaker on this subject.

Date and times to be determined. Discussion Topic:

Successful Infill Construction: Designing compatible infill housing, additions and alterations to the exterior of homes in historic neighborhoods.  
50+ participants.

***Project 3: 2016 Spring Old House Seminar Series***

*Expenses associated with having a series of seminars led by local professionals and experts in the field. Topics are to be diverse and appeal to homeowners, professionals such as realtors, architects and contractors.*

- *Seminars will not be hands-on but educational and informative with handout material and interactive hands-on displays.*
- *4-6 seminars held on Saturday mornings to be 2-4 hours in length.*
- *Possible topics to be:*
  - *Windows 101 - Sample Window for illustration purpose*
  - *Designing Compatible Additions to Historic Homes*
  - *How to appropriately "green" a historic house*
  - *Historic and Architecture terminology*
  - *Don't bungle your Bungalow! (Or What not to do to the exterior of your historic home)*
  - *Floors 101*

***Project 4: Southridge Historic District Designation Associated Materials And Postage For Mailings.***

*Expenses associated with a series of mailings required by the City of Norman zoning ordinance in order to notify and obtain consent of the property owners in a proposed designated historic district. This will relieve the burden of expenses from the neighborhood for the materials and postage associated with this requirement thereby helping to ensure there are no impediments to the neighborhood becoming a historic district.*

***Project 5: Historic District Education Mailing To All Property Owners In Both The Miller And Chautauqua District.***

*Expenses associated with mailing the existing educational brochure called **City of Norman Historic Ordinance** to all property owners in both the Miller and Chautauqua Historic Districts.. All together there are approximately 600 structures in Chautauqua and Miller. The existing **City of Norman Ordinance** brochure explains the purpose of historic districts, the designated historic districts and permissions and process needed for exterior alterations.*

NOTE: For each brochure, pamphlet, etc. ten (10) copies must be provided to the SHPO. For slide/tape or video productions 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** **X**

(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.
4. Will the preservation planning activities be completed by \_\_\_ a consultant or \_\_\_ in-house staff?

NOTE: The SHPO should be consulted to determine the appropriate professional qualification which may be required for preservation planning activities.

**F. OTHER ACTIVITIES**

For projects or activities which 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.



### SECTION III -- PROJECT SCHEDULE - Revised

Provide a detailed project schedule. List each month 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 days for the SHPO review. Your review time is at your discretion. The money must be expended by June 30, 2015; therefore that date is the latest ending date for your project. The project may end earlier but cannot extend beyond June 30, 2015. The monthly progress reports due to the SHPO the tenth of each month should correspond to this schedule, so be as realistic as possible.

(Report due 10<sup>th</sup> of each month.)

Month	Activities:
After July 1, 2015	Send draft RFP to SHPO for survey consultant; issue RFP for survey
August 2015	Select consultant; execute survey contract
September 20152015	Survey gets underway
October 2015	Survey work continues; consultant submits preliminary draft to SHPO and City
November 2015	Survey work continues
December 2015	At 120 days, consultant submits draft forms and report to SHPO and City for intermediate review
January 2016	At 150 days, consultant submits final draft to SHPO and City for review
February 2016	Survey concludes
March 2016	No work planned
April 2016	No work planned
May 2016	No work planned
June 30, 2016	CLG Annual Report due.
July 12, 2016	Final reports due.

**SECTION IV -- PROJECT BUDGET AND NONFEDERAL MATCH**

Total CLG Funds Requested	\$15,000	60% max
Total Nonfederal Match	\$10,000	40% min
Total Project Cost	\$25,000	100% total

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

**Budget Summary**

Historic Preservation Sub-Grantee Budget Form - Project				
Category		Federal CLG Funding	Non-Federal Match	Total
A.	Personnel	0	10,000	10,000
B.	Fringe	0	0	0
C.	Supplies/Books	1,750	0	2,750
D.	Equipment	0	0	0
E.	Travel	1,000	0	\$1,000
F.	Contractual/ Consultants	10,250	0	0
G.	Mailing	500	0	750
H.	Other	1,500	\$2,200	0
I.	Total Direct	0	0	0
J.	Indirect**	0	0	0
K.	Total	\$ 15,000	\$ 10,000	\$ 25,000

Other fees: Bus rental for educational tour/seminar of the historic districts to explain the appropriate designs for Fall Seminar and Spring Seminar Series.

\$2,200 cash match will be used for any project costs above those covered by the CLG Grant funds.

**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 we must be reported to NPS. For consultant costs that will be determined after a bid process, the hours and hourly rate may be submitted later.

Historic Preservation Sub-Grantee Budget Form				
Category		Federal CLG Funding	Non-Federal Match	Total
A.	Personnel	\$0	\$ 7,800 Anaïs Starr Historic Pres Officer 3.15hrs/wk at 36.85/hr Jolana McCart Admin Tech 1.06hr/wk at 36.04/hr	\$ 7,800
B.	Fringe	0	0	0
C.	Supplies	Project 2, 3,4 & 5 – \$1,750		\$1,750
D.	Equipment	0	0	0
E.	Travel	Project 1 – \$1,000	0	\$1,000
F.	Contractual/ Consultant	Project 2 and 3 Speaker Fees – \$7,250, Project 6 – Consultant Fee for Survey - \$3,000	0	\$ 10,250
	Mailing	Project 4 – Owner notification mailing and Project 5- educational mailing \$500		\$500
I.	Other	bus rental for historic district tours in Project 2 and 3 \$1,500	\$2,200	\$3,700
J.	Total	\$ 15,000	\$ 10,000	\$ 25,000

## MATCHING SHARE DISCLOSURE FORM: Revised

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 several donors, 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 from where the match came: for example, "Sub-grantee General Funds", "the Donor" (if services of a review commission member, etc.) "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 on which the value was established. "Guidelines for Sub-grantees" provides assistance in determining such valuations. Indirect costs may be claimed only if the sub-grantee 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 in-kind matching share include hours and hourly rate of pay for each person.

- A.    Donor:     City  
       Source:   City Personnel  
       Kind:     Donated Services  
       Amount:   \$ 10,000
- Donor:     City  
       Source:   City of Norman General Fund  
       Kind:     Cash  
       Amount:   \$2,200

## **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.

All activities for the CLG Program are included in miscellaneous discussion at the open meeting of the Historic District Commission, which meets on the first Monday of each month. Agendas of the meetings are posted at least 48 hours in advance of the meetings.

Additionally, the City of Norman Council Meeting in which this application was approved included discussion of the proposed items and advance notice of the meeting was posted at least 48 hours in advance of the meeting.

Once approved for funding, the City will host additional public hearings, as needed, for next year's application in conjunction with other Historic District Commission activities.

## SECTION VI -- CERTIFICATIONS AND ASSURANCES

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

\_\_\_\_\_  
Cindy Rosenthal  
Name

\_\_\_\_\_  
Mayor  
Title

\_\_\_\_\_  
Date

Attest:

\_\_\_\_\_  
Brenda Hall, City Clerk

\_\_\_\_\_  
Notary Public

Signed before me this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

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.

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Norman Historic District Commission

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E. O'Neil Robinson

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Name

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Chairman

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Title

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Date

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Notary Public

Signed before me this \_\_\_\_ day of \_\_\_\_\_, 2015.

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

**NOTE: Complete all of the Assurance Forms included in the appendix and attach them to this application.**