



**NEW JERSEY'S**

**CERTIFIED**

**LOCAL**

**GOVERNMENT**

*Guidelines*



*NJ Department of  
Environmental Protection  
Natural & Historic Resources  
Historic Preservation Office*



# NEW JERSEY'S CERTIFIED LOCAL GOVERNMENT GUIDELINES

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## I. INTRODUCTION

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The Certified Local Government Program (CLG) was authorized by the National Historic Preservation Act Amendments of 1980 and is designed to provide more formal participation by communities in federal and state historic preservation programs. Under the program, governments will be considered for certification by the Historic Preservation Office (HPO), New Jersey's State Historic Preservation Office, upon request of their chief elected official. Governments requesting certification will be required to submit evidence that they meet the basic program criteria. These criteria include establishment of a local historic preservation review commission, initiation and/or continued progress towards completion of a comprehensive survey and inventory of local historic resources, designation and protection of local landmarks and historic districts, and development of a process which ensures public participation in the local historic preservation program.

## CERTIFICATION OFFERS LOCAL GOVERNMENTS:

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1. Eligibility to apply for a portion of the State's grant funding for historic sites survey and historic preservation planning projects. In accordance with the 1980 amendments to the National Historic Preservation Act, the State is required to set aside for certified local governments at least 10% of its Historic Preservation funding (HPF) from the National Park Service.
2. An opportunity to become more involved in New Jersey and federal historic preservation programs. Certified local governments will be afforded the opportunity to comment on all New Jersey and National Register nominations in their jurisdiction.
3. Better coordination and cooperation with the Historic Preservation Office. The HPO will provide training sessions for local historic preservation review commission members. In addition, surveys conducted under the CLG Program will assist communities in meeting environmental review requirements for federal undertakings, and in identifying properties which are eligible for federal tax incentives and development grants (when available).



*Sussex Register decorated for the  
1903 Newton Sesquicentennial.  
Photo courtesy of Wayne T. McCabe.*

## **II. REQUIREMENTS FOR CERTIFICATION OF LOCAL GOVERNMENTS**

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**A.** The local government shall enforce appropriate State and local legislation for the designation and protection of historic properties and shall comply with Section 106 of the National Historic Preservation Act, as amended.

- 1.** There shall be a local ordinance which includes:
  - A.** A statement of purpose.
  - B.** Definitions.
  - C.** Establishment of a historic preservation review commission (Commission) and a grant of powers to it.
  - D.** Procedures for the designation of a landmark and a historic district, including but not limited to, notice publication and a public hearing.
  - E.** Criteria for the designation of a landmark and a historic district.
  - F.** Procedures for the review of applications for alterations, demolitions, or new construction affecting designated landmarks or historic district.
  - G.** Standards and criteria for review of alterations, demolitions, or new construction affecting designated landmarks or historic districts.
  - H.** Definitions of an emergency review and procedures for the adjudication of emergency review applications on an accelerated basis.
  - I.** Procedures for the enforcement of the provisions of the ordinance, including, but not limited to, the institution of any appropriate action or proceedings to prevent the unlawful alteration, demolition, or new construction effecting a designated landmark or historic district.
  - J.** Provisions for the Commission to make binding decisions or to recommend denial or approval to a body which has the final decision making authority.
- 2.** In accordance with the New Jersey Register of Historic Places Act, the local government will request the authorization of the Commissioner of the Department of Environmental Protection prior to encroaching upon a resource listed on the State Register of Historic Places.
- 3.** The local government shall demonstrate compliance with Section 106 of the National Historic Preservation Act of 1966, as amended, by entering into a programmatic Memorandum of Agreement with the State Historic Preservation Officer (SHPO) and the Advisory Council on Historic Preservation for all locally sponsored CDBG and UDAG projects.

**B.** The local government shall establish by State or local law an adequate and qualified historic preservation review commission (Commission) composed of professional and lay members.

- 1.** The Commission shall consist of a minimum of five members, all of whom have a demonstrated interest, competence, or knowledge in historic preservation.
- 2.** To the extent available in the community, the local government shall appoint professional members from the disciplines of planning, folklore, cultural anthropology, curation, conservation, landscape architecture, architecture, history, architectural history, pre-historic archaeology and historic archaeology who meet the requirements of Appendix A or the National Park Service Professional Qualification Standards. The local government can request from the HPO an exemption from this requirement by demonstrating that a reasonable effort has been made to appoint qualified professionals. However, when any of these disciplines is not represented, the commission shall obtain professional expertise as outlined in Section II.B.8.g.

3. Vacancies on the Commission are to be filled with qualified members within 60 days.
4. The Commission shall hold regular meetings at least 4 times per year and there shall be an attendance rule for Commission members.
5. The Commission shall have by-laws or rules of procedure which are available to the public and which include a section prohibiting conflict of interest.
6. Designation and review decisions must be made in a public forum and applicants must be notified of meetings and advised of decisions.
7. The Commission shall keep written minutes of all meetings and the minutes shall be available to the public.
8. The duties of the Commission shall include:
  - A. Maintaining a system for the survey and inventory of historic resources that is compatible and coordinated with HPO's state-wide inventory.
  - B. Making recommendations for the designation of local landmarks and historic districts to the appropriate local governing body. The recommendations shall be based on established written criteria.
  - C. Reviewing applications for alterations, demolitions, and new construction affecting designated landmarks and historic districts. The recommendations shall be based on established written standards and criteria.
  - D. Acting in an advisory role to other officials and departments of local government regarding the designation and protection of cultural resources;
  - E. Acting as a liaison on behalf of the local government to individuals and organizations concerned with historic preservation;
  - F. Working toward the continuing education of citizens within the CLG's jurisdiction regarding historic preservation issues and concerns;
  - G. Ensuring that when a discipline is not represented on the Commission, and the Commission considers an action (e.g., development application, National Register nomination) which is normally evaluated by a professional in that specific discipline, the Commission shall obtain professional expertise before rendering a decision. When there are HPO funded preservation staff positions at County Cultural and Heritage Commissions, the HPO will require that staff preservationists to provide CLG commissions in their counties with technical assistance. Commissions should also consider gaining the necessary professional expertise by contacting universities, private preservation organizations, the appropriate County Cultural and Heritage Commission, or by selecting a consultant. All professional experts, whether paid or volunteer, must meet the applicable federal professional qualifications (see Appendix A).
  - H. Ensuring that all Commission members annually attend either a conference or training workshop on historic preservation issues. The HPO offers annual workshops to provide CLG orientation materials and training to provide attendees with a working knowledge of the roles and operations of federal, state and local preservation programs. In addition, a CLG can request that a representative of the HPO attend a Commission meeting to provide onsite training. The request must be made in writing and be received by the HPO at least 30 days prior to the date of the Commission meeting.
  - I. Assuming responsibilities which are mutually agreed upon in writing between the HPO and the CLG. The CLG's written certification agreement will outline all responsibilities and requirements, including those indicated in the monitoring checklist in Appendix D.
  - J. Reviewing all proposed National Register nominations for properties within its jurisdiction. The CLG will be involved in the process in the following manner:

- 1.) When the nomination materials are received first or initiated by the Commission, the Commission shall promptly notify the HPO and forward a copy of the nomination.
- 2.) When a nomination within a CLG's jurisdiction is received, the HPO will forward a copy of the nomination to the Commission for its review.
- 3.) Within 30 days of receipt of any nomination, the HPO will prepare a preliminary determination of the technical completeness of the nomination and forward the determination to the CLG. HPO staff may also provide a preliminary determination on the resource's eligibility.
- 4.) The Commission shall allow a reasonable opportunity for public comment on the nomination by publicly announcing when the nomination will be discussed and conducting the discussion at a public meeting that complies with the requirements of the New Jersey "Open Public Meetings Act" held within 45 days of receipt of the nomination.
- 5.) The Commission shall prepare a report as to whether or not such property, in its opinion, meets the criteria of the National Register. Within 60 days of notice from the HPO, that a nomination is technically complete, the chief local elected official shall transmit the report of the Commission and his/her recommendation to the HPO.
- 6.) Following receipt of the report and recommendation, or if no such report and recommendation are received within sixty days, HPO shall proceed with processing the nomination under regulations specified in 36 CFR 60 and 36 CFR 61. HPO may expedite the process with the concurrence of the CLG.
- 7.) Complete applications will be scheduled for presentation to the State Review Board. At least 60 but not more than 120 days prior to the State Review Board meeting, the HPO will notify in writing the property owner(s), the chief local elected official, and the Commission.
- 8.) If both the Commission and the chief local elected official recommend that a property not be nominated, the HPO shall take no further action, unless within thirty days of the receipt of such recommendation an appeal is filed. If an appeal is filed, the HPO shall follow appeal procedures and any report and recommendations made by the Commission and the chief local elected official shall be included with the nomination submitted by the HPO to the National Register.

**C.** The local government shall maintain a system for the survey and inventory of historic properties.

1. The local government shall begin or continue an HPO approved process to identify historic properties within the boundaries of the community. The HPO will offer technical assistance to CLG's in developing a survey approach.
2. At a minimum, surveys must:
  - A. Be compatible with the statewide historic sites inventory and the statewide comprehensive historic preservation planning process.
  - B. Utilize the HPO's "Guidelines for Architectural Surveys" and Survey System or an HPO approved alternate.
  - C. Evaluate properties against the criteria for inclusion in the New Jersey and National Registers of Historic Places. A reconnaissance level survey will not provide adequate information to allow definitive evaluations of National Register eligibility, therefore the local government should undertake an intensive level survey, in consultation with the HPO, that will provide the necessary historical research and comparative analysis to evaluate all properties for National Register eligibility.

- D.** Include archeological sites;
- E.** Be accessible to the public, except that access to archeological site locations should be restricted, as directed by the HPO according to existing practices.
- F.** Be available through duplicates to the HPO;
- G.** Updated at least every other year to incorporate any newly acquired historical documentation and to reflect changes to a resource's integrity or condition.

In order to develop an organized and prioritized approach to the identification, evaluation, registration, protection, and management of resources, CLGs are encouraged to develop a community-wide historic preservation plan. The HPO will provide technical assistance in developing a planned strategy which is compatible with the New Jersey Historic Preservation Plan (NJHPP) and meets the Secretary of the Interior's Standards for Preservation Planning.

- D.** The local government shall provide for adequate public participation in the historic preservation program, including the process of recommending properties to the National Register.
  - 1.** All Commission meetings shall be publicly announced, be open to the public, have a previously advertised agenda, and should be held in accordance with the New Jersey "Open Public Meetings Act."
  - 2.** All decisions by a Commission shall be made in a public forum and applicants shall be given written notification of decisions of the Commission.
  - 3.** Careful minutes of all decisions and actions of the Commission, including the criteria/standards applied and reasons for making these decisions, must be kept on file and available for public inspection.
  - 4.** All rules of procedure adopted by the Commission shall be available for public inspection.
- E.** The local government shall satisfactorily perform the responsibilities listed in points A-D above, according to the Standards specified in Appendix D.

### **III. PROCESS FOR CERTIFICATION OF LOCAL GOVERNMENTS**

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- A.** The chief elected official of the local government shall request certification from the State Historic Preservation Officer (SHPO). The request for certification shall include:
  - 1.** A written assurance by the chief elected official that the local government fulfills all the standards for certification outlined above.
  - 2.** A copy of New Jersey's Certified Local Government Application (see Appendix B) and all materials requested in the application form.
  - 3.** A list and accompanying map(s) identifying designated historic districts and landmarks.
- B.** The SHPO will review the request for certification to insure that the local government meets the minimum certification requirements A-E.
- C.** Within 45 days of receipt of an adequately documented request, the SHPO will notify the chief local official as to whether or not the local government meets the certification criteria. For any applicant not approved, the SHPO will state why the local government does not meet the certification requirements. If the local government meets the certification requirements, the SHPO will prepare a written certification agreement which specifies the duties delegated to the local government and transmit it to the local government for signature.



- D.** The SHPO will forward the approval decision and a copy of the written certification agreement to the U.S. Secretary of the Interior. If the Secretary does not take exception to the request within 15 working days of receipt, the local government shall be regarded as certified by the Secretary. The SHPO will notify the local government of the Secretary's approval by forwarding a copy of the certification agreement executed by the HPO within 30 days of the approval date.
- E.** Once a local government is certified, it remains certified unless it requests in writing to be decertified or unless as part of the HPO's monitoring, it is determined that the local government no longer meets the minimum certification requirement.
- F.** If at any time the local government wishes to change its responsibilities by amending the certification agreement, it should make a written request to the SHPO. Following the process for initial certification, the SHPO will notify the applicant within 45 days and will submit the amendment to the Secretary of the Interior for review. If the Secretary does not object within 15 working days, the amendment shall be considered approved. The SHPO will notify the local government of the Secretary's approval.

#### **IV. PROCESS FOR MONITORING AND DECERTIFICATION OF CERTIFIED LOCAL GOVERNMENTS**

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- A.** Each Certified Local Government is responsible for submitting to the HPO an annual report covering its activities for the period of January 1st -December 31st. Annual reports are due by March 31st of each year. The contents of the annual report are outlined in Appendix C.
- B.** Once every three years the HPO shall conduct a review of certified local governments to assure that each government continues to meet the minimal requirements and is satisfactorily performing its responsibilities as specified in Appendix D and delegated in its certification agreement. The HPO shall also review records of the administration of funds allocated from the Historic Preservation fund, and other documents as necessary. The CLG shall make these records available to the HPO.
- C.** If at any time including as a result of the annual reports or three year review, the HPO determines that a CLG is no longer satisfactorily performing its duties, the SHPO shall in writing notify the chief local elected official of specific deficiencies and recommendations for improvement. The CLG shall have a period of not less than 60, nor more than 120 days to implement improvements. If the SHPO determines that sufficient improvement has not occurred, the SHPO shall recommend decertification of the local government to the Secretary of the Interior citing specific reasons for the recommendation. If the Secretary does not object within 30 working days, the decertification shall be considered approved by the Secretary and the SHPO shall notify the local government. When a local government is decertified, HPO will conduct financial assistance closeout procedures as specified in The National Register Programs Guidelines.



## **V. TRANSFER OF HISTORIC PRESERVATION FUNDS TO CERTIFIED LOCAL GOVERNMENTS**

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- A.** At least 10% of New Jersey's annual apportionment from the Historic Preservation Fund (HPF) of the Department of the Interior is set aside for transfer to CLGs. Any year in which the Congress may appropriate more than \$65 million to the HPF, one half of the excess shall also be transferred to CLG's according to procedures to be provided by the Secretary.
- B.** Historic Preservation Funds may be awarded for historic preservation Master Plan elements, historic resource surveys, National Register nominations, historic preservation planning, historic preservation education projects, historic structure reports, preservation plans, and CLG training. HPF grants will be reimbursable on a 60% federal, 40% local match basis. Grant applications and guidelines will be mailed annually to the mayor and Historic Preservation Commission Clerk in each CLG community.
- The Historic Preservation Office may announce from time to time the availability of grants to CLG communities that have a matching share less than 40%. Local assistance grants requiring anything less than a 40% matching share, will require the State to offset the local match with available, eligible over match from our Annual Historic Preservation Fund Grant. The details of any/all matching requirements will be articulated in the grant application guidelines distributed to each CLG community.
- C.** All CLG's are eligible to apply for a share of the 10% set aside; however, the following allocation guidelines apply:
1. Certification does not guarantee funding as the State is not required to fund all CLG's.
  2. The amount awarded to any applicant must be sufficient to produce a specific impact. The funds awarded must be sufficient to generate effects directly as a result of the funds transferred. The requirement for tangible results may not be waived even if there are many otherwise eligible applicants for the 10% set aside.
  3. CLG funds are intended as a supplement to, not a substitute for local preservation funds.
  4. The CLG must certify and maintain an accounting system in accordance with Office of Management and Budget Circular A-123 and Appendix E.
  5. The State shall make a reasonable effort to distribute the 10% set aside among the maximum number of eligible local governments.
  6. The State shall seek to ensure a reasonable distribution between urban and rural areas.
  7. The State will ensure that no CLG receives a disproportionate share of the 10% set aside.
  8. Applications shall be reviewed against the funding priorities and selection criteria established by the HPO in conjunction with the State Review Board. The HPO will make available to the public, upon request, the rationale for the applicants selected and the amounts awarded.
- D.** All local governments receiving a portion of the local share of New Jersey's HPF allocation shall:
1. Be considered subgrantees of the State. CLG requirements shall be included in HPO's written grant agreement with the local government.
  2. Maintain adequate financial management systems which are:
    - A.** In accordance with the standards specified in the Office of Management and Budget Circular A-123 "Management Accountability and Control" and "Common Rule" 43CFR12.1-12.830

- B.** Auditable in accordance with the Office of Management and Budget Circular A-133 and A-87.
  - C.** Periodically evaluated by the HPO in accordance with the Office of Management and Budget Circulars A-123, A-87, and/or A-133 and 43CFR12.1-12.830. An evaluation of a CLG's financial management system will be done as part of the HPO's grant monitoring.
- 3.** Adhere to all requirements of "The National Register Programs Guidelines" and the HPO "Guidelines for Recipients of Historic Preservation Survey and Planning Grants and Certified Local Government Grants." Indirect costs may be charged as part of the CLG grant only if the CLG subgrantee meets the requirements of "The National Register Programs Guideline NPS-49."
- 4.** Adhere to any requirements mandated by Congress pertaining to the use of Historic Preservation Funds.
- 5.** Not apply transferred monies as a matching share for any other federal grant.
- 6.** Not use other federal grant monies as a match for Historic Preservation Funds. The only exceptions to this are Community Development Block Grants, UDAGS, or Revenue Sharing Bonds which can be used as local match. The matching share supplied by the applicant must represent at least 40% of the eligible total project cost and may consist of either cash or in-kind contributions. In-kind contributions may consist of the value of goods and services directly benefiting and specifically identifiable to the grant-supported project. The basis for determining the value of each item of matching share must be identified. In kind services may not constitute more than 50% of the total local matching share.
- 7.** Prior to the initiation of any work, enter into a written agreement with the HPO which clearly identifies the responsibilities of each party. The HPO will assist all CLG grant recipients in developing and implementing financial management systems which meet the requirements listed above.

**PROFESSIONAL QUALIFICATIONS STANDARDS**

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.

- (A)** History. The minimum professional qualifications in history are a graduate degree in history or closely related field; or a bachelor's degree in history of closely related field plus one of the following:
  - (1)** 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**
  - (2)** Substantial contribution through research and publication to the body of scholarly knowledge in the field of history.
- (B)** Archeology. The minimum professional qualifications in archeology are a graduate degree in archeology, anthropology, or closely related field plus:
  - (1)** At least one year of full-time professional experience or equivalent specialized training in archeological research, administration, or management;
  - (2)** At least four months of supervised field and analytic experience in general North American archeology, and
  - (3)** Demonstrated ability to carry research to completion.

In addition to these minimum qualifications, a professional in prehistoric archeology shall have at least one year of full-time professional experience at a supervisory level in the study of archeological resources of the prehistoric period. A professional in historic archeology shall have at least one year of full-time professional experience at a supervisory level in the study of archeological resources of the historic period.

- (C)** 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 course work 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:
  - (1)** 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
  - (2)** Substantial contribution through research and publication to the body of scholarly knowledge in the field of American architectural history.
- (D)** 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 State license to practice architecture.
- (E)** 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:
  - (1)** At least one year of graduate study in architectural preservation, American architectural history, preservation planning, or closely related field; or

- (2)** 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 specification for preservation projects.

## APPENDIX B

### CERTIFIED LOCAL GOVERNMENT APPLICATION

Municipality: \_\_\_\_\_ County: \_\_\_\_\_

#### LOCAL LEGISLATION:

- 1.) Does the local government have a local ordinance which provides for the designation and protection of historic properties? \_\_\_\_\_ (Please submit a copy of the ordinance including all amendments.)
- 2.) Does the ordinance include all of the provisions enumerated in the CLG guidelines (II.A.1.a-j)?

#### LOCAL HISTORIC PRESERVATION COMMISSION:

- 1.) Does the local government have a historic preservation commission?
- 2.) Please list all Commission members, with explanation of demonstrated interest, competence, or knowledge in historic preservation. Please indicate if member is from the profession of architecture, history, architectural history, prehistoric archeology, historic archeology, or a related field. Submit a resume for each commission member indicating how they meet the professional requirements of Appendix A.

Name \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- 3.) Please outline steps that have been taken to insure that, to the extent available in the community, the local government has appointed professional members from the disciplines of architecture, history, architectural history, prehistoric archeology, and historic archeology who meet the requirements of Appendix A or the National Park Service Professional Qualification Standards.
- 4.) If the local government can demonstrate that a reasonable effort has been made to appoint qualified professionals to the Commission, and that effort has been unsuccessful, the local government can request an exemption from the requirement for professionals from the HPO. Is an exemption being requested? \_\_\_\_\_ If yes, please make sure that you have shown how a reasonable effort has been made.

- 5.) Please explain how the Commission will obtain qualified professional expertise in the review of nominations or other actions normally evaluated by a professional if such expertise is not available on the Commission: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- 6.) Is there a procedure to ensure that vacancies on the Commission are filled within 60 days? \_\_\_\_\_  
 Please explain: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- 7.) How frequently does the commission hold regular meetings? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- 8.) Is there an attendance rule for Commission members? \_\_\_\_\_  
 Please explain: \_\_\_\_\_  
 \_\_\_\_\_
- 9.) Does the Commission have rules of procedure which are available to the public and which include a section prohibiting conflict of interest? \_\_\_\_\_ Please submit a copy.
- 10.) Does the local government certify that the Historic Preservation Commission will be responsible for all of the duties outlined in Section II.B.8.a-j of the CLG guidelines? \_\_\_\_\_

#### **NATIONAL REGISTER NOMINATIONS:**

- 1.) Does the local government agree to participate in the National Register nomination procedure as outlined in Section II.B.8.j. of the CLG Guidelines? \_\_\_\_\_

#### **LOCAL SURVEY AND INVENTORY:**

- 1.) Has the local government begun an HPO approved process to identify historic properties within the boundaries of the community? \_\_\_\_\_  
 Please explain status of inventory or plans to initiate: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- 2.) Is the local government willing to maintain an inventory system which meets the requirements outlined in Section II.C.2.a-g. of the CLG Guidelines? \_\_\_\_\_
- 3.) The local government agrees to provide the HPO with a copy of all existing, future, or revised survey forms.

**PUBLIC PARTICIPATION:**

- 1.) Are all Commission meetings publicly announced, open to the public, have a previously advertised agenda, and held in accordance with the New Jersey "Open Public Meetings Act?" \_\_\_\_\_
- 2.) Are all Commission decisions made in a public forum and are applicants notified of meetings and advised of decisions? \_\_\_\_\_
- 3.) Does the Commission keep written minutes of all meetings? \_\_\_\_\_  
Do these minutes include the criteria/standards for evaluation and reasons for the Commission decisions? \_\_\_\_\_  
Are the minutes kept on file and available to the public? \_\_\_\_\_
- 4.) Are all rules of procedure adopted by the Commission available for public inspection? \_\_\_\_\_

**COMPLIANCE WITH THE NEW JERSEY STATE REGISTER OF HISTORIC PLACES ACT AND SECTION 106 OF THE NATIONAL HISTORIC PRESERVATION ACT OF 1966, AS AMENDED:**

- 1.) Does the local government certify that it will request the authorization of the Commissioner of the Department of Environmental Protection prior to encroaching upon a resource listed on the New Jersey Register of Historic Places? \_\_\_\_\_
- 2.) Does the local government currently have an executed Memorandum of Agreement (MOA) covering compliance with Section 106 for CDBG and UDAG projects? \_\_\_\_\_  
If yes, please indicate date that MOA was executed by the Advisory Council on Historic Preservation: \_\_\_\_\_. If no, does the local government agree to enter into a Memorandum of Agreement with HPO and the Advisory Council on Historic Preservation? \_\_\_\_\_



## **APPENDIX C.**

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### **ANNUAL REPORT CONTENTS**

A Certified Local Government is responsible for submitting to HPO an annual report for the period of January 1st - December 31st. The annual reports are due March 31st and must have the following information:

#### **LOCAL LEGISLATION:**

- 1.) Provide confirmation that the historic preservation ordinance remained enforced during this period.
- 2.) Provide copies of any new historic preservation ordinances, amendments, regulations, by-laws, or guidelines enacted during this period.
- 3.) Provide the number and list of new landmarks historic district designations. Please submit a copy of map showing site locations.
- 4.) Number of cases reviewed under the authority of the local ordinance:  
\_\_\_\_\_ alterations  
\_\_\_\_\_ demolitions  
\_\_\_\_\_ new construction

#### **LOCAL HISTORIC PRESERVATION COMMISSION:**

- 1.) Number of Commission meetings held during this period.
- 2.) Indication, by profession, of number of meetings which each professional commission member(s) attended.
- 3.) Summary of how the Commission obtained qualified professional expertise in the review of nominations or other actions normally evaluated by a professional if such expertise is not available on the Commission.
- 4.) Indication of the professional training session which each Commission member attended during this period.
- 5.) Any changes to the membership of the Commission. For vacancies, please indicate length of vacancy, how an attempt was made to obtain qualified professionals to fill any vacancies, and how the new appointee(s) evidence demonstrated interest, competence, or knowledge of historic preservation. In addition, a resume for all new Commission members must be submitted to the HPO.

#### **NATIONAL REGISTER NOMINATIONS:**

- 1.) List of National Register nominations reviewed by the Commission.

**LOCAL SURVEY AND INVENTORY:**

- 1.) Number of new inventory forms completed for individual buildings, historic districts, and archeological sites.
- 2.) Copies of each new or revised survey form have been attached to the report \_\_\_\_\_ Yes \_\_\_\_\_ No.
- 3.) Provide the date for completion of the last survey update. \_\_\_\_\_

**PUBLIC PARTICIPATION:**

- 1.) Provide an outline of the public notification procedures and a sample notice.
- 2.) Provide one (1) copy of the minutes and agendas for each commission meeting held during the twelve (12) month reporting period.

**COMPLIANCE WITH THE NEW JERSEY STATE REGISTER OF HISTORIC PLACES ACT AND THE NATIONAL HISTORIC PRESERVATION ACT OF 1966, AS AMENDED:**

- 1.) List of all undertakings initiated by the local government during this period and which affected a property listed on the New Jersey Register of Historic Places.
- 2.) Has the local government signed a Memorandum of Agreement (MOA) to cover federal CDBG and UDAG projects during this period? \_\_\_\_\_  
Please indicate date that the MOA was executed by the Advisory Council on Historic Preservation. \_\_\_\_\_

## APPENDIX D

### CLG PERFORMANCE STANDARDS CHECKLIST

The CLG shall maintain the following standards of performance, which shall be used by HPO in its bi-annual review of the CLG once every three years.

	YES	NO
<b>LOCAL LEGISLATION:</b>		
1.) Did the CLG adopt changes to the local ordinance during the review period?	___	___
2.) Did the CLG forward to the HPO copies of all revisions to ordinances, regulations, by-laws, or guidelines enacted during this period?	___	___
3.) The HPO has determined that all revision above are consistent with the requirements and intent of the program?	___	___
<b>LOCAL HISTORIC PRESERVATION COMMISSION/PUBLIC PARTICIPATION</b>		
1.) Did the CLG maintain an adequate and qualified Commission throughout the review period as specified in Section II.B.1-2?	___	___
2.) Did the Commission hold (a minimum of four) regular meetings, as per Section II.B.4.?	___	___
3.) Did the Commission maintain and operate in accordance with its written by-laws or rules of procedure, including conflict of interest rules?	___	___
4.) Did the Commission obtain qualified professional expertise in the review of nominations or any actions normally evaluated by a professional if such expertise was not available on the Commission?	___	___
5.) Did all Commission members attend either a conference or training workshop on historic preservation issues this year, or did the CLG arrange for on-site training by HPO?	___	___
6.) Were all vacancies on the Commission filled within the 60-day time period specified in Section II.B.3.?	___	___

	YES	NO
7.) All new appointees evidence a demonstrated interest, competence, or knowledge of historic preservation?	—	—
8.) Was an effort made to obtain qualified professionals to fill any vacancies?	—	—
9.) Has the CLG forwarded to the HPO resumes of any new Commission members appointed during the time period being reviewed?	—	—
10.) Do resumes for any professional members evidence compliance with Professional Qualification Standards articulated in Appendix A.	—	—
11.) Can the Commission demonstrate that it has an active program to designate local landmarks and to review activities affecting local landmarks and historic districts, as per Section II.A.?	—	—
12.) Have all Commission meetings been publicly announced, open to the public, had previously advertised agendas, and been held in accordance with the New Jersey “Open Public Meetings Act”?	—	—
13.) Has the Commission maintained and made available to the public careful minutes of all meetings.	—	—
14.) Do the minutes include all decisions and actions of the Commission, and the reasons for those decisions?	—	—
15.) Has the Commission followed its rules of procedure?	—	—

#### **NATIONAL REGISTER NOMINATIONS:**

1.) Has the CLG changed by-laws or rules of procedure governing the process for accepting National Register applications from the public?	—	—
2.) Has the CLG, as part of its process of handling National Register nominations, maintained an accurate record of each nomination it has received?	—	—
3.) Has the CLG forwarded copies of each nomination it has received to the HPO, as specified in Section II.B.8.j.1.?	—	—
4.) Were 75% of all nominations submitted by the CLG technically complete?	—	—
5.) Were 80% of all reports on nominations sent to HPO within the 60 day period specified?	—	—

- |   |       |       |
|---|-------|-------|
| 6.) Did reports on nominations objectively evaluate the property(ies) in relation to National Register criteria?  | _____ | _____ |
| 7.) Have the Commission's opinions regarding the National Register eligibility of properties and districts been affirmed by the State Review Board in at least 80% of the cases occurring during the period under review? | _____ | _____ |

**LOCAL SURVEY AND INVENTORY:**

**YES                      NO**

- |  |       |       |
|--|-------|-------|
| 1.) Have archaeological and architectural/historical surveys of the CLG's area of jurisdiction been initiated and/or completed satisfactorily as per II.C.1-2? | _____ | _____ |
| 2.) For CLGs whose surveys have been completed, is there a system in place to keep the survey up-to-date as per Section II.C.2.g?                              | _____ | _____ |
| 3.) Has the CLG made all survey forms available to the HPO as per Section II.C.2.b. and f.?  | _____ | _____ |

**COMPLIANCE WITH THE NEW JERSEY STATE REGISTER OF HISTORIC PLACES ACT, AND THE NATIONAL PRESERVATION ACT OF 1966, AS AMENDED:**

- |  |       |       |
|--|-------|-------|
| 1.) Has the CLG requested the authorization of the Commissioner of the Department of Environmental Protection prior to encroaching upon a resource listed on the New Jersey Register of Historic Places?                     | _____ | _____ |
| 2.) Has the CLG demonstrated compliance with Section 106 of the National Historic Preservation Act of 1966, as amended, in regard to federally funded, assisted, or permitted activities undertaken by the local government? | _____ | _____ |

## APPENDIX E

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### STATEMENT OF ADEQUACY OF ACCOUNTING SYSTEM:

#### SECTION A: GOVERNMENTAL AGENCY

I am the \_\_\_\_\_ of Title of \_\_\_\_\_ and,  
Chief Financial Officer Name of Applicant

in this capacity, I will be responsible for establishing and maintaining the financial statements for

\_\_\_\_\_  
Title of Proposed Contract/Grant

The accounting system that will be established and maintained for the purpose of this proposed contract/grant will be adequate to:

1. Provide for accurate identification of the receipts and expenditures of New Jersey State Department of Environmental Protection funds by approved budget cost categories;
2. Provide for documentation supporting each book entry, filed in such a way that it can be easily located;
3. Provide accurate and current financial reporting information;
4. Be integrated with a strong system of internal controls and;
5. Will conform to any and all requirements or guidelines that New Jersey Department of Environmental Protection may issue.

\_\_\_\_\_  
Signature of Chief Financial Officer

\_\_\_\_\_  
Name of Chief Financial Officer (Print or Type)

\_\_\_\_\_  
Date



Mail Code 501-04B

New Jersey Department of Environmental Protection

**Historic Preservation Office**

PO Box 420, Trenton, New Jersey 08625-0420

TEL: (609) 984-0176 FAX: (609) 984-0578



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