



INSTRUCTIONS FOR COMPLETING THE APPLICATION FOR CERTIFICATION MICHIGAN CERTIFIED LOCAL GOVERNMENT PROGRAM

INTRODUCTION

Local governments interested in applying for the Certified Local Government (CLG) program must submit an application for certification to the State Historic Preservation Office (SHPO) along with applicable supporting materials. A copy of the application is available as a standalone document at [Michigan.gov/CLGgrants](https://www.michigan.gov/CLGgrants). All sections and certifications must be completed. Instructions for completing each section of the application are provided below.

For questions on the CLG program or certification process, contact Alan Higgins, CLG Coordinator, at higginsS3@michigan.gov. Interested applicants are strongly encouraged to contact SHPO's CLG Coordinator prior to submitting an application.

A. LOCAL GOVERNMENT INFORMATION

The section collects basic information on the local government that is applying for certification. Contact and administrative information for the local government and historic district commission (HDC) is required.

- **Local government unit and county:** Provide the official name of the local unit of government applying for CLG certification and identify the county in which it is located.
- **Contact information for the chief elected official:** Provide the name of the chief elected official (e.g., mayor) of the unit of government applying for certification as well as mailing address, phone number, and email. The elected official will be the official signatory on the Certification Agreement signed by SHPO and the local government at the conclusion of the certification process (see Attachment A for an example).
- **Contact information for the CLG point of contact:** Provide the name of the person that will serve as the CLG program point of contact for the local government as well as mailing address, phone number, and email. The person designated as the point of contact must be a staff person of the local government (e.g., preservation planner, the staff liaison to the HDC, city manager, etc.). This person will be the primary person that SHPO corresponds with about the CLG program, including general announcements, training opportunities, grant opportunities, and administrative requirements.
- **HDC information:** Provide the following information for the historic district commission:
 - Official name of the commission as identified in the local historic district ordinance;
 - Contact information for the staff person that provides administrative support to the HDC (provide even if this is the same person identified above as the CLG point of contact);
 - Name of the HDC chairperson;
 - Meeting frequency (e.g., third Wednesday of each month); and
 - Website where information on the HDC is provided to the public (if applicable).

REQUIRED ATTACHMENTS

- **Letter from chief elected official requesting certification:** Because it is the local unit of government that is certified as a CLG, applications must include a letter signed by the chief elected official (e.g., mayor) of the local government requesting certification from the CLG program. Letters must be on official letterhead and addressed to the State Historic Preservation Office. A template is provided as Attachment B.

B. LOCAL HISTORIC DISTRICT ORDINANCE

A community must have enacted a historic district ordinance complying with the intent and requirements of Michigan's Historic Districts Act, Public Act 169 of 1970, as amended (PA 169), to be certified as a CLG. As part of the application, SHPO will verify that the ordinance complies with PA 169. Provide the following:

- **Ordinance number:** Provide the ordinance number for the local historic district ordinance.
- **Date enacted:** Provide the date that the ordinance was approved by the local legislative body.

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- **SHPO review of new and modified procedures:** Applicants must indicate that they agree to provide SHPO with the opportunity to review new and proposed changes to local preservation tools, including but not limited to local ordinances, design guidelines, and preservation plans, prior to adoption.
- **Compliance with PA 169:** Applicants must indicate that they agree to carry out all activities provided for under PA 169 in compliance with Michigan's Open Meetings Act and Freedom of Information Act requirements.

REQUIRED ATTACHMENTS

- **Historic district ordinance:** All applications must include a copy of the enacted ordinance. The ordinance must be signed and dated or accompanied by proof of its adoption (e.g., a resolution).

ADDITIONAL ATTACHMENTS (IF APPLICABLE TO YOUR COMMUNITY)

If any of the following are in place in your community, provide a copy with the application:

- **List and maps of designated districts:** If the local government has established local historic districts under its ordinance, the application must include a list of the districts and maps that indicate their boundaries.
- **Design guidelines:** If the HDC has adopted design guidelines for reviewing proposed work in local historic districts, the application must include a copy of the guidelines.
- **Preservation plan:** If the local government has developed a preservation plan or incorporated historic preservation into its master plan, the application should include a copy of the plan or applicable sections.
- **Other preservation requirements or guidance:** If applicable to the community, applications should include copies of other documents that have the potential to impact historic resources (e.g., blight ordinances, information on local façade grant programs, or technical guidance from the DDA).

C. HISTORIC DISTRICT COMMISSION

A community must have a historic district composed of qualified professionals and laypersons. A majority of HDC members must have a demonstrated interest in historic preservation. Such interest can be demonstrated in a number of ways, including, for example, membership in a local historical society; experience with rehabilitating historic buildings; coursework in architecture or preservation; authoring publications about local history; or past participation in local preservation activities. Every effort also must be made to have at least one (1) member that

meets the Secretary of the Interior's professional qualifications for architect, historical architect, historian, architectural historian, or archaeologist (Attachment C); however, communities can be certified without appointing a professional so long as the community can demonstrate that it has made a diligent effort to identify such an individual.

- **HDC roster:** Identify each person currently appointed to the HDC and include the dates on which their term started and expires.
- **Steps taken to identify qualified members:** Using the provided checkboxes, identify the steps taken by the local government to identify qualified members (architects, historical architects, architectural historians, historians, or archaeologists meeting professional qualifications) for the HDC.

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- **Supplemental expertise:** Applicants must indicate that the HDC will, as appropriate, secure outside assistance when reviewing activities normally reviewed by a professional if that expertise is not represented on the commission. For example, the HDC should retain an archaeologist when reviewing actions or National Register nominations that impact archaeological sites.
- **Information sharing:** Applicants must indicate that they will provide new commissioners with information on the local ordinance, local districts, PA 169, and SHPO's CLG handbook.
- **Training:** Applicants must indicate that they agree to have at least one (1) commissioner or the staff liaison to the HDC attend at least one (1) preservation training activity each year (e.g., state preservation conference, workshop or webinar, or MHPN commissioner training).

REQUIRED ATTACHMENTS

- **Commissioner resumes:** Applications must include a resume (or Attachment D) for each HDC commissioner.
- **Outreach:** Applications must show that an earnest attempt was made to identify commissioners meeting professional qualifications by including copies of items such as letters sent to potential candidates, correspondence with local historical societies, and website postings.
- **Conflict of interest policy:** Applicants must include a conflict of interest statement governing the actions of the HDC. This could be a standard policy that applies to all boards and commissions of the local government or one developed specifically for the HDC. The policy must address real and perceived conflicts and procedures for declaring and resolving such conflicts.

D. SURVEY AND INVENTORY OF HISTORIC RESOURCES

Ongoing survey is an important tool that allows a community to plan for its significant historic resources. The application must include a brief survey plan that summarizes past survey activities, if any, in the community and outlines future survey work that the community hopes to complete in the next four (4) years.

There is no requirement for the scale or extent of the information to be provided, and communities should not feel compelled to propose a lofty plan that is not sustainable. Rather, the community should outline a strategy that is both achievable and meaningful based on local priorities, needs, and resources. Strategies should place a priority on consistent, incremental progress over time. An example is provided below.

EXAMPLE SURVEY PLAN

In 1999, the City completed an initial historic resource survey to identify areas of potential interest for future activities, including local historic district and National Register designation. Three areas were recommended for future investigation through the survey: the Bates Street neighborhood, the West End commercial area, and the Irvington neighborhood.

In 2005, a follow-up survey of the Bates Street neighborhood was completed, and City Council appointed a Study Committee to investigate potential designation of the area as a local historic district. Based on the collected information, Council passed an ordinance establishing the Bates Street Local Historic District in 2006.

A follow-up survey of the Irvington neighborhood was completed at the same time, but it did not move forward for local designation. No additional work was done on the West End commercial area.

To build on past actions and further its preservation planning activities, the City plans to complete the following actions in the next 4 years:

- **Survey of the West End Commercial Area:** Complete a detailed survey of the West End commercial area, located along W 4th Street between Oak and Cedar and comprised of late 19th and early 20th century commercial buildings. This area has continued to witness demolition and disinvestment, and this survey will allow the City to more fully consider its planning options. The City will initiate the survey by March 2022 and complete it within two years.
- **Survey of the Irvington Neighborhood:** Complete a detailed survey of the Irvington neighborhood, an early 20th century planned subdivision, as the basis for a future nomination to the National Register of Historic Places. The City will initiate the survey by May 2023 and complete it within one year.

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- **SHPO coordination:** Applicants must indicate that they agree to coordinate with SHPO's Survey Coordinator to develop survey strategies and confirm the appropriateness of survey methodologies prior to beginning a survey project.
- **SHPO guidelines:** Applicants must indicate that they will follow SHPO standards and guidelines for survey activities.
- **Survey data:** Applicants must indicate that they agree to provide SHPO with a copy of all survey data and reports so that the information can be incorporated into SHPO's database and statewide planning activities.

E. PUBLIC PARTICIPATION

The application must show that the community will engage the public in its preservation program, including providing relevant information on the HDC and its activities to the public.

- **Information on HDC meetings:** Using the provided checkboxes, identify how the public is notified of HDC meetings and activities.
- **Availability of HDC agendas and minutes:** Using the provided checkboxes, identify where interested persons can access copies of meeting agendas and minutes.
- **Availability of standards and guidance:** Using the provided checkboxes, identify how information related to the local historic preservation program (e.g., maps of local historic districts, copies of design guidelines, copies of applications for Certificates of Appropriateness, etc.) is made available to the public.

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- **National Register participation requirements:** Because CLGs participate in SHPO's National Register program by reviewing nominations within their jurisdiction, applicants must indicate that they agree to meet, at minimum, the public participation requirements for National Register nominations outlined in SHPO's CLG program handbook.

ADDITIONAL ATTACHMENTS (IF APPLICABLE TO YOUR COMMUNITY)

- **Website:** If the local government has a website that includes information about the HDC and/or local preservation activities, applications must include screen captures of the relevant sections of the website.
- **Participation plan:** If the community has adopted a general public participation plan that governs governmental actions, including those of commissions, and compliance with Michigan's Open Meetings Act and the Freedom of Information Act, the application should include relevant sections of the plan.

F. PRESERVATION GOALS

The application must include a summary of the community's goals for its local preservation program over the next four (4) years. Goals should not be administrative in nature (e.g., carrying out basic design review functions of the HDC). Rather, they should be associated with activities that help a community to move its preservation program forward.

Generally speaking, such goals should relate to identifying, evaluating, protecting, and celebrating significant historic resources in the community and/or educating the public, staff, and local officials on the value of preservation. At least one (1) goal should relate to ongoing survey in the local community based on the information provided under Section D.

Goals do not need to be elaborate. A priority should be placed on meaningful, achievable goals that meet local needs and priorities and help the community effectively plan for its historic resources. Goals should briefly identify what the community wants to accomplish, establish tentative dates for completion, and outline the major steps that a community will take to achieve its goals. Tentative dates should be based on best intent at the time of the CLG application. SHPO understands that priorities and capacity may change during a community's participation in the CLG program. The example goals below illustrate the type of information to be presented.

EXAMPLE GOALS

Goal 1: Nominate the Irvington neighborhood to the National Register of Historic Places

<u>Tasks</u>	<u>Completion Date</u>
1. Submit preliminary questionnaire to SHPO	January 2021
2. Hire a consultant to prepare the National Register nomination	March 2021
3. Host a public meeting	April 2021
4. Consultant completes research and documentation	July 2021
5. Submit National Register application materials to SHPO	August 2021

Goal 2: Complete a Survey of the West End commercial area

<u>Tasks</u>	<u>Completion Date</u>
1. Coordinate with SHPO on appropriate procedures	March 2021
2. Identify volunteers to carry out the survey based on SHPO training	April 2021
3. Work with volunteers to complete research and photography	June 2021
4. Prepare SHPO inventory forms and accompanying digital files	October 2021
5. Submit survey data and report to SHPO for review	December 2021

Goal 3: Host one (1) public workshop on historic building materials

<u>Tasks</u>	<u>Completion Date</u>
1. Work with SHPO, MHPN, and others to identify potential trainers	April 2021
2. Identify potential costs and funding sources, as necessary	April 2021
3. Locate venue, schedule workshop, and distribute info to the public	June 2021
4. Host workshop	October 2021
5. Plan future workshops based on community feedback	January 2022

G. PROGRAM ADMINISTRATION

CERTIFICATIONS

- **Federal and SHPO Standards:** As a formal partnership between the local unit of government, SHPO, and the National Park Service that allows the community to be eligible for federal grants, among other benefits, the CLG program requires that the chief elected official sign a Certification Agreement upon conclusion of the certification process, which indicates that the community agrees to uphold the standards of the CLG program. As such, applicants must indicate that the local government will comply with all federal and SHPO-imposed requirements for the CLG program.
- **SHPO Reporting:** Applicants must indicate that they agree to comply with SHPO reporting and review procedures, which are required by the National Park Service. These include submission of a brief annual report to SHPO and participation in a program evaluation at least once every four (4) years.

Attachment A: Sample Certification Agreement

Upon completion of the certification process, the chief elected official of the local unit of government and the State Historic Preservation Officer will execute a standard Certification Agreement. This agreement indicates the community's willingness to meet the minimum standards for participation in the Certified Local Government (CLG) program, which enable the community to be eligible for program benefits, including applying for grant funding.

**STATE OF MICHIGAN
MICHIGAN STRATEGIC FUND
STATE HISTORIC PRESERVATION OFFICE**

CERTIFIED LOCAL GOVERNMENT CERTIFICATION AGREEMENT

WHEREAS, the CONGRESS OF THE UNITED STATES, in order to extend the federal-state historic preservation partnership to the local level, has required the State Historic Preservation Office of each state to develop and implement a Certified Local Government (CLG) Program, as described in Sections 302501-302505 of the National Historic Preservation Act (NHPA), as amended (NHPA; 54 USC 300101 *et seq.*), to carry out the purposes of the NHPA; and

WHEREAS, the MICHIGAN STATE HISTORIC PRESERVATION OFFICE (SHPO) has developed a CLG Program in accordance with the NHPA and the "Historic Preservation Fund Grants Manual" (Manual), issued by the United States Department of the Interior in June, 2007, which affords municipal units, including cities and counties, an opportunity to formalize and strengthen their local historic preservation programs, review property nominations to be submitted to the National Register of Historic Places, compete for matching grant-in-aid funds earmarked for the CLG Program, and perform other responsibilities delegated to it under the NHPA; and

WHEREAS, THE [NAME OF LOCAL GOVERNMENT UNIT], desires to participate in the CLG Program and receive certification from the SHPO of its ability to carry out the purposes of the NHPA and receive transfers of, in accordance with Section 302902(c) of the NHPA, a portion of the grants received by the State of Michigan under the NHPA.

NOW, THE [NAME OF LOCAL GOVERNMENT UNIT], has submitted a complete and adequate application for certification and related application materials as specified in the Manual and hereby accepts and assumes the required and optional responsibilities identified in the NHPA, the Federal Regulations set forth at 36 CFR Part 61, the Manual, and the approved certification application, including amendments, and shall perform as follows:

Required Responsibilities

1. Enforce appropriate federal, state, and local legislation for the designation and protection of historic properties.
2. Establish by ordinance and maintain an adequate and qualified historic preservation review commission composed of professional and lay members, in keeping with state and/or local law. Written approval of each consultant who will be used in the CLG Program to satisfy professional qualifications shall be obtained from the SHPO prior to the performance of any task by the consultant, and each approval shall be considered an attachment to this Certification Agreement.

3. Maintain a system for the survey and inventory of local historic resources that furthers the purposes of the NHPA.
4. Provide for adequate public participation in the local government's historic preservation program, including the process of recommending properties for listing in the National Register of Historic Places.
5. Satisfactorily perform the responsibilities delegated to it under the NHPA.
6. Comply with all federally and SHPO-imposed requirements pertaining to the CLG Program.
7. **Submit an annual report to the SHPO not later than March 1 of each year.** Unless otherwise requested, the report shall be mailed to: Certified Local Government Coordinator, State Historic Preservation Office, 300 N Washington Square, Lansing, Michigan 48913.

Optional Responsibilities

Should the [LOCAL GOVERNMENT UNIT] desire to perform optional responsibilities, the [LOCAL GOVERNMENT UNIT] and SHPO may amend this Certification Agreement to identify and specify the optional responsibilities that the [LOCAL GOVERNMENT UNIT] will assume. The [LOCAL GOVERNMENT UNIT] may also assume optional responsibilities through the Historic Preservation Fund subgrant process. In such cases, a subgrant agreement will describe the specific work to be performed and how the work will be accomplished.

IT IS UNDERSTOOD that this Certification Agreement will continue in effect so long as the [LOCAL GOVERNMENT UNIT]: 1) remains a CLG in good standing, 2) remains eligible for CLG certification based on periodic evaluations of its compliance with the terms and conditions of this Certification Agreement, 3) desires to remain certified, and 4) continues to meet all CLG Program requirements, as established and revised by the Congress of the United States and the United States Department of the Interior.

WHEREFORE, the representatives of the two parties have affixed their signatures below as evidence of the acceptance and execution of this Certification Agreement by the [LOCAL GOVERNMENT UNIT] and the SHPO. Upon its designation as a Certified Local Government, the [LOCAL GOVERNMENT UNIT] shall be eligible for all rights and privileges of a Certified Local Government specified in the NHPA, Federal Regulations and the Manual. These rights include eligibility to apply for available CLG grant funds in competition only with other certified local governments.

[SIGNATURE BLOCKS OMITTED]

Attachment B: Sample Letter from Chief Elected Official

All applications for certification must be accompanied by a letter from the chief elected official (e.g., mayor) requesting certification. Applicants may use the provided template or their own language. Regardless, requests must be on official letterhead.

Note: SHPO does not require a resolution from the local unit of government to accompany the letter. However, if the local unit of government has a legal or procedural requirement that a resolution be passed authorizing the application for certification, the applicant should include the resolution with the required letter from the chief elected official.

[Date]

State Historic Preservation Officer
Michigan State Historic Preservation Office
300 North Washington Square
Lansing, MI 48913

RE: Certified Local Government Program Application
[Local Unit of Government Name], [County]

On behalf of the [Official name of local unit of government], I am pleased to submit an application for participation in the Certified Local Government (CLG) program as provided for under the National Historic Preservation Act, as amended.

The [Official name of local unit of government] has satisfied the minimum requirements for certification as detailed in "Michigan's Certified Local Government Program: A Manual on How to Become Certified." I understand that upon completion of the certification process I will sign a Certification Agreement indicating the community's willingness to continue to meet the minimum standards for participation.

Enclosed with this letter are the application for certification and required supporting documents for your consideration. Please direct all questions and correspondence regarding this application to our designated point of contact for the CLG program:

[Staff Contact Name]
[Staff Contact Address]
[Staff Contact Phone]
[Staff Contact Email]

Sincerely,

[Name]
[Title]

Attachment C: Professional Qualifications

Local units of government must have a historic district commission composed of qualified professionals and laypersons to be certified as a CLG. A majority of HDC members must have a demonstrated interest in historic preservation. Such interest can be demonstrated in a number of ways, including, for example, membership in a local historical society; experience with rehabilitating historic buildings; coursework in architecture or preservation; writing publications about local history; or past participation in local preservation activities.

In addition, every effort also must be made to have at least one (1) member that meets the Secretary of the Interior's professional qualifications for architect, historical architect, historian, architectural historian, or archaeologist (included below). However, it is recognized that not all interested applicants have such individuals residing in their community and that, even if present, such persons may not be interested in serving on the commission. Communities can still be certified as a CLG without appointing a professional so long as the community can demonstrate that it has made a diligent effort to identify such an individual.

Secretary of the Interior's Professional Qualifications

The qualifications define minimum education and experience necessary for an individual to be considered as a National Park Service (NPS)-qualified architect, historic architect, historian, architectural historian, or archaeologist. In the following definitions, a year of full-time experience need not consist of a continuous year of full-time work; discontinuous periods of full-time or part-time work adding up to the equivalent of a year of full-time experience qualify.

Architecture

The minimum professional qualifications in architecture are a professional degree in architecture plus at least two (2) years of full-time experience in architecture; or a state license to practice architecture.

Historic Architecture

The minimum professional qualifications in historic architecture are a professional degree in architecture or a state license to practice architecture, plus one (1) of the following:

- At least one (1) year of graduate study in architectural preservation, American architectural history, preservation planning, or closely related field; or
- At least one (1) 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 project.

History

The minimum professional qualifications are a graduate degree in history or a closely related field; **or** a bachelor's degree in history or a closely related field plus one (1) of the following:

- At least two (2) 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
- Substantial contribution through research and publication to the body of scholarly knowledge in the field of history.

Architectural History

The minimum professional qualifications are a graduate degree in architectural history, art history, historic preservation, or a closely related field, with course work in American architectural history; **or** a bachelor's degree in architectural history, art history, historic preservation, or a closely related field plus one (1) of the following:

- At least two (2) 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
- Substantial contribution through research and publication to the body of scholarly knowledge in the field of American architectural history.

Archaeology

The minimum professional qualifications are a graduate degree in archaeology, anthropology, or closely related field plus:

- At least one (1) year of full-time professional experience or equivalent specialized training in archaeological research, administration, or management;
- At least four (4) months of supervised field and analytic experience in general North American archaeology; and
- Demonstrated ability to carry research to completion.

Attachment D: Commissioner Resume

Applications must include a resume for each person currently appointed to the historic district commission (HDC). If a commissioner does not have a resume, applicants may use the provided template or another format.

COMMISSIONER RESUME

CONTACT INFORMATION

Name: _____
Address: _____

Phone: _____
Email: _____

EDUCATION

Degree	Field	University	Year
_____	_____	_____	_____
_____	_____	_____	_____

RELATED WORK EXPERIENCE

Position: _____
Organization: _____
Dates: _____
Work Description:

Position: _____
Organization: _____
Dates: _____
Work Description:

OTHER EXPERIENCE/DEMONSTRATED INTEREST IN PRESERVATION

Meets NPS Qualifications (https://www.nps.gov/history/local-law/arch_stnds_9.htm) for:

- History Architectural History Architecture Historic Architecture Archaeology