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

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 October 31st of each year (supersedes the September 1 due date in all certification agreements executed before January 1, 2017). The report due on October 31, 2017, shall cover the period of September 1, 2016, through September 30, 2017, and all subsequent annual reports shall cover the previous federal fiscal year (October 1 through September 30). The report shall be submitted to the State Historic Preservation Office, Oklahoma Historical Society, Oklahoma History Center, 800 Nazih Zuhdi Drive, Oklahoma City, OK 73105-7917.

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 performance review process, the SHPO staff will confirm information included in the annual report.

The annual report may be completed by using the “Annual Report for Certified Local Governments in Oklahoma” available on the SHPO’s website at http://www.okhistory.org/shpo/clgguidelines.htm. (Note: If other software is used, the report format must include all items in the same order as shown in the annual report form on the SHPO’s website.) If the space provided on the report form is inadequate (please note the Continuation Sheet at the end), insert additional pages. Be sure to provide the item number and heading on the additional page before completing the entry. For definitions of terms used in the report form, consult the glossary available on the aforementioned website.

1. IDENTIFICATION: 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 previous federal fiscal year (October 1 through September 30). 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: Complete each item in this section. If you mark “Yes,” be sure to complete the related items with accurate information. Maintain documentation on file to support numerical responses (e.g., numbers of properties documented, etc.).
   
   a. Same as for 3.a. above.
   
   b. Provide the name of each district and landmark and its rough verbal boundary description or address 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.
   
   c. 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.
   
   d. 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 with a current resume for each commission member. (Note, 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. TRAINING/CONTINUING EDUCATION FOR LOCAL COMMISSION MEMBERS AND CITY STAFF: List conferences, workshops, and other training/continuing education programs related to historic preservation attended by city preservation staff and/or local commission members during the reporting period, location of conference/event, date(s) of conference/events.

7. 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.