

CITY OF OAKLAND
AGENDA REPORT

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OFFICE OF THE CITY CLERK
OAKLAND

2004 APR 29 AM 9:08

TO: Office of the City Manager
ATTN: Deborah Edgerly
FROM: Community and Economic Development Agency
DATE: May 4, 2004

RE: SUPPLEMENTAL INFORMATIONAL REPORT IN RESPONSE TO CITY COUNCIL INQUIRY AT THE APRIL 20, 2004 CITY COUNCIL MEETING REGARDING 'LETTER OF NOMINATION' FROM MAYOR JERRY BROWN FOR THE LANDMARKS PRESERVATION ADVISORY BOARD WITH RESPECT TO MAINTAINING CITY'S CERTIFIED LOCAL GOVERNMENT STATUS

SUMMARY

At the April 20, 2004 City Council Meeting, the Council raised questions with respect to Agenda Item # 32, Letter of Nomination from Mayor Jerry Brown regarding appointments to the Landmarks Preservation Advisory Board (LPAB). The Council questioned if the City had confirmed that it would maintain its Certified Local Government (CLG) status, which requires professional qualifications for local historic preservation boards.

BACKGROUND

Certified Local Government Requirements

The Certified Local Government procedures require local commissions to meet specific professional requirements. Members shall demonstrate interest, competence, or knowledge in historic preservation.

Commission members shall be appointed from among professionals in the disciplines of architecture, history, architectural history, planning, archeology or other historic preservation-related disciplines, such as urban planning, American studies, American civilization, cultural geography, or cultural anthropology, to the extent that such professionals are available in the community. Commission membership shall also include lay members who have demonstrated special interest, competence, experience, or knowledge in historic preservation, American studies, cultural anthropology, cultural geography, or other historic preservation-related disciplines.

Current Board

The current LPAB membership consists of the following professional categories:

Barbara Armstrong	Real Estate
John Bliss	Engineer
Alan Dreyfuss	Architect, Historic Architect
Una Gilmartin	Civil Engineer
Norman Hooks	Architect
Yui Hay Lee	Architect

Item: 23
City Council
May 4, 2004

Three members (Dreyfuss, Hooks, and Lee) of the current Board meet the qualifications for various disciplines outlined by the Secretary of the Interior (Please see 'Appendix C', attached).

New Board Membership with Proposed Nominations

Barbara Armstrong	Real Estate
Pamela Kershaw	
filling position formerly held by John Bliss	City Planner
Alan Dreyfuss	Architect, Historic Architect
Una Gilmartin	Civil Engineer
Neal A. Parish	
filling position formerly held by Andrew Carpentier	Real Estate
Kelly Kahn filling position held by Norman Hooks	City Planner
Yui Hay Lee	Architect

It appears that two members (Dreyfuss, Lee) of the above Board membership would meet the qualifications for various disciplines outlined by the Secretary of Interior.

Recent CLG information (see attachment) obtained on-line regarding 'a qualified historic preservation commission' states that two members are encouraged to be professionals who meet the qualifications for various disciplines outlined by the Secretary of the Interior. It further states that local governments can be certified without this minimum professional qualified membership (see page #9).

In conclusion, the nominations would not jeopardize Oakland's Certified Local Government status.

Oakland's Planning Code LPAB Membership Requirements

Section 17.05.010 of the Oakland Planning Code outlines requirements for LPAB members, as follows: at least one architect, one landscape architect or city planner, one person having extensive knowledge of Oakland history, or of relevant architectural history; and one real estate broker or other person with significant experience in the financing or management of real estate. The current Board meets these requirements as follows:

Architect: Yui Hay Lee
Landscape Architect or City Planner: Norman Hooks
History: Alan Dreyfuss
Real Estate: Barbara Armstrong

The new Board membership with the proposed nominations would fulfill the Planning Code requirements as follows:

Architect: Yui Hay Lee
Landscape Architect or City Planner: Kelly Kahn, Pamela Kershaw
History: Alan Dreyfuss
Real Estate: Barbara Armstrong, Neal A. Parish

Deborah Edgerly
May 4, 2004


3

In conclusion, the Board membership with the proposed nominations would comply with the Planning Code requirements.

RECOMMENDATION(S) AND RATIONALE

Based on the above research and discussion, the City's ability to maintain its Certified Local Government status would not be jeopardized by the proposed LPAB nominations, Agenda Item # 32, April 20, 2004 City Council Meeting. The proposed nominations also fulfill the Planning Code LPAB membership requirements.

Respectfully submitted,



CLAUDIA CAPPIO
Development Director

Prepared by:
Joann Pavlinec, Planner III
Historic Preservation/Major Projects
Community and Economic Development Agency

APPROVED AND FORWARDED TO THE
CITY COUNCIL:



OFFICE OF THE CITY MANAGER

ATTACHMENTS:

- Appendix C: Professional Qualifications Review Forms
- Certified Local Government Program Information including Requirements for Certification

Ref: Mydocumets/CLG/LPABConformance

Item: 23
City Council
May 4, 2004

Appendix C: Professional Qualifications Review Forms

Certified Local Government procedures require local commissions to meet specific professional requirements. The commission shall include a minimum membership of five individuals with all members having demonstrated interest, competence, or knowledge in historic preservation.

Commission members shall be appointed from among professionals in the disciplines of architecture, history, architectural history, planning, archeology, or other historic preservation-related disciplines, such as urban planning, American studies, American civilization, cultural geography, or cultural anthropology, to the extent that such professionals are available in the community. Commission membership shall also include lay members who have demonstrated special interest, competence, experience, or knowledge in historic preservation, American studies, cultural anthropology, cultural geography, or other historic preservation-related disciplines.

In addition to completing the appropriate form below for any commission member or staff who meets the requirements for a profession, please attach a resume for this individual.

Certified Local Government Professional Qualifications (36 CFR Part 61): History Professional Qualifications

Local Government _____

Name _____ Commissioner Staff
(Name of Commissioner or Staff)

Date of Appointment: _____ Date Term Expires: _____

Certified Local Government procedures require local commissions to meet specific professional requirements. The commission shall include a minimum membership of five individuals with all members having demonstrated interest, competence, or knowledge in historic preservation. At least two Commission members are encouraged to be appointed from among professionals in the disciplines of history, architecture, architectural history, planning, pre-historic and historic archeology, folklore, cultural anthropology, curation, conservation, and landscape architecture or related disciplines, such as urban planning, American studies, American civilization, or cultural geography, to the extent that such professionals are available in the community. Commission membership may also include lay members who have demonstrated special interests, competence, experience, or knowledge in historic preservation. **In addition to completing the form below for any commission member or staff who meets the requirements for this profession, please attach a resume for this individual.**

Alternative A

MA or PhD in
History

or

MA/MS or PhD in
CRF

(specify field)

Alternative B1

BA in History

or

BA in CRF

(specify field)

and

Two years full-time experience in
history (check appropriate boxes
below and attach explanation and
dates)

___ research

___ writing

___ teaching

___ interpretation

___ other (specify) _____

With a professional institution

(specify institution)

___ academic institution

___ historical org./agency

___ museum

___ other (specify) _____

Alternative B2

BA in History

or

BA in CRF

(specify field)

and

Substantial contribution
through research and
publication to body of
scholarly knowledge in
history (attach explanation)

To meet the standards in this discipline you must be able to check either a big box or a big circle, and check all the smaller boxes under that alternative. One year = 12 months. Full-time = 35-40 hours per week. A year of professional experience need not consist of a continuous year of full-time work, but may be made up of discontinuous periods of full-time or part-time work adding up to the equivalent period. CRF = Closely Related Field; field closely related to this or other discipline in historic preservation (Urban or Regional Planning, American Studies, Historic Preservation, Art History, Architecture, Material Culture, Landscape Architecture, or Folklore). Coursework should be evaluated if discipline itself is not always or obviously related.

**Certified Local Government Professional Qualifications (36 CFR Part 61):
Architectural History Professional Qualifications**

Local Government _____

Name _____ Commissioner Staff
(Name of Commissioner or Staff)

Date of Appointment: _____ Date Term Expires: _____

Certified Local Government procedures require local commissions to meet specific professional requirements. The commission shall include a minimum membership of five individuals with all members having demonstrated interest, competence, or knowledge in historic preservation. At least two Commission members are encouraged to be appointed from among professionals in the disciplines of history, architecture, architectural history, planning, pre-historic and historic archeology, folklore, cultural anthropology, curation, conservation, and landscape architecture or related disciplines, such as urban planning, American studies, American civilization, or cultural geography, to the extent that such professionals are available in the community. Commission membership may also include lay members who have demonstrated special interests, competence, experience, or knowledge in historic preservation. **In addition to completing the form below for any commission member or staff who meets the requirements for this profession, please attach a resume for this individual.**

Alternative A

- MA or PhD in Architectural History
- or
- MA/MS or PhD in Art History, Historic Preservation or CRF
- _____
- (specify field)

and

- Coursework in American Architectural History (list courses or attach listing)
- _____
- _____
- _____
- _____

Alternative B1

- BA in Architectural History
- or
- BA in Art History, Historic Preservation or CRF
- _____
- (specify field)

and

- Two years full-time experience in American architectural history or restoration (check appropriate boxes below and attach explanation and dates)
- With a professional institution
- _____
- (specify institution)
- ___ academic institution
- ___ historical org./agency
- ___ museum
- ___ other (specify) _____

Alternative B2

- BA in Architectural History
- or
- BA in Art History, Historic Preservation or CRF
- _____
- (specify field)

and

- Substantial contribution through research and publication to body of scholarly knowledge in American architectural history (attach explanation)

To meet the standards in this discipline you must be able to check either a big box or a big circle, and check all the smaller boxes under that alternative. One year = 12 months. Full-time = 35-40 hours per week. A year of professional experience need not consist of a continuous year of full-time work, but may be made up of discontinuous periods of full-time or part-time work adding up to the equivalent period. CRF = Closely Related Field; field closely related to this or other discipline in historic preservation (Urban or Regional Planning, American Studies, Historic Preservation, Art History, Architecture, Material Culture, Landscape Architecture, or Folklore). Coursework should be evaluated if discipline itself is not always or obviously related. In addition, note that Alternative A requires the advanced degree in architectural history or a closely related field and coursework in American architectural history. Alternatives B1 and B2 require the work experience or publications (in lieu of a graduate degree) to be in American architectural history.

Certified Local Government Professional Qualifications (36 CFR Part 61):
Architecture Professional Qualifications

Local Government _____

Name _____ Commissioner Staff
(Name of Commissioner or Staff)

Date of Appointment: _____ Date Term Expires: _____

Certified Local Government procedures require local commissions to meet specific professional requirements. The commission shall include a minimum membership of five individuals with all members having demonstrated interest, competence, or knowledge in historic preservation. At least two Commission members are encouraged to be appointed from among professionals in the disciplines of history, architecture, architectural history, planning, pre-historic and historic archeology, folklore, cultural anthropology, curation, conservation, and landscape architecture or related disciplines, such as urban planning, American studies, American civilization, or cultural geography, to the extent that such professionals are available in the community. Commission membership may also include lay members who have demonstrated special interests, competence, experience, or knowledge in historic preservation. **In addition to completing the form below for any commission member or staff who meets the requirements for this profession, please attach a resume for this individual.**

Alternative A

- Professional degree in Architecture
and
- At least two years full-time professional experience in
architecture (attach explanation)

Alternative B

- State license to practice architecture

(specify state(s))

To meet the standards in this discipline you must be able to check both boxes under Alternative A or the box under Alternative B. Note that professional degree means a five-year or graduate degree. One year = 12 months. Full-time = 35-40 hours per week. A year of professional experience need not consist of a continuous year of full-time work, but may be made up of discontinuous periods of full-time or part-time work adding up to the equivalent period.

Certified Local Government Professional Qualifications (36 CFR Part 61): Historic Architecture Professional Qualifications

Local Government _____

Name _____ Commissioner Staff
(Name of Commissioner or Staff)

Date of Appointment: _____ Date Term Expires: _____

Certified Local Government procedures require local commissions to meet specific professional requirements. The commission shall include a minimum membership of five individuals with all members having demonstrated interest, competence, or knowledge in historic preservation. At least two Commission members are encouraged to be appointed from among professionals in the disciplines of history, architecture, architectural history, planning, pre-historic and historic archeology, folklore, cultural anthropology, curation, conservation, and landscape architecture or related disciplines, such as urban planning, American studies, American civilization, or cultural geography, to the extent that such professionals are available in the community. Commission membership may also include lay members who have demonstrated special interests, competence, experience, or knowledge in historic preservation. **In addition to completing the form below for any commission member or staff who meets the requirements for this profession, please attach a resume for this individual.**

Alternative A1

- Professional degree in Architecture
and
 - At least one year of graduate study in Architectural Preservation, American Architectural History, Preservation Planning, or CRF\
- _____
- (specify field)

Alternative A2

- Professional degree in Architecture
and
- At least one year of full-time professional experience in historic preservation projects, including detailed investigations of historic structures, preparation of historic structures research reports, preparation of plans and specifications for preservation projects (attach explanation)

Alternative B1

- State license to practice architecture

 - (specify state(s))
 - and
 - At least one year of graduate study in Architectural Preservation, American Architectural History, Preservation Planning, or CRF
- _____
- (specify field)

Alternative B2

- State license to practice architecture

- (specify state(s))
- and
- At least one year of full-time professional experience in historic preservation projects, including detailed investigations of historic structures, preparations of historic structures research reports, preparation of plans and specifications for preservation projects (attach explanation)

To meet the standards in this discipline you must be able to check all the boxes under one of the alternatives. Note that a professional degree means a five-year or graduate degree. One year = 12 months. Full-time = 35-40 hours per week. A year of professional experience need not consist of a continuous year of full-time work, but may be made up of discontinuous periods of full-time or part-time work adding up to the equivalent period. CRF = Closely Related Field; field closely related to this or other discipline in historic preservation (Urban or Regional Planning, American Studies, Historic Preservation, Art History, Architecture, Material Culture, Landscape Architecture, or Folklore). Coursework should be evaluated if discipline itself is not always or obviously related.

**Certified Local Government Professional Qualifications (36 CFR Part 61):
Prehistoric Archeology Qualifications**

Local Government _____

Name _____ Commissioner Staff
(Name of Commissioner or Staff)

Date of Appointment: _____ Date Term Expires: _____

Certified Local Government procedures require local commissions to meet specific professional requirements. The commission shall include a minimum membership of five individuals with all members having demonstrated interest, competence, or knowledge in historic preservation. At least two Commission members are encouraged to be appointed from among professionals in the disciplines of history, architecture, architectural history, planning, prehistoric and historic archeology, folklore, cultural anthropology, curation, conservation, and landscape architecture or related disciplines, such as urban planning, American studies, American civilization, or cultural geography, to the extent that such professionals are available in the community. Commission membership may also include lay members who have demonstrated special interests, competence, experience, or knowledge in historic preservation. **In addition to completing the form below for any commission member or staff who meets the requirements for this profession, please attach a resume for this individual.**

Alternative A

MA/MS or PhD in Archeology or Anthropology or CRF
_____ (specify field)

and

At least one year full-time professional experience or equivalent specialized training in archeological research, administration, or management (attach explanation)

and

At least four months of supervised field and analytic experience in general North American archeology (attach explanation)

and

Demonstrated ability to carry research to completion (attach explanation)

and

At least one year of full-time experience at a supervisory level in the study of archeological resources of the prehistoric period (attach explanation)

To meet the standards in this discipline you must be able to check all the boxes above. One year = 12 months. Full-time = 35-40 hours per week. A year of professional experience need not consist of a continuous year of full-time work, but may be made up of discontinuous periods of full-time or part-time work adding up to the equivalent period. CRF = Closely Related Field; field closely related to this or other discipline in historic preservation (Urban or Regional Planning, American Studies, Historic Preservation, Art History, Architecture, Material Culture, Landscape Architecture, or Folklore). Coursework should be evaluated if discipline itself is not always or obviously related.

Certified Local Government Professional Qualifications (36 CFR Part 61):
Historic Archeology Qualifications

Local Government _____

Name _____ Commissioner Staff
(Name of Commissioner or Staff)

Date of Appointment: _____ Date Term Expires: _____

Certified Local Government procedures require local commissions to meet specific professional requirements. The commission shall include a minimum membership of five individuals with all members having demonstrated interest, competence, or knowledge in historic preservation. At least two Commission members are encouraged to be appointed from among professionals in the disciplines of history, architecture, architectural history, planning, pre-historic and historic archeology, folklore, cultural anthropology, curation, conservation, and landscape architecture or related disciplines, such as urban planning, American studies, American civilization, or cultural geography, to the extent that such professionals are available in the community. Commission membership may also include lay members who have demonstrated special interests, competence, experience, or knowledge in historic preservation. **In addition to completing the form below for any commission member or staff who meets the requirements for this profession, please attach a resume for this individual.**

Alternative A

- MA/MS or PhD in Archeology or Anthropology or CRF
_____ (specify field)
- and
- At least one year full-time professional experience or equivalent specialized training in archeological research, administration, or management (attach explanation)
- and
- At least four months of supervised field and analytic experience in general North American archeology (attach explanation)
- and
- Demonstrated ability to carry research to completion (attach explanation)
- and
- At least one year of full-time experience at a supervisory level in the study of archeological resources of the historic period (attach explanation)

To meet the standards in this discipline you must be able to check all the boxes above. One year = 12 months. Full-time = 35-40 hours per week. A year of professional experience need not consist of a continuous year of full-time work, but may be made up of discontinuous periods of full-time or part-time work adding up to the equivalent period. CRF = Closely Related Field; field closely related to this or other discipline in historic preservation (Urban or Regional Planning, American Studies, Historic Preservation, Art History, Architecture, Material Culture, Landscape Architecture, or Folklore). Coursework should be evaluated if discipline itself is not always or obviously related.

23
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Office of Historic Preservation



Certified Local Government Program (CLG) Local Government Assistance

The CLG Program is a national program designed to encourage the direct participation of a local government in the identification, registration, and preservation of historic properties located within the jurisdiction of the local government. A local government may become a CLG by developing and implementing a local historic preservation program based on federal and state standards.

The CLG program encourages the preservation of cultural resources by promoting a partnership among local governments, the State of California, and the National Park Service (NPS) which is responsible for the National Historic Preservation Program. Becoming a CLG can provide local staff and commissions the tools, technical training, and more meaningful leadership roles in the preservation of the community's cultural heritage. Local interests and concerns are integrated into the official planning and decision-making processes at the earliest possible opportunity.

In response to the federal government's 1995 initiative for simplifying the National Park Service's oversight of the National Historic Preservation Program, the NPS revised 36 CFR 61 to provide each state with greater discretion in carrying out the responsibilities mandated in the National Historic Preservation Act. Decisions on membership requirements for local preservation commissions are left entirely to the states. The requirement that local preservation commissions consult outside professionals in certain instances is eliminated.

Any local government is eligible to apply for certification, with the exception of regional commissions and councils of governments. A local government is any general purpose political subdivision of California such as a city, county, or city/county. It is important to be aware that certification pertains to the entire local government and its agencies, not simply to the preservation commission that serves the local government.

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Original Publication Date: May 1985
First Revision: November 1995
Second Revision: April 1996
Third Revision (non-substantive): August 1999

This publication has been financed in part with Federal funds from the National Park Service, Department of the Interior, under the National Historic Preservation Act of 1966, as amended, and administered by the California Office of Historic Preservation. The contents and opinions do not necessarily reflect the views or policies of the Department of the Interior, nor does the mention of trade names or commercial products constitute endorsement or recommendation by the Department of the Interior.

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U.S. Department of the Interior
National Park Service
Box 37127
Washington DC 20013-7127

Table of Contents

Overview	4
Introduction	5
What is the Certified Local Government Program?	6
Who Can Apply for Certified Local Government Status?	6
Why Become a Certified Local Government?	6
How Does a Local Government Become a CLG?	7
When Are CLG Applications Accepted?	7
Where Can I Get More Information?	7
Requirements and Procedures.....	8
Requirements for Certification	9
Procedures for Certification	10
Certification Application.....	11
Certification Application Checklist.....	12
Certification Application Form	13
Appendices	19
Appendix A: Definitions.....	20
Appendix B: Sample Resolution.....	25
Appendix C: Professional Qualifications Review Forms	26
Appendix D: Suggested Preservation Plan Model	33
Appendix E: Sample Certification Agreement	34
Appendix F: Annual Report Format.....	36
Appendix G: California Certified Local Government Program Guidelines	37
Procedures.....	37
Requirements.....	38
Transfer of Grants to Certified Local Governments.....	43

Introduction

Preserving important historic properties as reflections of our American heritage became a national policy through passage of the Antiquities Act of 1906, the Historic Sites Act of 1935, and the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470) (NHPA). In part, the NHPA instructed the Federal Government to assist local governments to expand and accelerate their historic preservation programs and activities. Since enactment of the NHPA, the historic preservation expertise and activities of local governments have significantly increased. The act, however, provided no opportunity for local governments to be involved formally in the national historic preservation program. Lack of formal participation by local governments often meant that historic preservation issues were not considered until development planning was well underway. This often resulted in preservation/land development conflicts causing project delays and increasing costs. In addition, opportunities frequently were lost for preservation-oriented development that could satisfy both preservation and development goals. The CLG must be able to demonstrate an understanding of and be included in the local project appeal process involving such activities as CEQA review.

In recognition of the need to involve local governments in historic preservation, the 1980 amendments to the NHPA provided a specific role for local governments in the national program by establishing the Certified Local Government (CLG) program. A CLG is a local government whose local historic preservation program has been certified pursuant to Section 101 (c) of the NHPA. Any local government is eligible to apply for certification, with the exception of regional commissions and councils of government. A local government is any general purpose political subdivision of California such as a city, county, or city/county government. Once certified, a local government must be included in the process of nominating properties to the National Register of Historic Places and will be eligible to apply to the state for a share of the state's annual Historic Preservation Fund (HPF) allocation.

What is the Certified Local Government Program?

The 1980 amendments to the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), provided for the establishment of a Certified Local Government (CLG) Program. The CLG program is a national program designed to encourage the direct participation of a local government in the identification, registration, and preservation of historic properties located within the jurisdiction of the local government. A local government may become a CLG by developing and implementing a local historic preservation program based on federal and state standards.

The CLG program encourages the preservation of cultural resources by promoting a partnership among local governments, the State of California, and the National Park Service (NPS) which is responsible for the National Historic Preservation Program. Becoming a CLG can provide local staff and commissions the tools, technical training, and more meaningful leadership roles in the preservation of the community's cultural heritage. Local interests and concerns are integrated into the official planning and decision-making processes at the earliest possible opportunity.

In response to the federal government's 1995 initiative for simplifying the National Park Service's oversight of the National historic preservation program, the NPS revised 36 CFR 61 to provide each state with greater discretion in carrying out the responsibilities mandated in the National Historic Preservation Act. Decisions on membership requirements for local preservation commissions are left entirely to the states. The requirement that local preservation commissions consult outside professionals in certain instances is eliminated.

Who Can Apply for Certified Local Government Status?

Any local government is eligible to apply for certification, with the exception of regional commissions and councils of governments. A local government is any general purpose political subdivision of California such as a city, county, or city/county. It is important to be aware that certification pertains to the entire local government and its agencies, not simply to the preservation commission that serves the local government.

Why Become a Certified Local Government?

Local governments that have achieved CLG status are considered full partners with the California Office of Historic Preservation in carrying out the protection of cultural resources.

Benefits of becoming a CLG include:

- Eligibility for federal grants from the Historic Preservation Fund administered by the California Office of Historic Preservation. (See below for more information.)
- Direct participation in the nomination of historic properties to the National Register of Historic Places.
- Opportunity for enhanced responsibilities to review and comment on development projects in compliance with federal environmental regulations, thereby expediting the review time.
- Special technical assistance and training for local preservation commission members and staff from the SHPO.
- Potential for participation in the review of building rehabilitation plans for federal investment tax credits.

Qualified staff or consultants (who meet the Secretary of the Interior's Professional Qualifications Standards, see Appendix C) at the local level, working closely with the OHP and the local preservation commission, can expedite the review of these program components and provide local perspective in project development.

At least ten percent (10%) of California's annual HPF allocation shall be designated for transfer to the CLGs on a competitive basis. CLGs receiving HPF grants shall be considered subgrantees of the state. All CLGs shall be eligible to receive funds from the CLG share of the state's local annual HPF grant award. The state, however, is not required to award funds to all certified governments that are eligible to receive funds.

Historic Preservation Fund grants shall be awarded to CLGs on a 60/40 matching basis. The matching share is a requirement to maintain consistency with other federal allocations to the state and to ensure standard accountability in fiscal management. Local financial management systems shall be in accordance with the standards specified in the federal Office of Management and Budget (OMB) Circular A-128 and shall also be auditable pursuant to the federal General Accounting Office's "Standards for Audit of Governmental Organizations, Programs, Activities, and Functions."

How Does a Local Government Become a CLG?

The chief elected official of the local government must submit an application to the OHP requesting certification. Procedures and requirements for becoming a CLG are outlined in Part II of this booklet.

When Are CLG Applications Accepted?

Local governments applying for CLG status can submit applications year round. However, in order to apply for grants through the CLG program, local governments must be certified by the grant application deadline (usually June 1 of each year). The certification review period includes up to 45 days for state review of the CLG application and 15 days for NPS review and concurrence. NPS has final approval to certify local governments as CLGs. The grant application is a separate form independent of the certification application.

Where Can I Get More Information?

If you have any questions on this program, the enclosed certification application form, or the preparation of a local preservation ordinance, please contact the Local Government Unit, Office of Historic Preservation, Post Office Box 942896, Sacramento, CA 94296-0001, phone (916) 653-6624, fax (916) 653-9824.

Part II

Requirements and Procedures

Requirements for Certification

Local governments may be certified to participate in the CLG program by complying with the five minimum responsibilities of a CLG. Local governments must:

- Enforce appropriate state and local legislation for the designation and protection of historic properties;
- Establish an adequate and qualified historic preservation review commission by local law;
- Maintain a system for the survey and inventory of historic properties;
- Provide for adequate public participation in the local historic preservation program, including the process of reviewing and recommending properties for nomination to the National Register of Historic Places; and
- Satisfactorily perform the responsibilities delegated to it by the state.

For more detailed information regarding the requirements and procedures summarized below, please refer to Appendix G: California Certified Local Government Program Guidelines.

Enforce appropriate state and local legislation for the designation and protection of historic properties

Certified Local Governments must enact and enforce a local historic preservation ordinance as well as enforcing the California Environmental Quality Act regulations in relation to historical resources. Additionally, CLGs, along with other local governments, have a role in the environmental review of federally-sponsored projects under Section 106 of the National Historic Preservation Act of 1966, as amended.

Establish an adequate and qualified historic preservation review commission by local law

The establishment of a local preservation commission is usually done through the local government's preservation ordinance. CLG preservation commissions must have a minimum of five members with all members having a demonstrated interest, competence or knowledge of historic preservation. Additionally, two members are encouraged to be professionals who meet the qualifications for various disciplines outlined by the Secretary of the Interior (see Appendix C for more information about professional qualifications). Local governments can be certified without this minimum professional qualified membership. The commission must meet a minimum of four times per year and each commissioner must attend at least one training session that is certified as meeting the requirements of the CLG program each year. The commission is the local governmental entity responsible for preparing and submitting an annual report to the OHP each year.

Maintain a system for the survey and inventory of historic properties

Because surveying is one of the cornerstones of any historic preservation program, CLGs must develop or have in place a system for the survey and inventory of historic properties within their

jurisdictions. This system must be coordinated with the OHP's statewide inventory program, use state-approved inventory forms and evaluative criteria consistent with the National Register, and be in line with the Secretary of the Interior's Standards for Identification and Evaluation. Communities which have conducted surveys in the past must update their survey data as new resources become eligible for consideration, or when older surveys warrant re-examination over time.

Provide for adequate public participation in the local historic preservation program

Public participation is an integral feature of any preservation program. All local preservation commission meetings must be open to the public and meet the requirements of open meeting laws. Additionally, the public should be involved in the CLG's survey program, nominations to registration programs, and preservation planning. Surveys must be available to the public as appropriate with the exception of certain archeological information, which must be kept confidential in order to ensure its protection.

Satisfactorily perform the responsibilities delegated to it by the state

CLGs, in consultation with the OHP, can choose to take on additional responsibilities in their preservation programs. These include reviewing and commenting on applications for federal tax incentives for historic preservation and National Register nominations. Additionally, CLGs can take part in state programs such as the Mills Act property tax abatement for historic properties.

Procedures for Certification

An application must be submitted by the chief elected official of the local government applying for CLG status and must include all the information requested in the application and checklist section of this document. When the OHP receives a completed application, it will respond within 45 days and then forward an OHP recommendation for certification to the National Park Service who makes the final certification decision. After the National Park Service agrees with the OHP's recommendation, a certification agreement will be prepared and signed by both the OHP and the local government, at which time the local government is considered formally certified.

23
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MAY 4 2004