

CERTIFIED LOCAL GOVERNMENTS PERFORMANCE EVALUATION

The National Historic Preservation Act (NHPA) provides local governments the opportunity to partner with the federal and their state governments in the identification and protection of historic resources through the Certified Local Governments (CLG) program. Consistent with U.S. Department of the Interior, National Park Service, regulations and guidelines, the State Historic Preservation Office (SHPO) developed the *Certified Local Governments Program for Oklahoma* (state procedures, <http://www.okhistory.org/shpo/clg.htm>). As detailed in the state procedures, an important responsibility of the SHPO is the ongoing monitoring and periodic evaluation of each CLG. The SHPO monitors each CLG through annual reports submitted by October 31 and through monthly progress reports required under the terms of the Certified Local Governments Program Agreement (subgrant contract).

At least once every four (4) years the SHPO shall evaluate the local government's CLG program performance. At that time, all administrative and financial records for the CLG program must be available for the SHPO's use in assessing the local government's management of HPF pass-through subgrants (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards [Super Circular]). The SHPO shall carry out the evaluation in accordance with the state procedures, the NHPA, federal regulations cited in the Certification Agreement, and the Secretary of the Interior's Standards and Guidelines for Archaeology and Historic Preservation.

The monitoring and evaluation process is designed to assist the local government to continue development of its preservation programs and to ensure that requirements for participation in the CLG program are met. Through the process, the SHPO learns how it can better assist CLGs and provides an opportunity to assess its own program.

The SHPO shall provide written notice to the CLG's chief elected local official to confirm, as applicable, that the local program meets the terms of the Certification Agreement, make recommendations about ways to strengthen the local program, and/or cite conditions the local government must satisfy in order to retain certification, and provide an expected timeline for those conditions to be met.

A. PERFORMANCE EVALUATION PROCEDURES

The Oklahoma State Historic Preservation Office shall formally evaluate each Certified Local Government every four (4) years. The evaluation shall be conducted as follows:

1. A written notice shall be sent to the chief elected local official of the Certified Local Government (as well as a complete copy to the city staff person who coordinates the CLG program) indicating that it is time for the performance evaluation. An evaluation questionnaire (available in hard copy or on the SHPO's website at <http://www.okhistory.org/shpo/clg.htm>) will accompany the notice, and the CLG shall be requested to complete the questionnaire, have the chief elected local official sign it, and return it to the SHPO within sixty (60) days of the date of the notice.

2. Within forty-five (45) days of receipt of the completed evaluation questionnaire, the SHPO shall contact the city's CLG coordinator to discuss the results of the review process and to determine if an on-site visit may be helpful to the local government and/or the SHPO. If the CLG requests such a meeting, the SHPO shall make every reasonable effort to accommodate the request. Within thirty (30) days of the consultation with city staff or after an on-site visit, the SHPO shall notify the chief elected local official of the CLG that the local government is in compliance with program requirements or that condition(s) must be met within specified time frames to maintain CLG status.
3. If deficiencies identified cannot be corrected within the allotted time frame, the CLG may request an extension of time for the purpose of meeting the condition(s). If the problems have not been satisfactorily addressed by the end of the extended period, the SHPO may request that the Secretary, U.S. Department of the Interior, decertify the CLG.

B. DECERTIFICATION

1. If a CLG is unable to comply with the SHPO's conditions within the specified timeframe, 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 Secretary shall respond to the request for decertification within thirty (30) calendar days of receipt of the recommendation. No response within that time is considered approval of the SHPO's recommendation. The SHPO shall notify the CLG within five (5) working days 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.