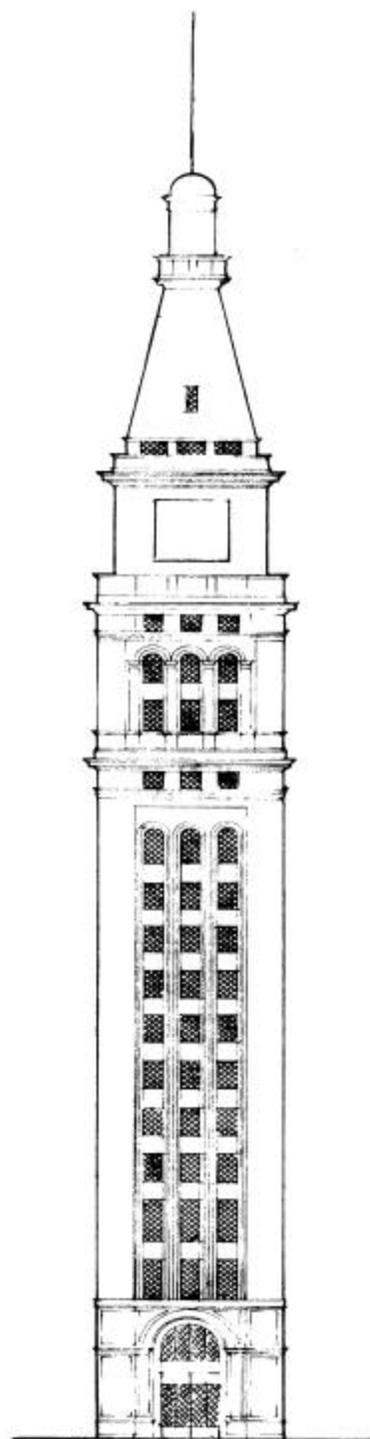


Colorado Certified Local Government Handbook



Colorado Historical Society

COLORADO HISTORICAL SOCIETY

Office of Archaeology and Historic Preservation
1300 Broadway
Denver, Colorado 80203

**COLORADO CERTIFIED LOCAL GOVERNMENT
HANDBOOK**

1985

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PREFACE

In 1966, Congress passed the National Historic Preservation Act, giving preservation a high national priority and establishing programs to encourage the preservation of historic properties. One of these programs was the establishment of State Historic Preservation Offices, administered by gubernatorially appointed State Historic Preservation Officers (SHPOs) and funded by the Department of the Interior through the National Park Service. Each state developed an integrated program to address state and national preservation concerns. In Colorado, the state program is administered through the Colorado Historical Society's Office of Archaeology and Historic Preservation which:

- Surveys and maintains an inventory of historic properties.
- Nominates properties to the National and State Register of Historic Places.
- Maintains a State Historic Preservation Plan.
- Reviews federally funded or licensed projects for impact upon historic properties.
- Certifies historic rehabilitation work for federal and state tax credits.
- Provides technical assistance and guidance to federal, state and local government agencies, organizations and individuals.
- Administers historic preservation covenants.

The success of the federal-state relationship prompted Congress to expand the partnership to include local governments in 1980. Both the SHPO and the National Park Service certify local governments to participate in this partnership if they meet certain requirements. In 1992, Congress passed additional amendments that relate to local government programs.

The purpose of this document is to outline how Colorado implements the Certified Local Government (CLG) partnership.



I. PURPOSE OF THE CLG PROGRAM

The CLG program seeks to encourage and expand local involvement in preservation issues through a partnership between the CLG and the SHPO. To strengthen existing local preservation programs and to catalyze the development of new ones, CLGs are eligible to apply annually for no-match grants from a designated CLG fund. Also, local landmarks of CLGs are eligible for Colorado's state historic income tax credit of 20% or \$50,000, whichever is less, of the cost of qualified rehabilitation. CLGs assume a leadership role by identifying, evaluating and protecting historic resources within their communities; receiving technical advisory services from the SHPO; and having a formal role in the National Register process.

CLGs can opt to assume other responsibilities such as participating in the review of federal projects, reviewing state tax credit projects and administering covenants. If they wish, CLGs can terminate these responsibilities in an orderly way or terminate their CLG status altogether.

The five CLG Program Goals are :

- Historic preservation issues should be understood and addressed at the local level and then integrated into the local planning and decision-making process at the earliest possible opportunity.
- The interests of local governments should be integrated into the identification, evaluation, nomination and protection processes of the SHPO.
- Local governments should develop local preservation efforts that contribute toward and benefit from state and federal preservation programs.
- Participation by local governments should enable federal and state governments to recognize and support local preservation efforts and to use and communicate information developed by them.
- Participation by local governments should result in an increase in awareness of local preservation issues, programs, policies and procedures by federal and state government agencies.



II: ELIGIBILITY

Any general purpose subdivision of the state, such as a city, town or county, which meets the criteria set forth in this document is eligible to apply for certification.

III. REQUIREMENTS FOR CERTIFICATION OF LOCAL GOVERNMENTS IN COLORADO

Five broad federal standards, all of which must be met by a local government seeking certification, are amplified by the specific Colorado CLG requirements. National Park Service requirements are listed below by letter and Colorado requirements by number.

A. **THE LOCAL GOVERNMENT MUST ENFORCE APPROPRIATE STATE AND LOCAL LEGISLATION FOR THE DESIGNATION AND PROTECTION OF HISTORIC PROPERTIES.**

1. Each CLG must enact a local ordinance or resolution which provides a legal framework for a preservation program that substantially achieves the purpose of designating and protecting buildings, sites, structures and districts of historic, architectural and archaeological significance in conformance with definitions set forth in Section 101 © (4) of the National Historic Preservation Act of 1966, as amended, and 36 CFR 61 (e) (1).
2. The local ordinance or resolution shall meet the statutory requirements of all applicable Colorado laws which authorize local governments to designate and protect historic, architectural and archaeological resources (CRS 24-65.1-101 et. seq.; CRS 29-20-101 et seq.; and CRS 30-11-107 (1) (bb)).
3. Minimum requirements for the local ordinance or resolution are as follows:
 - A Statement of Purpose.
 - Establishment of a historic preservation commission including membership, duties and terms of appointment.
 - Criteria and procedures for designation of buildings, sites, structures and districts.
 - Definition of actions that require review by the historic preservation commission.
 - Standards, criteria and procedures for review of alterations, demolitions or new construction in the jurisdiction of the CLG which must be consistent with the Secretary of the Interior's Standards for Treatment of Historic Properties.



B. THE LOCAL GOVERNMENT MUST ESTABLISH AN ADEQUATE AND QUALIFIED HISTORIC PRESERVATION COMMISSION ESTABLISHED BY LOCAL ORDINANCE.

1. Each CLG shall have a commission with a minimum of five members. The commission's geographic area of authority shall be coterminous with the boundaries of the local government's jurisdiction. All commission members must have a demonstrated interest, competence or knowledge in historic preservation.
2. The commission shall be composed of both professional and lay members and shall be selected, as much as possible, from fields of history, architecture, landscape architecture, architectural history, prehistoric or historic archaeology, planning, or related disciplines such as the building trades, cultural geography, cultural anthropology, real estate or law. Information on the credentials of the commission members should be kept on file and available to the public.
3. At least 40% of commission members shall be professionals in preservation-related disciplines such as architecture, landscape architecture, architectural history, archaeology, history, planning, American studies, American civilization, cultural geography or cultural anthropology. Recognizing that professionals may not be available in some communities, this requirement can be waived if the local government makes a good faith effort to recruit professionals and demonstrates that it is capable of carrying out commission responsibilities.
4. When the discipline of architecture, history, architectural history or archaeology is not represented in the commission membership, the commission shall seek additional expertise in the appropriate area when considering National Register nominations and any other delegated actions that will effect properties that are normally evaluated by a professional in that discipline. Local governments are required to adopt professional qualification standards for each discipline as general guidelines for National Register review, as appropriate, and any of the delegated actions that will affect properties that are normally reviewed by historic preservation professionals. These standards are set forth by the National Park Service and are found in Appendix 1. Obtaining additional expertise in the above-mentioned fields can be accomplished through consultations with professionals and with written reports of the results of such consultations submitted with the National Register nomination or other report of action. The commission can also work with the SHPO to explore other ways of obtaining additional expertise.



5. Terms of office of commission members shall be staggered and shall be of at least one year in duration.
6. The commission shall adopt rules of procedure or by-laws which shall be made available to the public.
7. All meetings of the commission shall be open to the public. Minutes shall be kept of each meeting and shall be available for public inspection. (If public disclosure could result in a substantial risk of harm, theft or destruction to the historic or archaeological resource, an exception to the public meeting and public records policy may apply pursuant to federal and state statutes. Section 304 of the National Historic Preservation Act of 1966, as amended; Section 9 (a) of the Archaeological Resources Protection Act; Section 552 (b) of the Freedom of Information Act; CRS 24-72-203 and 204, CRS 24-80-405 and 406.)
8. A copy of the minutes of each meeting shall be sent to the SHPO at the same time that copies are distributed to commission members.
9. Commission meetings shall be held at regular intervals at least four times each year.
10. An Annual Report of the commission's activities shall be submitted to the SHPO. These reports shall include at a minimum the number and types of cases reviewed and their dispositions, new designations made, progress on survey activities, educational activities, and credentials of new commission members and staff (if any).
11. The SHPO shall make available to local commissions orientation materials and training workshops designed to provide a working knowledge of the roles and operations of federal, state and local preservation programs and historic preservation in general. At least one commission member must attend a SHPO-approved educational session each year.
12. All survey and planning activities as well as other preservation responsibilities shall be carried out by the CLG in a manner consistent with Colorado's historic preservation planning process.



C. THE LOCAL GOVERNMENT MUST MAINTAIN A SYSTEM FOR SURVEY AND INVENTORY OF HISTORIC PROPERTIES .

A city or county-wide survey of historic properties is the ongoing process of locating and describing buildings, sites, structures and districts of potential local, state or national importance. It is organized, accessible, up-to-date and usable.

1. The CLG shall initiate and/or continue a process for survey and inventory under local law of buildings, sites, structures and districts within the local jurisdiction. The local survey and inventory system shall be compatible with federal and state established methods and consistent with Colorado's historic preservation planning processes. The SHPO will provide the CLG with state survey and inventory guidelines, instructions and forms to ensure that survey data produced can be readily integrated into the statewide cultural resources data bank. All surveys shall be conducted according to the Historic Survey Manual produced by the SHPO.
2. The CLG must maintain a detailed inventory of the buildings, sites, structures and districts that it has designated under local law. Alternatively, the CLG may combine the designation data with the inventory data.
3. Duplicate copies of materials from all survey efforts conducted by the CLG shall be provided to the SHPO unless already in the files of that office. Duplicate copies shall be submitted with original 3" by 5" black and white photographs.
4. All inventory materials shall be updated periodically to reflect alterations and demolitions.
5. All inventory materials shall be accessible to the public (excluding restrictions on locations of archaeological sites).



D. THE LOCAL GOVERNMENT SHALL PROVIDE FOR ADEQUATE PUBLIC PARTICIPATION IN LOCAL HISTORIC PRESERVATION PROGRAMS (including the process of recommending properties for nomination to the National Register).

1. CLGs should encourage public participation in all facets of their preservation programs.
2. All commission meetings must follow the provisions of the Colorado Open Meetings Law (CRS 24-67-401, et seq.).
3. Minutes of all commission decisions and actions, which include the reasons for making those decisions, must be kept on file and available for public inspection.
4. All commission decisions shall be made in a public forum [except as provided in Section III (B) (7)], and applicants shall be given written notification of those decisions.
5. CLGs are encouraged to develop educational programs to ensure public awareness of their historic preservation activities.

E. LOCAL GOVERNMENTS MUST SATISFACTORILY PERFORM THE RESPONSIBILITIES LISTED IN POINTS A THROUGH D AND THOSE OTHERS SPECIFICALLY DELEGATED TO THEM.

The only responsibility which CLGs must assume is participation in nominating properties to the National Register. CLGs may and are encouraged to assume additional responsibilities. The SHPO will monitor and review the CLGs carrying out of these delegated responsibilities. See Appendix 2 for a list of possible delegated responsibilities.



IV. PROCESS FOR CERTIFICATION OF LOCAL GOVERNMENTS IN COLORADO

A. THE CHIEF ELECTED OFFICIAL OF THE LOCAL GOVERNMENT SHALL REQUEST CERTIFICATION FROM THE SHPO. THE REQUEST FOR CERTIFICATION SHALL INCLUDE THE FOLLOWING :

1. A written assurance by the chief elected official that the local government fulfills the requirements of Sections II and III, above.
2. The name and address of the CLG representative who has been or will be appointed to be responsible for carrying out program responsibilities.
3. A copy of the local historic preservation ordinance, and, if one exists, the local preservation plan.
4. A listing of buildings, sites, structures and districts, including addresses, designated under the local ordinance.
5. A list of members of the historic preservation commission. For all members, include a statement of the demonstrated interest or knowledge in historic preservation. Specifically call out the professional qualifications of commission members in fields related to historic preservation.
6. If the commission does not include 40% professional members, a statement demonstrating that the local government has made a reasonable effort to appoint such members by newspapers advertisements, communications with a local university, or other means.
7. A proposal on how the local commission will review National Register nominations if the discipline of history, architectural history, architecture or archaeology is not represented in the commission membership.
8. A description of any other delegated responsibilities which the CLG wishes to assume.

B. THE SHPO SHALL RESPOND TO THE CHIEF ELECTED OFFICIAL WITHIN FORTY-FIVE (45) WORKING DAYS OF RECEIPT OF AN ADEQUATELY DOCUMENTED WRITTEN REQUEST.

During that time, the SHPO may request an on-site visit to meet with the chief elected official or CLG representative, representatives of the preservation review commission, and the prospective local CLG grant administrator.



- C. **IF THE SHPO DETERMINES THAT THE LOCAL GOVERNMENT FULFILLS THE REQUIRMENTS FOR CERTIFICATION, A CLG AGREEMENT SHALL BE SIGNED WITH THE LOCAL GOVERNMENT.**
- D. **THE CLG AGREEMENT WILL SPECIFY THAT IT SATISFIES THE FOLLOWING MINIMUM REQUIREMENTS :**
1. The local government must enforce appropriate state and local legislation for the designation and protection of historic properties.
 2. The local government must continue to maintain a qualified historic preservation commission.
 3. The local government must establish and/or maintain a system for the survey and inventory of historic properties.
 4. The local government must provide for adequate public participation in the local historic preservation program, including the process of recommending properties to the National Register.
- E. **THE CERTIFICATION AGREEMENT SHALL SPECIFY THE ROLE OF THE LOCAL GOVERNMENT IN THE NATIONAL REGISTER NOMINTION PROCESS.**

It shall also enumerate any other responsibilities that have been mutually agreed upon by the SHPO and the local government.

- F. **COPIES OF THE REQUEST AND THE SIGNED AGREEMENT CERTIFIED BY THE SHPO SHALL BE FORWARDED BY THE SHPO TO THE SECRETARY OF THE INTERIOR, OR HIS DESIGNEE, FOR REVIEW.**

If the request for concurrence cannot be affirmed as submitted, the National Park Service will notify the SHPO prior to 15 working days after receipt of the request. The National Park Service shall provide written notice of what is necessary for the request for concurrence to be approved.

- G. **THE CERTIFICATION AGREEMENT CAN BE AMENDED TO CHANGE THE DELEGATION OF REPSONSIBILITIES TO THE CLG.**
- H. **CONTINUED CERTIFICATION SHALL BE BASED ON PERFORMANCE.**



V. PROCESS FOR MONITORING AND DECERTIFYING CLGS

A. **THE SHPO SHALL REVIEW AND MONITOR THE PERFORMANCE OF EACH CLG NO LESS OFTEN THAN ONCE EVERY FOUR YEARS.**

1. The SHPO shall review the Annual Reports submitted by the CLG, minutes of commission meetings, records of administration of federal grant funds and other documents as necessary.
2. The CLG shall make all pertinent records available to the SHPO on request.
3. The SHPO may also send staff representatives to CLG commission meetings.

B. **THE SHPO WILL USE THE FOLLOWING FACTORS IN REVIEWING CLG PERFORMANCE:**

1. Maintaining qualified commission members.
2. Number and frequency of commission meetings.
3. Number of additional local properties surveyed.
4. Number of additional local properties inventoried.
5. Number of additional local properties designated.
6. Number of reviews and alterations, new construction or demolition requests.
7. Consistency of design review decisions with the Secretary of the Interior's Standards for Treatment of Historic Properties.
8. Number of National Register nominations reviewed.
9. Educational activities or programs conducted or sponsored.
10. Compliance with the CLG agreement.
11. Delegated responsibilities carried out according to program requirements.
12. Timely filing of a complete Annual Report.



13. Timely completion of work pursuant to CLG grants.
14. Submittal of minutes to the SHPO.
15. Attendance of commission members at educational sessions.

C. IF THE SHPO'S EVALUATION INDICATES THAT THE CLG IS DEFICIENT IN FULFILLING ITS RESPONSIBILITIES, THE SHPO SHALL DOCUMENT THE ASSESSMENT AND RECOMMEND IN WRITING TO THE LOCAL GOVERNMENT SPECIFIC STEPS TO BRING PERFORMANCE TO AN ACCEPTABLE LEVEL.

1. The CLG shall have a period of not less than nine months nor more than one year to implement improvements and correct deficiencies. During the period, CLGs will not be permitted to exercise delegated responsibilities in the inadequate areas of performance. The SHPO shall provide technical advice and assistance in the areas needing assistance.
2. If the SHPO determines that sufficient improvement has not occurred, the SHPO shall recommend decertification of the CLG to the Secretary of the Interior citing specific reasons for the recommendation. The SHPO shall notify the local government of the actions of the Secretary.
3. After decertification, the SHPO shall suspend or terminate the Historic Preservation Fund (HPF) assistance, if any, to the local government except that assistance which may be necessary for the CLG to complete a CLKG subgrant project. The SHPO may conclude normal subgrant closeout procedures, unless the terms of the subgrant agreement can no longer be met, in which case the SHPO shall terminate the subgrant.
4. The CLG may file with the SHPO requests to be voluntarily decertified without prejudice. A letter from the chief elected official shall include the following information:
 - The reason for seeking decertification.
 - The steps that the CLG will take to notify all affected parties with which it has worked of decertification.
 - A tentative schedule for decertification.
 - How the CLG intends to assist the SHPO in closing out any projects using HPF grants.



VI. CLG PARTICIPATION IN THE NATIONAL REGISTER PROCESS

The CLG program establishes a partnership between the CLG and the SHPO as nominating authorities for Colorado's National Register Program. It does not delegate to CLGs the sole authority to nominate properties directly to the Register. The following procedures explain the shared role:

1. Nominations of Colorado properties to the National Register of Historic Places shall be made directly to the SHPO. Nominations may be made by any party, including a CLG.
2. Upon receipt of an adequately documented nomination of a property within the jurisdiction of a CLG, the SHPO shall notify the property owner, the CLG's chief elected official and the local historic preservation commission of the proposed nomination. The SHPO shall submit the nomination to the commission for comment.
3. The commission, after reasonable opportunity for public comment, shall prepare a report as to whether or not such property, in its opinion, meets the criteria of the National Register.
4. Within sixty (60) days of receipt of the nomination from the SHPO, the chief elected official shall transmit the report of the commission and his or her recommendation to the SHPO. The report should concentrate on the property's eligibility under the National Register eligibility criteria.
 - a. In the event that the historic preservation commission and the chief elected official agree that the proposed nomination meets the criteria for listing the property in the National Register, the SHPO will transmit the proposed nomination and the CLG's comments to the Colorado Historic Preservation Review Board for consideration. The Review Board is an independent advisory board appointed by the Governor and the SHPO that evaluates and recommends sites for nomination to the National Register.
 - b. In the event that the historic preservation commission and the chief elected official disagree as to whether the proposed nomination meets the criteria for listing in the National Register, both opinions shall be forwarded to the SHPO, who will transmit the proposed nomination with both opinions to the Review Board for consideration.
 - c. In the event the historic preservation commission and the chief elected official agree that the proposed nomination does not meet the criteria for listing in the National Register, the CLG shall inform the owner of the property and the applicant of its recommendation and shall inform them that within thirty (30) days an appeal of this recommendation may be made by letter directly to the SHPO. The historic preservation commission shall forward the CLG's recommendation and the nomination to the SHPO, who will take no further



action unless within thirty (30) days of the receipt of such recommendations by the SHPO, an appeal is filed by any person with the SHPO. If such an appeal is filed, the SHPO shall transmit the nomination and the CLG's recommendations to the Review Board for consideration.

5. If no report is received by the SHPO from the chief elected official within the allotted sixty (60) days, the state shall make the nomination pursuant to section 101 (a) of the National Historic Preservation Act, as amended. Failure of the CLG to submit reports on proposed nominations within its jurisdiction will be considered by the SHPO in its review of the CLG.
6. Appeals of the SHPO's decisions may be made directly to the Keeper of the National Register in accordance with federal regulations (36CFR60).
7. For proposed nominations of historic districts to the National Register of Historic Places, the CLG shall assist the SHPO in:
 - a. Aiding the preparer of the form in verifying the names and addresses of the owners of properties within the proposed districts, if necessary.
 - b. Providing for public information meetings at times and places agreeable to the SHPO and the CLG.
 - c. Providing formal notification of pending nominations to the owners of property, if directed to by the SHPO and agreed to by the CLG.
8. The SHPO will notify the CLG, the property owner and the applicant when a property within the CLG's jurisdiction is listed in the National Register.
9. The historic preservation commission shall be responsible for providing oversight and monitoring of historic properties and historic districts listed in the National Register of Historic Places. The commission is responsible to recommend in writing to the SHPO removal from the National Register of any property or district which has lost its integrity because of the demolition or alteration of structures.

NOTE: This section addresses only properly completed National Register nomination forms which have been prepared in accordance with the Secretary of the Interior's Standards for Registration and Guidelines for Registration (Federal Register, v. 48, no. 190, September 29, 1983, pp. 44726-44728) and the National Park Service's technical publication How to Complete National Register Registration Forms. Requests for National Register nomination information, for preliminary opinions by the State Historic Preservation Officer on a



property' s eligibility, for Part I Certifications for the preservation tax incentives, etc., will continue to be handled by the OAHP as they have been in the past.

VII. PROCESS FOR TRANSFERRING CLG GRANT FUNDS TO CLGS

A minimum of 10% of a state' s annual apportionment from the Historic Preservation Fund (HPF) must be designated for CLG grants. In Colorado, this amount is currently approximately \$60,000 per year. In addition, funds from the State Historical Fund derived from gaming revenues match the 10% HPF set-aside, providing a total CLG grant pool of approximately \$120,000. At this time, CLG grants do not require a match. CLG grants are considered subgrants by the state from its grant from the federal government.

1. CLG grants are awarded annually on a competitive basis. Grant applications are currently due on December 15th of each year.
2. Application forms and instructions will be provided by the SHPO.
3. The SHPO will provide advice and information to CLGs to implement financial management systems which meet the standards of the Office of Management and Budget Circular A-102, Attachment G, as required by the National Park Service.
4. If the grant involves National Register nominations, the CLG shall adhere to all requirements of the Historic Preservation Fund Grants Manual prepared by the National Park Service.
5. Guidelines for review and selection of grant applications are as follows:
 - a. Applications will be ranked by the SHPO. See Appendix 3 for selection criteria.
 - b. The amount awarded shall be sufficient to produce a specific impact and to generate effects directly.
 - c. No single CLG should receive a disproportionate share of the allocation.
 - d. Eligible projects include the identification, evaluation, designation and protection of the locality' s cultural resources by completing or updating the survey and inventory of historic resources; nomination of properties to the National Register; development of a historic preservation plan; and educational activities, programs and publications.
 - e. The rationale for selection of applicants and the amounts awarded will be made available to the public upon request.
6. A CLG which receives HPF assistance will be considered a subgrantee of the state and will be required to sign a project agreement. That agreement will specify the management and use of funds. The CLG may be required to file interim and final reports and any other documents spelled out in the project agreement.



7. The use of federal funds will be governed by all current guidelines and regulations imposed by the federal government. Any state-directed specific uses of funds are to be for activities that are eligible for HPF assistance.
8. CLGs may participate in review and approval of National Register nominations and other activities whether or not they elect to apply for grants from the Historic Preservation Fund.
9. The SHPO shall be responsible through financial audit for the proper accounting of HPF-CLG funds in accordance with OMB Circular A-128, "Audit Requirements."
10. The SHPO's evaluation of a CLG will include an assessment of the CLG's fiscal management of HPF funds.



APPENDIX 1

Historic Preservation Professional Qualifications

In the following definitions, a year of full-time, 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 of a year of full-time experience.

1. **History**. The minimum professional qualifications in history are a graduate degree in history or closely related field; or a bachelor's degree in history or closely related field plus one of the following:
 - a. at least two years of full-time experience in research, writing, teaching, interpretation or other demonstrable professional activity with an academic institution, historical organization or agency, museum or other professional institution; or
 - b. Substantial contribution through research and publication to the body of scholarly knowledge in the field of history.

2. **Archaeology**. The minimum professional qualifications in archaeology are a graduate degree in archaeology, anthropology, or closely related field plus:
 - a. at least one year of full-time professional experience or equivalent specialized training in archaeological research, administration or management;
 - b. at least four months of supervised field and analytic experience in general North American archaeology; and
 - c. demonstrated ability to carry research to completion.

In addition to these minimum qualifications, a professional in prehistoric archaeology shall have at least one year of full-time professional experience at a supervisory level in the study of archaeological resources of the prehistoric period. A professional in historic archaeology shall have at least one year of full-time professional experience at a supervisory level in the study of archaeological resources of the historic period.

3. **Architectural history**. The minimum professional qualifications in architectural history are a graduate degree in architectural history, art history, historic preservation, or closely related field, with coursework in American architectural history; or a bachelor's degree in architectural history, art history, historic preservation, or closely related field, plus one of the following:



- a. at least two years of full-time experience in research, writing, or teaching in American architectural history or restoration architecture with an academic institution, historical organization or agency, museum, or other professional institution; or
 - b. substantial contribution through research and publication to the body of scholarly knowledge in the field of American architectural history.
4. **Architecture.** The minimum professional qualifications in architecture are a professional degree in architecture plus at least two years of full-time professional experience in architecture; or a license to practice architecture.
5. **Historic architecture.** The minimum professional qualifications in historic architecture are a professional degree in architecture or state license to practice architecture, plus one of the following:
- a. at least one year of graduate study in architectural preservation, American architectural history, preservation planning, or closely related field; or
 - b. at least one year of full-time professional experience on historic preservation projects. (Such graduate study or experience shall include detailed investigations of historic structures, preparation of historic structures research reports, and preparation of plans and specifications for preservation projects.)



APPENDIX 2

CLG DELEGATED RESPONSIBILITIES PROGRAM

CLGs are eligible to assume any or all SHPO responsibilities related to implementation of the National Historic Preservation Act. CLGs assuming these responsibilities will be obligated to meet all public participation and program standards attendant to them. SHPO responsibilities which may be delegated to CLGs are:

1. **Review and Compliance (Section 106)**: For federal or state actions, including use of federal or state funds, advise and assist, in cooperation with the National Park Service and the Advisory Council on Historic Preservation, federal and state agencies to ensure that historic properties are taken into consideration at all levels of planning and development.
2. **National Register**: Identify and recommend properties to the National Register and administer applications for listing properties on the National Register. Note: CLGs are *required* to assume these responsibilities, more fully described in Section VI.
3. **Planning**: Prepare and implement a comprehensive historic preservation plan.
4. **Covenants Administration**: Participate in the administration of historic preservation covenants granted to the state by recipients of Historic Preservation Fund (HPF) subgrant awards for acquisition and development projects.
5. **Federal Income Tax Credit**: Participate in the administration of the historic preservation tax incentives program for evaluation and certification of income-producing historic properties seeking to take advantage of the federal incentives.
6. **State Income Tax Credit**: A CLG may opt to be the reviewing entity for Colorado's state historic income tax credit, which applies to residential as well as income-producing properties.
7. **Information and Assistance**: Provide public information, education, training and technical assistance about federal and state historic preservation programs, and otherwise fulfill a liaison responsibility.



APPENDIX 3

SELECTION CRITERIA FOR CERTIFIED LOCAL GOVERNMENT SUBGRANTS

The following selection criteria will be used to determine CLG grant awards. Applications received by the deadline will be evaluated based upon the below criteria and scored according to the indicated point assignments.

1. **Project Description and Strengthening Local Preservation Efforts (15 Points)**
 - Does the applicant demonstrate a clear understanding of preservation needs?
 - Is the description of the project understandable and does it provide background information?
 - Does the proposal form or strengthen partnerships or networks?
 - Does the project further existing local, regional or state preservation planning?
2. **Statement of Need for Assistance (15 points)**
 - Is there evidence of responsiveness to community needs?
 - How will members of the public benefit from this project?
 - Is the stated need verifiable with documented factual information?
 - Does the applicant describe how grant funds will assist in achieving preservation work that can not be solely accomplished with applicant funds?
3. **Project Scope of Work, Objectives and Outcomes (20 Points)**
 - Will the scope of work planned accomplish the stated objectives?
 - Are the objectives quantifiable?
 - Will the outcomes and/or products provide beneficial preservation results?
 - Does the project seem likely to be completed in a timely fashion and succeed in its goals?
4. **Significance and Impact of Project (10 Points)**
 - Does the project deal with a threatened resource?
 - Will the project result in a National Register nomination?
 - Does the product address buildings, structures, sites or districts listed on the National Register or State Register?
 - Does the project have a significant impact on the local community?
 - Does the project develop historic contexts or educate and inform broad sectors of the public?
5. **Applicant Commitment to the Project (10 Points)**
 - What are the continuation plans for the project?
 - If applicable, what is the applicant source and commitment of matching funds?
 - Is the project part of an overall community, governmental or organizational plan?
 - Are the applicant resources sufficient to successfully accomplish the project as proposed?



6. **Innovative Methodology (10 Points)**
 - Does the project involve the application or development of new preservation methods, tools or technologies which have potential for broad applications beyond the specific project?
 - Can the results be used as a model for other CLGs?
7. **Financial Management Capability (10 Points)**
 - Does the applicant demonstrate the ability to comply with financial management requirements as defined by federal regulations, state rules and OMB circulars?
 - Are applicant resources sufficient to successfully accomplish the project?
 - If applicant is a previous subgrantee, have all compliance requirements been satisfied and reports submitted in a timely manner?
8. **Qualification of Key Personnel (5 Points)**
 - Do proposed personnel provide adequate support for accomplishing the project?
 - Do key personnel meet the required professional qualifications as defined by the Secretary of the Interior's Standard?
 - Are complete resumes or vitae provided?
9. **Budget and Cost Effectiveness (5 points)**
 - Is the budget consistent with the planned objectives?
 - Are the costs reasonable compared with the products?
 - Are costs within allowable categories for funding per federal regulations?



REQUEST FOR CERTIFIED LOCAL GOVERNMENT STATUS

Date:

To: **Georgianna Contiguglia, State Historic Preservation Officer**

Colorado Historical Society
1300 Broadway
Denver CO 80203

From: _____
(Chief Elected Official of the Local Government)

In accordance with the National Historic Preservation Act of 1966, as amended, and “Procedures for the Certification of Local Governments in Colorado,” I hereby request Certified Local Government Status for the:

_____.

(Town, City, or County of _____)

Enclosed are:

- _____ 1. A copy of the local historic preservation or landmarks ordinance or resolution, including any amendments.
- _____ 2. A copy of the standards, criteria and procedures used for the review of alterations, demolition and new construction affecting historic properties.
- _____ 3. A listing of building, sites, structures and districts, including addresses, designated under the local ordinance.
- _____ 4. A list of the members of the historic preservation commission with qualifications of all commission members.
- _____ 5. A copy of the local preservation plan, if extant, or a statement describing the local preservation plan.
- _____ 6. A sample copy of the minutes of a commission meeting.
- _____ 7. A sample notice of a public meeting of the commission.
- _____ 8. A sample notice to an applicant of the decision of the commission.
- _____ 9. A description of any other delegated responsibilities which the local government wishes to assume.



The requirements for certification of local governments, as described in Section III of "Procedures for the certification of Local Governments in Colorado" are

currently fulfilled by _____.
(City, Town or County of _____)

(OR, with the exception(s) as described below. Indicate the appropriate item and provide the requested information if there are exceptions to the requirements.)

1. The historic preservation commission does not include professional member(s) from the disciplines of:

However, a reasonable effort to appoint such member(s) was made as follows (include a brief statement describing the efforts to appoint such professionals):

In the absence of such professionals on the commission, the local commission proposes to obtain such professional expertise, when required, as follows (include a brief statement describing the proposal):



2. Other exceptions to the requirements of Section III include (briefly explain the exceptions and describe plans to fulfill the requirements):

3. Description of other delegated responsibilities the local government wishes to assume:

4. Name and address of CLG representative who will be responsible for carrying out program responsibilities:
 Name _____
 Address _____

 Phone _____ Fax _____ E-mail _____

I understand that, if certified, a written certification agreement specifying the responsibilities of the local government will be required and that the _____ will be eligible to apply for special (City, Town or County of) Certified Local Government grants to be used for eligible local historic preservation projects.

Signed, Chief Elected Official

Name of CEO (type or print) _____

Date: _____



MODEL LOCAL GOVERNMENT CERTIFICATION AGREEMENT

Pursuant to the provisions of the National Historic Preservation Act, as amended, to applicable federal regulations (36 CFR 61), and to the "Process for Certification of Local Governments in Colorado," the _____ of _____ [*insert the proper name of the local government*] agrees to:

- (1) Enforce appropriate legislation for the designation and protection of historic properties, including, but not limited to CRS 24-65.1-101 et seq.; CRS 20-20-101 et seq. ; and CRS 30-11-107 (1) (bb).
- (2) Maintain an adequate and qualified historic preservation review commission composed of professional and lay members pursuant to the "Requirements for Certification of Local Governments in Colorado."
- (3) Maintain a system for the survey and inventory of historic properties pursuant to the "Requirements for Certification of Local Governments in Colorado."
- (4) Provide for adequate public participation in the historic preservation program, including the process of recommending properties to the National Register.
- (5) Adhere to all Federal requirements for the Certified Local Government Program.
- (6) Adhere to requirements outlined in the Colorado Certified Local Government Handbook issued by the State Historic Preservation Office.

Upon its designation as a Certified Local Government, the _____ of _____ [*enter local government name*] shall be eligible for all rights and privileges of a Certified Local Government (CLG) specified in the National Historic Preservation Act, Federal procedures, and procedures of Colorado. These rights include eligibility to apply for available CLG grant funds in competition only with other certified local governments.

STATE:

LOCAL GOVERNMENT:

SHPO or Designee

Chief Elected Local Official

Typed Name and Title

Typed Name and Title

Date

Date



The activity that is the subject of this material has been financed in part with Federal funds from the National Historic Preservation Act, administered by the National Park Service, U.S. Department of the Interior and for the Colorado Historical Society. However, the contents and opinions do not necessarily reflect the views or policies of the U.S. Department of the Interior or the Society, nor does the mention of trade names or commercial products constitute an endorsement or recommendation by the Department of the Interior or the Society.

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