

CERTIFIED LOCAL GOVERNMENTS (CLG) APPLICATION

SECTION I: IDENTIFICATION CLG (City): FEI Number: CLG Contact: Title: Address: Phone: _____ Email: ____ Population Based on Most Current Census: Census Year: US Congressional District: State House District: State Senate District: Was the public involved in the development of this application? Yes _____No _____No In what way? CLG (City) Representative: To the best of my knowledge, all information included in this application is true and accurate. 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 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



PROJECT WORK TO BE COMPLETED **SECTION II:**

A.	Na	National Register of Historic Places (NRHP)					
	1.	Does the CLG plan to prepare NRHP nom	ination(s)? Yes	No			
		Individual	How Many?				
		District	How Many?				
	 Name and address of individual nomination(s) and/or name and boundary nomination(s). 						
	3	SHPO staff has determined the property	or district eligibl	e for the NRHP			
		Who will conduct the work?	C				
В.	<u>Su</u>	urvey					
	1.	l. Does the CLG plan to prepare a survey(s)? YesNo					
		Type:Architectural	_Thematic	Archeological			
		Level:Intensive	_Reconnaissanc	e (archeological only)			
	2.	What is the name of the area being surveyed?					
	3.	. Boundary of survey area. Include map.					
	4.	What is the estimated number of sites to be documented?					
	5.	. How many acres are included within the boundaries of the survey area?					
	6.	. Who will conduct the work?ConsultantIn-house Staff					



C.	Pro	Preservation Planning				
	1.	Does the CLG plan to prepare or update any of the following: YesNo				
		Preservation PlanDesign Guidelines				
		Historic Context (outside of a survey)				
	Other (describe)					
	2.	Will this work be new or an update? NewUpdate				
3. If preparing a historic context, list topic(s).						
	4.	Who will conduct the work?ConsultantIn-house Staff				
D.	<u>Pu</u>	blications and Digital Media				
	Does the CLG plan to develop publications or digital media? YesN					
		HP Website Cell Phone Tour				
		Activity/Youth BookBrochure/Map (map must be in addition to digital)				
		Door Hangers/Yard SignsPamphlets				
DVD/CDRepr		DVD/CDReprints of Existing Publications				
	Maintenance of Digital Media (website, cell phone app, etc.)					
		Other (describe)				
	2.	Provide the proposed title(s) of publication(s) and a summary of the subject matter.				
3. Who will conduct the work? Consultant In-house Staff						



Ε.	<u>Ed</u>	lucational Programs				
	1.	Does the CLG plan to preser	nt workshop(s) or other educational events?			
		YesNo	• •			
		Workshop	Type?			
		Workshop	Type?			
		Event	Description?			
	2.	Who will conduct the work?	ConsultantIn-house Staff			
F.	<u>Tra</u>	aining, Memberships, Supplie	es, and Other			
	1.	CLG plans to send staff or commission members for training Pre-approved training opportunities include PastForward, NAPC Forum, National Preservation Institute trainings, and NPS/CLG-sponsored trainings. All other trainings must receive prior approval from SHPO staff via email.				
	2.	CLG plans to pay for updates of memberships as approved by the SHPO Pre-approved memberships include National Alliance of Preservation Commissions, National Trust for Historic Preservation, and Preservation Oklahoma, Inc. All other memberships must receive prior approval from SHPO staff via email.				
	3.	c. CLG plans to pay for supplies as needed by the HP staff				
	4.	4. CLG plans to complete a different type of project, described below				
						



SECTION III:	PROJECT BUDGE	Г
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Total CLG Funds Requested	\$ 6	60%
Total Nonfederal Match	\$ 4	10%
Total Project Cost	\$ 1	00%

REMINDER: In most cases, a 60/40 match is required. This means the federal share will be 60% of the total project costs and the nonfederal matching share 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 (\$4,500 x 40 / 60 = \$3,000; Total project cost is \$7,500).

All three budget sections must be completed: Budget Summary, Itemized Budget, and Matching Share Disclosure Form. Failure to complete any of the three sections will be considered an incomplete application.

BUDGET SUMMARY					
CATEGORY	FEDERAL FUNDING	NONFEDERAL MATCH	TOTAL		
Personnel					
Consultant					
Printing					
Postage					
Supplies					
Travel/Training					
Other *					
*					
*					
Total					

Specify what is being included in the "Other" category or additional categories:					

Note: If you are applying an indirect cost rate, please contact the SHPO for more details.



ITEMIZED BUDGET

Provide a detailed cost breakdown of each category in the budget summary. All personnel involved must be listed with name, staff position, and hourly rate of pay.



Examples:

MATCHING SHARE DISCLOSURE FORM

Donor: City of SHPO

Source: Personnel

Provide a complete disclosure of the matching share on the form below; there are multiple sections, but only one may be necessary. If personnel costs are included as matching share, include staff position and hourly rate of pay for each person.

Donor: City of SHPO

Source: General Fund

Donor = agency or organization providing the matching share Source = where the match was obtained; may be "same as donor" Kind = what type of match is being used – cash or donated services Amount = dollar value of the contribution

Kind: In-kind Amount: \$3,500 Staff Position: Admin. Asst. Hourly Rate: \$12.50/hr.	Kind: Cash Amount: \$2,000 Staff Position: N/A Hourly Rate: N/A
Donor: Source: Kind: Amount: Staff Position: Hourly Rate:	Donor: Source: Kind: Amount: Staff Position: Hourly Rate:
Donor: Source: Kind: Amount: Staff Position: Hourly Rate:	Donor: Source: Kind: Amount: Staff Position: Hourly Rate:
Donor: Source: Kind: Amount: Staff Position: Hourly Rate:	Donor: Source: Kind: Amount: Staff Position: Hourly Rate:
Donor: Source: Kind: Amount: Staff Position: Hourly Rate:	Donor: Source: Kind: Amount: Staff Position: Hourly Rate:



PROJECT SCHEDULE

List by project; see examples. It is not necessary to includes dates of purchases of supplies or renewals of memberships. Project schedule dates may be adjusted in consultation with the applicant in the final contract to accommodate for staff review times.

Preferred Contract Start Date:	
(Examples: July 1, ending June 30; September 1, ending August 31; September 30, ending September 29)	
Examples:	

Survey - begin August 2023, send draft to SHPO by February of 2024, send second draft to SHPO by March 2024, send final to SHPO by May 2024

Kids Activity Book - begin October 2023, send first draft to SHPO by January 2024, send final draft to SHPO by March 2024, publish with SHPO approval in May 2024

Workshop – coordinate date with presenter November 2023, provide SHPO with topic and dates and reserve space in December 2023, present workshop in late summer 2024