

## CERTIFIED LOCAL GOVERNMENTS (CLG) APPLICATION

### SECTION I: IDENTIFICATION

CLG (City): City of Norman FEI Number: 73-6005353

CLG Contact: Anais Starr Title: Planner II

Address: 225 N Webster Ave, Norman OK 73069

Phone: 405-366-5392 Email: anais.starr@normanok.gov

Population Based on Most Current Census: 128,026 Census Year: 2020

US Congressional District: 4

State House District: 44,45,46&53 State Senate District: 15,16,17

Was the public involved in the development of this application? Yes X No \_\_\_\_\_  
In what way?

Discussion of potential CLG grant projects was held at the regularly scheduled Historic District Commission meetings on March 3, 2025 and a vote for recommendation of CLG projects by the Historic District Commission was held at the April 7, 2025 meeting.

CLG (City) Representative: To the best of my knowledge, all information included in this application is true and accurate. I am duly authorized to sign this document on behalf of the City, and the City will comply with the attached assurances if the requested assistance is provided.

\_\_\_\_\_  
Authorized CLG Representative Signature Date

\_\_\_\_\_  
Printed Name Title

Local Preservation Commission Chairman: I hereby certify that the local historic preservation commission established by city ordinance has participated in the development of this application and considers the activities described herein to be important to the continued development of our local preservation program.

\_\_\_\_\_  
Chairman, Local Preservation Commission, Signature Date

\_\_\_\_\_  
Printed Name Title



## SECTION II: PROJECT WORK TO BE COMPLETED

### A. National Register of Historic Places (NRHP)

1. Does the CLG plan to prepare NRHP nomination(s)? Yes \_\_\_\_\_ No x \_\_\_\_\_  
\_\_\_\_\_ Individual How Many? \_\_\_\_\_  
\_\_\_\_\_ District How Many? \_\_\_\_\_
2. Name and address of individual nomination(s) and/or name and boundary of district nomination(s).  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. SHPO staff has determined the property or district eligible for the NRHP \_\_\_\_\_
4. Who will conduct the work? \_\_\_\_\_ Consultant \_\_\_\_\_ In-house Staff

### B. Survey

1. Does the CLG plan to prepare a survey(s)? Yes \_\_\_\_\_ No x \_\_\_\_\_  
Type: \_\_\_\_\_ Architectural \_\_\_\_\_ Thematic \_\_\_\_\_ Archeological  
Level: \_\_\_\_\_ Intensive \_\_\_\_\_ Reconnaissance (archeological only)
2. What is the name of the area being surveyed?  
\_\_\_\_\_  
\_\_\_\_\_
3. Boundary of survey area. Include map.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. What is the estimated number of sites to be documented? \_\_\_\_\_
5. How many acres are included within the boundaries of the survey area? \_\_\_\_\_
6. Who will conduct the work? \_\_\_\_\_ Consultant \_\_\_\_\_ In-house Staff



C. Preservation Planning

1. Does the CLG plan to prepare or update any of the following: Yes \_\_\_\_\_ No X  
\_\_\_\_\_ Preservation Plan \_\_\_\_\_ Design Guidelines  
\_\_\_\_\_ Historic Context (outside of a survey)  
\_\_\_\_\_ Other (describe) \_\_\_\_\_
2. Will this work be new or an update? \_\_\_\_\_ New \_\_\_\_\_ Update
3. If preparing a historic context, list topic(s).  
\_\_\_\_\_  
\_\_\_\_\_
4. Who will conduct the work? \_\_\_\_\_ Consultant \_\_\_\_\_ In-house Staff

D. Publications and Digital Media

1. Does the CLG plan to develop publications or digital media? Yes X No \_\_\_\_\_  
\_\_\_\_\_ HP Website \_\_\_\_\_ Cell Phone Tour  
\_\_\_\_\_ Activity/Youth Book \_\_\_\_\_ Brochure/Map (map must be in addition to digital)  
\_\_\_\_\_ Door Hangers/Yard Signs \_\_\_\_\_ Pamphlets  
\_\_\_\_\_ DVD/CD X Reprints of Existing Publications  
X Maintenance of Digital Media (website, cell phone app, etc.)  
X Other (describe) Biannual postcard informing Historic District property owners that their property is located in a District
2. Provide the proposed title(s) of publication(s) and a summary of the subject matter.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. Who will conduct the work? \_\_\_\_\_ Consultant \_\_\_\_\_ In-house Staff



E. Educational Programs

1. Does the CLG plan to present workshop(s) or other educational events?

Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_ Workshop Type? \_\_\_\_\_

\_\_\_\_\_ Workshop Type? \_\_\_\_\_

  x   Event Description? Two Window Lunch and Learn Programs to be presented

by a historic contractor and made available to Commissioners and residents.

2. Who will conduct the work? \_\_\_\_\_ Consultant \_\_\_\_\_ In-house Staff

F. Training, Memberships, Supplies, and Other

1. CLG plans to send staff or commission members for training.   x

*Pre-approved training opportunities include PastForward, NAPC Forum, National Preservation Institute trainings, and NPS/CLG-sponsored trainings. All other trainings must receive prior approval from SHPO staff via email.*

2. CLG plans to pay for updates of memberships as approved by the SHPO.   x

*Pre-approved memberships include National Alliance of Preservation Commissions, National Trust for Historic Preservation, and Preservation Oklahoma, Inc. All other memberships must receive prior approval from SHPO staff via email.*

3. CLG plans to pay for supplies as needed by the HP staff.   x

4. CLG plans to complete a different type of project, described below. \_\_\_\_\_

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### SECTION III: PROJECT BUDGET

Total CLG Funds Requested	\$ <u>7,875</u>	60%
Total Nonfederal Match	\$ <u>12,250</u>	40%
Total Project Cost	\$ <u>20,125</u>	100%

**REMINDER: In most cases, a 60/40 match is required.** This means the federal share will be 60% of the total project costs and the nonfederal matching share will be 40% of the total project costs. An easy way to calculate the required 40% is to take the allocated amount, multiply by 40 and divide by 60 ( $\$4,500 \times 40 / 60 = \$3,000$ ; Total project cost is \$7,500).

**All three budget sections must be completed: Budget Summary, Itemized Budget, and Matching Share Disclosure Form.** Failure to complete any of the three sections will be considered an incomplete application.

BUDGET SUMMARY			
CATEGORY	FEDERAL FUNDING	NONFEDERAL MATCH	TOTAL
Personnel	0	5,250	5,250
Consultant	1,000		1,000
Printing	800		800
Postage	1,000		1,000
Supplies	200		200
Travel/Training	3,000		3,000
Other *	150		150
*	1,725		1,725
*		2,200	2,200
Total	7,875	12,250	20,125

\* Specify what is being included in the "Other" category or additional categories:

\*Membership Dues to the NAPC for Commissioners and Staff. Tour App Maintenance Fee.

\*Hardware/Software needs for educational program for Lunch and Learn Programs.

2,200 from City of Norman General Fund is provided as match it will be utilized for expenses not covered by CLG grant funds.

Note: If you are applying an indirect cost rate, please contact the SHPO for more details.



### ITEMIZED BUDGET

Provide a detailed cost breakdown of each category in the budget summary. All personnel involved must be listed with name, staff position, and hourly rate of pay.

**Personnel:**

Non-federal Match - \$5,250

Anais Starr, Historic Preservation Officer – 1.13hrs./52 wks. at \$66.91/hr.

Amanda Stevens, Administrative Technician – .94/52 wks. at \$26.47/hr.

Other: Non-Federal Match - \$2,200, City of Norman General Fund

Fringe: \$0

Supplies: \$0

**Equipment:**

**Travel/Training:**

Attendance/Participation at a Planning/Preservation Conferences for Staff/Commissioners

CLG Funding-\$3,000

Non-federal match - \$0

**Contractual:**

Window Lunch and Learn Program (2 proposed) - \$1,000

Walking Tour App Maintenance Fee

CLG Funding-\$1,725

Non-federal match - \$0

**Supplies:**

Training – Software/Hardware Supplies

CLG Funding-\$200

Non-federal match - \$0

**Printing:**

Biannual Postcard Project

CLG Funding- \$800

Non-federal match - \$0

**Postage:**

Biannual Postcard Project

CLG Funding- \$1,000

Non-federal match - \$0

**Other:**

NAPC Membership Renewal

CLG Funding- \$150



### MATCHING SHARE DISCLOSURE FORM

Provide a complete disclosure of the matching share on the form below; there are multiple sections, but only one may be necessary. If personnel costs are included as matching share, include staff position and hourly rate of pay for each person.

Donor = agency or organization providing the matching share

Source = where the match was obtained; may be "same as donor"

Kind = what type of match is being used – cash or donated services

Amount = dollar value of the contribution

Examples: Donor: City of SHPO  
Source: Personnel  
Kind: In-kind  
Amount: \$3,500  
Staff Position: Admin. Asst.  
Hourly Rate: \$12.50/hr.

Donor: City of SHPO  
Source: General Fund  
Kind: Cash  
Amount: \$2,000  
Staff Position: N/A  
Hourly Rate: N/A

Donor: City of Norman  
Source: Personnel Hours  
Kind: In-Kind  
Amount: \$3,937.50  
Staff Position: Planner II/Historic Preservation Officer  
Hourly Rate: \$66.91

Donor: City of Norman  
Source: Personnel Hours  
Kind: In-Kind  
Amount: \$1,312.50  
Staff Position: Administrative Tech III  
Hourly Rate: \$26.89

Donor: City of Norman  
Source: General Fund  
Kind: Cash  
Amount: \$2,200.00  
Staff Position: \_\_\_\_\_  
Hourly Rate: \_\_\_\_\_

Donor: \_\_\_\_\_  
Source: \_\_\_\_\_  
Kind: \_\_\_\_\_  
Amount: \_\_\_\_\_  
Staff Position: \_\_\_\_\_  
Hourly Rate: \_\_\_\_\_

Donor: \_\_\_\_\_  
Source: \_\_\_\_\_  
Kind: \_\_\_\_\_  
Amount: \_\_\_\_\_  
Staff Position: \_\_\_\_\_  
Hourly Rate: \_\_\_\_\_

Donor: \_\_\_\_\_  
Source: \_\_\_\_\_  
Kind: \_\_\_\_\_  
Amount: \_\_\_\_\_  
Staff Position: \_\_\_\_\_  
Hourly Rate: \_\_\_\_\_

Donor: \_\_\_\_\_  
Source: \_\_\_\_\_  
Kind: \_\_\_\_\_  
Amount: \_\_\_\_\_  
Staff Position: \_\_\_\_\_  
Hourly Rate: \_\_\_\_\_

Donor: \_\_\_\_\_  
Source: \_\_\_\_\_  
Kind: \_\_\_\_\_  
Amount: \_\_\_\_\_  
Staff Position: \_\_\_\_\_  
Hourly Rate: \_\_\_\_\_



## PROJECT SCHEDULE

List by project; see examples. It is not necessary to include dates of purchases of supplies or renewals of memberships. Project schedule dates may be adjusted in consultation with the applicant in the final contract to accommodate for staff review times.

**Preferred Contract Start Date:** July 1, 2025 ending June 30, 2026  
(Examples: July 1, ending June 30; September 1, ending August 31; September 30, ending September 29)

Examples:

Survey - begin August 2023, send draft to SHPO by February of 2024, send second draft to SHPO by March 2024, send final to SHPO by May 2024

Kids Activity Book - begin October 2023, send first draft to SHPO by January 2024, send final draft to SHPO by March 2024, publish with SHPO approval in May 2024

Workshop - coordinate date with presenter November 2023, provide SHPO with topic and dates and reserve space in December 2023, present workshop in late summer 2024

Window Lunch and Learn Program Fall - Coordinate dates with presenter August 2025, provide SHPO with topic outline and reserve room by September 2025, present Window Lunch and Learn October of 2025.

Biannual Postcards - In August/September 2025, prepare and mail first postcard general information about the Historic Districts, include information on the upcoming Window Lunch and Learn Program. Prepare and mail second postcard in February/March 2026 with general Historic District information and information on the Window Lunch and Learn Program available in Spring of 2026.

Conference Attendance - Historic Preservation Officer attends Planning Conference in-person with the conference to be determined.

NAPC Membership - Renew March 2026.

Mobile Tour App Maintenance Fee - Renew December 2025.

Window Lunch and Learn Program Spring - Coordinate dates with presenter December 2025, provide SHPO with topic outline and reserve room by January 2026, present Window Lunch and Learn March/April of 2026.