

### CLG PROGRAM REVIEW

Name of Certified Local Government: \_\_\_\_\_

*The purpose of this review is to ensure that the fundamental elements of a CLG program are in place. This is the federal government's way of ensuring the quality of local preservation commission's programs which receive federal money through the CLG program, meet the minimum requirements of the program.*

*Please return this program review form by the required deadline. This form must be returned before future grants can be awarded. Thank You.*

#### A. Program Administration

1. Has your CLG sent a representative to at least one informational or educational meeting per year, e.g., CLG Workshop, Utah Heritage Foundation Conference, National Trust Conference, etc.?
  
2. Did your CLG use its entire grant in the most recently completed grant period? If not, please explain.
  
3. Are financial records well-organized and kept for at least 4 years?
  
4. Please provide information regarding your Historic Preservation Commission chair and an employee or elected official of the local government. All grant applications, workshop notices, and other program information will be sent to these people.

#### City/County Employee or Elected Official:

Name & Title: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

#### CLG Chairperson:

Name & Title: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

## B. Historic Preservation Commission

1. Provide a copy of your current preservation ordinance, or a direct website link to the city/counties current preservation ordinance.
2. Does the commission consist of at least five members who have a demonstrated interest, experience, or knowledge of historic preservation?
3. To the extent possible, do at least two commission members meet the minimum requirements for “professionals” (historian, architect, archaeologist, planner, etc.)? [This requirement can be waived if there are no professionals available or interested in serving on the commission.]
4. Provide a *Historic Preservation Commission Member Form* (copy enclosed) or a resume for each commission member. **These must be on file before future grants can be awarded.**
5. Does the commission meet at least twice each year? (Monthly is preferred.)
6. Are written minutes kept of each commission meeting? If so, are they available to the public? How? (i.e. city/county website.)
7. Does the commission conduct business in accordance with the Open Public Meeting Laws, including public notification or posting of meeting place, time and agenda?

## C. Program Activities

1. Are all of your survey and inventory materials compatible with the statewide inventory of historic and archeological sites?
2. Have all survey forms from previous years been submitted to the State Historic Preservation Office for entering into the Historic Sites Database?
3. Is your survey information kept in a local repository that is accessible to the public?
4. Have National Register nominations submitted by your CLG been properly evaluated and forwarded to the SHPO with a recommendation?
5. Have you had a reconnaissance level survey (RLS) of your community in the past 10 years? If not, it would be wise to have this done. If you have never completed a RLS, we strongly recommend you complete one before you apply for a grant for any other project.

**D. CLG Representative Comments (if any.) For example, what would make this program work better for you?**

**Signatures:**

**Chief Elected Official:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**CLG Chairperson:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**To Be Completed By SHPO Staff**

**E. SHPO Comments:**

I certify that the Certified Local Government of  
\_\_\_\_ conforms with State and National Park Service procedures.  
\_\_\_\_ will be in conformance when... (see above)  
\_\_\_\_ is not in conformance with procedures; recommend decertification

Reviewer: \_\_\_\_\_ Date: \_\_\_\_\_  
Deputy State Historic Preservation Officer