

# Memorandum

Date : November 8, 2017

To : Preparers of CLG Annual Reports

From : Department of Parks and Recreation  
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Local Government Unit  
Office of Historic Preservation

Subject : Preparation of CLG Annual Reports

**READ THIS FIRST!!**

## **CLG ANNUAL REPORT 2016-2017 DUE JANUARY 22, 2018**

### **Reminder #1**

Since 2011 OHP has expanded the annual report to include information that OHP has traditionally collected, but also the information that CLGs are required to report to the National Park Service. The reports are similar, but different: OHP collects information related to how the CLG program is working; NPS gathers products information, i.e., numbers of properties designated, etc.

To make it easier for the CLGs in California we have combined the two reports into one. CLGs no longer are required to provide products information directly to NPS; the OHP will provide that information on your behalf.

Over the past few years there has been some confusion between Section V and Section VI of the Annual Report form.

- **Section V.** National Park Service Baseline Questionnaire for new CLGs (certified after September 30, 2016). As the title suggests, this is a snapshot of the new CLGs at the time they were certified.
- **Section VI.** Additional Information form National Park Service Annual Products Report for CLGs (certified before October 1, 2016). This is an annual update, reporting only information from the previous federal fiscal year, (September 30, 2015--October 1, 2016.)

## Reminder #2

In completing Section V.I., many of you are checking “no”, that you do not have a Local Register and, “no”, that you do not have a design review/local regulatory program. In California, you must have a local register or designation program and an ordinance in order to become a CLG. So check “yes.”

Thank you for your continuing participation in the Certified Local Government program.

Local Government Unit

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