

# 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](mailto:lozan@okhistory.org).

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## SECTION I

### A. IDENTIFICATION

CLG (City): \_\_\_\_\_ Date of CLG Status: \_\_\_\_\_

CLG Contact: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

Email Address: \_\_\_\_\_

FEI Number: \_\_\_\_ - \_\_\_\_\_ US Congressional District: \_\_\_\_\_

Population Based on Most Current Census: \_\_\_\_\_

State House of Representative District: \_\_\_\_\_ State Senate District: \_\_\_\_\_

Preservation Commission Chairman's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

Email Address: \_\_\_\_\_

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:

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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:

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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:

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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.)

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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]).

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

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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.

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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>).

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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.



## 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.*

## **PROJECT SCHEDULE**

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

Total CLG Funds Requested	\$ _____	60%
Total Nonfederal Match	\$ _____	40%
Total Project Cost	\$ _____	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:**

<b>BUDGET FORM</b>			
<b>CATEGORY</b>	<b>FEDERAL CLG FUNDING</b>	<b>NONFEDERAL MATCH</b>	<b>TOTAL</b>
Personnel	\$ _____	\$ _____	\$ _____
Fringe	\$ _____	\$ _____	\$ _____
Supplies	\$ _____	\$ _____	\$ _____
Equipment	\$ _____	\$ _____	\$ _____
Travel	\$ _____	\$ _____	\$ _____
Contractual	\$ _____	\$ _____	\$ _____
Printing	\$ _____	\$ _____	\$ _____
Postage	\$ _____	\$ _____	\$ _____
Other*	\$ _____	\$ _____	\$ _____
<b>Total Direct</b>	\$ _____	\$ _____	\$ _____
<b>Indirect**</b>	\$ _____	\$ _____	\$ _____
<b>Total</b>	\$ _____	\$ _____	\$ _____

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

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\*\*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.

### 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: _____ Source: _____ Kind: _____ Amount: _____	B. Donor: _____ Source: _____ Kind: _____ Amount: _____
C. Donor: _____ Source: _____ Kind: _____ Amount: _____	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.

**CONTINUATION SHEET**