

**INSTRUCTIONS FOR COMPLETING THE  
ANNUAL REPORT  
FOR CERTIFIED LOCAL GOVERNMENTS  
IN OKLAHOMA**

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**GENERAL INSTRUCTIONS:**

In accordance with Certified Local Governments Program for Oklahoma and each city's/town's "Certification Agreement", the CLG must submit the "Annual Report for Certified Local Governments in Oklahoma" by **September 1<sup>st</sup> of each year**. The report shall be submitted to the State Historic Preservation Officer, Oklahoma Historical Society, State Historic Preservation Office, 2401 North Laird Avenue, Oklahoma City, Oklahoma 73105.

The annual report is used in preparing the SHPO's End of Year Report to the National Park Service, in identifying ways in which the SHPO can assist CLGs in the coming year, and in monitoring the CLG's performance. During the on-site evaluation, the SHPO staff will confirm information reported in this document.

You may complete your annual report by entering the required information in the "Annual Report for Certified Local Governments in Oklahoma" available on the SHPO's website at <http://www.okhistory.org/shpo/clguidelines.htm>. If you use other software, you may set the report form up yourself; however, you must be certain to include all items on the form in the same order.

If the space provided on the report form is inadequate for you to complete your answer, insert additional pages. Be sure to provide the item number and heading on the additional page before completing your entry.

For definitions of terms used in the report form, consult the glossary available at the end of the Annual Report for Certified Local Governments.

**1. IDENTIFICATION:**

Please provide complete and current information for all items.

**2. SUMMARY OF THE CLG'S PRESERVATION ACTIVITIES:**

In a well-organized narrative, summarize the activities of the CLG for the past year. Begin the discussion with the most important items. Include such information as what kinds of projects were undertaken, who was involved, how these activities helped address the CLG's preservation goals and objectives, how they relate to the CLG's comprehensive historic preservation plan, etc. Indicate which projects were successful and which may not have produced anticipated results. For each activity listed, indicate whether it was carried out with Certified Local Governments Fund assistance or with other resources. The annual report

goes beyond merely reporting on the CLGF-supported projects. It is a summary of all of your preservation efforts for the year.

3. SUMMARY OF CLG PRODUCT DATA:

- a. Complete each item in this section. If you mark “Yes,” be sure to complete the related items with accurate information. You should have on file documentation to support numerical responses (e.g., numbers of properties documented, etc.)
- b. Same as for 3.a. above.
- c. Provide the name of each district and landmark designated during the reporting period under the CLG’s ordinance. Indicate the number of “contributing resources” (if your process makes this distinction) included in each designated district or landmark. Enter “NA” if such distinction is not made.
- d. Provide the number of district nominations and individual nominations to the National Register of Historic Places submitted to the State Historic Preservation Officer during the reporting period. Indicate the number of “contributing resources” for each district and/or individual property nomination.
- e. Provide the number of products requested for each item and specify the product.

4. TECHNICAL ASSISTANCE NEEDS:

List, in priority order, services, programs, publications, procedural changes, etc. that the SHPO could provide to assist your CLG program.

5. LOCAL COMMISSION MEMBERSHIP:

List each member of the local commission, their mailing addresses, telephone numbers, e-mail addresses, and date appointed to the commission. Indicate which profession/interest each individual represents (e.g., architect, historian, attorney, realtor, property owner, etc.). Please remember that CLGs are required to provide the SHPO updated resumes of each commission member on an annual basis, and these documents may be attached to this report as a convenient way of meeting this requirement. Additionally, the resume of a new commission member must be submitted to the SHPO at the time of appointment.). If the commission member was appointed within this reporting period, please indicate that the individual is a new member. If there is a vacancy on the committee, so indicate.

6. CERTIFICATION:

The completed report must be signed and dated by the Chief Elected Local Official and the Chairman of the Local Historic Preservation Review Commission.