

National Park Service
Heritage Preservation Assistance Programs
Historic Preservation Grants Division

National Park Service Annual Products Report for CLGs
Hard Copy Version

CLG NAME: _____ STATE: _____

CONTACT FOR THIS FORM: _____ TELEPHONE: _____

FEDERAL _____ E-MAIL: _____

FISCAL YEAR: **20XX (October 1, 20XX, – September 30, 20XX)**

Please read “**Guidance for Completing the National Park Service Annual Products Report for CLGs**”.
This guidance defines terms, explains what to count, answers frequently-asked questions, etc

1. CLG Inventory Program

During the reporting period, how many historic properties did your local government add to your CLG inventory? _____

2. Local Register (i.e., Local Landmarks and Historic Districts) Program

a. During the reporting period, did your local government have a local register program to create local landmarks/local historic districts (or a similar list of designations created by local law)? Yes• No•

b. If the answer to question 2a is “No,” please leave question 2b’s blank empty and proceed to question 3a. If the answer is “Yes,” then, during the reporting period, how many historic properties (i.e., contributing properties) did your local government add to your local register (or similar list created by local law)? _____

3. Local Tax Incentives Program

a. During the reporting period, did your local government have a local government historic preservation tax incentives program? Yes• No•

b. If the answer to question 3a is “No,” please leave question 3b’s blank empty and proceed to question 4a. If the answer is “Yes,” then, during the reporting period, how many historic properties did your local government assist through your local government’s historic preservation tax incentives program? _____

(Continued on next page)

CLG NAME: _____

STATE: _____

(Annual Report continued from the previous page)

4. Local “Bricks and Mortar” Grants/Loans Program

- a. During the reporting period, did your local government have a local government historic preservation grants/loans program for rehabilitating/restoring historic properties? Yes• No•

- b. If the answer to question 4a is “No,” please leave question 4b’s blank empty and proceed to question 5a. If the answer is “Yes,” then, during the reporting period, how many historic properties did your local government assist through your local government’s historic preservation grant/loan program? _____

5. Design Review/Local Regulatory Program

- a. During the reporting period, did your local government have a historic preservation regulatory law(s) (e.g., an ordinance requiring Commission/staff review of 1) local government undertakings and/or 2) changes to, or impacts on, properties within a historic district)? Yes• No•

- b. If the answer to question 5a is “No,” please leave question 5b’s blank empty and proceed to question 6a. If the answer is “Yes,” then, during the reporting period, how many historic properties did your local government review for compliance with your local government’s historic preservation regulatory law(s)? _____

6. Local Property Acquisition Program

- a. During the reporting period, did your local government have a program to acquire (or help to acquire) historic properties in whole or in part through purchase, donation, or other means? Yes• No•

- b. If the answer to question 6a is “No,” please leave question 6b’s blank empty. You have finished the Annual Report. If the answer is “Yes,” then during the reporting period, how many historic properties did your local government acquire (or help to acquire) in whole or in part through purchase, donation, or other means? _____

Notes/Comments:

Thank you for filling out this form. For maximum benefit, please send it, no later than January XX, 20XX, to:

Historic Preservation Grants Division Attention: John Renaud
Heritage Preservation Assistance Programs
National Park Service
1201 Eye Street NW (Organization Code 2256),
Washington, DC 20005.

Alternatively, feel free to send the report to John Renaud by fax at 202-371-1794 or at John.Renaud@nps.gov by e-mail. If you want an electronic (Word) version of this format and accompanying guidance, please contact John by e-mail. There is also an on-line data entry option that is available for State CLG Program Coordinators. If you have any questions, please contact John by telephone at 202-354-2066, by fax, or by e-mail.

Because of its long-term uses, it will never be too late to provide this report’s information.

Paperwork Reduction Act Statement. The National Park Service collects the information as part of the process for reviewing the procedures and programs of State, tribal, and local governments participating in the national historic preservation program and the Historic Preservation Fund grant program. The information will be used to evaluate those programs and procedures for consistency with the National Historic Preservation Act, as amended, (16 U.S.C. 470 et seq.) and compliance with governmentwide grant requirements. Your response is required to obtain or retain a benefit. A Federal agency may not conduct or sponsor and a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. OMB has approved this information collection and assigned control number 1024-0038.

NPS provides no assurance of confidentiality to respondents with the exception of some location information concerning some properties included in government historic preservation property inventories. Pursuant to Section 304 of the National Historic Preservation Act of 1966, as amended, release of information is tightly controlled when such release could have the potential of damaging those qualities that make a property historic.

The public reporting burden for the collection of this information is estimated to average 2.2 hours per response, including the time for reviewing instructions, searching existing data sources, gathering the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Chief, Historic Preservation Grants (Org. Code 2256), National Park Service, 1849 C Street, NW., Washington, DC 20240.

National Park Service
Heritage Preservation Assistance Programs
Historic Preservation Grants Division

GUIDANCE FOR COMPLETING THE NATIONAL PARK SERVICE ANNUAL PRODUCTS REPORT FOR CERTIFIED LOCAL GOVERNMENTS (CLGs)

1. What is the purpose of this report?

The report data that you provide each year contribute to documenting those achievements of the national historic preservation partnership that CLGs accomplish. The data that we request all relate to key program elements for every CLG; i.e., the designation and protection of historic and prehistoric properties. Except for the CLG inventory (which is a Federal requirement), this report focuses on CLG accomplishments under local laws and programs. We have information from other sources concerning CLG contributions to historic preservation under Federal and State law and programs. This report's data provide critical information and documentation for the Administration's and the Congress' budgetary decision-making process under the Government Performance and Results Act (GPRA). On a long-term basis, we plan to post on the web the results of the report. For your use and perusal, we have posted on our web site (<http://www.nps.gov/history/hps/clg/index.htm> -- click on the "CLG Contacts and Statistics" button) results from FY 1997 through FY 2009. We will post this year's results as soon as possible. For data entered on-line, the posting should be instantaneous once the system is fully updated for the current year. In this way, we can share information about your program and achievements with your colleagues and with the public. We also expect that this information will be useful to you and to your colleagues in your State Historic Preservation Office. This information can be helpful in explaining to your local and State government decision-makers what you have accomplished for historic preservation during the year.

2. In the categories that you ask about, we have done nothing (or very little). Do you want us to send you a report with such low numbers? We only just became a CLG. Do you still want us to send you a report?

Your report is valuable to us no matter how little you have to report. The annual report only asks six questions involving numbers. Many CLGs respond to the questions by answering "0" or "1." We make no judgments of the quality of your historic preservation program based upon the numbers that you supply in your annual reports. Don't worry about not having much to report for a given year. We think that it is a big deal for any local government to commit in writing to historic preservation by enforcing appropriate laws for the designation and protection of historic and prehistoric properties. We also recognize that the categories that we ask about do not cover all of the CLG's activities.

Small CLGs with not much action in the categories that the National Park Service asks about are just as important as big CLGs with a lot of action. Each year, approximately 750 (out of more than 1,700) CLGs respond to the annual report. We then extrapolate the figures from the reporting CLGs to produce national estimates for all CLGs. Thus, the more CLGs that report, the more accurate the projections will be. Given that there are more small CLGs than big ones, it is important that as many small CLGs as possible report; otherwise our national projections will be too high.

If your local government only recently became a CLG, there are a number of factors that should go into making your decision of whether or not to complete a report. If your local government became a CLG prior to September 1st, please prepare a report. If your local government became a CLG during September and you have accomplishments to report, please prepare a report. If your local government became a CLG during September and you have no accomplishments to report, it is up to you/your State CLG Coordinator as to whether you should prepare a report. If your local government became a CLG after the reporting period, there is no need for you to prepare a report.

3. **Who can use the on-line data entry option for submitting this report?**

Right now, other than National Park Service staff, only each State's CLG Program Coordinator has the option of using the on-line data entry option for this reporting. We will be testing the system for the next few years. There is a data security issue at play. With NPS' limited staffing available for this purpose, it is a lot easier to assign and administer passwords for 50 State CLG Coordinators than it would be to handle passwords for more than 1,700 CLGs. As the technology gets better and we gain more experience with the use of the system, we will reexamine the issue of on-line data entry.

4. **The on-line form has a little different appearance than the hard-copy form or the form used in past years. Why is that?**

Most of the differences are due to creating an on-line data entry option and how that system works. A hard copy or e-mail version of the form needs instructions on where to send the completed form; guidance that is clearly not needed for the on-line version. The fringe benefit of these revisions is that a CLG no longer needs to send in a new Baseline Questionnaire merely to report a change in its local government historic preservation-related program area offerings. To preserve the ability to add a narrative note, on the on-line version of the form we have added a narrative box that State CLG Coordinator or the NPS Program Coordinator can use.

5. **Do we have to use the form that NPS has provided?**

For the on-line version of the form, the answer is "Yes." For the hard copy or e-mailed version of the form, the answer is "No." We care more about the content of the data that you provide than we care about the format in which you provide it or the medium by which you transmit it to us. As long as NPS can clearly tell which data relate to which question on the form and you provide information corresponding to every blank on the form, we are satisfied. E-mail messages, spread sheets, State report pages, etc. are all acceptable.

If you do choose to report to NPS using a different format, please be explicit about which parts of your format match with each of the NPS form's questions. Also, please ensure that the guidance for completing the alternative form is consistent with the guidance in this document.

6. **Are there any definitions or special instructions that I need to know to properly complete this form?**

"Historic Property" means a property that, regardless of government action (i.e., whether it is listed or not), meets the eligibility criteria for listing in your local register (i.e., as a local landmark or local historic district) or for listing in the National Register of Historic Places. A historic property can include archeological as well as above-ground resources. Other properties are outside the purview of this questionnaire. In some communities, this term is equivalent to "historic resource," "historic landmark," or some other similar term.

"Designation" as used in this document means that the local government has officially identified the property as historic. Most CLGs have two levels of designation. That is, one level of designation is an evaluation of significance that carries no consequences. CLGs often refer to this as "the inventory" or "the survey." The other level of designation carries consequences such as eligibility for benefits or being subject to design review for proposed changes. CLGs often refer to this level of designation as "the local register," "the landmarks list," "local historic districts," etc.

"Protection" as used in this document means that because of government action, a historic property retains those elements that make the property historic.

"Program" means the authorization/authority (created by legislation or by administrative action) to conduct a series of activities. As long as the authorization/authority exists, the program exists; regardless of whether or not the authorization/authority has been exercised during the reporting period. A good example in many communities is the authority to create historic districts.

The "Federal fiscal year" begins on October 1 and ends the following September 30. For example, Federal Fiscal Year 2010 began on October 1, 2009, and ended on September 30, 2010. If your local government operates on a

different time frame for its fiscal year, please convert your yearly product totals to the Federal time frame. If your yearly product totals do not lend themselves to conversion to the Federal fiscal year, please provide your best estimates based on prorating the product totals or using another method. For example, if your government's Fiscal Year 2010 began on July 1, 2009, and ended on June 30, 2010, three months (or 25 percent) of the year fall in Federal Fiscal Year 2009 and 9 months (or 75 percent) fall in Federal Fiscal Year 2010. Consequently, you would report 25 percent of your local FY 2010 totals as a part of the FY 2009 CLG Accomplishments Annual Report and 75 percent in the FY 2010 Annual Report.

For questions 2a, 3a, 4a, 5a, and 6a, please fill in each blank with a "Yes" or a "No." If the program existed at any time during the reporting period, please answer "Yes," even if the program no longer existed by September 30th.

For questions 2b, 3b, 4b, 5b, and 6b, if the subject matter does not apply to your local government's historic preservation programs (i.e., you answered "No" to the "did you have the program" question), leave the related "historic properties" question's blank empty. For example, you should leave the blank empty for question 3b if your government did not have a local government preservation tax incentives program and thus you answered "No" for question 3a. For every local program for which you entered a "No" in question 2a, 3a, 4a, 5a, or 6a, we would expect to see an empty blank in question 2b, 3b, 4b, 5b, or 6b. Conversely, if you entered a "Yes" for any "did you have a program" question, we would expect to see a number in the corresponding "how many properties" question. For the "how many properties" questions, do not use a check, an "X", or words such as "same as last year," "several," or "unknown."

If your CLG offered the program during the reporting period, please insert "0" if the subject matter applies, but there was no activity during the last completed Federal fiscal year. If you are not sure what the correct answer is, please make your best estimate.

If you wish to, please feel free to use the "Comments/Notes" section to explain your answers, paradoxes, or anomalies. For example, it would be very unusual for a CLG to have a design review program without also having a local register (local landmark/local historic district) program. Similarly, it would be very unusual for a CLG's accomplishments to merit identical, large numbers as the answer for multiple questions. Finally, if a very large number is the answer for a question, it would be a good idea to explain the accomplishment in the "Comments/Notes" section. Thus, NPS will feel confident that the large number is not a typo and, more importantly, such information might merit explicit mention in a State/NPS narrative report. Also feel free to use the "Comments/Notes" section to identify noteworthy accomplishments even if they are not large.

7. How do I report on historic properties whose protection is not carried out or monitored by my office?

You don't have to. For the purposes of this inquiry, report only those historic properties whose designation or protection has involved your local government's historic preservation office/commission in some way; e.g., through review, approval, project administration, covenant or easement oversight, etc. or for which your office has the data.

8. How should I count historic districts?

Do not count a district as a single property. Count the total number of buildings, structures, sites, or objects that contribute to the significance of the district. If you do not know the number of contributing properties, please provide your best estimate of the number.

9. We don't use the same terminology that appears on the form and in this guidance. Do we have to change how we refer to things?

That decision is between you and your State Historic Preservation Office. A national report needs to use national terms that follow Federal statutes and policy. For your own purposes, you should use terms that make sense to you. All we ask is that you know how your terms relate to the national terms because we won't understand the relationship. Therefore, for this report please make the conversion from your terminology to the national terminology.

10. What is the difference between a “CLG inventory” and a “local register”?

As a CLG, under Federal law, you already have a CLG inventory, but you might not have a local register. You have a “local register” only if your State’s CLG procedures require it and/or your local government has created a registration/designation process under local law. Your community may have given your local register some other name that means a list of locally registered historic properties. Another way of putting it is that your “local register” is the sum of all contributing properties in all of your local landmarks and in all of your local historic districts. In most situations, you can think of historic properties that are listed on your local register as a subset of the historic properties that are included in your CLG inventory. Because of the consequences under local law that usually attend being added to the local register, normally a CLG will have more historic properties in its CLG inventory than it has on its local register. The annual additions to each will vary.

If your CLG has a design review program, it most likely also has a “local register” program, even if no local designation has taken place for a while.

A CLG inventory encompasses everything that you know about the resources within the jurisdiction of the local government regardless of how you got the information. It doesn’t matter, for example, if the inventory information was gathered as a part of a State or federally-funded survey. For question 1 on the form, we are interested in the number of CLG inventory properties that are historic properties. Under Federal law, there are no legal consequences when you add property to your CLG inventory. Your local register (or whatever name you give it), on the other hand, usually has consequences under local law. In fact, if your State’s CLG procedures require a local registration/designation ordinance, there must be consequences under local law for properties newly added to the local register. Usually, when a historic property is added to a local register, the property becomes subject to some kind of review process and/or becomes eligible for some kind of local benefits. In other words, every historic property that is on the local register is also on the CLG inventory, but not every historic property on the CLG inventory is on the local register.

11. We don’t have anything called a “local inventory” or a “local register,” but we do have other lists and overlay zones that indicate historic properties. Should I count those?

Yes, as long as you can count the number of historic properties that those lists or overlays include. Don’t worry about the titles given to the information that you have about historic properties. Use the guidance in the answer to question 10 above, to help you determine where in the report to include the number of historic properties. In some cases, you should report the number in both the blanks for question 1 and question 2b on the form and in some cases just in the blank for question 1 about CLG inventories.

12. Last year, due to demolition, we had to remove some properties from both our CLG inventory and our local register. Do you want us to adjust our annual figures for the CLG inventory and local register to reflect those losses?

No. Just report the number of historic properties newly added to your CLG inventory and/or local register. We don't want to have your successes obscured by your losses. However, if you have readily available an estimate of the number of properties removed during the year; please give us that information in the comments/notes section. In such a situation, it would also be helpful to provide updated cumulative baseline figures in the following year. For example, the impact of properties demolished during FY 2009 would be reflected in adjusted cumulative baseline figures in the FY 2009 Cumulative Baseline Questionnaire.

13. Why do you have separate blanks for the number of “designated” and “protected” historic properties throughout this report? Why not just ask for the number of properties in our CLG inventory? In that way, with one question, you could account for all historic properties that have been designated and protected. All of our locally “listed” properties are included on our CLG inventory. All of our properties that have been “protected” in one way or another are also “designated” properties.

Reporting separately on “designated” historic properties and “protected” properties better represents the historic preservation work that you do. Each time the local government designates a property or (for example) provides

financial assistance to a property, that action adds to the protection inherent in being part of your CLG inventory. We wish to give you full credit.

Also, this is the kind of information that citizens in your CLG and your colleagues in other CLGs or local governments want to know. Folks living in a CLG or thinking about moving there may want to know what kinds of historic preservation opportunities exist. Communities that are considering creating historic preservation programs want to know who else has the programs so those wheels don't have to be re-invented. We will make this information available on the Web and upon request. For your use and perusal, we have posted on our web site (<http://www.nps.gov/history/hps/clg/index.htm>) the results from FY 1997 through FY 2009. We will post this year's results as soon as possible. We are seeking this information because it is not available anywhere else on a national basis.

14. Some historic properties are protected more than once (e.g., tax benefits achieved and permits reviewed). Should I count a property only once or each time that it is reviewed, receives a grant, etc.?

Count a property each time that it is reviewed, receives a grant, etc. during the reporting year. This approach gives you credit for all the protection that you give to a historic property, not just the initial instance. Note that for this reporting you do not have to know or provide a list of what happened to each historic property. What you need to know for this report are total figures for each category; i.e., the total number of properties listed, receiving tax benefits, etc.

15. For some of our local programs, the main purpose is not historic preservation, but the programs protect historic properties as an incidental consequence. Housing programs are a good example. Should I count historic properties that are protected by those programs?

Yes. As long as historic properties are protected and your office is involved or has the data, count the properties protected by those programs.

16. Our historic preservation financial assistance programs (grants, loans, etc.) are not funded every year. Should I report on the properties protected by the program or not?

Answer "Yes" to question 4a and report on the number of properties in the "grants/loans" blank (question 4b) of the form, if the ordinance authorizing the financial assistance was still in effect during some portion of the reporting year. If the authorizing ordinance was not in effect at all during the reporting year, and your local government requires an authorizing statute for grant programs, answer "No" to question 4a and leave question 4b's blank empty.

If no authorizing ordinance was involved in the financial assistance program, answer "Yes" to question 4a and fill question 4b's blank with the number of newly protected properties if the financial assistance program was in effect during the reporting year. Otherwise, answer "No" to question 4a and leave the blank empty for question 4b.

For the purposes of the local historic preservation grant or loan blank, count a historic property if rehabilitation, restoration, preservation, etc. work (a.k.a. "bricks and mortar") is involved. Report elsewhere (e.g., under Acquisition) those properties that your local grants or loans assisted in other ways (e.g., to help a nonprofit organization purchase a preservation easement).

17. We administer some grants from the State and the staff of the State Historic Preservation Office helps us with some of our locally-funded programs. How should I treat these situations in responding to question 4 on grants and loans?

Count only historic properties protected through grants supported by funds coming from local government sources. Do not count: 1) grants from Federal (or matching) funds administered by State or local agencies or 2) State government grants. For example, don't count historic properties that you protect through Historic Preservation Fund CLG subgrants. These are counted elsewhere on State or Federal Government forms.

However, if the funds are local, count the benefiting historic properties in this report even if you receive technical assistance from other sources.

18. Many of the historic preservation accomplishments in our community are achieved through the financial support of the private sector or through non-profit organizations such as the National Trust's Main Street program. Should we include these achievements in our reporting on the number of historic properties that we protect through grants or loans?

No. Although we recognize that a large percentage of current historic preservation would not take place without the financial support of non-profit organizations and the private sector, this report is focussing on the achievements of local government historic preservation programs.

19. What should I count in the "Design Review/Local Regulatory Program" blank for question 5b? What does "review and compliance" mean?

For the purposes of the "Design Review/Local Regulatory Program" blanks, include only those activities for which local laws have provided protection in a regulatory setting; e.g., through a review, permitting, or certificate of appropriateness process. This type of program is often referred to as "review and compliance." "Review and compliance" refers to the review of permits, plans, applications, etc. to help ensure compliance with local regulatory laws related to the protection of historic properties. In many communities, there is a review of proposed changes to locally-designated landmarks and properties within locally-designated historic districts. In some communities, the CLG Commission also reviews local government undertakings that might have an effect on historic properties. This is sometimes called a "local Section 106" after the parallel provision (for Federal agency undertakings) in the National Historic Preservation Act, as amended.

Do not count (in this blank) historic properties that local laws have protected through financial incentives (e.g., tax laws) or financial assistance (e.g., bricks and mortar grant programs). Report that information elsewhere on the form.

20. Sometimes we approve/review requests for demolition or make other decisions/recommendations that do not result in the protection of properties. These reviews are a legitimate part of our workload. Should we count these for question 5b on the form?

No. If it is easy for you to separate out those reviews/recommendations that are likely to result in a historic property's destruction or loss of significance, don't include them in this report. We are trying to get an estimate of the number of historic property reviews where preservation is a likely result. If it is difficult to separate your regulatory reviews by result, don't worry -- just give us your total figures.

21. What does "Acquisition" include for question 6 on the form?

"Acquisition" refers to any legally-binding, title-related interest in the historic property that the local government has obtained (or has helped others to obtain) thereby making the property subject to your local historic preservation laws and policies. The interest in the property's title could be anything ranging from fee simple absolute (i.e., complete title) to an easement (e.g., façade or preservation easements). The method of acquisition is not important here. Include in the count any historic property that comes into local government ownership.

22. Where do I report on publications, brochures, public education, site interpretation, historic plaques and markers, and other historic preservation accomplishments that we have achieved?

These are not part of this report. While important, for purposes of this report we have limited the products to those that more directly affect specific historic properties. This reduces the burden in gathering and reporting this data. However, you may include your other accomplishments as part of your periodic reporting to your State Historic Preservation Office (in some States this is required) or, if you wish, report directly to us by the use of the "Comments/Notes" section.

23. **The questions that you ask relate primarily to CLG workload. Wouldn't it be better to ask how many of our historic properties are still in good condition? In the final analysis, preserving our irreplaceable resources is the true test of our success as historic preservationists.**

If funding and staffing were no object, we would want both workload information and data on the condition of historic resources. One of the aims of this report is to make use of readily available information rather than to create a new workload in gathering and tracking data. Especially for larger CLGs, data on the condition of historic and prehistoric properties often are not readily available. Another purpose of this questionnaire is to gauge the contribution that CLGs make to historic preservation. In assessing a property's condition, without asking the property owner it is difficult to distinguish which parts (if any) of a property's good condition are due to local, State, and/or Federal historic preservation program efforts. CLG workload data on the other hand usually is readily available, readily assignable to CLG efforts, and can be used to draw reasonable inferences about the condition of properties.

24. **What should I do if my office missed a report or we discover that we made a mistake in an earlier report?**

Because of the long-term uses for this information, it will never be too late to provide this report's information. We hope that you take advantage of opportunities to update the information that we have about your program. You have a choice as to how to accomplish this. You may either provide/correct the earlier report or you may prepare a new cumulative baseline report for a more recent year. For example, if your local government was a CLG during FY 1998 but your office has not responded to any of the subsequent requests for information, you would have the following options. Your first option is to prepare and send us a FY 1997 cumulative baseline response plus an annual report for FY 1998, FY 1999, FY 2000, FY 2001, FY 2002, FY 2003, FY 2004, FY 2005, FY 2006, FY 2007, FY 2008, FY 2009, and FY 2010. You can use this year's forms by changing the fiscal year. Your second option is to provide questionnaire answers and baseline data through FY 2009 plus a FY 2010 annual report. We have prepared the baseline form for data cumulative through FY 2009. Other combinations of baseline questionnaires and annual reports are also possible.