



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 No

In what way?

Discussion of potential CLG projects was held at the regularly scheduled Historic District Commission meeting on March 2, 2026. Discussion & recommendation to the City Council for the submission of the 2026-2027 CLG Application was held at the regularly scheduled April 6, 2026 HDC 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

- 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) _____
- Will this work be new or an update? _____ New _____ Update
- If preparing a historic context, list topic(s).

- Who will conduct the work? _____ Consultant _____ In-house Staff

D. Publications and Digital Media

- 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
- Provide the proposed title(s) of publication(s) and a summary of the subject matter.

- 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 Historic Lunch and Learn Programs to be presented by a historic restoration professional for Commissioners and community at large.

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. X _____

Plan to have two Historic Lunch and Learn programs on exterior materials.



SECTION III: PROJECT BUDGET

Total CLG Funds Requested	\$ <u>8,875</u>	60%
Total Nonfederal Match	\$ <u>5,917</u>	40%
Total Project Cost	\$ <u>14,591</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 x 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	3,273	3,273
Consultant	1,750		1,750
Printing	1,000		1,000
Postage	1,000		1,000
Supplies	200		200
Travel/Training	3,000		3,000
Other *	200		200
*	1,725		1,725
*		2,644	2,644
Total	8,875	5,917	14,591

* Specify what is being included in the “Other” category or additional categories:

*Membership Dues of \$200 for the NAPC for Commissioners and Staff. Annual Tour App Maintenance Fee of \$1,725.

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

\$2,644 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 - \$5,916.00

Anais Starr, Historic Preservation Officer – \$2,454.75/.80hrs X 52 wks at \$59.15/hr.

Bailey LaChance, Administrative Technician IV – \$818.25/.63 hrs X 52 wks at \$24.84/hr.

Other: Non-Federal Match - \$2,644, 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:

Historic Lunch and Learn Program (2 proposed) - \$1,725

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- \$1,000

Non-federal match - \$0

Postage:

Biannual Postcard Project

CLG Funding- \$1,000

Non-federal match - \$0

Other:

NAPC Membership Renewal

CLG Funding- \$200

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: \$2,454.75
 Staff Position: Planner II/Historic Preservation Officer
 Hourly Rate: \$59.15

Donor: City of Norman
 Source: Personnel Hours
 Kind: In-Kind
 Amount: \$818.25
 Staff Position: Administrative Tech IV
 Hourly Rate: \$24.84

Donor: City of Norman
 Source: General Fund
 Kind: Cash
 Amount: \$2,644.00
 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: Sept. 1, 2026 ending Aug. 2027

(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

Historic Lunch and Learn Program Fall - Coordinate dates with presenter September 2026, provide SHPO with topic outline and reserve room by September 2026, present Historic Lunch and Learn in October of 2026.

Biannual Postcards - In September/October 2026, prepare and mail first postcard general information about the Historic Districts, include information on the upcoming Historic Lunch and Learn Program. Prepare and mail second postcard in March/April 2027 with general Historic District information and information on the Historic Lunch and Learn Program available in Spring of 2027.

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

NAPC Membership - Renew March 2027.

Mobile Tour App Maintenance Fee - Renew December 2026.

Historic Lunch and Learn Program Spring - Coordinate dates with presenter December 2026, provide SHPO with topic outline and reserve room by January 2027, present Historic Lunch and Learn Program in either March or April of 2027.