



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 04/22/2025

REQUESTER: Anaïs Starr, Historic Preservation Officer

PRESENTER: Jane Hudson, Director of Planning

ITEM TITLE: CONSIDERATION OF SUBMISSION OF THE CERTIFIED LOCAL GOVERNMENTS (CLG) PROGRAM 2025-2026 APPLICATION FOR FUNDING IN THE AMOUNT OF \$7,875 TO BE SUBMITTED TO THE OKLAHOMA STATE HISTORIC PRESERVATION OFFICE.

BACKGROUND:

On April 14, 1998, City 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 funding acceptance in 1999, the City of Norman has received an approximate annual average allocation of \$15,000 to \$18,000 in CLG grant funds. In the 26 years of participation 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 annually. 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 the 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 communities. SHPO indicated that a "basic" CLG funding request for less than \$10,000 could be submitted by CLG communities for routine preservation activities. The remainder of the allocation of the CLG funds would be determined by a competitive grant process among the CLG communities. SHPO hoped to encourage CLG communities to propose more impactful preservation projects with a larger scope of work and budget, which would also require a higher commitment of matching funds.

City staff determined that for the 2025-2026 year, a basic CLG grant application to cover membership renewals, conference attendance, software maintenance fees, and routine printing and postage charges should be proposed. In late February, SHPO informed city staff that the competitive CLG process would be delayed until the 2026-2027 funding cycle, and the normal

funding amounts may or may not be available to CLG communities, dependent upon federal allocation through the National Park System.

In March, SHPO notified the City of Norman that it was eligible to apply for \$18,375 in CLG funding for the 2025-2026 program year. Due to time constraints, staff prepared the previously planned “basic” CLG grant application to cover the routine preservation activities in the amount of \$7,875 for the projects outlined in the CLG 2025-2026 Projects and Budget section of this memo. The Historic District Commission recommended approval of the projects and budget at the April 7, 2025, meeting.

DISCUSSION:

The attached CLG application contains proposed preservation projects for the FY 25-26 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 \$7,875 in CLG grant funds, the City must document a minimum of \$5,250 in matching funds or in-kind contributions of staff time. Typically, matching funds are primarily derived from in-kind contributions of staff time and the annual \$2,160 (account 10440380-44003) contribution from the City of Norman General Fund.

CLG 2025-2026 PROJECTS AND BUDGET:

PROJECT 1: Educational Training - \$3,000

SHPO strongly encourages training for staff and commissioners of all CLG participant communities through attendance at an annual preservation/planning conference. Usually, staff and commission attend a national or regional one- to three-day conference. Staff is anticipating in-person conference attendance in 2025-2026. A total budget of \$3,000 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 Commissions. Total budget of \$150 would provide membership for Commissioners and staff.

PROJECT 3: Software Maintenance Fee for Historic Tour Mobile App \$1,725

This project covers the software maintenance fee associated with the Historic Norman Mobile Tour currently available through the STQRY app. The Historic Norman Mobile Tour comprises structures listed on the National Register of Historic Places in downtown Norman and the OU Campus area. Staff is developing a second mobile tour of the Southridge Historic Addition, which will be available this summer. An annual maintenance fee to continue hosting both of the historic mobile tours on the STQRY app is required. A total budget of \$1,725 is proposed for this project.

PROJECT 4: Lunch and Learn Window Programs \$1,200

This project will offer two Lunch and Learn Window Programs for residents and Historic Commissioners. The two-hour presentations will provide historic window information, including the basic anatomy of wood windows, window types, proper maintenance practices, and an

overview of do-it-yourself repair versus professional repairs. Each two-hour Lunch and Learn Window Program is anticipated to cost \$500 for a consulting contractor to develop curriculum and present. A total budget of \$1,000 is proposed for two Lunch and Learn Window Programs. An additional \$200 is allocated for this project for any software or hardware needs for the Lunch and Learn Window Programs. A total budget of \$1,200 is proposed for this project.

PROJECT 5: Biannual Education Postcard - \$1,800

Educational postcards will be mailed biannually 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 \$1,800 would cover the cost of designing, printing, and mailing for this project.

TOTAL BUDGET OF CLG FUNDS - \$7,875

RECOMMENDATION:

The Historic District Commission reviewed and approved the proposed projects for the CLG 2025-2026 Grant Application for Funding. Staff reviewed the proposed CLG 2025-2026 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 \$7,875. Upon notification of funding award, staff will forward any associated contract documents to City Council for approval, including a request to appropriate the approved contract amount. CLG funds are anticipated to be available on July 1, 2025.