



# Cultural Heritage Board

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**TO: CULTURAL HERITAGE BOARD MEETING DATE: NOVEMBER 18, 2015**  
**FROM: HISTORIC PRESERVATION OFFICER ITEM NO: 4**  
**SUBJECT: DRAFT CERTIFIED LOCAL GOVERNMENT ANNUAL REPORT, 2015-16**

## **BACKGROUND:**

In order to maintain certification, Certified Local Governments (CLGs) are required to submit reports annually to the State Office of Historic Preservation (SHPO) that detail their historic preservation programs' accomplishments and actions. The annual reports cover the federal fiscal year, October 1 – September 30. The City's CLG agreement requires the draft Annual Report to be transmitted to the Cultural Heritage Board in advance of its transmittal to the SHPO.

## **ANALYSIS:**

The Annual Report contains various sections reporting on each city's preservation programs, including preparation of historic contexts and surveys; historic site and district designations; projects reviewed for Certificates of Appropriateness and Section 106 consultation; Commission or Board members and their areas of focus and attendance records; required training received by staff and Board members; public outreach, education and incentives; progress on previous as well as new goals for the upcoming year; and a summary about each city's overall preservation program. Part of the report also includes a separate component report to the National Park Service.

The Annual Report is in draft form but will be finalized for transmittal to the SHPO by the December 31, 2015, deadline.

## **RECOMMENDATIONS:**

That the Cultural Heritage Board receive and file the draft Certified Local Government Annual Report, providing any appropriate input as necessary.

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