



The City of NORMAN

225 N. Webster Ave.
Norman, Oklahoma 73069

HISTORIC DISTRICT COMMISSION
Phone: 405-366-5332

Date: April 7, 2025

To: Historic District Commissioners

From: Anaïs Starr, Historic Preservation Officer

Subject: Discussion and recommendation of CLG FY 2025-2026 Certified Local Government (CLG) Application for Funds with the Oklahoma State Historic Preservation Office.

Background:

On April 14, 1998, the Council approved Contract K-9798-108 with the State Historic Preservation Office (SHPO), making Norman a member city in the Certified Local Governments (CLG) Program. The CLG Program is part of the U.S. Department of the Interior's national program for the development and support of local historic preservation programs. Since its initial participation in 1999, the City of Norman has received an approximate annual average allocation of \$15,000 to \$18,000 in CLG grant funds. Over the 27 years that the City has participated in the CLG program, the City has received over \$250,000 in funding.

Designation as a CLG city recognizes Norman's historic preservation efforts and entitles the City to apply for a portion of the education/outreach funding set aside by the SHPO out of each year's budget. Funding is intended for historic research, public education and outreach programs. Over the past 26 years, Norman's CLG funding has created historic preservation educational materials, conducted historic architectural surveys, hosted free hands-on historic home repair workshops and provided training for staff and Commission.

At last year's State Historic Preservation Office CLG Coordinator meeting, SHPO staff indicated that 2025-2026 CLG funding would be a competitive grant process amongst all CLG cities. SHPO also indicated that a "basic" CLG funding request for less than \$10,000, could be submitted by CLG cities for typical preservation activities. The remainder of the CLG funds would be determined by a competitive grant process amongst all CLG communities. This was to encourage CLG cities to propose historic preservation projects that would be more impactful due to their larger budgets and time commitment. After discussion, city staff planned a basic CLG grant application to cover membership renewals, conference attendance, software maintenance fees, and typical printing and postage charges. In late February, SHPO informed city staff that the competitive CLG process would be delayed till the 2026-2027 funding cycle, and the normal funding amounts would be available to CLG communities, once made available to SHPO. In March, SHPO notified the City of Norman that the City was eligible to apply for \$18,375 in CLG funding for the 2025-2026 program year. Due to constraints on staff time and resources, staff still plans to submit a CLG grant request to cover the routine preservation activities in the amount of \$7,875 for projects listed below.

DISCUSSION:

Staff, along with State Historic Preservation Office, has developed suggested projects for 2025-2026 CLG funds. Staff has prepared a funding application that includes project descriptions and a budget showing \$7,875 in proposed expenditures of CLG funds and documentation of matching funds.

The deadline for submission of the CLG grant request to the State Historic Preservation Office is April 18, 2025. The Commission will need to make a recommendation regarding the proposed CLG projects listed in the attached CLG funding request application. The Commission's recommendation will be forwarded to the April 22, 2025 City Council meeting along with the attached CLG grant application. Staff is seeking input and recommendation regarding proposed CLG funded projects listed below.

CLG PROJECT	COST
Attendance/Participation at a Planning/Preservation Conferences for Staff/Commissioners	\$3,000
Walking Tour App Maintenance Fee	\$1,725
Training – Software/Hardware Supplies	\$200
Training - Historic Preservation Lunch n Learn (2)	\$1,000
Quarterly Postcard Project Printing	\$800
Quarterly Postcard Project Postage	\$1,000
NAPC Membership Renewal	\$150
TOTAL	\$7,875



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Historic Preservation Office/Planner II