

CERTIFIED LOCAL GOVERNMENTS ANNUAL APPLICATION AND INSTRUCTIONS

The State Historic Preservation Office reserves a minimum of 10% of its Historic Preservation Fund (HPF) allocation from the US 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 historic preservation programs. Further details about the CLG program are found in Certified Local Governments Program for Oklahoma (state procedures) at <http://www.okhistory.org/shpo/clg.htm>.

To receive a CLGF pass-through subgrant, complete this application and ensure it is received in the State Historic Preservation Office, Oklahoma Historical Society, 800 Nazih Zuhdi Drive, Oklahoma City, OK 73105 by the deadline indicated at the above website address and in your allocation letter. Questions about the application may be addressed to the SHPO's CLG Coordinator, Lynda Ozan, at (405) 522-4484 or lozan@okhistory.org.

SECTION I

A. IDENTIFICATION

CLG (City): City of Norman Date of CLG Status: May 4, 1998

CLG Contact: Anais Starr Title: Planner II/HPO

Address: City of Norman, Planning Department, PO Box 370, Norman, OK 73070

Phone: (405) 366-5392 Fax: (405) 366-5379

Email Address: anais.starr@normanok.gov

FEI Number: 73 - 6005350 US Congressional District: 4

Population Based on Most Current Census: 117,528

State House of Representative District: 44,45,46,& 53 State Senate District: 15,16, & 17

Preservation Commission Chairman's Name: Russell Kaplan

Address: 4503 Chukkar Court, Norman, OK 73072

Phone: (405) 366-5995 Fax: () None

Email Address: russkaplan405@gmail.com

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 COMPLETED

A. Archeological Survey

1. Does the CLG plan to carry out an archeological survey? Yes No
(If yes, answer the remaining questions for Section II.A below. Use continuation sheet, if necessary.)
2. What is the title of the proposed project?

3. What is the purpose of this archeological survey and how does it address the CLG’s survey priorities?

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? _____
8. Who will conduct the project work? Consultant In-house Staff

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 project must be completed 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 (see SHPO Fact Sheet #16: *Guidelines for Developing Archeological Survey Reports in Oklahoma and Report Components* at <http://www.okhistory.org/shpo/factsheets/fs16archreports.pdf>).

B. Architectural Survey

1. Does the CLG plan to carry out an architectural/historic survey? Yes No
(If yes, answer the remaining questions for Section II.B below. Use continuation sheet, if necessary.)

2. What is the title of the proposed project?

3. What is the purpose of this architectural/historic survey and how does it address the CLG's survey priorities?

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 sites that will be documented in this architectural/historic survey? _____

8. Who will conduct the project work? 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 at <http://www.okhistory.org/shpo/surveyrequirements.htm>.

C. National Register Nominations

1. Does the CLG plan to prepare National Register Nominations? Yes No
(If yes, answer the remaining questions for Section II.C below. Use continuation sheet, if necessary.)

2. How many individual property nominations will be prepared? _____

List the properties by name and address:

Has the SHPO staff determined the property(ies) eligible for the National Register of Historic Places? Yes No

3. How many district nominations will be prepared? _____

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

Has the SHPO staff determined the district(s) eligible for the National Register of Historic Places? Yes No

4. How many district nominations will be prepared? _____

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

5. Who will conduct the project work? Consultant In-house Staff

NOTE: Consultants or in-house staff responsible for the project 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. See SHPO guidelines for National Register of Historic Places nominations online at <http://www.okhistory.org/shpo/nr/nrmanual.pdf> and <http://www.okhistory.org/shpo/nominationrequirements.htm>.

D. Publications and Educational Programs

1. Does the CLG plan to develop publications or educational programs?

Yes No

(If yes, answer the remaining questions for Section II.D below. Use continuation sheet, if necessary.)

2. List each planned publication (book, brochure, etc.). Provide for each publication the following: a) the proposed 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]). Additionally, provide a detailed justification for the expenditure of the limited CLGF grant assistance for the publication(s), clearly explaining how the publication supports the local historic preservation program (and not mainly for the use of the chamber of commerce, local historical society, etc.) and why a printed brochure is necessary given the expanding use of online access to historic preservation information. (NOTE: If a publication is proposed for distribution through the public schools, include a written statement from the school district about how it will be used in the classroom.)

An update of the City of Norman Preservation Guidelines will have been completed by July, 1, 2020, with adoption of the new guidelines anticipated in Spring 2021. This project will print and distribute a copy of the revised Preservation Guidelines to every property owner in the three Historic Districts.

3. List audio/visual programs that will be produced. Provide for each production the following: a) the proposed title, b) a brief summary of the subject matter, c) the media (video, DVD, multimedia, etc.) in which it will be produced, and d) a statement of how the production will be distributed or used (indicate whether or not it will be made available for sale [which will require compliance with special requirements of the National Park Service and the SHPO] and whether or not it will be made available online [strongly encouraged]).

4. List and describe any other educational programs which will be developed, including workshops, lectures, etc.

Virtual Preservation Workshop. Due to the on-going pandemic, it is anticipated that in-person work shop will not be possible. This project proposes a virtual home window repair workshop which will be developed with local historic window repair company and offered virtually to all citizens both within City of Norman and potentially those who do not live in Norman.

NOTE: For each brochure, pamphlet, etc., that are in print only, thirty-five (35) copies must be provided to the SHPO (State statutes require the SHPO to provide 25 copies of print-only publications to the Oklahoma Department of Libraries.). If the publication is available online as well as in print, only ten (10) copies are required. For each audio/visual production, three (3) copies must be provided to the SHPO (two (2) of each will be forwarded to the National Park Service).

E. Preservation Planning

1. Does the CLG plan to undertake preservation planning activities? Yes No
(If yes, answer the remaining questions for Section II.E below. Use continuation sheet, if necessary.)

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. Also, explain how the product addresses at least one objective of *Tomorrow's Legacy: Oklahoma's Statewide Preservation Plan* (<http://www.okhistory.org/shpo/stateplan.htm>).

4. Who will conduct the project work? 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 which do not fit within any of the previous categories, 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. Also, identify conferences, workshops, or other training programs for city preservation staff and/or local historic preservation commission member development, and include the name of the event, location, and estimated cost to be charges to the CLGF project (including a justification of how participation in the event supports the local historic preservation program). Please include SHPO-sponsored conferences, workshops and training in this list, if applicable. Use continuation sheet, if necessary.

Virtual Training/Conference attendance of staff and Commissioners. Due to the ongoing pandemic, it is unclear as to whether Planning or Preservation Conference will be held in-person. Staff is anticipating that training or conferences will be offered virtually. With that in mind, it is proposed that staff and potentially Commissioners will participate in virtual attendance of conferences and/or training opportunities that are yet to be identified.

Renewal of membership dues for staff and Commissioners for the National Alliance of Preservation Commissioners.

SECTION II – 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 of the following year, the maximum extension of time would be to the following September 30 [an extension of 90 days].)

Example

Reporting Period *October 1-31, 2017*
Report Due: *November 10, 2017*

Activities: *Prepare RFP for solicitation of consultant services; provide SHPO with RFP for ten (10) day review; Publish RFP; Submit progress report.*

Reporting Period: July 1, 2020 - July 31, 2020
Report Due: August 10

Activities: Scheduling of public meetings/public input regarding revised Preservation Guidelines are set for the fall. Development of Virtual Workshop with local window repair company begins. Submit monthly progress report.

Reporting Period: August 1, 2020 - August 31, 2020
Report Due: September 10

Activities: 1st public meeting/public input regarding revised Preservation Guidelines held. Submit monthly progress report.

Reporting Period: September 1, 2020 - September 30, 2020
Report Due: October 10

Activities: Revisions of Preservation Guidelines as a result of the 1st public input are completed. Submit monthly progress report.

Reporting Period: October 1, 2020 - October 30, 2020
Report Due: November 10

Activities: 2nd public meeting/public input held. Submit monthly progress report.

PROJECT SCHEDULE

Reporting Period: November 1, 2020 - November 30, 2020

Report Due: December 10

Activities: Revisions of Preservation Guidelines as a result of the 2nd public input are completed. Submit monthly progress report.

Reporting Period: December 1, 2020 - December 31, 2020

Report Due: January 10

Activities: Final public meeting/public input regarding final draft of Preservation Guidelines is held; Virtual Workshop on Wood Window Repair is finalized and scheduled for May. Submit monthly progress report.

Reporting Period: January 1, 2021 - January 31, 2021

Report Due: February 1

Activities: Final revisions to Preservation Guidelines as a result of third public input are performed. A final draft of the Preservation Guidelines are submitted to Historic District Commission for consideration of recommendation at their monthly public hearing meeting. Commission makes recommendation to City Council. Submit monthly progress report.

Reporting Period: February 1, 2021 – February 28, 2021

Report Due: March 10

Activities: Recommended Preservation Guidelines are forwarded to the City Council for approval. Council holds a public hearing regarding the adoption of revised guidelines. Staff/Commissioners attend/participate in Planning/Preservation Conferences or training. National Alliance for Preservation Commission membership renewed for staff and Commissioner. Submit monthly report.

Reporting Period: March 1, 2021 – March 3, 2021

Report Due: April 10

Activities: Final Preservation Guidelines are adopted and a copy is sent to SHPO for review. Advertising and registration for Virtual Workshop on Wood Window Repair begins. Submit monthly progress report.

Reporting Period: May 1, 2021 – May 31, 2021

Report Due: June 15

Activities: Adopted Preservation Guidelines are printed and distributed. City submits final printed copies to SHPO. Virtual Workshop on Window Repair is held. Submit monthly report.

Reporting Period: June 1, 2021 – June 30, 2021

Report Due: July 1

Activities: CLG Annual Report due. Submit monthly progress report.

PROJECT SCHEDULE

SECTION IV – PROJECT BUDGET AND NONFEDERAL MATCH

Total CLG Funds Requested	\$ <u>19,459</u>	60%
Total Nonfederal Match	\$ <u>15,173</u>	40%
Total Project Cost	\$ <u>34,632</u>	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. An easy way to calculate the required 40% is to take the allocated amount, multiply by 40 and divide by 60 (Example: \$4,500 x 40 / 60 = \$3,000; Total Project Cost is \$7,500).

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	\$ 5,000	\$ 12,973	\$ 17,973
Fringe	\$	\$	\$
Supplies	\$ 500	\$	\$ 500
Equipment	\$ 500	\$	\$ 500
Travel	\$ 1,200(training)	\$	\$ 1,200
Contractual	\$ 500	\$	\$ 500
Printing	\$ 9,700	\$	\$ 9,700
Postage	\$ 500	\$	\$ 500
Other*	\$ 1,559	\$ 2,200	\$ 3,759
Total Direct	\$	\$	\$
Indirect**	\$	\$	\$
Total	\$ 19,459	\$ 15,173	\$ 34,632

* Please specify what is included in the “Other” category below.

\$2,200 Non-Federal Match is from the City of Norman General Fund.

Other expenses include: membership dues, virtual training workshop for residents, and legal notices.

**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.

Personnel: CLG Funding - \$5,000.00

Anais Starr, Historic Preservation Officer - 2.61 hrs/wk at \$36.85/hr

Non-federal Match - \$12,973

Anais Starr, Historic Preservation Officer - 5.10 hrs/wk at \$36.85/hr

Tara Reynolds, Administrative Technician - 2.20 hrs/wk at \$28.19/hr

Fringe: \$0

Supplies: CLG Funding - \$500.00

Non-federal match - \$0

Equipment: CLG Funding - \$500.00

Non-federal match - \$0

Travel/Training:

Attendance/Participation at a Planning/Preservation Conferences for Staff/Commissioners

CLG Funding-\$1,200

Non-federal match - \$0

Contractual:

Virtual Window Repair Workshop

CLG Funding-\$500.00

Non-federal match - \$0

Printing:

Adopted Revised Preservation Guidelines

CLG Funding- \$200

Non-federal match - \$0

Postage:

Distribution of Adopted Revised Preservation Guidelines

CLG Funding- \$200

Non-federal match - \$0

Other:

NAPC Membership Renewal

CLG Funding- \$150

Non-federal match - \$0

Adoption of Revised Preservation Guidelines (RFP legal notices)

Virtual Training Workshop for Residents

CLG Funding- \$1,559.00

Non-federal match - \$2,200

Total Direct: \$0

Indirect: \$0

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: <u>City of Norman</u> Source: <u>City Personnel</u> Kind: <u>Donated Services</u> Amount: <u>\$12,973</u>	B. Donor: _____ Source: _____ Kind: _____ Amount: _____
C. Donor: <u>City of Norman</u> Source: <u>City General Fund</u> Kind: <u>Cash</u> Amount: <u>\$2,200</u>	D. Donor: _____ Source: _____ Kind: _____ Amount: _____
E. Donor: _____ Source: _____ Kind: _____ Amount: _____	F. Donor: _____ Source: _____ Kind: _____ Amount: _____
G. Donor: _____ Source: _____ Kind: _____ Amount: _____	H. 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.

All activities associated with the CLG Program are reported and discussed as an agenda item at the Historic District Commission meetings which are all public meetings.

The Historic District Commission meets on the first Monday of each month. Agendas of the meetings are posted at least 48 hours in advance of the meetings both physically at City Hall as well as on the City Calendar located on the City of Norman webpage.

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.

Additionally, as required as part of the adoption process of revised Preservation Guidelines, the City ordinances will hold at least three public meetings to receive public input.

Any City sponsored Historic Workshop will be advertised through a press release, posted on the City's website and Facebook page.

CONTINUATION SHEET