

Idaho Certified Local Government Program Handbook



Helping Communities to Preserve Their
Past and to Enrich Their Future



Idaho State Historical Society
State Historic Preservation Office

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Idaho Certified Local Government Program

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Idaho State Historical Society
State Historic Preservation Office

210 Main Street, Boise, ID 83702 Ph.: (208) 488-7471 Fax: (208) 334-2775

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STATEMENT OF PURPOSE

The Idaho State Historic Preservation Office (SHPO) is committed to developing a Certified Local Government (CLG) program which will be of the greatest possible benefit to the State's communities, which encourages as many communities as possible to participate in the program, and which provides a workable mechanism by which a wide range of historic preservation activities may be undertaken by local governments. As such, it is the stated purpose of the Idaho Certified Local Government program is to:

1. Provide local governments a greater degree of participation and involvement when properties are nominated to the National Register of Historic Places;
2. Help fund a broad range of historic preservation projects important to local communities by ensuring the widespread participation of local governments in the pass-through subgrant program;
3. Encourage local communities' efforts to carry out the Goals and Objectives of the current Idaho State Historic Preservation Plan;
4. Support and improve surveys of local communities' historic, architectural, and archaeological resources;
5. Generate information about cultural resources and their importance in local planning and decision-making processes;
6. Encourage local participation in the historic preservation planning process to give communities a voice in determining regional and statewide historic preservation priorities and efforts; and
7. Streamline the process for reviewing local projects involving federal funds and which require compliance with Section 106 of the National Historic Preservation Act, as amended.

ABOUT THE CLG PROGRAM

In 1980, an important amendment to the National Historic Preservation Act of 1966 brought about a significant change in the role that cities and counties play in the Nation's effort to preserve its heritage. Although local governments had been involved in the federal-state-local partnership that developed since the 1966 Act was passed, the 1980 Amendments gave local governments a specific, formal role in historic preservation. This new program, known as the Certified Local Government (CLG) program, significantly increased local interest in historic preservation. Subsequent amendments have made further refinements to the program. The National Historic Preservation Act as amended (54 USC 300101 et seq.) contains the current federal statutory requirements.

The Idaho CLG program was developed after consulting with local governments, local historic preservation commissions and historical societies, and other interested groups and individuals. Local

preservation needs were analyzed and the capabilities of different types of local governments in Idaho were assessed. This showed that there was a need for this program to be designed to be as flexible as possible in order to allow for different capabilities, needs, and resources of Idaho's diverse communities. Simultaneously, it needs to provide for an equitable and consistent approach to program management and is coordinated with Idaho's statewide comprehensive historic preservation planning process.

To accomplish this, the State Historic Preservation Office has worked to ensure that information about the Certified Local Government program and its requirements are as straight forward and clear as possible. Not every community in Idaho is able to provide staff specifically trained in historic preservation to support their historic preservation program; it is vitally important, then, that the State Historic Preservation Office be able to provide that support through the Certified Local Government program in a way that is readily accessible by the dedicated volunteers in that community.

Much like the National Historic Preservation Act, the Idaho Certified Local Government program has gone through several revisions and changes through the years. And the Idaho State Historic Preservation Office is continuously working with communities throughout the state to find ways to make this important program better and more effective for both our existing Certified Local Governments and those communities which are looking to become CLGs.

BENEFITS OF THE CLG PROGRAM

In addition to making a statement of your community's commitment to local heritage, sustainability, community character, and quality of life, there are three (3) additional important benefits are gained by participating in the CLG Program: (1) Cities and counties formally participate in the nomination of properties to the National Register of Historic Places and; (2) Cities and counties have access to technical assistance and support from the State Historic Preservation Office; and (3) Cities and counties are eligible for federal funds reserved exclusively for their use.

Participation in the National Register of Historic Places Process

Certified Local Governments are required to participate in the process of reviewing and nominating properties in their community to the National Register of Historic Places. While this requires the participation and involvement of the Historic Preservation Commission and elected officials, this is actually a benefit to the community as it gives the Commission, the elected officials, and the community as a whole an active voice in the nomination process, and therefore, have more control over what properties in their community are listed in the Register.

Technical Assistance from the SHPO

Very few communities in Idaho have the ability to hire full-time professional staff with a background or degree in historic preservation to administer or run their preservation program. By becoming a Certified Local Government, a community can take advantage of the wealth of knowledge and experience at the State Historic Preservation Office. The SHPO staff work directly with local historic preservation commissions and municipal staff to support their historic preservation efforts. From guidance and advice on potential projects and commission reviews to providing free training and education, SHPO staff are available to help supply Certified Local Governments with the expertise they need to make their historic preservation programs as strong as possible.

CLG Grant Program

Probably the biggest benefit to becoming a Certified Local Government is gaining access to the CLG Grant program. By law, a certain percentage of the money that the SHPO receives from the National Park Service each year must get passed on the CLGs. These grants are **only** available to CLGs, and are used for a wide range of projects to help support the historic preservation efforts of communities across the state. The grants are competitive and require a 50/50 match from the community (matches can be in-kind and/or cash matches). The yearly grant funds are awarded based on merit, severity of need, and the communities ability of meet the match requirements.

This document is divided into two major sections. [Section I: Certification of Local Governments](#) explains the process and requirements for a community to become a CLG. [Section II: Transfer of Funds to Certified Local Governments](#) provides a basic introduction to the CLG Grant program; more information on the grant program and details on its requirements is available in the Idaho CLG Grant Manual.

Questions regarding the program should be addressed to:

CLG Coordinator
State Historic Preservation Office
Idaho State Historical Society
210 Main Street
Boise, ID 83702

Phone: (208) 488-7471
Fax: (208) 334-2775
E-mail: pete.lorange@ishs.idaho.gov

SECTION I: CERTIFICATION OF LOCAL GOVERNMENTS

A. Who is Eligible?

Any general purpose political subdivision of the State, such as a county or incorporated city, which satisfies those requirements noted below is eligible to apply for certification. Unincorporated communities can participate in the program through their county governments. An Indian tribal community may be certified and participate in the CLG program if the tribe effectively meets the definition of a local government in Section 301(3) of the National Historic Preservation Act.

Local governments that wish to participate must meet the following minimum requirements:

1. Establish by state law or local ordinance an adequate and qualified historic preservation review commission consisting of professional and lay members.
2. Conduct a survey and maintain an inventory of historic properties in the community.
3. Provide for adequate public participation in the historic preservation program, including the process for nominating properties to the National Register of Historic Places.
4. Encourage local historic preservation planning efforts.
5. Enforce appropriate state and local legislation for the designation and protection of historic properties.
6. Maintain a satisfactory ongoing performance of these duties.

SECTION I: CERTIFICATION OF LOCAL GOVERNMENTS

B. Minimum Requirements

In order for a community to become a Certified Local Government, and then retain their status as a CLG, certain minimum requirements must be met. These requirements are intended to ensure that CLGs are both willing and capable of carrying out historic preservation efforts effectively in their community.

1. Establish by state or local law an adequate and qualified historic preservation review commission composed of professional and lay members.

To meet this requirement, a local historic preservation ordinance establishing the review commission must provide for the following elements. It should be noted that the following requirements satisfy both the State of Idaho enabling legislation (Idaho Code 67-4601) and the National Park Service regulations for the CLG program.

A. Commission membership

- (1) All commission members shall have a demonstrated interest, competence, or knowledge of historic preservation.
- (2) The commission shall consist of at least five (5) and not more than ten (10) members appointed by the governing authority (city, county, or tribe) with due regard to proper representation of such fields as history, architecture, urban planning, archaeology and law. To the extent that such expertise is available in the community, at least two (2) members of the commission shall meet the Secretary of the Interior's Professional Qualification Standards for one of the following the disciplines: History; Archaeology; Architecture; Architectural History; Historic Architecture; Historic Preservation Planning; or Historic Preservation. Each certified government shall make a good-faith effort to locate and appoint such professionals.

If the local government is unable to appoint professional members, it shall provide information to the State Historic Preservation Office about how this effort was undertaken. A local government may be certified without the minimum number of preservation professionals if it can demonstrate that it has made a reasonable effort to fill those positions.

- (3) When the commission reviews a National Register nomination or considers other actions that will have an impact on historic properties for which the commission does not have expertise, the commission must solicit that expertise before rendering its decision. For example, if a property is nominated for its archaeological significance, the commission must seek advice and comments from a professional archaeologist if one does not sit on the commission. Additional expertise can often be obtained through private consultants, universities, private preservation organizations, regional planning and development organizations, and

other sources. In cases where additional expertise is deemed necessary, commissions should contact the State Historic Preservation Office.

- (4) Commission members shall serve terms not to exceed three (3) years and will be eligible for reappointment as specified by the governing body.
- (5) A representative of the commission shall attend at least one meeting each year for informational purposes sponsored by the State Historic Preservation Office (SHPO) or other source. The SHPO shall provide all local commissions with orientation materials and training designed to provide a working knowledge of the roles and operations of federal, state, and local preservation programs. In addition, the SHPO will provide technical information through training manuals, publications, newsletter articles, and other appropriate means to distribute information useful to CLGs. SHPO staff may be contacted also for direct assistance.

B. Commission duties

Commission duties and responsibilities will be complemented by and coordinated with those of the State Historic Preservation Office. Under federal regulations, SHPO duties include directing and conducting statewide surveys, identifying and nominating properties to the National Register of Historic Places, preparing and implementing comprehensive statewide historic preservation planning, administering grants programs, providing public information and training, and assisting local, state and federal government agencies in carrying out various historic preservation responsibilities.

Therefore, in order to meet federal and state regulations, the local review commission are required to perform the following duties that coordinate with SHPO activities:

- (1) Participate in the nomination of properties within its jurisdiction to the National Register of Historic Places (See [SECTION I. C.](#) below).
- (2) Act as a liaison on behalf of the local government to individuals and organizations within its jurisdiction for historic preservation and related matters.
- (3) Act in an advisory role to other officials and departments of local government regarding the protection of local cultural resources, and when appropriate, participate in local planning and decision-making.

Idaho Code 67-4601 allows commissions to perform a wide range of additional similar activities, duties, and responsibilities if they so choose (and are authorized by their local ordinance); however, these additional duties are not required for certification itself. These addition powers and activities include:

- (1) Conduct a survey of local historic properties.

- (2) Acquire fee and lesser interests in historic properties.
- (3) Preserve, restore, maintain, and operate historic properties under the ownership or control of the local government.
- (4) Lease, sell and otherwise transfer or dispose of historic properties subject to rights of public access and other covenants in a way that will preserve the property.
- (5) With the approval of the local governing body, contract with the state or federal government or with any other organization.
- (6) Cooperate with the federal, state and local governments in the pursuance of the objectives of historic preservation.
- (7) Participate in the conduct of land use, urban renewal and other planning processes undertaken by the county or city.
- (8) Recommend ordinances and otherwise provide information for the purposes of historic preservation to the county or city governing body.
- (9) Promote and conduct an educational and interpretive program on historic properties within its jurisdiction.
- (10) Enter on private land, with the owner's permission, for the purposes of survey activities and examination.

Idaho Code 67-4608 allows communities to adopt a local ordinance requiring that buildings in designated historic districts obtain a Certificate of Appropriateness from the Historic Preservation Commission before any exterior modifications can be made. Again, this is not required for a community to become a CLG; however, the State Historic Preservation Office strongly encourages communities to adopt such a "Design Review" provision as it is one of the best way to help ensure that these historic resources as properly maintained.

The exact requirements and procedures for conducting the above activities can be found in the State legislation. Assistance is also available from the SHPO office. A model ordinance meeting the minimum CLG requirements is provided in [ATTACHMENT C](#).

2. Maintain a system for the survey and inventory of historic properties.

The local government shall establish and maintain a system to survey and identify cultural or historic resources (see definition in [ATTACHMENT A](#)) within its area of jurisdiction. It shall also maintain a local inventory of identified sites. Survey and inventory efforts shall meet SHPO standards.

It is important that local historic preservation efforts are complementary to and properly coordinated with those of the SHPO. In order to make certain that local survey and inventory efforts are consistent with the State's comprehensive historic preservation plan, the State Historic Preservation Office provides local governments with guidelines for conducting surveys and inventorying potential historic resources. Following the State's guidelines will help ensure that local information is formatted so that it can be easily and accurately integrated into the State's historic preservation and other planning efforts.

Inventory information will be:

- A. Compatible with the Idaho Historic Sites Inventory and the Archaeological Survey of Idaho.
- B. Entered into the State's Inventory by the SHPO.
- C. Available to the public (except if the release of information would cause a significant invasion of privacy, risk harm to the historic resource, or impede the use of a traditional religious site by practitioners as provided for under the Archaeological Resource Protection Act (ARPA), Section 30: *Confidentiality of the location of sensitive historic resources* (16 USC 470) and Idaho Code Section 9, Chapter 340: *Records exempt from disclosure*.
- D. Updated periodically.
- E. Readily retrievable and, therefore, readily integrated into statewide comprehensive historic preservation planning and other appropriate planning processes. Physically, the information must be in a safe and secure location.

Workshops for groups initiating or expanding a historic survey and inventory system are available, free of charge, through the State Historic Preservation Office.

3. Provide for adequate public participation in the historic preservation program, including the process of recommending properties to the National Register of Historic Places.

- A. There shall be a public announcement of all meetings of the historic preservation commission; they shall be open to the public and follow the requirements of Idaho Open Public Meeting law (Idaho Code 67-2340-2347).
- B. Written minutes shall be kept of all meetings and be available for public inspection. A copy of all minutes shall be forwarded to the State Historic Preservation Office.
- C. All decisions by the commission shall be made in a public forum except for those associated with sensitive historic resources as identified by ARPA Section 304 and Idaho Code. Owners of properties nominated to the National Register shall be given written notification of the commission's decisions.

- D. Commission procedures and bylaws shall be available for public inspection.
- E. Each National Register nomination report submitted by the Certified Local Government to the State Historic Preservation Office shall include assurances of public participation. See [SECTION I. C.](#) below for more details.

4. Encourage local historic preservation planning.

The general policy of the State Historic Preservation Office states that long-term planning for historic preservation issues is essential for the most efficient use of limited resources.

This requirement may be met in a variety of ways. For example, a survey and inventory of existing historic and prehistoric resources (see [Minimum Requirement 2](#)) serves as a critical base of information on which to decide future options for the community at large.

Counties and larger cities may find it advantageous to develop and implement an overall preservation plan that outlines goals and objectives for identifying, evaluating, and protecting resources deemed important to the locale. Such an approach can help integrate local history issues with general community planning policies. SHPO can work with a local government to design a system that meets federal statutory definitions of designation and protection.

At a minimum, local governments will want to develop methods for considering cultural resources in local decision-making. For example, the local preservation commission may be given a formal advisory role in planning and zoning issues, designate and provide protection for historic properties, participate in building permit processing, and consult with other local governmental agencies in economic development and tourism issues.

The Idaho Local Planning Act of 1975 (Idaho Code 67-6501) requires that local governments' comprehensive planning must include a component for "Special Areas of Sites." Specifically, there must be an analysis of areas, sites, or structures of historical, archaeological, or architectural significance within the jurisdiction of the governing board.

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

Federal regulations allow each state to define what constitutes "appropriate legislation." The Idaho program identifies three (3) primary state laws which local governments must enforce as applicable. Brief summaries of these and other state laws are found in [ATTACHMENT B](#).

A. Local Planning Act of 1975 (IC 67-6501)

Local governments must consider "special areas or sites," to include historic, architectural, and archaeological properties, in their overall comprehensive planning process. By this means, cultural resources will be formally brought into the planning and decision-making process, and afforded some protection through this process.

B. Preservation of Historic Sites (IC 67-4601)

This state law authorizes city and county governments to establish a local historic preservation commission and other ordinances for the designation and protection of historic properties within its jurisdiction through a design review process. (See [Minimum Requirement 1](#) above). Such a specific protective ordinance is not necessary to meet certification requirements.

C. Antiquities Act of 1984 (IC 18-7027, IC 27-501)

This State law prohibits the disturbance of prehistoric human burials, or the possession of human remains or artifacts removed from a burial, unless the excavation is conducted by a qualified archaeologist with the prior approval of the State Historical Society and the appropriate Indian tribe.

D. Other relevant laws

Under Idaho Code (67-4601 to 4619), communities in Idaho may enact a historic preservation ordinance that formally designates and protects historic properties through a local design review approval process. Although such a specific protective ordinance is not necessary to meet certification requirements, governments are permitted this more direct alternative. Should such an ordinance be enacted, it must meet all the requirements of Idaho Code with regard to designation procedures, commission membership requirements, and so forth. Federal regulations recommend local ordinances also meet the federal statutory definitions of designation and protection.

[ATTACHMENT B](#) to this document provides a summary of current State laws affecting historic preservation and related issues. Assistance and technical advice for incorporating these or other provisions in the local ordinance may be obtained from the State Historic Preservation Office.

6. Satisfactorily perform the responsibilities delegated to it under federal statute.

The State Historic Preservation Office will monitor and evaluate the performance of Certified Local Governments. Performance standards and criteria used for evaluating local programs will be provided to participating governments during SHPO training sessions and directly to CLGs as they establish and develop their individual programs. These standards and criteria will be reviewed periodically to ensure they accommodate changing state and local needs and priorities, as well as federal requirements. The SHPO shall ensure that CLG performance of its responsibilities is consistent and coordinated with the identification, evaluation, and preservation priorities of the State comprehensive historic preservation planning process.

A. Monitoring

The State Historic Preservation Office conducts on-going monitoring of Certified Local Governments in order to help them improve their programs, develop potential grant projects, and identify any issues before they become major problems. To that end, CLGs must submit the following to SHPO for review:

- Historic Preservation Commission meeting minutes
- Subgrant reports (if applicable)
- Survey and inventory information
- National Register nomination comments
- An annual report in a format provided by SHPO
- Any other appropriate documents as needed

B. Program Evaluations

At least once every four (4) years, the Idaho State Historic Preservation Office will conduct an evaluation of the CLG. The SHPO will maintain written records of each CLG evaluation so that results are available to the National Park Service (Department of the Interior). Copies of all evaluations will be sent to the appropriate local government official.

CLG program evaluations will include general program operations and administration; qualifications of commission members and staff if applicable; and administration and financial management of CLG pass-through subgrants, if applicable. Other performance evaluation factors are outlined in the evaluation document distributed by this office.

Substandard performance may be reflected by failure to enforce local or appropriate State legislation, failure to maintain an adequate and qualified commission, failure to submit reports on National Register nominations within a CLG's jurisdiction, improper use of pass-through subgrant funding, failure to complete subgrant projects, or failure of the project to produce measurable results, or failure to otherwise meet the requirements specified in the Certification Agreement.

If a CLG's performance is determined to be inadequate, the SHPO will provide advice and assistance and will suggest ways to meet the performance standards. A stipulated period of time, generally not to exceed one (1) year, will be allowed to improve that performance. If the State determines that there has not been sufficient improvement or that the local government does not have an adequate plan in place to meet the minimum requirements to participate in the CLG program, the State may begin decertification procedures as outlined below.

C. Decertification

If the SHPO determines that decertification is warranted, such a recommendation will be sent to the Secretary of the Interior, through the National Park Service. This recommendation shall cite the specific reasons why decertification is proposed under federal regulations. If the Secretary does not object within thirty (30) working days of receipt, the decertification shall be considered approved by the Secretary.

The SHPO may also recommend decertification if a CLG requests to be decertified in writing. The SHPO must forward a copy of the CLG's letter with the SHPO's request to the National Park Service.

When a local government is decertified, the State will conduct financial closeout procedures if that government is a current recipient of a pass-through subgrant. At the option of the SHPO and in consultation with the local government, the subgrant may be terminated immediately or the local government may complete the project although it no longer is certified. The decertified government will not be eligible for future funding under the CLG program unless it is reinstated in the program.

SECTION I: CERTIFICATION OF LOCAL GOVERNMENTS

C. CLG Participation in the National Register Nomination Process

Under Idaho's Certified Local Government program, participating cities and counties will have a greater degree of local control and direct input into the National Register nomination process than non-participating local governments.

Before a property within the jurisdiction of the CLG may be submitted to the Secretary of the Interior for inclusion in the National Register of Historic Places, the State Historic Preservation Officer shall notify (1) the owner, (2) the chief local elected official, and (3) the local historic preservation commission.

That local commission shall allow for public comment and prepare a written report stating why the property meets or does not meet the criteria for listing in the National Register of Historic Places.

Within sixty (60) days of notice from the State Historic Preservation Office that a property within a CLG's jurisdiction is being considered for nomination, the chief local elected official shall transmit the commission's report and his/her recommendation to the SHPO. Upon receipt of the report and recommendation, or if no report and recommendation are received within sixty (60) days, the SHPO will continue with the nomination.

With the concurrence of the Certified Local Government, the State may expedite such process.

If both the commission and the chief local elected official recommend that a property not be nominated to the National Register, the State Historic Preservation Officer shall take no further action, unless within thirty (30) days of the receipt of such recommendation by the SHPO an appeal is filed with the State. If such an appeal is filed, the State shall follow the procedures for making a nomination pursuant to Section 101(a) of the National Historic Preservation Act. Any report and recommendations made under this section shall be included with any nomination submitted by the State to the Secretary of the Interior.

SECTION I: CERTIFICATION OF LOCAL GOVERNMENTS

D. Application Process to Become a Certified Local Government

The chief elected official of the local government may request certification from Idaho's State Historic Preservation Office. The request for certification shall be made on the CLG application forms provided (see [ATTACHMENT D](#)) and includes the following:

1. A signed *Request for Certification/Letter of Assurance*;
2. A copy of the adopted *local ordinance* establishing the historic preservation commission;
3. *Historic Preservation Commission Members* list with résumés;
4. Two (2) copies of the *Certification Agreement* signed by the chief elected official; and
5. Any supplemental information to support the application.

All applications will be reviewed by the State Historic Preservation Office. Local governments will be notified of any omissions or changes needed. Upon receipt of an adequately documented application, the SHPO will approve or disapprove the request and notify the government of its decision within 30 days. If disapproved, SHPO will instruct the local government of deficiencies in the application materials.

Once a local government application is approved, the SHPO will forward to the Secretary of the Interior a request for concurrence which will include a copy of the signed Certification Agreement and an internal checklist signed by SHPO or designee.

If the Secretary does not take exception to certification within fifteen (15) working days of receipt, the local government shall be designated as a Certified Local Government under this program. If the request for concurrence cannot be affirmed as submitted, the National Park Service (NPS) will notify the SHPO prior to fifteen (15) working days after receipt of the request. The NPS shall provide written notice of what is necessary for the request for concurrence to be approved.

A Certification Agreement is not effective until it is signed by the chief local elected official and the SHPO, and concurred with in writing by NPS. The effective date of certification is the date of NPS concurrence. When NPS concurs with the SHPO recommendation for certification, NPS will notify the SHPO in writing, and send a copy of that letter to the CLG.

When a local government is certified, it shall have jurisdiction regarding these procedures. When a city becomes a Certified Local Government within a county that is also a CLG, the city shall have jurisdiction within its boundaries (or adopted areas of impact as provided by law).

SECTION II: TRANSFER OF FUNDS TO CERTIFIED LOCAL GOVERNMENTS

A. General Subgrant Information

The National Historic Preservation Act, as amended (16 U.S.C. 470 et. seq.), requires that at least ten percent (10%) of a state's annual Historic Preservation Fund (HPF) allocation from the National Park Service, Department of the Interior, go to Certified Local Governments. These grants are intended to help support the CLGs throughout the state in their historic preservation efforts.

Certified Local Government status does not entitle a CLG to receive funds automatically. The CLG Grants are **competitive** and not every CLG receive funding in any given year. Likewise, Idaho's SHPO may not be able to award funds to all governments that are eligible. This means that it is important for CLGs to submit competitive applications when applying for funding.

All Idaho's CLG subgrants must provide a local match of at least fifty percent (50%) of the total project cost. Generally, other Federal funds **cannot** be used to match CLG grants; however, in-kind matches (such as commission member and staff time) are allowed.

The SHPO will release a call for applications, which will include the required application forms, each fall (typically on October 1st). Certified Local Governments will then have until the close of business on December 31st to submit a completed application packet. The SHPO will notify the CLGs of funding in mid-Spring. Depending on SHPO's funding from the National Park Service, projects are expected to start around June 1st and must be completed no later than May 31st of the following year.

Certified Local Governments receiving HPF grants from the Idaho SHPO area considered subgrantees of the State, and are required to meet all of the appropriate requirements of the HPF – SHPO staff will help CLGs to identify and meet these requirements.

More information on the what projects are eligible for funding and the application process can be found below.

SECTION II: TRANSFER OF FUNDS TO CERTIFIED LOCAL GOVERNMENTS

B. Minimum Requirements

To be eligible to receive funds from the State's CLG Grant program, Certified Local Governments must meet certain, minimum requirements. These requirements are intended to ensure that funds are being managed properly and that both the State of Idaho and the Certified Local Governments are adhering to all appropriate State and Federal regulations. The four (4) minimum requirements are as follows:

1. Maintain adequate financial management systems

Local financial management systems shall be auditable in accordance with the General Accounting Office's Standards for Audit of Governmental Organizations, Programs, Activities, and Functions. The Idaho SHPO is responsible, through financial audit, for the proper accounting of CLG share monies in accordance with [Title 2 of the Code of Federal Regulations](#), Section C, Subpart F, "Audit Requirements" (formerly, OMB Circular A-133). Any federal funds expended without proper accounting records must be returned, and reimbursement of grant expenses is made only after auditable accounts are filed for payment of National Park Service funds.

Local financial management systems shall be in accordance with the standards specified in [Title 2 of the Code of Federal Regulations](#), Section A, Subtitle I, "Standards for Financial and Program Management," (formerly, OMB Circular A-102). State evaluations of CLG performance (See [SECTION I. B. 6](#)) include an assessment of the fiscal management of National Park Service funds.

2. Adhere to all requirements of the Historic Preservation Fund Grants manual

The Historic Preservation Fund Grants manual sets forth administrative procedures and policies for grants awarded by the Secretary of the Interior. It serves as a basic reference for state management of National Park Service grants. All grant agreements entered into with Certified Local Governments must conform to the manual requirements. The State Historic Preservation Office shall ensure that the grant agreements between the SHPO and the CLG are in conformance. A copy of the manual is available for reference online and at the state office.

3. The Certified Local Government must be in good standing with the State Historic Preservation Office

Certified Local Governments must maintain certain minimum standards to retain their status as a CLG. Foremost among these is that the CLG must have successfully completed the required CLG Evaluation, and successfully addressed any outstanding issues documented in the most recent evaluation. CLGs must also have submitted to SHPO all of the information related to the on-going monitoring of their program – this will primarily consist of submission of Commission meeting minutes in a timely fashion and submission of the required Annual Activity Report.

CLGs submitting an application specifically to address any outstanding issues from their most recent evaluation, or to ensure proper program monitoring, will still be considered eligible for funding. For example, if an evaluation has determined that a CLG's commission members are not getting receiving adequate yearly training, it would be considered very appropriate for the CLG to apply for grant funds to provide such training opportunities.

4. Adhere to any requirements mandated by Congress regarding the use of such funds

Idaho's State Historic Preservation Office shall notify Certified Local Governments of any directives contained in annual appropriations laws that relate to National Park Service State grants that apply to local governments receiving a share of these grants.

SECTION II: TRANSFER OF FUNDS TO CERTIFIED LOCAL GOVERNMENTS

C. What Types of Projects Can Be Funded?

In general, eligible projects involve activities furthering the goals of cultural resource protection, including identification, evaluation, and registration.

Typical projects would include surveys of local resources; evaluation and recognition of local historic properties; the development of a comprehensive community historic preservation plan; publications and lectures regarding historic preservation issues; development of design guidelines for downtown building owners; and organizing photo collections relating to National Register-eligible properties.

The State Historic Preservation Office is prepared to assist CLGs in identifying needs and in developing acceptable projects to address those needs.

SURVEYS AND NOMINATIONS

Survey projects identify and record information about properties and sites in a given geographic area or on a specific theme (e.g. – post-WWII resources, historic barns, or travel lodges). Surveys must result in the completion and submission of Idaho Historic Sites Inventory (IHSI) or Archaeological Survey of Idaho (ASI) forms.

Nomination projects result in the preparation and submission of a completed nomination to the National Register of Historic Places. Nominations can be for individual properties/objects, sites, or districts. District nominations cannot be done without a previous survey having been completed.

All surveys and nominations funded through the CLG Grant program must be conducted by individuals meeting the appropriate Secretary of the Interior's Professional Qualification Standards.

HISTORIC PRESERVATION PLANS

The development/updating of a local Historic Preservation Plan is strongly encouraged for many Certified Local Governments, especially if the Historic Preservation Commission does not receive much staff or financial support. A local Historic Preservation Plan can help Historic Preservation Commissions focus and prioritize their efforts and can provide the commission guidance on future CLG Grant applications. Historic Preservation Plans are a common playbook for historic preservation in a community. They provide the historic preservation commission, elected officials, and the community as whole direction and support for their preservation efforts. Historic preservation plans also offer communities the opportunity to take a critical look at their historic preservation program and efforts, and help identify a community's strengths and areas which need improvement, and will serve as a guiding document for the years to come. A good historic preservation plan will also provide guidance and suggestions for potential future grant projects for the community to pursue. Communities without a current historic preservation plan, or with a historic preservation plan that is more than about 5 years old, should consider applying for funds to have a new historic preservation plan developed.

WORKSHOPS AND TRAINING

Workshops and training projects can be for members of the public, city staff, and/or members of the historic preservation commission. Often, this can involve bringing in subject matter experts or preservation organizations, such as the National Alliance of Preservation Commissions' CAMP program. Alternately, training may take the form of city staff and/or commission members attending educational conferences, such as the Idaho Heritage Conference. Generally, local or regional opportunities, which have more direct applicability to Idaho's CLGs, will be given priority over larger national opportunities which have less direct impact of Idaho's historic and cultural resources. Funding priority will be given to workshops or training opportunities which have a clear and tangible benefit to the attendees.

DESIGN GUIDELINES AND OTHER ADMINISTRATIVE TOOLS

Design guidelines are an important part of ensuring that local resources are preserved and protected correctly, and help provide guidance both to the historic preservation commission and to property owners on appropriate treatments for historic properties. Other tools might include the development and implementation of databases or other digital tools for improving administration of the preservation program and historic resources, or hiring a professional to evaluate a National Register listed property and develop a plan for its rehabilitation and provide recommendations for redevelopment opportunities.

PUBLICATIONS AND MARKETING MATERIALS

These projects include things such as walking/driving tour brochures or mobile apps, calendars, and other promotional materials. Publications and marketing materials must be focused on National Register listed resources. CLG Grant funds cannot be used for signage or memorial plaques.

ACQUISITION AND DEVELOPMENT

Under certain limited circumstances, CLG Grant funds can be used to help a historic preservation commission purchase or rehab a National Register listed property. All work must meet the Secretary of the Interior's Standards. Rehabilitation work can only be carried out on structures which are owned by the public or a non-profit; federal regulations prohibit the use of CLG Grant funds for acquisition by religious institutions or for material construction on religious institution-owned properties. Proposed acquisition or development projects will only be approved when the Certified Local Government can demonstrate an immediate and severe need (e.g. – imminent demolition or severe deterioration).

SECTION II: TRANSFER OF FUNDS TO CERTIFIED LOCAL GOVERNMENTS

D. Allocation and Selection Factors for Pass-Through Subgrants.

It is the intent of the Idaho State Historic Preservation Office that every reasonable effort be made to distribute CLG-designated funds among as many eligible governments as possible. This intent shall ensure a reasonable distribution between urban and rural areas. No Certified Local Government may receive a disproportionate share of Idaho's annual allocation. Pass-through funds must be sufficient to produce a specific impact, documented by tangible results.

CONSIDERATIONS

The State Historic Preservation Office (SHPO) looks at number of different considerations when evaluating and scoring a grant application. Here are some of the things SHPO considers in the process.

1. The proposed project have a beneficial impact on present and future preservation efforts of the CLG.
 - The project supports/furtheres the existing efforts of the CLG and will not duplicate the work of other CLGs.
 - The project will increase the capability and effectiveness of the CLG in addressing historic preservation issues.
 - The project demonstrates community support, especially from local planning and administration agencies.
 - The project will result in a tangible product or will have a demonstrable benefit to the local program.
2. The proposed project has been carefully planned.
 - The application was submitted complete and on-time.
 - The project supports/furtheres the Goals and Objectives of the most recent Idaho State Historic Preservation Plan and any applicable local comprehensive and/or historic preservation plans.
 - The scope and objectives of the project are appropriate in the context of the community and its resource base.
 - The budget estimates and proposed timelines show evidence of careful consideration and planning in regards to the grant requirements, professional standards, and market rates. (For example, a budget proposal that indicates the CLG anticipates it will be able to hire a consultant to survey a 1,000 property district for \$1,000 in 3 weeks would be considered unrealistic.)
3. The CLG has the committed resources to successfully carry out the proposed project to completion.
 - The CLG will be able to provide the required match in in-kind and/or cash contributions on a 50/50 basis (for every \$1 of grant funds, the CLG matches with \$1 of cash/in-kind contribution).
 - The CLG has sufficient resources (personal, financial, administrative) to successfully complete the proposed project.
 - The CLG has demonstrated past success in completely CLG grant funded projects.

4. The SHPO will make every reasonable effort to distribute the annual CLG grant funds among the maximum number of CLGs within the constraints imposed by the need to produce tangible results, on time and within budget. The SHPO will also make every effort to ensure that the distribution of awards is balanced between large and small, urban and rural communities. Due to limited funds, except in cases of exceptional need, the SHPO will prioritize funding CLGs which do not currently have an open or active CLG grant.

PROJECT SCORING

SHPO staff will review each application based on the following:

Project Scope (40 pts)

- Relation to State (and any local) Historic Preservation Plan Goals/Objectives
- Level of Need
- Deliverables

Administration (20 pts)

- Reasonableness of timeline(s)
- Sufficient personnel to administer and/or complete project

Budget (20 pts)

- Ability to meet/exceed match requirements
- Reasonableness of budget

Other Considerations (20 pts)

- Status of any outstanding/active CLG Grants
- CLG in good standing
- Past grant performance of the CLG
- Demonstrated community support

SECTION II: TRANSFER OF FUNDS TO CERTIFIED LOCAL GOVERNMENTS

E. Application Process for CLG Subgrants.

Certified Local Governments wishing to apply for CLG Grant funds must submit a standard Idaho Historic Preservation Grant Application to the State Historic Preservation Office. Each Fall, the SHPO will release a call for applications. This call for applications will include the required application forms and may include information on any programmatic areas the SHPO has determined to be a priority for that year. Typically, the call for applications will be release on or about October 1st.

CLGs will then have approximately 90 days to put together their application packets. The application deadline is usually on or about December 31st, at the close of business. The application packet must be complete, and must be **received** by SHPO prior to the application deadline – postmark dates are not acceptable, however electronic submission is acceptable. Incomplete application packets will not be eligible for funding. The SHPO CLG Coordinator is available to provide assistance in completing the application forms if necessary.

It is strongly encouraged that CLGs consult with the CLG Coordinator on their proposed project **prior** to submitting the application packet. The CLG Coordinator will be able to help identify potential projects, and address any issues in a CLG's application before they submit it.

Upon close of the application period, SHPO staff will review the eligible applications based on the scoring criteria outlined above, and will determine which projects are to be funded for that year. Awards will typically be announced in mid-February.

CLG Grant application packets should be submitted to:

Mail:

CLG Coordinator
State Historic Preservation Office
Idaho State Historical Society
210 Main Street
Boise, ID 83702

E-mail:

pete.lorange@ishs.idaho.gov

ATTACHMENT A: DEFINITIONS

Certified Local Government (CLG) – A local government whose local historic preservation program has been certified pursuant to Section 101(c) of the National Historic Preservation Act, as amended (16 U.S.C. 470 et.seq.).

Chief local elected official – The elected head of a local government. For cities, this is normally the mayor; for Counties this is the County Commissioners.

Comprehensive statewide historic preservation plan – Required by the National Historic Preservation Act, the Comprehensive Statewide Historic Preservation Plan is a major, tangible product of the State’s historic preservation planning process. The State Plan is a document that articulates a vision of the future for historic preservation across the State and identifies goals and strategies for achieving them in the future. The State Plan is a tool for the SHPO and others throughout the State for guiding effective decision-making on a general level, for coordinating Statewide preservation activities, and for communicating Statewide preservation policies, goals, and values to the preservation constituency, decision-makers, and interested and affected parties across the State.

Comprehensive historic preservation planning – An ongoing process for resource management that is consistent with technical standards issued by the Department of the Interior that produces reliable, understandable, and up-to-date information of decision-making related to the identification, evaluation, and protection/treatment of historic resources.

Historic Preservation Fund (HPF) – The source from which monies are appropriated to fund the program of matching grants-in-aid to the states and CLGs for carrying out the purposes of the Act, as authorized by Section 108 of the National Historic Preservation Act.

Historic Preservation Fund Grants Manual – The manual that sets forth National Park Service administrative procedures and guidelines for activities concerning the federally related historic preservation programs for state and local governments. This manual includes guidelines and procedures for the administration of the historic preservation grants-in-aid program.

Historic Preservation Commission – A board, council, commission, or other similar body that is established by State or local legislation as provided in Section 101(c)(1)(B) of the Act, and the members of which are appointed, unless otherwise provided by State or local legislation, by the chief local elected official of the jurisdiction concerned from among:

1. Professionals in the disciplines of architecture, history, architectural history, planning, prehistoric and historic archaeology, folklore, cultural anthropology, curation, conservation, and landscape architecture or related disciplines, to the extent such professionals are available in the community concerned, and
2. Such other persons as have demonstrated special interest, experience, or knowledge in history, architecture, or related disciplines and as will provide for an adequate and qualified commission.

Historic property, historic resource, cultural resource – Any prehistoric or historic district, site, building, structure, or object included in, or eligible for inclusion in the National Register of Historic

Places, including artifacts, records, and material remains related to such a property or resource.

Local government – A county, city, municipality, or village, or any other general-purpose political subdivision of any state.

National Register of Historic Places – The national list of districts, sites, buildings, structures, and objects significant in American history, architecture, archaeology, engineering, and culture, maintained by the Secretary of the Interior under authority of Section 101(a)(1)(A) of the National Historic Preservation Act, as amended (16 U.S.C. 470 et.seq.).

Secretary’s Standards and Guidelines – The Secretary of the Interior’s Standards and Guidelines for Archaeological and Historic Preservation, provide technical information about archaeological and historic preservation activities and methods, including preservation planning, identification, evaluation, registration, historic research and documentation, architectural and engineering documentation, archaeological investigation, treatment of historic properties, professional qualifications, and preservation terminology.

State Historic Preservation Officer (SHPO) – The official designated and appointed by the Governor to administer the state historic preservation program. Please note: the abbreviation “SHPO” is also commonly used to refer to the State Historic Preservation Office, which includes all persons working for the office as a whole, rather than the individual appointed by the Governor.

Subgrantee – The agency, institution, organization or individual to which a subgrant is made by the State and is accountable to the State for use of the fund.

ATTACHMENT B: STATE LEGISLATION

The following is a brief summary of Idaho legislation affecting historic preservation and related issues. All references are to Idaho Code.

Title 67 - State Government And State Affairs

Chapter 23. Miscellaneous Provisions.

Idaho Open Public Meeting laws. Requirement of open meetings for formulation of public policy; public notice; written minutes; authorization and requirements of executive sessions. Violations.

Chapter 41. State Historical Society.

Preservation of historical sites and monuments; penalties; protection of archaeological and vertebrate paleontological sites and resources; permits for excavation; regulations; penalties; State Historical Society, board of trustees; qualifications, powers, duties.

Chapter 46. Preservation of Historic Sites.

Enables local governments to establish historic preservation commissions; powers and duties of commissions; establishing local historic districts; require certificates of appropriateness; owner notification; appeal procedures; historic easements; historic property designation; changes in use; penalties; transfer of development rights.

Chapter 65. Local Land Use Planning.

In developing a comprehensive plan, local planning and zoning commission must analyze and consider Special Areas or Sites (historical, archaeological, architectural, et cetera).

Title 39 - Health And Safety

Chapter 41. Adoption of Codes.

Uniform Building Code and Uniform Code for Building Conservation addresses treatment of historic buildings; discretion of local building inspector.

Title 18 - Crimes And Punishments

Chapter 70. Trespass and Malicious Injury to Property.

Willful injury of monument, landmark, historic structure. Desecration of grave, place of burial is a misdemeanor. Unlawful removal of human remains with malice or intent to sell is a felony.

Title 27 - Cemeteries And Crematoriums

Chapter 5. Protection of Graves.

Illegal possession of human remains; public display or exhibit of human remains; sale of remains taken from a cairn or grave. Provides for reinternment; participation of appropriate Indian tribe, professional archaeologist, State Historical Society. In addition to criminal prosecution, provides for civil action.

Title 31 - Counties And County Law

Chapter 8. Powers and Duties of Board of Commissioners.

Provides for real property donated by county to local historical society to revert to county

if original purpose of donation is no longer in effect. Also authorizes and limits annual expenditures to Idaho nonprofit local historical societies. Empowers county commissioners to levy tax to support.

Title 36 - Fish And Game

Chapter 16. Recreational Trespass.

Limitation of liability of landowner. Defines viewing or enjoying historical, archaeological, scenic, or scientific sites as a “recreational purpose;” limits landowner’s liability; purpose to encourage landowners to make areas available to public without charge.

ATTACHMENT C: MODEL ORDINANCE

The following model ordinance is for your general guidance and use to qualify under the Idaho Certified Local Government program. Please take note of the following comments regarding this model:

1. This model assumes the government will be a city. Counties should ensure appropriate wording changes are made (for example, “Board of Commissioners” rather than “Council”).
2. This model is based on a combination of Idaho Code enabling legislation (IC 67-4601 to 4619) and the general requirements of the National Park Service (16 U.S.C. 470 et.seq.). Individual elements (such as number of Commission members) may differ from one government to another. Check with SHPO to ensure your proposed ordinance or variations will qualify.
3. Local governments are responsible for following Idaho Code regarding the enactment of this ordinance. Check with the city or county clerk, city or county attorney, and other appropriate offices for the number of readings required, publication and advance public notice.

ORDINANCE NO. _____

AN ORDINANCE FOR THE CITY OF _____, A MUNICIPAL CORPORATION OF IDAHO, TO BE KNOWN AS CHAPTER _____, "HISTORIC PRESERVATION CODE"; PROVIDING FOR THE ESTABLISHMENT OF THE HISTORIC PRESERVATION COMMISSION; PROVIDING FOR DUTIES AND FUNDING FOR THE SAID COMMISSION; PROVIDING THAT THIS ORDINANCE SHALL BE IN FULL FORCE AND EFFECT FROM AND AFTER ITS PASSAGE, APPROVAL, AND PUBLICATION ACCORDING TO LAW.

WHEREAS, Chapter 46 of Title 67 of the Idaho Code empowers cities to make provisions for the identification and preservation of historic sites; and,

WHEREAS, the City Council of the City of _____ deems it in the best interest of the community to establish a historic preservation ordinance;

NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF _____ THAT A NEW CHAPTER BE, AND THE SAME HEREBY IS, ENACTED TO BE DESIGNATED AS CHAPTER _____, THE HISTORIC PRESERVATION CODE, OF THE ORDINANCES OF THE CITY OF _____, WHICH SHALL READ AS FOLLOWS:

SECTION I PURPOSE:

The purpose of this ordinance is to promote the educational, cultural, economic and general welfare of the public of the City of _____ through identification, evaluation, designation, and protection of those buildings, sites, districts, areas, structures, and objects that reflect significant elements of the City's, the State's, and the Nation's historic, architectural, archaeological, and cultural heritage.

SECTION II DEFINITIONS:

The following words and phrases when used in this Ordinance shall have, unless the context clearly indicates otherwise, the following meanings:

City. The City of _____.

Commission. The Historic Preservation Commission of the City of _____.

Historic Property. Any building, structure, district, area or site that is significant in the history, architecture, archaeology or culture of this community, the State or the Nation.

Designated Historic Property. In order for any historic property to be designated in the ordinance, it must, in addition, meet the criteria established for inclusion of the property in the National Register of Historic Places.

Historic Preservation. The identification, evaluation, recordation, documentation, curation, acquisition, management, protection, restoration, rehabilitation, stabilization, maintenance,

interpretation, conservation, and education of buildings, structures, objects, districts, areas, and sites significant in the history, architecture, archaeology or culture of this State, its communities or the Nation.

SECTION III HISTORIC PRESERVATION COMMISSION:

- (1) There is hereby created a Historic Preservation Commission which shall consist of five members who shall be appointed by the Mayor with the advice and consent of the Council.
- (2) All members of the Commission shall have a demonstrated interest, competence, or knowledge in history or historic preservation. The Council shall endeavor to appoint at least two (2) members with professional training or experience in the disciplines of architecture, history, architectural history, urban planning, archaeology, engineering, conservation, landscape architecture, law, or other historic preservation-related disciplines.
- (3) Initial appointments to the Commission shall be made as follows: One (1) one-year term; two (2) two-year terms; two (2) three-year terms. All subsequent appointment shall be made for three-year terms. Commission members may be reappointed to serve additional terms. Vacancies shall be filled in the same manner as original appointments and the appointee shall serve for the remainder of the unexpired term.
- (4) The members of the Commission may be reimbursed by the City for expenses incurred in connection with their duties.

SECTION IV ORGANIZATION, OFFICERS, RULES, MEETINGS:

- (1) The Commission shall have the power to make whatever rules are necessary for the execution of its duties as set forth in this Ordinance. Rules of procedure and bylaws adopted by the Commission shall be available for public inspection.
- (2) The commission shall elect officers from among the Commission members. The chairperson shall preside at meetings of the Commission. The vice-chairperson shall, lacking the chairperson, perform the duties of the chairperson.
- (3) All meetings of the Commission shall be open to the public, and follow the requirements of Idaho Open Public Meeting laws. The Commission shall keep minutes and other appropriate written records of its resolutions, proceedings, and actions.
- (4) The Commission may recommend to the Council, within the limits of its funding, the employment of or the contracting with other parties for the services of technical experts or other persons as it deems necessary to carry on the functions of the Commission.

SECTION V POWERS, DUTIES, AND RESPONSIBILITIES:

The Commission shall be advisory to the Council and shall be authorized to:

- (1) Conduct surveys of local historic properties.
- (2) Recommend the acquisition of fee and lesser interests in historic properties, including adjacent or associated lands, by purchase, bequest, or donation.
- (3) Recommend methods and procedures necessary to preserve, restore, maintain and operate historic properties under the ownership or control of the City.
- (4) Recommend the lease, sale, or other transfer or disposition of historic properties subject to rights of public access and other covenants and in a manner that will preserve the property.
- (5) Contract, with the approval of the Council, with the state or federal government, or any agency of either, or with any other organization.
- (6) Cooperate with the federal, state, and local governments in the pursuance of the objectives of historic preservation.
- (7) Make recommendations in the planning processes undertaken by the county, the city, the state, or the federal government and the agencies of these entities.
- (8) Recommend ordinances and otherwise provide information for the purposes of historic preservation in the City.
- (9) Promote and conduct an educational and interpretive program on historic preservation and historic properties in the City.
- (10) Commission members, employees or agents of the Commission may enter private property, buildings, or structures in the performance of its official duties only with the express consent of the owner or occupant thereof.
- (11) Review nominations of properties to the National Register of Historic Places for properties within the City's jurisdiction.

SECTION VI SPECIAL RESTRICTIONS:

Under the provisions of Idaho Code 67-4612, the City of _____ may provide by ordinances, special conditions or restrictions for the protection, enhancement and preservation of locally designated historic properties.

SECTION VII SEPARABILITY:

If any section, subsection, sentence, clause or phrase or portion of this Ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions hereof.

SECTION VIII

EFFECTIVE DATE:

This Ordinance shall be in full force and effect from and after its passage, approval and publication according to law.

PASSED AND APPROVED this _____ day of _____, 20__.

City of _____, a municipal corporation of the State of Idaho.

BY: _____
Mayor

ATTESTED: _____
City Clerk

PUBLISHED: _____

ATTACHMENT D: CLG APPLICATION FORMS

Any community which wishes to become a Certified Local Government must complete and submit the Application Forms found in this attachment. The State Historic Preservation Office will not be able to process the application for CLG status until all of the forms have been completed and submitted to our office. If you have any questions, or need any assistance completing the application forms, please contact us anytime.

Completed application materials, and any questions, can be submitted to:

Pete L'Orange
CLG Coordinator
State Historic Preservation Office
Idaho State Historical Society
210 Main Street
Boise, ID 83702

Phone: (208) 488-7471

Fax: (208) 334-2775

E-mail: pete.lorange@ishs.idaho.gov

CHECKLIST

- _____ 1. **One** copy of *Signed Request for Certification/Letter of Assurance* signed by the chief local elected official.
- _____ 2. **One** copy of *local ordinance* establishing the local historic preservation commission (HPC).
- _____ 3. **One** copy of *HPC Members List* **and** a resume for each commission member.
- _____ 4. **Two** copies of *Certification Agreement* each signed by the chief local elected official.
- _____ 5. Supplemental information. One copy each of all local ordinances, preservation plans, resolutions, and summary of survey program (outlining past, present, and proposed survey efforts) already in place that deal with historic preservation issues.

This Application is not complete until all required information is submitted.

REQUEST FOR CERTIFICATION/LETTER OF ASSURANCE

(Date) _____

TO: State Historic Preservation Officer
Idaho State Historical Society
210 Main St.
Boise, ID 83702

Dear Sir:

The [City or County] of _____ requests that it become a Certified Local Government under the provisions of the National Historic Preservation Act as amended (16 U.S.C. 470 et. seq.).

As the fully constituted chief local elected official of the local government, I understand that it will be necessary for the local government to fulfill minimum standards for certification.

Enclosed are the completed CLG Application Checklist and all required supporting materials.

Sincerely,

Mayor, City of _____

HISTORIC PRESERVATION COMMISSION MEMBERS

City or County: _____ Date: _____

Name/Title	Address/Phone/E-mail	Expiration of Term	SHPO USE PROFESSIONAL

Local Government Contact

Name: _____

Title: _____

Mailing Address: _____

Phone Number: _____

E-Mail/FAX: _____

Professional Representation: Describe the “reasonable effort” made to solicit participation of two preservation professionals as defined by the Secretary of the Interior’s Professional Qualification Standards:

Professional Review: Describe how expertise in a particular discipline will be secured when not represented by the commission membership (i.e., How will the HPC review a National Register nomination for an archaeological site when an archaeologist is not on the commission?):

CERTIFICATION AGREEMENT

Pursuant to the provisions of the National Historic Preservation Act, as amended, to applicable federal regulations (16 U.S.C. 470 et. seq.), and to the Idaho Certified Local Government Program and Historic Preservation Fund Grants Manual, _____ agrees to:

1. Enforce appropriate legislation for the designation and protection of historic properties;
2. Maintain an adequate and qualified historic preservation review commission composed of professional and lay members as established by state or local law;
3. Maintain a system for the survey and inventory of historic properties;
4. Provide for adequate public participation in the historic preservation program, including the process of recommending properties to the National Register;
5. Encourage local historic preservation planning;
6. Adhere to all federal requirements for the Certified Local Government program, and
7. Adhere to requirements outlined in the State of Idaho Certified Local Government Program issued by the Idaho State Historic Preservation Office, Idaho State Historical Society.

Upon its designation as a Certified Local Government, _____ shall be eligible for all rights and privileges of a Certified Local Government (CLG) specified in the Act, Federal procedures, and procedures of Idaho. 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 Official

Date

Date

SUPPLEMENTAL INFORMATION

Must include:

1. A copy of the ordinance establishing the historic preservation commission
2. Summary of local survey program, methodology, and past, present, and anticipated future efforts.

May include:

1. A copy of the local historic preservation plan.
2. Other ordinances, resolutions, et cetera, regarding historic preservation issues that are already in place.
3. Any letters of support from community members, businesses, and/or organizations.

RÉSUMÉ

Each Commission member must complete the following form (or attach a professional résumé, Curriculum Vita, or equivalent):

COMMISSION MEMBER: _____

ADDRESS: _____

PHONE: _____

EMAIL: _____

EDUCATION (identify major field of study):

CURRENT EMPLOYMENT: _____

BACKGROUND in history, historic preservation, or related fields (showing a demonstrated interest, competence, or knowledge in historic preservation):

DATE: _____