



## MEMORANDUM

**DATE:** February 5, 2025

**TO:** Deschutes County Board of Commissioners

**FROM:** Tanya Saltzman, AICP, Senior Planner

**RE:** Certified Local Government Grant – Request to Apply

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### I. REQUEST

This memorandum provides an overview of the Certified Local Government (CLG) program and requests support to apply for a 2025-2026 CLG grant in the amount of \$8,946. Per Deschutes County Administrative Policy GA-20, grants of any amount that includes a match must be approved by the Board of County Commissioners (Board) at a Board meeting. The grant application deadline is February 28, 2025. If approved by the State Historic Preservation Office (SHPO), grants will be awarded in April. All CLG funded projects must be completed by June 30, 2026 (previous cycles allowed until August 31).

### II. CLG GRANT OVERVIEW

Every twenty-four months, SHPO offers matching grants to jurisdictions that have been “certified” as historic preservation partners with both state and federal governments. Since 1986 Deschutes County has been a CLG and is therefore eligible for grant funding. Over several grant cycles, our historic preservation program identified historic resources, offset costs associated with staffing the Historic Landmarks Commission (HLC), educated the public, and preserved historic structures.

The CLG grant is non-competitive, which assures that all CLGs throughout the state benefit. Maximum awards will be in the range of \$11,000 - \$16,000 for each grant. A 1:1 match is required, which can be in-kind donations, cash, or volunteer time. Historically, Deschutes County has utilized staff time for most, if not all, of the match.

State and federal requirements regulate the CLG grant, including project budget, timeline, inspections and audits, reports, billings, and consultant standards. As mentioned above, Deschutes County has been a recipient of CLG funds for decades. CDD staff relies on the professional input and direction of the HLC, an appointed body that provides technical expertise on historic and cultural resource issues for the rural county and the City of Sisters.

The HLC held a special CLG grant planning meeting on January 6.<sup>1</sup> Staff then compiled a project list based on the meeting discussion and estimated dollar amount, and returned to the HLC at its regularly scheduled meeting on February 3.<sup>2</sup> During that meeting, HLC commissioners agreed with the proposed projects for the application. Given the number of new commissioners, the HLC determined that training opportunities are of high priority and the CLG grant provides an excellent opportunity for this. The Oregon Heritage Conference was recommended as a high-quality training opportunity by staff's contact at SHPO.

### **III. PROPOSED PROJECTS**

#### ***Grant-funded reimbursable projects:***

- |   |               |
|---|---------------|
| <b>1. Training: Oregon Heritage Conference (April 29-May 2, 2026, Woodburn, OR)</b>       | <b>\$7546</b> |
| Per person cost estimate:   |               |
| Early bird registration: \$180  |               |
| Hotel (3 nights, \$150/night): \$450  |               |
| Per diem (\$68/day plus \$51 first and last days): \$238                                  |               |
| Mileage (300 miles RT @ \$0.70/mile): \$210   |               |
| <b>Total estimated cost per person: \$1078</b>  |               |
| <b>Number of attendees: 7 commissioners (a staff member can be an alternate)</b>          |               |
| <br>  |               |
| <b>2. City of Sisters update to walking tour brochure (content updates and printing)</b>  | <b>\$1000</b> |
| <b>3. City of Sisters support for Three Sisters Historical Society/Preservation Month</b> | <b>\$250</b>  |
| <b>4. HLC annual membership - National Alliance of Preservation Commissions (NAPC)</b>    | <b>\$150</b>  |

**Reimbursable total: \$8,946**

#### ***Match/in-kind staff time estimates:***

The CLG grant requires a 1:1 match, which is generally provided as in-kind staff time. If priorities shift, staff can adjust its time within the in-kind categories with minimal difficulty. Below is an estimate of anticipated staff time tasks and associated costs.

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|---|---------------|
| <b>1. Grant administration (limited to no more than 15% of grant amount)</b>      | <b>\$1342</b> |
| <b>2. City of Sisters staff time for walking tour brochure</b>                    | <b>\$250</b>  |
| <b>3. Review and compliance: HLC admin, Goal 5 cultural area rulemaking tasks</b> | <b>\$5854</b> |
| <b>4. Education: StoryMap, website upgrades, Preservation Month assistance</b>    | <b>\$1500</b> |

If the Board supports pursuing a CLG grant, staff will coordinate with the HLC to finalize the application by the February 28, 2025 deadline.

Attachment:

Grant Application Request

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<sup>1</sup> <https://www.deschutes.org/bc-hlc/page/historic-landmarks-commission-13>

<sup>2</sup> <https://www.deschutes.org/bc-hlc/page/historic-landmarks-commission-14>