

**CERTIFIED LOCAL GOVERNMENTS  
PROGRAM FOR OKLAHOMA**

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## TABLE OF CONTENTS

Introduction	5
Eligibility	7
Minimum Requirements for Local Legislation	8
Historic Preservation Review Commission	9
Schedule for Certification of Local Governments	11
Delegation of SHPO Responsibilities	13
National Register Nomination Process	14
Survey Standards	16
Staff Requirements	17
Evaluation of CLGs	18
Allocation of the CLG Fund	20
Glossary	23
Appendices	25

Appendix A: Secretary of the Interior’s Standards and Guidelines for Archeology and Historic Preservation

Appendix B: Title 53, Sec 351-355, Oklahoma State Statutes

Appendix C: Certification Agreement for the Certified Local Governments Program

Appendix D: Application Checklist for Certified Local Governments Program



## **INTRODUCTION**

The National Historic Preservation Act, as amended (16USC 470 et seq.), provides for a partnership of federal, state, and local government in the effort to identify, evaluate, and protect those buildings, structures, districts, sites, and objects significant in our nation's history, architecture, archaeology, culture, and engineering. Since the program was initiated in 1966, federal and state governments have worked closely toward this end. The goal is now to more completely integrate local governments into the partnership. Therefore, the Certified Local Governments (CLG) Program was designed.

At the federal level the Department of the Interior, through the National Park Service, is responsible for this nationwide program. The Secretary of the Interior will approve state CLG programs, co-certify local governments, hear appeals of local governments denied certification at the state level, and determine program policies and procedures. The State Historic Preservation Officer (SHPO) is responsible for devising an annual work program that includes the CLG program. The SHPO will co-certify local governments with the Secretary, evaluate and monitor the performance of CLGs, and determine those programs at the state level that address the requirements of the Secretary. The responsibilities of the SHPO include making available a share of the state's annual allocation from the Historic Preservation Fund (HPF) to the CLGs.

Through the CLG program, there will be an increase in the public's awareness of our valuable historic and archaeological resources, integration of preservation concerns into local planning, and improved management of these resources.



## **ELIGIBILITY**

In Oklahoma, any city, municipality, or other political subdivision of the state that has the power to create zoned districts and meets all of the six (6) broad standards listed below may apply for certification.

The standards are as follows:

1. The local government must adopt and enforce a local ordinance for the designation and protection of historic properties.
2. The local government must enforce appropriate state and local legislation for the designation and protection of historic properties.
3. The local government must establish an adequate and qualified historic preservation review commission by state or local legislation.
4. The local government shall maintain a system for the survey and inventory of historic properties consistent with the system of the State Historic Preservation Office.
5. The local government shall provide for adequate public participation in the local historic preservation program including the process of recommending properties for nomination to the National Register of Historic Places.
6. The local government shall satisfactorily perform the responsibilities delegated to it under the certification agreement.

## MINIMUM REQUIREMENTS FOR LOCAL LEGISLATION

Minimum requirements for local zoning legislation providing for designation and protection of historic properties in Oklahoma are:

1. A statement of purpose.
2. Definitions.
3. Membership requirements for the review commission and duties of that body.
4. Procedures for a preservation system that are used to identify, evaluate, designate, and protect buildings, structures, districts, sites, and objects significant to the CLG's history, architecture, archaeology, culture, and engineering. These procedures must meet the statutory definitions of "designation" and "protection" of local districts and landmarks as defined in the National Historic Preservation Act, "Participation of certified local governments in the National Register nominations," (4)(A).
5. Criteria for evaluation of local districts and landmarks.
6. Provision for public review of designations.
7. Provision for mandatory review of alterations, demolitions, new construction, or other action that may affect properties in historic districts or individual listings. These decisions must be binding, and a system of appeals must be provided.
8. Adoption of specific guidelines to be used in the review of projects that involve listed properties, consistent with the *Secretary of the Interior's Standards for Rehabilitation*.
9. Set specific time frames for project review.
10. Establish penalties for non-compliance.

# **HISTORIC PRESERVATION REVIEW COMMISSION**

## **A. MINIMUM REQUIREMENTS FOR COMMISSION MEMBERSHIP**

1. At least five (5) members, (or three (3) in a community of 5,000 population or less) all of whom have demonstrated interest, competence, or knowledge in historic preservation.
2. At least two (2) professional members must have preservation related experience (including architecture, history, pre-history, archaeology, historic archaeology, planning, real estate, design, landscape architecture, architectural history, or law). If persons professionally qualified cannot be found within the jurisdiction of the CLG, such services may be obtained from another source, such as a university, preservation organization, or professional organization serving one of the disciplines cited above. The requirement for two (2) professionals may be waived if there is sound evidence that a good-faith effort has been made, but no professionals willing to serve can be found.
3. Whenever the CLG has under review a nomination to the National Register of Historic Places that is significant in an area for which professional expertise is not available on its historic preservation review commission, or whenever a decision must be made relative to historic properties within the CLG's jurisdiction that would necessitate the evaluation of a professional not found on the commission, the CLG must secure the required professional expertise for purposes of the review process. If this expertise cannot be obtained within the local community, the CLG may request that the State Historic Preservation Office staff member having the specific professional qualifications needed serve the commission. Such requests must be submitted in writing to the SHPO.

## **B. PROCEDURES FOR THE COMMISSION**

1. Members shall serve three-year staggered terms (except as provided in the initiation of the commission). The commission shall adopt rules of procedure (by-laws).
2. The commission shall meet at least four (4) times per year or as often as necessary to complete its work in a timely fashion. The meetings must be open to the public.
3. Written minutes of every meeting must be kept and made available for public review. However, in order to comply with the confidentiality requirements in the Archaeological Resources Protection Act (Section 304) (a), any information during the meeting concerning the nature of and location of any archaeological dig and/or the properties taken from such

an excavation will be noted in the minutes but must not be made part of the minutes published for public viewing.

4. The local appointing authority shall fill vacancies within sixty (60) working days.

C. ORIENTATION AND TRAINING OF COMMISSION MEMBERS

The State Historic Preservation Office shall make available orientation materials to each CLG. Further, the SHPO shall conduct at least two (2) CLG training workshops each year, and at least one representative from CLG's historic preservation review commission or staff must attend at least one such session each year. The SHPO staff shall also be available to visit the local community to assist with implementation of the CLG's program.

## **SCHEDULE FOR CERTIFICATION OF LOCAL GOVERNMENTS**

Upon approval by the Secretary of the SHPO's proposed guidelines for certification of local governments, the SHPO shall give public notice that requests for CLG status may be submitted.

A. The request for certification must contain the following:

1. A written assurance, signed by the chief elected local official, that the local government will perform in accordance with standards established within these guidelines and carry out its delegated responsibilities in accordance with the *Secretary of the Interior's Standards for Archaeology and Historic Preservation*.
2. A copy of the local preservation ordinance.
3. A list and accompanying maps of currently designated local historic preservation districts and/or landmarks.
4. A resume for each member of the local historic preservation review commission.
5. A list of staff members of the local government assigned to participate in the preservation program, their resumes, and descriptions of their responsibilities and amount of time to be spent in these efforts.

B. The process shall then be:

1. Upon receipt of a completed request for certification, the SHPO shall within sixty (60) calendar days notify the local government of the decision to consider the local government eligible for certification or to deny certification.
2. If the SHPO considers the local government eligible for certification, the State Historic Preservation Officer and the chief elected local official of the local government sign a Certification Agreement and an Application Checklist, and both are made part of the request for certification submitted to the Secretary. The Certification Agreement shall specifically reference the program areas listed under "Delegation of SHPO Responsibilities" in the next section of this document.

(The certification request shall include all documents the local government provided as described above.)

3. The Secretary shall have fifteen (15) working days in which to respond to the SHPO's request for certification. If the Secretary has not responded

within that time, the SHPO shall assume the local government to be certified.

4. The SHPO shall notify in writing the local government within fifteen (15) working days of the date of the Secretary's notification.

### C. AMENDMENT PROCESS

The SHPO, the CLG, or the NPS may discover the need to alter the Certification Agreement. Changing the Certification Agreement requires that:

1. Any substantive change to a Certification Agreement is an amendment to the Agreement.
2. The National Park Service must concur with any substantive changes in the Certification Agreements.
3. When NPS acts upon the SHPO's certification amendment request, NPS will notify the SHPO of its decision in writing and will send a copy of the letter to the CLG.
4. The SHPO and the CLG must receive a letter or telefax of concurrence from the NPS before they may consider the amendment in effect.
5. Changes in the Certification Agreements must be consistent with State procedures and with Chapter 9 of the Historic Preservation Fund Grants Manual.

### D. APPEALS PROCESS

A local government may appeal the SHPO's denial of certification to the Secretary. To appeal, the local government's chief elected official shall:

1. Submit to the SHPO the request for appeal. The request shall contain all materials included in the original request for certification, and the local government's statement of why the Secretary should reverse the denial.
2. The SHPO shall transmit the request to the Secretary within five (5) calendar days of receipt of the request for an appeal.
3. The Secretary's decision shall be final and remain in effect as long as the facts that are the basis for certifying or not certifying the local government remain unchanged.

## DELEGATION OF SHPO RESPONSIBILITIES

Under the Certified Local Governments Program, the SHPO may delegate any of its responsibilities, with the exception of direct nomination of properties to the National Register of Historic Places. The SHPO conducts activities under several broad categories.

A. These program areas include:

1. National Register - the system for evaluation of those buildings, structures, sites, districts, and objects that may be of historic, architectural, archaeological, or cultural significance.
2. Survey - the system for identification of those buildings, structures, sites, districts, and objects that may be of historic, architectural, archaeological, or cultural significance.
3. Tax Act - The Federal tax law provides incentives for rehabilitation of historic and older structures, and the SHPO assists developers/owners in the process of obtaining certification of proposed rehabilitation plans in accordance with the *Secretary of the Interior's Standards for Rehabilitation*.
4. Review and Compliance - Under Section 106 of the National Historic Preservation Act, the SHPO participates in the review of projects receiving federal funds or requiring federal permits or licenses to determine their impact on historic/archaeological resources.
5. Planning - The program area is concerned with the establishment or upgrading of processes designed to evaluate impacts on historic/archaeological properties, predict trends that may affect historic/archaeological properties, and serve as a guideline or framework for cultural resource management decisions.

B. As a CLG, the local government must participate in the National Register Program Area (Item 1 above) and the survey program area (Item 2 above).

C. Initially a CLG will be delegated responsibilities under both Items 1 and 2.

D. To be delegated authority for other program areas the CLG must:

1. Complete two (2) consecutive, successful years of participation in the CLG Program, including activity in both National Register and Survey above.
2. Maintain a minimum staff of two (2) full-time professionals as determined by the SHPO to be appropriate for the program area for which the CLG wishes to participate. (Qualification as a professional staff member is explained in this document.)

## NATIONAL REGISTER NOMINATION PROCESS

The SHPO and CLG shall work cooperatively in an effort to provide professional review and efficient processing of nominations to the National Register of Historic Places. It shall be the responsibility of the CLG to conduct notification procedures (described below), evaluation, and report on all National Register nominations for properties within its jurisdiction whether generated by the CLG or submitted to the SHPO by another party. If nominations within the CLG's jurisdiction are received in the SHPO office prior to CLG processing, they will be transmitted at the earliest possible time to the CLG.

- A. The CLG upon receipt or preparation of a National Register nomination shall:
1. Within sixty (60) calendar days upon receipt of a nomination conduct the necessary review and report its recommendations to the SHPO.
  2. Notify all property owners and other appropriate local government bodies, such as the county commissioners, that the nomination is under review. The notification letter provided by the SHPO must be used, and it must be sent by certified mail. If more than fifty (50) property owners are involved in a nominated property, a paid legal notice may substitute for the individual notifications. Again, the wording of the notice must be that dictated by the SHPO. In cases when the paid legal notice is used, a public meeting must be held to provide the maximum public participation, and a SHPO staff member must be present at such public meetings. All notifications of property owners must provide not less than thirty (30) calendar days for submission of comments.
  3. After review of the nomination by the local review commission at a regularly scheduled meeting, the CLG must transmit a National Register nomination report to the SHPO. The report shall contain the recommendations of the commission, the recommendation of the chief elected official, and a brief statement of the property's eligibility (or ineligibility) in accordance with the National Register of Historic Places criteria for evaluation.
- B. If either or both the chief elected local official and the local review commission recommend nomination of the subject property because it meets one or more National Register criteria, the Historic Preservation Review Committee shall schedule it for consideration. If the Historic Preservation Review Committee recommends the National Register nomination, then the committee recommendation and all recommendations and comments from the CLG, owners, and others shall be transmitted to the Keeper of the Register in Washington, D.C.
- C. If both the chief elected local official and the local review commission of the CLG recommend that the property not be nominated because it does not meet any National Register criteria, then the CLG must submit the required report described

- in Item 3 above. The nomination will not be presented to the Historic Preservation Review Committee unless an appeal is filed with the SHPO.
- D. If the CLG recommends that the property not be nominated, it must so inform the owner(s) in writing stating the exact reasons for the decision based on the National Register of Historic Places criteria for evaluation.
  - E. The SHPO shall notify the CLG when properties within its jurisdiction are listed in the National Register. It shall be the responsibility of the CLG to so inform the property owner and other interested persons. It shall be the responsibility of the SHPO to notify state representatives and state senators of the listing. Wording for the notification letter shall be provided by the SHPO.
  - F. A certificate denoting listing in the National Register shall be made available by the SHPO upon request of the property owner.
  - G. Either the local commission or the chief elected local official may appeal the final decision of the Historic Preservation Review Committee and the SHPO to the Keeper of the Register.
  - H. The CLG must maintain records of the National Register process.
    - 1. The CLG shall retain copies of all notifications whether individual or through paid public notice given on each nomination. The CLG shall also retain proof that individual notifications were sent by certified mail. All comments received must be recorded in the file related to the particular nomination.
    - 2. Such records will be considered during the SHPO's on-site evaluation of the CLG program.
    - 3. Failure of the CLG to submit National Register reports to the SHPO will also be considered in the evaluation process.

## SURVEY STANDARDS

Each Certified Local Government must carry out systematic surveys for the identification and recording of historic buildings, structures, objects, districts, and/or sites. The CLG must maintain an inventory of all identified historic resources.

- A. Local government survey and inventory efforts, whether they involve new survey or maintenance of existing survey results, must follow the *Secretary of the Interior's Standards for Identification and Evaluation*. They also must be coordinated with and complementary to the SHPO's Comprehensive Historic Preservation Planning Process.
- B. Each Certified Local Government will receive instruction from the SHPO on how to prepare a comprehensive, community-wide survey and planning document. This document will include a methodology for organizing existing survey data, for establishing survey priorities for a new survey, and for the establishment of local historical preservation goals, objectives, and planning priorities. This process will provide a mechanism for evaluating prehistoric and historic resources and identifying ideal preservation priorities for them, taking into consideration real life constraints and community needs. Included in the document will be a method for assuring its use by all relevant agencies within the jurisdiction of the CLG for their planning purposes in regard to projects fully or partially funded by the federal government. The comprehensive survey and planning document must be completed within two (2) years and updated every year thereafter in order for the community to retain certification. Annual updating will address new survey information, changes, alterations, or demolition of properties and changing conditions, needs and priorities within the community. Survey priorities must follow those established in the initial survey and planning document unless a need to change those priorities is established.
- C. All new survey information will be recorded on approved inventory forms in accordance with established survey standards of the SHPO. Copies of all survey reports and inventory forms will be provided to the SHPO. Members of the local review commission and the chief elected official must participate in local surveys and in the development of the comprehensive survey and planning document. The SHPO encourages input from the general public, other agencies of the CLG, and relevant professionals in the community.
- D. The CLG must maintain its survey and inventory data in an organized and secure manner in a local government facility determined appropriate after consultation with the SHPO. The CLG shall make survey and inventory data accessible to the public. The CLG shall not make public the location of archaeological sites and properties from archaeological digs.

## **STAFF REQUIREMENTS**

### **A. BASIC CLG PROGRAM**

Under the basic CLG program, the SHPO delegates the National Register and Survey program responsibilities within the jurisdiction of the CLG. To participate at this level, the CLG is encouraged to employ one full-time professional from either the field of history, architecture, architectural history, historical archaeology, prehistoric archaeology, regional (or city) planning, or a closely related discipline. Experience in historic preservation is preferred. In some communities only a part-time person having credentials as listed above may be adequate for conducting the CLG program.

The CLG must designate someone to head the preservation program. While the SHPO encourages the employment of a preservation professional, it will not be mandatory. If the chief elected local official submits a written statement that such services cannot be obtained even though a search has been made, because necessary funding is not available or there has been no positive response to solicitations, the SHPO will accept a responsible employee of the CLG or an elective official as the person designated to coordinate the program.

### **B. EXPANDED PROGRAM PARTICIPATION**

At the end of two (2) consecutive years of successful participation in the basic CLG program, the SHPO will consider delegation of other responsibilities. If the CLG wishes to participate in tax act reviews, review and compliance activities, and other program responsibilities that may be delegated, the CLG must employ two (2) full-time professionals in the fields of history, architecture, architectural history, prehistoric archaeology, historic archaeology, planning, or a closely related field.

## EVALUATION OF CLG PROGRAMS

### A. MONITORING

1. By September 1st of each year, the CLG must submit an annual report to the SHPO detailing all preservation activities conducted during the period of September 1st of the previous year to August 31st of the current year within the jurisdiction of the CLG.
2. At least once every four (4) years the SHPO shall conduct an on-site review of the CLG's program. At that time, all administrative and financial records of the CLG must be available for the SHPO's inspection. An assessment of the CLG's fiscal management of HPF monies will be made at this time.
3. The SHPO shall evaluate the performance of the CLG in accordance with the requirements of the procedures within this document, the National Historic Preservation Act, the federal regulations outlined in the certification agreement, and the *Secretary of the Interior's Standards and Guidelines for Archaeology and Historic Preservation*.
4. Should inadequacies in the CLG's program be determined, the SHPO shall consult with the CLG and recommend steps to correct the problem. A period of no less than thirty (30) calendar days and no more than one hundred eighty (180) calendar days shall be provided for the corrective action
5. The SHPO is responsible, through financial audit for the proper accounting of HPF monies allocated to the CLG in accordance with OMB Circular A-133, "Audit Requirements."

### B. DECERTIFICATION

1. If a CLG is unable to correct deficiencies within the specified time allowed as described above in Item 4, the SHPO shall recommend to the Secretary that the CLG be decertified. The recommendation to decertify shall be accompanied with justifications, and documentation for the Secretary's review shall be on file in the SHPO's office.
2. The SHPO shall notify the CLG in writing that a recommendation for decertification has been forwarded to the Secretary.
3. The NPS shall respond to the request for decertification prior to thirty (30) calendar days after receipt of the recommendation. No response within that time is considered approval of the SHPO's recommendation. The CLG shall be notified within five (5) working days by the SHPO of the Secretary's decision.

4. If the Secretary approves the SHPO's recommendation for decertification of a CLG, the SHPO shall conduct a final federal assistance close-out as described in the Historic Preservation Fund Grants Manual.
5. A CLG may request decertification at any time. Upon such a request, the SHPO shall notify the Secretary and conduct a final close-out as appropriately described in the above paragraph.

## ALLOCATION OF THE CLG FUND

### A. AVAILABILITY OF CLG FUNDS

Each year Oklahoma receives an allocation from the Historic Preservation Fund (HPF). Federal law now mandates that at least 10% of that allocation be set-aside for CLGs. Therefore, the Certified Local Governments Fund (CLGF) for each fiscal year shall be calculated as follows:

HPF Allocation to Oklahoma x 10% = CLGF

(Special Note: In any year in which the annual HPF State grant appropriation to all states exceeds \$65,000,000, one-half of the excess shall also be transferred to CLGs according to procedures to be provided by the Secretary.)

### B. ALLOCATION OF FUNDS

1. The CLGF shall be divided into two equal parts. One-half (50%) of the fund shall be available to CLGs of more than 50,000 population, and an equal amount shall be available for those of 50,000 or less population. Each CLG is entitled to an equal share of that part for which it qualifies (based on population), provided that the requirements described below can be satisfactorily met. A CLG is not required to request funds from the SHPO. If the local government elects not to apply for the funds, it must so notify the SHPO in writing, and that portion to which the CLG refusing the funds was entitled shall be equally distributed among those CLGs meeting the necessary requirements and requesting funds. Likewise, a CLG may elect to accept only a portion of the funds available to it. The remainder will first be equally distributed among those other CLGs within the same population category requesting funds. If all of the funds set aside for the same population category cannot be used by eligible CLGs, the SHPO shall make available the remaining funds to the other population category.
2. In accordance with minimum requirements set forth in 36 CFR 61.7(f), the amount awarded to any applicant shall be sufficient to produce a specific impact. The funds awarded shall be sufficient to generate effects directly as a result of the funds transferred. Furthermore, the SHPO will not waive the requirements for tangible results even if there are many otherwise eligible applicants for the amount set aside for CLGF.
3. CLGs receiving HPF grants from the CLGF shall be considered subgrantees of the State.
4. The CLG may not use transferred monies from the CLGF as matching share for any other Federal grant.

5. All CLGF requirements shall be included in the Certified Local Governments Program Agreements (see Glossary).
6. In accordance with 36 CFR 61.7(e), any State directed specified use of funds shall be consistent with the comprehensive historic preservation planning process established for Oklahoma.

C. EVALUATION OF APPLICATIONS FOR THE CLGF

To be eligible for assistance from the CLGF, the CLG must:

1. Submit a completed Certified Local Governments Fund Application and Instructions that is received in the SHPO office by the deadline date.
2. Have timely filed with the SHPO office a completed and accepted Annual Report for Certified Local Governments by September 1st for each fiscal year.
3. Adequately address the established annual priorities of the SHPO. These shall remain basically the same from year to year; however, changes do occur to address Federal special conditions and mandates, as well as changes in the needs of the SHPO.
4. Demonstrate the support of the public within the jurisdiction of the CLG. This may include letters, petitions, reports of comments from public meetings concerning CLG preservation activities and projects.
5. Contain the assurance of the Chief Elected Official of the CLG that an adequate financial management system is in place. Such a system is one that:
  - a. meets standards of the Office of Management and Budget Circular A-102, Article 6.
  - b. is audible in accordance with General Accounting Office Standards (Federal).
  - c. is periodically evaluated by the SHPO.
6. The CLG must adhere to all provisions of the Historic Preservation Fund Grants Manual.
7. Outline activities that are realistic for completion within a one-year period.
8. Reflect the availability of the required 60% federal and 40% local matching share in accordance with the provisions of the Historic Preservation Fund Grants Manual. Indirect costs may be charged as part of the CLG grant only if the CLG sub-grantee meets the requirements of the Historic Preservation Fund Grants Manual. Unless the CLG has a current indirect cost rate approved by its cognizant Federal agency, only direct

costs may be charged. (The SHPO shall provide technical assistance to the CLG in defining acceptable matching share.)

9. The SHPO shall make available to the public, upon request, the rationale for the applicants selected and the amounts awarded.

D. RESTRICTIONS ON EXPENDITURES

None of the CLGF can be expended for:

1. Items defined as ineligible costs in the Historic Preservation Fund Grants Manual. (The SHPO shall provide a list of these items to the CLG.)
2. Any other activities, which the Secretary shall advise, that are unacceptable due to restrictions Congress may place on the HPF during a particular fiscal year.

E. SCHEDULE FOR AWARD OF THE CLGF

1. The Secretary notifies the SHPO of the estimated annual allocation from the HPF.
2. Within thirty (30) calendar days thereafter the SHPO will notify all CLGs of the amount in the CLGF.
3. Within ninety (90) calendar days, the CLG submits a completed application (form obtained from SHPO) for its share of the CLGF.
4. Upon receipt of final approval for funding release from the Secretary, the SHPO shall inform the CLG of the award and prepare the Certified Local Governments Program Agreement.

## **GLOSSARY**

Certificate of Appropriateness - means the approval issued by the local Historic Preservation Review Commission for alterations of historic properties designated under a local ordinance (local legislation), demolition of such properties, or new construction in a district designated under the ordinance or that may impact a designated property.

Certification Agreement - means the executed document between the Certified Local Government and the State Historic Preservation Officer for participation in the CLG program.

Certified Local Government - means a local government that has been certified to carry out the purposes of the National Historic Preservation Act, as amended, in accordance with the procedures and guidelines set forth in "Certified Local Governments Program for Oklahoma," as approved by the State Historic Preservation Office and the Secretary of the Interior.

Certified Local Government Fund - means that portion of the State Historic Preservation Office annual allocation from the Historic Preservation Fund set aside for Certified Local Governments.

Certified Local Governments Program Agreement - means the contract between the Certified Local Government and the State Historic Preservation Officer for transfer of a share of the Certified Local Governments Fund.

Chief Elected Local Official - means the elected head of a local government.

Decertification - means the State Historic Preservation Office and the Secretary of the Interior's revocation of Certified Local Government status in accordance with "Certified Local Governments Program for Oklahoma."

Historic Preservation Fund - means the monies accrued under the Outer Continental Shelf Lands Act, as amended, to support the program of matching grants-in-aid to the States for historic preservation programs and projects, as authorized by Sec. 108(1) of the National Historic Preservation Act, as amended.

Historic Preservation Review Committee - means the state review board appointed by the Governor to evaluate nominations to the National Register of Historic Places and provide advice to the State Historic Preservation Officer.

Local Legislation - means the local government's code, statute, ordinance, etc. which creates the Historic Preservation Review Commission and sets forth its function, responsibilities, and membership.

National Register of Historic Places - means the national list of districts, sites, buildings, structures, and objects significant in American history, architecture, archaeology,

engineering, and culture, maintained by the Secretary of the Interior under authority of Section 101(a)(1)(A) of the National Historic Preservation Act, as amended.

The Historic Preservation Fund Grants Manual - means the manual that sets forth National Park Service administrative procedures and guidelines for activities concerning the federally related historic preservation programs of the National Trust for Historic Preservation, the States, and local governments. The manual includes guidelines and procedures for the administration of the historic preservation grants-in-aid program and supercedes the HPF Grants Managements Manual.

Secretary - means the Secretary of the United States Department of the Interior.

State Historic Preservation Officer - means the official within each State who has been appointed by the Governor and delegated the authority to administer the Historic Preservation program in the State.

## **APPENDICES**

Appendix A: *Secretary of the Interior's Standards and Guidelines for Archaeology and Historic Preservation.*

Appendix B: Title 53, Sec 351-355, Oklahoma State

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