

# Memorandum

Date :December 13, 2018

To : Preparers of CLG Annual Reports

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

Subject : Preparation of CLG Annual Reports

## **READ THIS FIRST!!**

### **CLG ANNUAL REPORT 2017-2018 DUE FEBRUARY 15, 2019**

#### **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.

#### **Reminder #2**

In the National Park Service section, many of you have been checking “no”, that you do not have a Local Register and “no”, that you do not have a design/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.”

#### **Reminder #3**

In order to compete for a 2019-2020 CLG grant, you must have submitted your annual report for the period October 1, 2017-September 20, 2018.

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

Local Government Unit

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