



Certified Local Government Program

Certification Requirements and Performance Standards At-A-Glance

Each of the statements below corresponds to a Certification Requirement or an Ongoing Performance Standard in the Certified Local Government (CLG) Guidelines and Procedures. This is a quick comparison guide; please refer to the CLG Guidelines for a full explanation of each of these statements.

Certification Requirements are the minimum programs, policies, documents, or actions the municipality must have in place in order to be certified.

Ongoing Performance Standards are the expectations and performance metrics CLGs will be expected to meet following certification and that will be used to prepare the periodic performance evaluations.

		Certification Requirement	Ongoing Performance Standard
1	Consistently demonstrate through policies, programs, and actions a commitment to historic preservation as a vital and integral component of community and economic development.		X
2	Give thoughtful consideration to historic resources and preservation policies in the most recently adopted comprehensive plan.	X	X
3	Adopt and implement the International Existing Building Code.	X	X
4	Adopt and enforce a preservation ordinance that meets the minimum requirements described in Chapter III(B)[1] of the CLG Guidelines.	X	X
5	Each review board/commission and its local governing body shall have rules of procedure or by laws pertaining to official duties and functions.	X	X
6	Adopt and utilize design guidelines that illustrate how the review standards and criteria in the ordinance should be applied to designated properties.		X
7	Applicants must be given written notification of decisions or recommendations of the review board or preservation commission.		X
8	All review board/commission meetings must be publicly announced and be open to the public in accordance with the Pennsylvania Sunshine Act.	X	X
9	All decisions by the review board or preservation commission, and governing body related to enforcement of local legislation or Certified Local Government responsibilities must be made in a public forum.	X	X
10	The review board/preservation commission must meet at least 4 times per year.		X
11	The municipality must have detailed inventory information for designated historic properties regulated under the municipality's preservation ordinance.	X	X
12	Inventory information must be gathered or updated within the past 10 years		X

		Certification Requirement	Ongoing Performance Standard
13	Inventory information must contain property-level information that is consistent with the minimum record guidelines established by PA SHPO		X
14	Inventory information must be in a format that allows for integrating the information into the databases and file systems maintained by PA SHPO		X
15	All inventory information must be accessible to the public, except for restrictions on the location of archaeological sites when deemed necessary by the PA SHPO or local government.	X	X
16	The municipality must have a program/procedure to carry out reconnaissance-level survey for further identifying historic resources within the municipality or have a written plan that describes how such a program will be implemented.		X
17	Municipally-owned properties that are designated as historic under local ordinances must follow the same established review procedures and guidelines as other properties.	X	X
18	The municipality must evaluate and, where applicable, designate municipally-owned properties as historic resources under the provisions of the appropriate preservation ordinances, or have a plan in place for doing so.		X
19	Maintain a preservation board/commission whose members meet the membership requirements as defined in F(1)(a)(1-3) of the CLG Guidelines.	X	X
20	Maintain information about the credentials of preservation board/commission members and make this available to the public and the State Historic Preservation Officer upon request.		X
21	Fill vacancies on the preservation board/commission within 90 days.		X
22	Provide staff support to the preservation board/commission in the fulfillment of its responsibilities under the ordinance, including the tasks identified in F(1)(b) of the CLG Guidelines and Procedures.	X	X
23	Maintain regular communication with PA SHPO via a designated staff point-of-contact.	X	X
24	Board/commission members and support staff must participate in at least 4 hours of continuing education and training programs annually.		X
25	Submit CLG annual reports by the established deadline annually.		X
26	Administer all CLG grants and scholarships according to established guidelines, procedures, and deadlines, including fully expending all funds awarded.		X
27	Review and comment on at least 75% of all National Register nominations within the municipality annually, following the procedures and requirements described in Section VIII of the CLG Guidelines and Procedures.		X
28	Satisfactorily perform all other responsibilities delegated by the PA SHPO.		X