



468 S. Perry Street  
Montgomery, Alabama 36130-0900  
Voice: (334)242-3184  
Fax: (334)262-1083  
[www.ahc.alabama.gov](http://www.ahc.alabama.gov)

## **CERTIFIED LOCAL GOVERNMENT HANDBOOK**

In 1966, Congress passed the National Historic Preservation Act, giving preservation a high national priority and establishing programs to encourage the preservation of historic properties. One of these programs was the establishment of State Historic Preservation Offices, administered by governor-appointed State Historic Preservation Officers (SHPOs) and funded by the Department of the Interior through the National Park Service. Each state developed an integrated program to address state and national preservation concerns. In Alabama, the state program is administered through the Alabama Historical Commission which:

- Surveys and maintains an inventory of historic properties
- Nominates properties to the National Register of Historic Places and Alabama Register of Landmarks and Heritage
- Maintains a State Historic Preservation Plan
- Reviews federally funded or licensed projects for impact upon historic properties.
- Certifies historic rehabilitation work for federal and state tax credits.
- Owns, manages and interprets state historic sites.
- Provides technical assistance and guidance to federal, state and local government agencies, organizations and individuals.
- Administers historic preservation easements.

The success of the federal-state relationship prompted Congress to expand the partnership to include local governments in 1980. Both the SHPO and the National Park Service certify local governments to participate in this partnership if they meet certain requirements. In 1992, Congress passed additional amendments that relate to local government programs. The purpose of this document is to outline how Alabama implements the Certified Local Government (CLG) partnership.

### **PURPOSE**

The CLG program seeks to encourage and expand local involvement in preservation issues through a partnership between the CLG and the SHPO. To strengthen existing local preservation programs and to catalyze the development of new ones, CLGs are eligible to apply annually for matching grants from a designated CLG fund. CLGs assume a leadership role by identifying, evaluating and protecting historic resources within their communities; receiving technical advisory services from the SHPO; and having a formal role in the National Register process. CLGs can opt to assume other responsibilities such as participating in the review of federal projects, reviewing state tax credit projects and administering covenants. If they wish, CLGs can terminate these responsibilities in an orderly way or terminate their CLG status altogether.

### **ELIGIBILITY**

Any incorporated local government with an adopted comprehensive plan, zoning ordinance, and historic preservation ordinance which meets the criteria set forth in this document is eligible to apply for certification.

## **REQUIREMENTS FOR CERTIFICATION**

### **A. Enforce appropriate state or local legislation for the designation and protection of historic properties.**

1. The local government must support local historic preservation programs and enact an ordinance which provides a legal framework for a preservation program to achieve the purpose of designating and protecting buildings, sites, structures, and districts of historic, architectural and archaeological significance in conformance with definitions set forth in the National Historic Preservation Act of 1966, as amended, especially sections 101(c), 103(c) and 301, and 36CFR61 as published on March 9, 1999, and the Historic Preservation Fund grants manual, October 1997 issuance.
2. A local government must adopt a local historic preservation ordinance compatible with the purposes enumerated in Code of Alabama 11-68-1 to 11-68-15, state enabling legislation for the designation and protection of local historic districts and landmarks.
3. Minimum requirements for the local ordinance are:
  - A statement of purpose.
  - Establishment of a historic preservation commission including membership, duties and terms of appointment.
  - Criteria and procedures for designation of buildings, sites, structures and districts. Designation means the identification and registration of properties for protection that meet criteria established by the State and local government. Protection means a local review process under State or local law for proposed demolition of, changes to, or other action that may affect designated historic properties.
  - Definition of actions that require review by the historic preservation commission.
  - Standards, criteria and procedures for review of alterations, demolitions or new construction in the jurisdiction of the CLG which must be consistent with the Secretary of the Interior's Standards for Treatment of Historic Properties.

### **B. Establish an adequate and qualified historic preservation review commission by state or local legislation.**

1. The Local Commission members must have a minimum of seven members nominated by the chief elected official and appointed by the legislative body of the jurisdiction. Members must reside within the corporate limits of the municipality, including the police jurisdiction. Members must be drawn from professionals in the disciplines of architecture, history, architectural history, planning, prehistoric and historic archaeology, folklore, cultural anthropology, and landscape architecture or related disciplines to the extent such professionals are available in the community. Members should have a commitment to the principles of historic preservation, and demonstrated special interest, experience or knowledge in history, architecture, or related disciplines. Residents of locally designated historic districts are also eligible for membership. The historic preservation commission must contain a minimum of three members with training, expertise, or knowledge in historic preservation and/or related disciplines. People who have completed the requirements of the Alabama Certified Historic Preservation Commission program will qualify as demonstrating the required training. A local government can be certified without three members who demonstrate the necessary training by providing written documentation to the SHPO describing a reasonable effort to fill those positions.
2. When the discipline of architecture, history, architectural history or archaeology is not represented on the commission, the commission shall seek expertise in the appropriate area when considering National Register nominations. Local governments are required to adopt professional qualification standards for each discipline as general guidelines for National Register review, as appropriate, and any of the delegated actions that will affect properties that are normally reviewed by historic preservation professionals. These standards are set forth by the National park Service and are found in Appendix A.

Obtaining additional expertise in the above-mentioned fields can be accomplished through consultations with professionals and with written reports of the results of such consultations submitted with the National Register nomination or other report of action. The commission can also work with the SHPO to explore other ways of obtaining additional expertise from persons meeting the Secretary of Interior's Professional Qualifications Standards.

3. Except for original members, commission members shall serve three-year terms and shall be appointed in a manner to allow overlapping terms. Two of the original members shall be appointed to serve one-year terms. Members of the commission may be reappointed.
4. Members of the commission may be removed for cause by the legislative body of the local government.
5. The commission will elect officers to include a chairman, vice chairman and other officers as deemed necessary by the commission.
6. The commission shall adopt rules of procedure and by-laws to govern its operations and make them available to the public. The rules of procedure and bylaws shall specify what number of members constitutes a quorum.
7. All meetings of the commission shall be open to the public. Minutes shall be kept of each meeting and shall be available for public inspection. (If public disclosure could result in a substantial risk of harm, theft or destruction to the historic or archaeological resource, an exception to the public meeting and public records policy may apply pursuant to federal and state statutes).
8. A copy of the minutes of each meeting shall be sent to the SHPO at the same time that copies are distributed to commission members.
9. Commission meetings shall be held at regular intervals to compete the workload in a timely fashion, or no less than four times each year.
10. An Annual Report of the commission's activities shall be submitted to the SHPO. These reports shall include at a minimum the number and types of cases reviewed and their dispositions, amount of funds spent on projects reviewed by the commission, new district or landmark designations, progress on survey activities, educational activities, and credentials of new commission members and staff. The SHPO will provide an annual report form for the CLG to complete.
11. The SHPO shall make available to local commissions orientation materials and training workshops designed to provide a working knowledge of the roles and operations of federal, state and local preservation programs and historic preservation in general. Commission members must be represented at the annual Alabama CLG workshop or other SHPO-approved educational session each year.
12. All survey and planning activities as well as other preservation responsibilities shall be carried out by the CLG in a manner consistent with Alabama's historic preservation planning process.

**C. The local government must maintain a system for survey and inventory of historic properties. A city or county-wide survey of historic properties is the ongoing process of locating and describing buildings, sites, structures and districts of potential local, state or national importance. It is organized, accessible, up-to-date and usable.**

- I. The CLG shall initiate and/or continue a process for survey and inventory under local law of buildings, sites, structures and districts within the local jurisdiction. The survey is a compilation of information on cultural resources in the community including a map of survey area, photographs and AHC survey forms for each building at least 50 years old in the survey area, and a historical overview of the development of the area. The inventory is the official list of properties designated as landmarks or historic districts for regulation by the CLG. The local survey and inventory system shall be compatible with federal and state established methods and consistent with Alabama's historic preservation planning processes. The SHPO will provide the CLG with state survey and inventory guidelines, instructions and forms to ensure that survey data produced can be readily integrated into the statewide cultural resources data bank. All surveys shall be conducted according to the Historic Survey Manual produced by the SHPO.

2. The CLG must maintain a detailed inventory of the buildings, sites, structures and districts that it has designated under local law. Alternatively, the CLG may combine the designation data with the inventory data.
3. Duplicate copies of materials from all survey efforts conducted by the CLG shall be provided to the SHPO unless already in the files of that office. Duplicate copies shall be submitted with black and white contact sheet photographs.
4. All inventory materials shall be updated periodically to reflect alterations and demolitions.
5. All inventory materials shall be accessible to the public in a safe and secure location (excluding restrictions on locations of archaeological sites).

**D. The local government shall provide for adequate public participation in local historic preservation programs (including the process of recommending properties for nomination to the National Register).**

1. CLGs should encourage public participation in all facets of their preservation programs.
2. All commission meetings must follow the provisions of the Alabama Sunshine Law.
3. Minutes of all commission decisions and actions, which include the reasons for making those decisions, must be kept on file and available for public inspection.
4. All commission decisions shall be made in a public forum and applicants shall be given written notification of those decisions.
5. CLGs are encouraged to develop educational programs to ensure public awareness of their historic preservation activities.

**E. Local governments must satisfactorily perform the responsibilities listed in points A through D and those others specifically delegated to them.**

1. The only responsibility which CLGs must assume is participation in nominating properties to the National Register. CLGs may and are encouraged to assume additional responsibilities. The SHPO will monitor and review the CLGs carrying out of these delegated responsibilities. See Appendix 2 for a list of possible delegated responsibilities.

**PROCESS FOR CERTIFICATION OF LOCAL GOVERNMENTS IN ALABAMA**

**A. The chief elected official of the local government shall request certification from the SHPO. The request for certification shall include the following:**

1. A written assurance by the chief elected official that the local government fulfills the requirements of Sections II and III, above.
2. The name and address of the CLG contact who has been or will be appointed to be responsible for carrying out program responsibilities and is an employee of the local government. The AHC encourages the submission of a job description for the CLG contact including their role with the local historic preservation commission.
3. A copy of the local historic preservation ordinance, and, if one exists, the local preservation plan.
4. A listing of buildings, sites, structures and districts, including addresses, designated under the local ordinance.
5. A list of members of the historic preservation commission. For all members, include a statement of the demonstrated interest or knowledge in historic preservation. Specifically call out the qualifications of commission members in the fields related to historic preservation.
6. If the commission does not include three members with demonstrated training or knowledge in historic preservation, a statement demonstrating that the local government has made a reasonable effort to

appoint such members by newspapers advertisements, communications with a local university, or other means.

7. A proposal on how the local commission will review National Register nominations if the discipline of history, architectural history, architecture or archaeology is not represented in the commission membership.
8. A description of any other delegated responsibilities which the CLG wishes to assume.

**B. The SHPO shall respond to the chief elected official within forty-five (45) working days of receipt of an adequately documented written request. During that time, the SHPO may request an on-site visit to meet with the chief elected official or CLG representative, representatives of the preservation review commission, and the prospective local CLG grant administrator.**

**C. If the SHPO determines that the local government fulfills the requirements for certification, a CLG Agreement shall be signed with the local government.**

**D. The CLG agreement will specify that it satisfies the following minimum requirements:**

1. The local government must enforce appropriate state and local legislation for the designation and protection of historic properties.
2. The local government must continue to maintain a qualified historic preservation commission.
3. The local government must establish and/or maintain a system for the survey and inventory of historic properties.
4. The local government must provide for adequate public participation in the local historic preservation program, including the process of recommending properties to the National Register.

**E. The certification agreement shall specify the role of the local government in the National Register nomination process. It shall also enumerate any other responsibilities that have been mutually agreed upon by the SHPO and the local government.**

**F. Copies of the request and the signed agreement certified by the SHPO shall be forwarded by the SHPO to the Secretary of the Interior, or his designee, for review. If the request for concurrence cannot be affirmed as submitted, the National Park Service will notify the SHPO prior to 15 working days after receipt of the request. The National Park Service shall provide written notice of what is necessary for the request for concurrence to be approved.**

**G. The certification agreement can be amended to change the delegation of responsibilities to the CLG.**

**H. Continued certification shall be based on performance.**

#### **PROCESS FOR MONITORING, RECERTIFYING AND DECERTIFYING CLGS**

**A. The SHPO shall review and monitor the performance of each CLG no less often than once every four years.**

1. The SHPO shall review the Annual Reports submitted by the CLG, minutes of commission meetings, records of administration of federal grant funds and other documents as necessary.
2. The CLG shall make all pertinent records available to the SHPO on request.
3. The SHPO may also send staff representatives to CLG commission meetings.

**The SHPO will use the following factors in reviewing CLG performance:**

1. Maintaining qualified commission members.
2. Number and frequency of commission meetings.
3. Number of additional local properties surveyed.
4. Number of additional local properties inventoried.
5. Number of additional local properties designated.
6. Number of reviews and alterations, new construction or demolition requests.
7. Consistency of locally adopted design review standards with the Secretary of the Interior's Standards for Treatment of Historic Properties.
8. Number of National Register nominations reviewed.
9. Educational activities or programs conducted or sponsored.
10. Compliance with the CLG agreement.
11. Delegated responsibilities carried out according to program requirements.
12. Timely filing of a complete Annual Report.
13. Timely completion of work pursuant to CLG grants.
14. Submission of minutes from commission meetings and public hearings to the SHPO.
15. Attendance of commission members at educational sessions.

**C. If the SHPO'S evaluation indicates that the CLG is deficient in fulfilling its responsibilities, the SHPO shall document the assessment and recommend in writing to the local government specific steps to bring performance to an acceptable level.**

1. The CLG shall have a period of not less than nine months nor more than one year to implement improvements and correct deficiencies. During the period, CLGs will not be eligible for a grant award and not be permitted to exercise delegated responsibilities in the inadequate areas of performance. The SHPO shall provide technical advice and assistance in the areas needing assistance.
2. If the SHPO determines that sufficient improvement has not occurred, the SHPO shall recommend decertification of the CLG to the Secretary of the Interior citing specific reasons for the recommendation. The SHPO shall notify the local government of the actions of the Secretary.
3. After decertification, the SHPO shall suspend or terminate the Historic Preservation Fund (HPF) assistance, if any, to the local government except that assistance which may be necessary for the CLG to complete a CLG subgrant project. The SHPO may conclude normal subgrant closeout procedures, unless the terms of the subgrant agreement can no longer be met, in which case the SHPO shall terminate the subgrant.
4. The CLG may file with the SHPO requests to be voluntarily decertified without prejudice. A letter from the chief elected official shall include the following information:
  - The reason for seeking decertification.
  - The steps that the CLG will take to notify all affected parties with which it has worked of decertification.
  - A tentative schedule for decertification.
  - How the CLG intends to assist the SHPO in closing out any projects using HPF grants.

## CLG PARTICIPATION IN THE NATIONAL REGISTER PROCESS

**A. The CLG program establishes a partnership between the CLG and the SHPO as nominating authorities for Alabama's National Register Program. It does not delegate to CLGs the sole authority to nominate properties directly to the Register. The following procedures explain the shared role:**

1. Nominations of Alabama properties to the National Register of Historic Places shall be made directly to the SHPO. Nominations may be made by any party, including a CLG.
2. Upon receipt of an adequately documented nomination of a property within the jurisdiction of a CLG, the SHPO shall notify the property owner, the CLG's chief elected official and the local historic preservation commission of the proposed nomination. The SHPO shall submit the nomination to the commission for comment.
3. The commission, after reasonable opportunity for public comment, shall prepare a report as to whether or not such property, in its opinion, meets the criteria of the National Register.
4. Within sixty (60) days of receipt of the nomination from the SHPO, the chief elected official shall transmit the report of the commission and his or her recommendation to the SHPO. The report should concentrate on the property's eligibility under the National Register eligibility criteria.
  - In the event that the historic preservation commission and the chief elected official agree that the proposed nomination meets the criteria for listing the property in the National Register, the SHPO will transmit the proposed nomination and the CLG's comments to the Alabama National Register Review Board for consideration. The Review Board is an independent advisory board appointed by the SHPO that evaluates and recommends sites for nomination to the National Register.
  - In the event that the historic preservation commission and the chief elected official disagree as to whether the proposed nomination meets the criteria for listing in the National Register, both opinions shall be forwarded to the SHPO, who will transmit the proposed nomination with both opinions to the Review Board for consideration.
  - In the event the historic preservation commission and the chief elected official agree that the proposed nomination does not meet the criteria for listing in the National Register, the CLG shall inform the owner of the property and the applicant of its recommendation and shall inform them that within thirty (30) days an appeal of this recommendation may be made by letter directly to the SHPO. The historic preservation commission shall forward the CLG's recommendation and the nomination to the SHPO, who will take no further action unless within thirty (30) days of the receipt of such recommendations by the SHPO, an appeal is filed by any person with the SHPO. If such an appeal is filed, the SHPO shall transmit the nomination and the CLG's recommendations to the Review Board for consideration.
5. If no report is received by the SHPO from the chief elected official within the allotted sixty (60) days, the state shall make the nomination pursuant to section 101 (a) of the National Historic Preservation Act, as amended. Failure of the CLG to submit reports on proposed nominations within its jurisdiction will be considered by the SHPO in its review of the CLG.

6. Appeals of the SHPO's decisions may be made directly to the Keeper of the National Register in accordance with federal regulations (36CFR60).
  7. For proposed nominations of historic districts to the National Register of Historic Places, the CLG shall assist the SHPO in:
    - Aiding the preparer of the form in verifying the names and addresses of the owners of properties within the proposed districts, if necessary.
    - Providing for public information meetings at times and places agreeable to the SHPO and the CLG.
    - Providing formal notification of pending nominations to the owners of property, if directed to by the SHPO and agreed to by the CLG.
  8. The SHPO will notify the CLG, the property owner and the applicant when a property within the CLG's jurisdiction is listed in the National Register.
  9. The historic preservation commission shall be responsible for providing oversight and monitoring of historic properties and historic districts listed in the National Register of Historic Places. The commission is responsible to recommend in writing to the SHPO removal from the National Register of any property or district which has lost its integrity because of the demolition or alteration of structures.
- ❖ NOTE: This section addresses only properly completed National Register nomination forms which have been prepared in accordance with the Secretary of the Interior's Standards for Registration and Guidelines for Registration (Federal Register, v. 48, no. 190, September 29, 1983, pp. 44726-44728) and the National Park Service's technical publication How to Complete National Register Registration Forms . Requests for National Register nomination information, for preliminary opinions by the State Historic Preservation Officer on a property's eligibility, for Part I Certifications for the preservation tax incentives, etc., will continue to be handled by the AHC as they have been in the past.

## **PROCESS FOR TRANSFERRING CLG GRANT FUNDS TO CLGS**

- A. A minimum of 10% of a state's annual apportionment from the Historic Preservation Fund (HPF) must be designated for CLG grants. In Alabama, this amount is approximately \$65,000 per year. CLG grants require a 40% match, depending on the funding category in which applications are submitted. CLG grants are considered sub-grants by the state from its grant from the federal government.**
1. CLG grants are awarded annually on a competitive basis. Grant applications are currently due on June 1 of each year.
  2. Application forms and instructions will be provided by the SHPO.
  3. The SHPO will provide advice and information to CLGs to implement financial management systems which meet the standards of the Office of Management and Budget Circular A-102, Attachment G, as required by the National Park Service.
  4. If the grant involves National Register nominations, the CLG shall adhere to all requirements of the Historic Preservation Fund Grants Manual prepared by the National Park Service.
  5. Guidelines for review and selection of grant applications are as follows:
    - Applications will be ranked by the SHPO. See Appendix 3 for selection criteria.



- The amount awarded shall be sufficient to produce a specific impact and to generate effects directly.
  - No single CLG should receive a disproportionate share of the allocation.
  - Eligible projects include the identification, evaluation, designation and protection of the locality's cultural resources by completing or updating the survey and inventory of historic resources; nomination of properties to the National Register; development of a historic preservation plan; rehabilitation plans for National Register listed buildings; and educational activities, programs and publications.
  - The rationale for selection of applicants and the amounts awarded will be made available to the public upon request.
6. A CLG which receives HPF assistance will be considered a sub-grantee of the state and will be required to sign a project agreement. That agreement will specify the management and use of funds including a Time-Product-Payment schedule to provide a timetable for when work will be accomplished, and reimbursement will be provided. The CLG may be required to file interim and final reports and any other documents spelled out in the project agreement.
  7. The use of federal funds will be governed by all current guidelines and regulations imposed by the federal government. Any state-directed specific uses of funds are to be for activities that are eligible for HPF assistance.
  8. CLGs may participate in review and approval of National Register nominations and other activities whether or not they elect to apply for grants from the Historic Preservation Fund.
  9. The SHPO shall be responsible through financial audit for the proper accounting of HPF-CLG funds in accordance with OMB Circular A-128, "Audit Requirements."
  10. The SHPO's evaluation of a CLG will include an assessment of the CLG's fiscal management of HPF funds.

## **APPENDIX I**

### **Historic Preservation Professional Qualifications**

In the following definitions, a year of full-time, professional experience need not consist of a continuous year of full-time work, but may be made up of discontinuous periods of full-time or part-time work adding up to the equivalent of a year of full-time experience.

#### **History**

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

- at least two 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.

#### **Archaeology**

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

- at least one year of full-time professional experience or equivalent specialized training in archaeological research, administration or management;
- at least four months of supervised field and analytic experience in general North American archaeology; and
- demonstrated ability to carry research to completion.
- In addition to these minimum qualifications, a professional in prehistoric archaeology shall have at least one year of full-time professional experience at a supervisory level in the study of archaeological resources of the prehistoric period. A professional in historic archaeology shall have at least one year of full-time professional experience at a supervisory level in the study of archaeological resources of the historic period.

#### **Architectural history**

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

- at least two 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.

#### **Architecture**

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

#### **Historic architecture**

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

- at least one year of graduate study in architectural preservation, American architectural history, preservation planning, or closely related field; or

- at least one 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 projects.)

## **APPENDIX 2**

### **CLG Delegated Federal Responsibilities Program**

CLGs are eligible to assume any or all federal SHPO responsibilities related to implementation of the National Historic Preservation Act. CLGs assuming these responsibilities will be obligated to meet all public participation and program standards attendant to them. SHPO responsibilities which may be delegated to CLGs are:

- **Review and Compliance (Section 106):** For federal or state actions, including use of federal or state funds, advise and assist, in cooperation with the National Park Service and the Advisory Council on Historic Preservation, federal and state agencies to ensure that historic properties are taken into consideration at all levels of planning and development.
- **National Register:** Identify and recommend properties to the National Register and administer applications for listing properties on the National Register. Note: CLGs are *required* to assume these responsibilities, more fully described in Section VI.
- **Planning:** Prepare and implement a comprehensive historic preservation plan.
- **Easements Administration:** Participate in the administration of historic preservation easements granted to the state by recipients of Historic Preservation Fund (HPF) subgrant awards for acquisition and development projects.
- **Federal Income Tax Credit:** Participate in the administration of the historic preservation tax incentives program for evaluation and certification of income-producing historic properties seeking to take advantage of the federal incentives.
- **Information and Assistance:** Provide public information, education, training and technical assistance about federal and state historic preservation programs, and otherwise fulfill a liaison responsibility.

## **APPENDIX 3**

### **Eligible Projects and Selection Criteria for Certified Local Government Subgrants**

The following list of eligible projects require a 40% match:

**SURVEY AND REGISTRATION:** Survey is the process of identifying and gathering data on the historic resources (historic, architectural, and archaeological) in an area. Once historic properties are identified, they can be evaluated as to whether they meet the defined criteria of significance. Identification and Evaluation are the two phases of the Survey Process. Registration is the formal recognition of properties evaluated as significant; it is the actual preparation of nominations to the National Register of Historic Places. Projects that convert selected Historic Preservation Funded surveys into Alabama Historical Commission's computerized format are also considered in this category. **TO BE ELIGIBLE**, applicants must apply for projects that are on the Alabama Historical Commission's approved list of surveys and must consult with the Alabama Historical Commission before making an application.

**LOCAL HISTORIC PRESERVATION COMMISSION TRAINING:** Training local preservation commission members should be an ongoing process. New members need orientation and basic training while more seasoned members need exposure to new ideas and

issues. Eligible training topics are: (1) roles and responsibilities of local commission, (2) development and application of design standards, (3) significance and review of archaeological sites, (4) significance and review of historic landscapes. Strategic planning projects to produce a long-range action plan for preservation commissions are also eligible. TO BE ELIGIBLE, applicant must demonstrate ability to meet the Secretary of Interior's Standards for Archaeology and Historic Preservation as measured by: a) qualifications for personnel conducting/supervising work; and, b) experience of personnel conducting work. Individual or firm conducting work should have on its staff, or consult with, a person meeting History or Architectural History Professional Qualifications. Applicant must demonstrate ability to prepare a written report that meets contemporary professional standards.

**PRESERVATION PLAN DEVELOPMENT:** The project should assimilate survey and National Register information for a community into a preservation plan. A preservation plan should include a description of local historic districts and significant features, process to administer local preservation ordinance, and design guidelines. A strong public participation component is essential for a successful planning project. TO BE ELIGIBLE, applicant must demonstrate ability to meet the Secretary of Interior's Standards for Archaeology and Historic Preservation as measured by: a) qualifications for personnel conducting/supervising work; and, b) experience of personnel conducting work. Individual or firm conducting work should have on its staff, or consult with, a person meeting History or Architectural History Professional Qualifications. Applicant must demonstrate ability to prepare a written report that meets contemporary professional standards.

**PREDEVELOPMENT:** Is for both historic structures and archaeological sites. TO BE ELIGIBLE, all archaeological sites and historic structures must be eligible for listing in the National Register of Historic Places. FUNDING PRIORITY is given to the preparation of architectural plans, specifications, feasibility studies, and historic structure reports. PROJECT FUNDING is usually limited to \$5,000.

**PUBLIC AWARENESS AND EDUCATION:** Public Awareness and Education grants were established to encourage projects and activities which increase the public knowledge of preservation principles, promote preservation as an ethic, and that increase knowledge and awareness of the kinds of properties (both historical and archaeological) that are worthy of preservation and the various methods of preserving them. TO BE ELIGIBLE, projects must relate specifically to historic preservation including: brochures, pamphlets, audiovisuals, temporary exhibits, publications, school programs, lectures, seminars, workshops and tours. Costs of museum salaries, maintenance, and permanent collections are not eligible. FUNDING PRIORITY is given to projects designed to teach some aspect of preservation or local history to school-age children as well as projects designed for the general public's or specific audience's education. Projects that can be adapted to other areas of the state are strongly encouraged. PROJECT FUNDING is usually limited to \$5,000. Grant projects with initiatives undertaken that show a major effort and achievement contributing to public awareness and education may be funded up to \$10,000; however, such awards are exceptional and are not routinely awarded each grant cycle.

**PLANNING:** Planning projects promote activities that involve the identification, evaluation and management of critical information about cultural resources relating to short- and long- term development and preservation of cultural resources. Cultural resources are defined as individual properties, districts, structures, archaeological and historic sites, maritime resources, objects, and landscapes. The projects should assimilate survey and National Register information for a local, regional, or statewide area into a management plan. TO BE ELIGIBLE,

applicant must demonstrate ability to meet the Secretary of Interior's Standards for Archaeology and Historic Preservation as measured by: a) qualifications for personnel conducting/supervising work; and, b) experience of personnel conducting work. Individual or firm conducting work should have on its staff, or consult with, a person meeting History or Architectural History Professional Qualifications. Applicant must demonstrate ability to prepare a written report that meets contemporary professional standards.

**DEVELOPMENT:** Development grants are for physical “bricks and mortar” rehabilitation activities for historic site-specific buildings, structures, monuments, and places, including cemeteries and parks. Development project applications must provide the following three items to be considered eligible for HPF grant funding: a legal description of the property, listing in the National Register of Historic Places, and previous documentation of predevelopment/planning activities associated with the resource. Development grants will be capped at \$24,000. Subgrantees will also be required to execute a covenant/easement agreement as required for receipt of all funds from the Historic Preservation Fund. Per the HPF Manual, the following are the amounts and time periods required by National Park Service: \$1 to \$25,000: 5-year minimum covenant recorded on the property deed.

**OTHER:** The Alabama Historical Commission will review applications for projects that do not meet the above categories as long as the project addresses one or more of the State Historic Preservation Plan goals. Applications in this category will be considered only if federal grant funds are not depleted on applications meeting one of the categories for eligible projects. Activities funded in this category include, but are not limited to, Main Street program support and statewide economic studies.

**Evaluation Criteria:**

Projects must address how they will address one or more of the following state historic preservation plan goals. Applications received by the deadline will be evaluated based upon the below criteria and given five points for each goal substantially addressed. The programmatic questions must be answered and only projects with the administrative capacity to manage the grant and using personnel meeting appropriate professional qualifications will be awarded.

**A. SURVEY & PLANNING PROJECTS EVALUATION & SELECTION CRITERIA**

1. Project or activity is appropriate in relation to previous and/or future preservation activities.
2. Project or activity is consistent with applicable preservation and/or professional standards and methodology.
3. Project or activity fills demonstrated preservation need.
4. Project or activity provides a public benefit.
5. Project or activity is of a type identified by AHC as having a high priority for preservation assistance. For the FY2020 grant cycle, projects affecting African American resources are prioritized.
6. Statewide distribution of projects in applicant pool.
7. Urgency of need/degree to which the (potential) historic resource/area is threatened.
8. Project or activity is an ongoing, recurring, or concluding project or activity that is identified by AHC as also beneficial to AHC programs/outreach activities.

**B. PREDEVELOPMENT PROJECTS EVALUATION & SELECTION CRITERIA**

1. resource meets eligibility requirements.
2. Project concept is appropriate for resource.
3. Project design is consistent with applicable preservation and/or professional standards.
4. Project fills demonstrated preservation need.
5. Project provides a public benefit.
6. Resource is exceptionally significant or one of a few surviving examples of an important type.
7. Statewide distribution of projects in applicant pool.
8. Urgency of need/degree to which the historic resource is threatened.

**C. LOCAL HISTORIC PRESERVATION COMMISSION TRAINING EVALUATION & SELECTION CRITERIA**

1. Local commission with a high number of new members will receive priority.
2. Statewide distribution of projects in applicant pool – single application from multiple communities for regional trainings are encouraged.
3. Eligible training topics are: (1) roles and responsibilities of local commission, (2) development and application of design guidelines, (3) significance and design review concerns of buildings, structures, objects, and historic and archaeological sites, (4) significance and review concerns of historic landscapes.

**D. PUBLIC AWARENESS & EDUCATION PROJECTS EVALUATION & SELECTION CRITERIA**

1. Does the project increase the public knowledge of preservation principles, promote preservation as an ethic, and/or increase knowledge and awareness of the kinds of properties (both historic and archaeological) worthy of preservation and the various methods to preserve them?
2. Projects must relate specifically to historic preservation including brochures, pamphlets, audiovisuals, temporary exhibits, publications, school programs, lectures, seminars, workshops and tours.
3. Historic information used in project must be based on National Register nomination forms or other sources approved by AHC staff. Information related to rehabilitation techniques must be consistent with the Secretary of the Interior's Standards for the Treatment of Historic Properties.
4. Costs of museum salaries, maintenance, and permanent collections are not eligible.
5. Priority is given to projects designed to teach some aspect of preservation or local history to school age children, the general public, and specific audience with a mission related to historic preservation. Projects that can be adapted to other areas of the state are strongly encouraged.

**E. STAFFING PROJECTS EVALUATION & SELECTION CRITERIA**

1. Funds support professional services devoted to assisting the historic preservation commission and/or architectural review board in regulating one or more locally regulated historic districts.
2. We encourage CLGs in geographic proximity to submit an application to share staff support if meeting times and dates allow the arrangement.
3. Applicants must have no existing professional level staff assistance in regulating local district(s); implement design guidelines compatible with the Secretary of Interior's Standards for Rehabilitation; and have a record of meeting public notice requirements for local preservation programs.
4. Applicants must demonstrate personnel has experience applying National Register standards and Secretary of Interior's Standards for Rehabilitation to previous work with historic properties;

and experience working with city boards, local ordinances and public meeting requirements. Individual or firm conducting work should have on its staff, or consult with, a person meeting History or Architectural History Professional

## **F. DEVELOPMENT**

1. Project concept is appropriate for resource.
2. Project design is consistent with applicable preservation and/or professional standards.
3. Project fills demonstrated preservation need.
4. Project provides a public benefit.
5. Resource is exceptionally significant or one of a few surviving examples of an important type.
6. Project or activity is of a type identified by AHC as having a high priority for preservation assistance. For the FY2021 grant cycle, projects affecting African American resources are prioritized.
7. Statewide distribution of projects in applicant pool.
8. Urgency of need/degree to which the historic resource is threatened.
9. Project or activity is an ongoing, recurring, or concluding project or activity that is identified by AHC as also beneficial to AHC programs/outreach activities.

### **General Grant Criteria**

To be eligible, applications must show that a logical sequence of work is going to take place. When prior grants have been awarded in the same geographic area or in the same grant category, applications must show a logical progression of work from prior grant activities. More than one grant in any category may not be awarded to any organization if available grant funds are limited. When prior grants have been awarded in the same geographic area, grant funds may be distributed to other areas of the State in order to achieve a more equitable distribution statewide.

The activity that is the subject of this material has been financed in part with Federal funds from the National Historic Preservation Act, administered by the National Park Service, U.S. Department of the Interior and for the Alabama Historical Commission. However, the contents and opinions do not necessarily reflect the views or policies of the U.S. Department of the Interior or the Commission, nor does the mention of trade names or commercial products constitute an endorsement or recommendation by the Department of the Interior or the Commission. This program receives Federal funds from the National Park Service; Regulations of the U.S. Department of the Interior strictly prohibit unlawful discrimination in departmental Federally assisted programs on the basis of race, color, national origin, age or handicap. Any person who believes he or she has been discriminated against in any program, activity, or facility operated by a recipient of Federal assistance should write to: Director, Equal Opportunity Program, U.S. Department of the Interior, National Park Service, 1849 C Street, Washington, D.C. 20240.

For more information, contact:

Alabama Historical Commission  
Paige Thomas, CLG Coordinator  
468 S. Perry Street  
Montgomery AL 36130-0900  
(334)230-2643  
[Paige.Thomas@ahc.alabama.gov](mailto:Paige.Thomas@ahc.alabama.gov)