



History Colorado

Certified Local Government (CLG) Quadrennial Evaluation Information

The National Park Service requires that each Certified Local Government (CLG) be evaluated at least once every four years according to the process outlined in Section V of the [Colorado CLG Handbook](#). This evaluation is performed to ensure that the CLG is fulfilling its responsibilities and to identify areas where State Historic Preservation Office (SHPO) assistance may be helpful. If you have any questions about the evaluation process please contact Lindsey Flewelling, CLG Coordinator, at lindsey.flewelling@state.co.us or (720) 921 0920.

Elements of the Evaluation

The CLG evaluation has four parts that may be completed in any order:

1. SHPO staff review records on file at History Colorado for the previous four years including annual reports, meeting minutes, grant administration forms, and other relevant documents.
2. Local government staff demonstrate how they provide public access to the local public records that CLGs are required to maintain.
3. SHPO staff attends one or more meetings of the CLG's Historic Preservation Commission (HPC).
4. SHPO staff interviews local government staff about the community's procedures for performing CLG-related tasks and responsibilities.

Preparing for the Evaluation

CLGs should begin preparing for evaluation by reviewing the [Evaluation Form](#) and the [CLG Handbook](#). SHPO staff will schedule a time to meet with local government staff and attend an HPC meeting during the calendar year, but may attend any additional HPC meeting(s) at their discretion. CLGs are encouraged to use this opportunity to request any desired training. In addition to regularly submitting annual reports and meeting minutes to SHPO, there are other ways that CLGs can prepare to ensure the evaluation process goes smoothly.

CLGs will be expected to demonstrate how a member of the public can access the following types of documents. If these documents are available on the CLG's website, local government staff can facilitate this review by providing the appropriate links to SHPO.

- HPC Meeting Minutes
- Resumes or applications for current HPC members
- Survey forms and reports
- List of all locally designated properties



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Local government staff should be prepared to answer the following questions during their interview with SHPO staff. Additional questions may be asked based on the review of previous CLG records and past CLG performance.

- How is the public informed of upcoming meetings of the HPC?
- How is the public informed of designation or design review applications?
- How are property owners notified that a project must undergo design review? How is design review conducted?
- If the HPC does not contain 40% professional members, how do you obtain the required expertise in local design review?
- What is the CLG's system for survey and inventory of historic properties? What are the CLG's plans for future survey?
- How does the CLG participate in the Section 106 process?
- How has the CLG implemented its Historic Preservation Plan? If the CLG does not have a plan, how does it plan for ongoing and future preservation efforts?

After the Evaluation

SHPO staff will complete a written [Evaluation Form](#) for each CLG that summarizes their findings and includes any recommended actions. This form may not be submitted until the end of the calendar year in which the CLG is evaluated, after SHPO staff has received the Annual Report. If SHPO staff finds that the CLG is deficient in fulfilling its responsibilities, one of the following will be required:

- The CLG will be expected to correct these deficiencies before their next quadrennial evaluation.
- The CLG will be expected to correct these deficiencies within one year and will be evaluated again in the next calendar year to confirm that action has been taken.
- The CLG will be expected to take immediate action to correct these deficiencies and will receive a specific timeline in which to comply. If necessary, the CLG's chief elected official may receive a letter that summarizes the identified deficiencies, the assistance that will be provided, and a specified timeline for compliance.