



## CITY OF NORMAN, OK STAFF REPORT

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**MEETING DATE:** 03/22/2022

**REQUESTER:** Anaïs Starr, Historic Preservation Officer

**PRESENTER:** Jane Hudson, Director of Planning

**ITEM TITLE:** CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF SUBMISSION OF THE CERTIFIED LOCAL GOVERNMENTS (CLG) PROGRAM 2022-2023 APPLICATION FOR FUNDING IN THE AMOUNT OF \$8,650 TO BE SUBMITTED TO THE OKLAHOMA STATE HISTORIC PRESERVATION OFFICE

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### **BACKGROUND:**

On April 14, 1998, 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 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 \$12,000 in CLG grant funds. Over the 24 years that the City has participated in the CLG program, the City has received over \$250,000 in funding. In February, SHPO notified the City of Norman that the City was eligible to apply for CLG funding for the 2022-2023 program year.

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 24 years, Norman's CLG funding has created educational materials about historic preservation, conducted historic and architectural surveys, and hosted free hands-on and virtual historic home repair workshops.

**DISCUSSION:** Staff, in conversations with the State Historic Preservation Office and the Historic District Commission, developed suggested projects for 22-23 CLG funds. With Historic District Commission approval, staff prepared a funding application that includes project descriptions and a budget showing \$8,650 in proposed expenditures of CLG funds and documentation of matching funds. On March 7, 2022, the Historic District Commission recommended approval of the CLG Grant Application projects described below.

The attached CLG application contains proposed historic preservation projects for FY 22-23 Program for consideration by City Council and the State Historic Preservation Office.

The CLG Program requires a 60/40 in-kind match. In order to receive \$8,650 in CLG grant funds, the City must document a minimum of \$5,767 in matching funds or in-kind contributions of staff time. Typically, matching funds are primarily derived by in-kind contributions of staff time and by the annual \$2,200 (account 010-4080-419.40-03) contribution from the City of Norman General Fund.

## **CLG 2022-2023 PROJECTS AND BUDGET:**

### **PROJECT 1: Educational Training - \$1,500**

Training in the form of attendance at an annual preservation/planning conference is strongly encouraged by SHPO for staff and commissioners of all CLG participant cities. Usually staff/Commission attend a national or regional one, two or three-day conference. Staff is anticipating an in-person conference attendance in 2022-2023. A total budget of \$1,500 includes registration fees and, if needed, travel expenses and lodging.

### **PROJECT 2: Memberships Dues for NAPC - \$150**

Membership dues for Historic District Commissioners and staff to the National Alliance of Preservation Commission. Total budget of \$150 would provide membership for all Commissioners and staff.

### **PROJECT 3: Development of Historic Walking Tour Mobile App \$5,500**

This project will develop a historic walking tour mobile app of the structures listed on the National Register of Historic Places. A mobile app contractor will be engaged to provide the software necessary to launch such an app, while staff will provide the historical information regarding the structures. The \$5,000 includes the anticipated expense of hiring a contractor to execute a walking tour mobile app and \$500 is allocated for any necessary hardware or software that may be needed to assist with this project. A total budget of \$5,500 is proposed for this project.

### **PROJECT 4: Quarterly Education Postcard - \$1,500**

Educational postcards will be mailed quarterly to each property owner in the three designated Historic Districts. The postcards will remind property owners that they live in a historic district, which requires that exterior modifications and repairs adhere to Preservation Guidelines. This will also provide an opportunity to pass along any current information that impacts the Historic Districts, such as available workshops. QR codes and website links to the Historic Preservation webpage will be included on the postcards along with staff contact information. A total budget of \$1,500 would cover the cost of designing, mailing and printing for this project.

## **TOTAL BUDGET OF CLG FUNDS - \$8,650**

## **RECOMMENDATION:**

The Historic District Commission reviewed and approved the proposed projects for the CLG 2022-2023 Grant Application for Funding. Staff reviewed the proposed CLG 2022-2023 Grant Application for Funding and recommends authorizing the submission of the Certified Local Government Program application to the State Historic Preservation Office in the amount of \$8,650. Upon notification of funding award, staff will forward any associated contract document to the City Council for approval, including a request to appropriate the approved contract amount. CLG funds are anticipated to be available July 1, 2022.