

STATE HISTORICAL SOCIETY OF IOWA

Where past meets future

October 27, 1998

Dear Historic Preservation Commission Contact

Enclosed please find the 1998 Certified Local Government Annual Report Form.

The 1998 form is different because it incorporates questionnaires from the National Park Service and the United States Preservation Commission Identification Project. Both are important initiatives and the data collected will be used to generate support for local preservation efforts as well as guide decision-making regarding the Certified Local Government program.

The United States Preservation Commission Identification Project is the brain-child of the National Alliance of Preservation Commissions—the national organization for preservation commissions. The project is supported by the National Park Service, National Trust for Historic Preservation, and the National Conference of State Historic Preservation Officers (national organization for state historic preservation programs). This spring, they distributed a questionnaire. To date, 23 Iowa Commissions have responded. I want a 100% return from Iowa. That is why I told the Alliance that I would distribute the questionnaire again to make sure we had information from all Iowa historic preservation commissions.

During the summer, you received several questionnaires from the National Park Service. The Park Service is collecting statistical information from CLGs to assess program impact and to justify expenditures for the Certified Local Government program. Again, this information is important. I told the Park Service that I would coordinate the distribution and return of the questionnaires.

To insure a 100% response from Iowa, I have incorporated the questionnaires into the annual report form and streamlined the Iowa form. The 1998 report form consists of three parts: Part I is the Iowa CLG Annual Report Form, Part II consists of the three questionnaires, distributed by the National Park Service; and Part III is the United States Preservation Commission Identification Project questionnaire, "Your Community Counts". Also included are instructions for answering each part. Please, feel free to call me for assistance in answering the report form. Make sure that you answer all three parts as completely as you can. Then, return the completed original and a copy to me by December 15, 1998.

IOWA HISTORICAL BUILDING

600 East Locust • Des Moines, Iowa 50319-0290

Phone: (515) 281-6412 • Fax: (515) 242-6498 or (515) 282-0502

www.uiowa.edu/~shsi/index.htm

American Gothic House
Eldon

Blood Run NHL
Larchwood

Centennial Building
Iowa City

Matthew Edel Blacksmith Shop
Marshalltown

Abbie Gardner Cabin
Arnolds Park

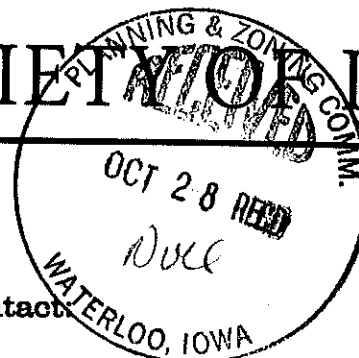
Iowa Historical Building
Des Moines

Montauk Governor's Home
Union Sunday School
Clermont Museum
Clermont

Plum Grove Governor's Home
Iowa City

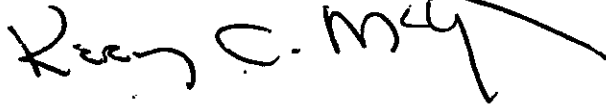
Toolesboro Indian Mounds
Toolesboro

Western Historic Trails Center
Council Bluffs



If you have any questions or need additional information, please do not hesitate to contact me at the address listed below, by phone at 515/281-6826 or by email at kmcgrat@max.state.ia.us

Sincerely,

A handwritten signature in black ink that reads "Kerry C. McGrath". The signature is written in a cursive style with a long horizontal line extending from the end of the name.

Kerry C. McGrath
Local Governments Coordinator

CERTIFIED LOCAL GOVERNMENT 1998 ANNUAL REPORT

GENERAL INSTRUCTIONS:

Please complete all three parts of the attached form. Ideally, the historic preservation commission should review the form during a meeting so that all commissioners participate in preparing the responses.

The 1998 annual report consists of the following:

- Part I Iowa Certified Local Government 1998 Annual Report,
- Part II National Park Service's GPRA Baseline Questionnaire for CLGs, CLG Inventory Baseline Question, and Annual Products Report for CLGs,
- Part III United States Preservation Commission Identification Project Questionnaire

You may use pencil, pen, typewriter, word processor or a computer to fill out each form. Most questions simply require checking the appropriate box. Space is provided for longer responses or you can attach sheets. There are specific instructions and guidance for each part. If you have questions or need assistance in completing any part of the annual report form, do not hesitate to call (515/281-6826), e-mail (kmcgrat@max.state.ia.us), or write Kerry McGrath.

You may create a form on your word processor or computer if all of the original formatting is retained and all three parts of the form are present

If you have e-mail or access to e-mail, I can send you Parts I and II of the form. Unfortunately, I do not have an electronic copy of Part III. Again, please follow the original formatting and make sure that you have included all of Parts I and II. I can send Parts I and II to you in the following:

- Word Document (Office 97)
- Word 2.X for Windows
- Word 4.0 for Macintosh
- Word 5.0 for Macintosh
- Word 5.1 for Macintosh
- Word 6.0/95
- Word Perfect 5.0
- Word Perfect 5.1 for Dos
- Word Perfect 5.X for Windows
- Works 3.0 for Windows
- Works 4.0 for Windows
- Rich Text Document

If you use the electronic filling option, you will still need to mail two hard copies of Part II. When you email completed Parts I and III to me, send the form as either a Rich Text Document or as a Windows 95 or 97 document.

Please return two copies (original and one copy) of all THREE PARTS of the completed annual report form by December 15, 1998 to:

Kerry C. McGrath, Local Governments Coordinator
State Historical Society of Iowa
600 East Locust
Des Moines, Iowa 50319-0290

INSTRUCTIONS Part I:

When you complete the information about the participating local government. Be sure to specify whether it is the City or County. Provide the official mailing address, phone number, etc. for the local government. The 1998 CEO refers to the Mayor or Chairman of the Board of Supervisors who served in 1998. The 1999 CEO refers to the incoming Chief Elected Official. Staff refers to the city or county staff person who works with the commission. If none is assigned, leave that space blank.

Questions 1 through 3 can be answered by checking the appropriate boxes and filling in a blank. Question 4 requires a check off and preparing a brief description of each checked off activity.

Attachments refers to tables and materials that you will need to complete and attach to the report. Review the list, prepare the requested items and attach them to the report. Make sure the duplicate report contains all of the attachments.

Some of the attachments are items you may have sent earlier in the year, for example, biographical sketches or resumes or copies of ordinance/resolution revisions. If you already have submitted the item, then you do not have to attach an additional copy to the annual report. If you cannot remember if you sent an item, please call or e-mail Kerry McGrath.

CERTIFIED LOCAL GOVERNMENT PART I : IOWA 1998 ANNUAL REPORT

INFORMATION ABOUT THE PARTICIPATING LOCAL GOVERNMENT

City, County or LUD Name: CITY OF WATERLOO	
City, County or LUD Street/Post Office Address: CITY HALL, 715 MULBERRY STREET	
City: WATERLOO	Zip: 50703
Telephone number: (319) 291.4366	Fax number: (319) 291.4262
1998 CEO: JOHN R. ROOFF, MAYOR	1999 CEO: JOHN R. ROOFF, MAYOR
Staff: NOEL ANDERSON	Staff Job Title: ASSOCIATE PLANNER
Staff Phone Number: (319) 291.4366	Staff Fax Number: (319) 291.4262
Staff E-mail address: noel.anderson@waterloo-ia.org	
Commission Contact for 1999: NOEL ANDERSON	
Name and Address of Repository for Commission Files and Records: CITY HALL, 715 MULBERRY STREET	
City: WATERLOO	Zip: 50703
1998 Report Prepared by: NOEL ANDERSON	Date: DECEMBER 14, 1998

HISTORIC PRESERVATION COMMISSION OPERATIONS DURING 1998

1. How did the commission notify the public of its meetings? (Check all that apply)

- ☒ Posted notice in public location 24 hours in advance of the meeting.
- ☒ Posted the meeting agenda in a public location.
- ☒ Sent notices to public officials and interested residents.
- ☐ Aired notices on radio and/or television.
- ☐ Printed notices in the newspaper.
- ☐ Other (please describe)

2. Was there a quorum of commissioners at all official meetings? (Check and/or complete response)

- ☒ There was a quorum at all official meetings.
- ☐ There was a quorum at _____ meeting.
- ☐ There never was a quorum at official meetings

3. Regarding files and records, the historic preservation commission maintains: (Check all that apply)

- ☒ A file of public notices, agendas, and minutes for each official meeting held during 1998.
- ☒ A file containing NPS Certification Letter, CLG Agreement, Annual Reports and Evaluations, and other correspondence from the State.
- ☒ An inventory of site sheets, nominations, survey and evaluation reports.
- ☒ Files that are organized for easy access and retrieval of information.
- ☒ Files that are accessible to the public, yet controlled so that materials are not lost.
- ☐ Restricted access to information about archeological site locations.

4. Did the historic preservation commission undertake any of the following activities during 1998? (Check all that apply and provide a brief description of each checked activity):

- ☒ Revised its historic preservation ordinance or resolution; IN PROCESS, NOT YET COMPLETED.
- ☐ Passed additional ordinances or resolutions providing for the protection or designation of historic properties;
- ☐ Survey and/or evaluation;
- ☒ Registration (local designation or national register nomination); MARSH PLACE BUILDING - ATTACHED
- ☐ Historic preservation planning;
- ☒ Reviewed and commented on historic preservation issues or projects;
- ☐ Provided technical assistance on historic preservation issues or projects;
- ☐ Provided information or assistance on grant programs, applications or other funding for historic preservation projects;
- ☒ Provided public educational programming in historic preservation. WORKED WITH COMMERCE TRAINING PROGRAMS TO AID

ATTACHMENTS

5. Review the list below, prepare, attach and check off the applicable items:

- ☒ 1999 Work Plan listing Historic Preservation Commission's goals and activities;
- ☒ Copies of site inventory forms, completed by or submitted to the commission during 1998. This includes inventory forms completed as part of an HRDP grant funded project. Do not send copies of inventory forms completed in conjunction with a CLG grant project.
- ☒ Completed Table of 1998 Historic Preservation Commission Members;
- ☒ Completed 1998 Historic Preservation Commission Training Table;
- ☒ Biographical Sketch Form, Vita or Resume for members appointed in 1998;
- ☒ Copies of the revisions or amendments to the your historic preservation ordinance;
- ☐ Copies of additional ordinances or resolutions providing for protection or designation of historic properties;
- ☒ Copies of the nomination form(s) and ordinance(s) for single properties and/or districts that were locally designated in 1998.
- ☐ Copies of new or revised design standards and/or guidelines developed and adopted during 1998,
- ☒ Description of activities checked off in response to Question #4.

HISTORIC PRESERVATION COMMISSION MEMBERS IN 1998

Chair.: ROSIE PETERSON	Vice Chair: KENDAL EAST MITCHELL
Home Address: 1552 BERTH AVENUE	Home Address: 530 KIMBROD BLVD
City and Zip: WATERLOO 50702	City and Zip: W'LOO 50701
Home Phone Number: () 232.8393	Home Phone Number: () 236.1433
Business Phone Number: () 236.0901	Business Phone Number: ()
Fax Number: ()	Fax Number: ()
E-Mail Address:	E-Mail Address:
Term: ENDS 4-7-98	Term: ENDS 4-7-98
Secretary: (STAFF) NOEL ANDERSON	Member: BRENDA DUBBAH
Home Address: 209 ALICE AVENUE	Home Address: PO Box 1497
City and Zip: WATERLOO 50701	City and Zip: W'LOO 50704
Home Phone Number: (319) 291.7104	Home Phone Number: () 232.1742
Business Phone Number: (319) 291.4366	Business Phone Number: () 232.6531
Fax Number: (319) 291.4262	Fax Number: ()
E-Mail Address: noel.anderson@waterloo-id.org	E-Mail Address:
Term: no set limit	Term: ENDS 4-7-2000
Member: BRUCE BEALEY	Member: MIKE BROSHAR
Home Address: PO Box 810	Home Address: 700 WATERLOO BLVD
City and Zip: WATERLOO 50704	City and Zip: WLOO 50701
Home Phone Number: () 234.4805	Home Phone Number: ()
Business Phone Number: () 234.4471	Business Phone Number: () 233.8419
Fax Number: ()	Fax Number: ()
E-Mail Address:	E-Mail Address:
Term: ENDS 4-7-2000	Term: ENDS 4-7-97

Member: EARL SPARKER	Member: JOE PEARSON
Home Address: PO BOX 327	Home Address: 202 HIGHLAND BLVD
City and Zip: WLOO 50704	City and Zip: WLOO 50703
Home Phone Number: () 236.3809	Home Phone Number: () 233.1157
Business Phone Number: () 232.2902	Business Phone Number: () 291.4476
Fax Number: ()	Fax Number: ()
E-Mail Address:	E-Mail Address:
Term: ENDS 4-7-98	Term: ENDS 4-7-96
Member: ROSE MIDDLETON	Member: DAVE VAN DEE
Home Address: 430 LESTER STREET	Home Address: 715 MULBERRY STREET
City and Zip: WLOO 50703	City and Zip: WLOO 50703
Home Phone Number: () 291.7389	Home Phone Number: ()
Business Phone Number: () 292.4593	Business Phone Number: (319) 291.4366
Fax Number: ()	Fax Number: ()
E-Mail Address:	E-Mail Address:
Term: ENDS 4-7-98	Term: ENDS 4-7-99
Member:	Member:
Home Address:	Home Address:
City and Zip:	City and Zip:
Home Phone Number: ()	Home Phone Number: ()
Business Phone Number: ()	Business Phone Number: ()
Fax Number: ()	Fax Number: ()
E-Mail Address:	E-Mail Address:
Term:	Term:

1998 COMMISSION TRAINING

Please complete the table below. Provide the name of the class, workshop, conference or training program and its sponsor; give the date when the training occurred and the location where it occurred list the historic preservation commissioners and/or commission representatives who participated in the training.

1. Name of Class, workshop, conference: <i>Know & Protect Your Treasures - Molly Myers Naumann</i>	
Sponsoring Organization: <i>Benton Co. Historical Pres. Com</i>	Date and Location: <i>4-25-98 930-3 Clinton</i>
Names of commissioners or representatives: <i>Rose Pearson</i>	
2. Name of Class, workshop, conference: <i>THE 1'S, 2'S, 3'S OF 4(P)</i>	
Sponsoring Organization: <i>FHWA/DOE</i>	Date and Location: <i>MAY 13, 1998 IOWA DOT, AMES</i>
Names of commissioners or representatives: <i>BRENDA DURBAHN</i>	
3. Name of Class, workshop, conference: <i>SECTION 106 PARTNERING MEETING</i>	
Sponsoring Organization: <i>STATE HISTORICAL SOCIETY</i>	Date and Location: <i>SEP. 17, 1998 STATE HIST. BLDG., DES MOINES</i>
Names of commissioners or representatives: <i>BRENDA DURBAHN, NOEL ANDERSON</i>	
4. Name of Class, workshop, conference: <i>OLD HOUSE SEMINAR</i>	
Sponsoring Organization: <i>IA CITY HPC</i>	Date and Location: <i>OCT. 17, 1998 IOWA CITY</i>
Names of commissioners or representatives: <i>SUE PEARSON</i>	
5. Name of Class, workshop, conference: <i>IA DOWNTOWN CONFERENCE</i>	
Sponsoring Organization: <i>MAIN STREET</i>	Date and Location: <i>AUG 25, 1998 WATERLOO</i>
Names of commissioners or representatives: <i>DAVE VAN DEE, NOEL ANDERSON</i>	

**BIOGRAPHICAL SKETCH
APPLICANT FOR HISTORIC PRESERVATION COMMISSION**

NAME: Bruce Braley

ADDRESS: 1324 Vine St.
Waterloo, IA

PHONE NUMBERS (work and home): 234.4411 & 234.4805

EMAIL ADDRESS: braleyb@waterloo.com

FAX NUMBER: 234-8524

EDUCATION: B.A. Political Science Iowa State University (1980)
J.D. Law Univ. of Iowa (1983)

EMPLOYMENT: Partner, Dutton, Brown, Stacker Helman, P.L.C.
3151 Blackhawk Road
Waterloo, IA 50701
since 1983

INTEREST IN LOCAL HISTORY AND HISTORIC PRESERVATION (Describe education, employment, memberships, publications, and/or other activities which indicate your interest in and commitment to historic preservation; or provide a statement detailing your interest in local history and commitment to historic

My wife and I restored an 80-year-old home on Kenilworth Rd beginning in 1984. The home originally occupied an entire section with the front entrance facing away from where Kenilworth now runs. We subscribed to Old House Journal during this period, and used the Remodelling features each month as examples of what not to do. We now live in Highland Park, and treasure the Historic Neighborhood designation.

1998 COMMISSION TRAINING

Please complete the table below. Provide the name of the class, workshop, conference or training program and its sponsor; give the date when the training occurred and the location where it occurred list the historic preservation commissioners and/or commission representatives who participated in the training.

1. Name of Class, workshop, conference: NATIONAL REGISTER OF HIST. PLACES NOMINATION TRAINING	
Sponsoring Organization: STATE HISTORICAL SOCIETY	Date and Location: STATE HISTORICAL Bldg, DEB MEMPHIS SEP. 19, 1998
Names of commissioners or representatives: NOEL ANDERSON	
2. Name of Class, workshop, conference: NATIONAL REGISTER LISTING - MARSH PLACE	
Sponsoring Organization: STATE HIST. SOCIETY	Date and Location: STATE HISTORICAL Bldg, DEB MEMPHIS OCT 22, 1998
Names of commissioners or representatives: NOEL ANDERSON	
3. Name of Class, workshop, conference:	
Sponsoring Organization:	Date and Location:
Names of commissioners or representatives:	
4. Name of Class, workshop, conference:	
Sponsoring Organization:	Date and Location:
Names of commissioners or representatives:	
5. Name of Class, workshop, conference:	
Sponsoring Organization:	Date and Location:
Names of commissioners or representatives:	

**BIOGRAPHICAL SKETCH
APPLICANT FOR HISTORIC PRESERVATION COMMISSION**

NAME: BRENDA DURBAHN

ADDRESS: PO Box 1497

PHONE NUMBERS (work and home): 732.6531 / 232.1742

EMAIL ADDRESS:

FAX NUMBER: 232.6271

EDUCATION:

EMPLOYMENT:

INTEREST IN LOCAL HISTORY AND HISTORIC PRESERVATION (Describe education, employment, memberships, publications, and/or other activities which indicate your interest in and commitment to historic preservation; or provide a statement detailing your interest in local history and commitment to historic

**BIOGRAPHICAL SKETCH
APPLICANT FOR HISTORIC PRESERVATION COMMISSION**

NAME: *BRENDA LORRAIN*

ADDRESS: *PO Box #117 1497*

PHONE NUMBERS (work and home):

732. 61531

232.1742

EMAIL ADDRESS:

FAX NUMBER: *732. 60771*

EDUCATION: *B.S. Animal Ecology from Iowa State - 1990*
M.A. Biology from UNI - will be May 1999

EMPLOYMENT: *Earth Tech since 1991*

INTEREST IN LOCAL HISTORY AND HISTORIC PRESERVATION (Describe education, employment, memberships, publications, and/or other activities which indicate your interest in and commitment to historic preservation; or provide a statement detailing your interest in local history and commitment to historic

Section 106 in general and

Through work at Earth Tech, Brenda has coordinated the cultural resources surveys for many projects. She is familiar with the SHPO requirements and processes of review for both archaeology and historic architecture reports. Through these activities at work, Brenda has gained an appreciation for and a commitment to historic preservation.

in particular.

**National Park Service
National Center for Cultural Resources Stewardship and Partnership Programs
Heritage Preservation Services**

**GUIDANCE FOR COMPLETING
THE GPRA BASELINE QUESTIONNAIRE FOR CLGs**

1. What is the purpose of this questionnaire?

The data that you provide on these selected programs and accomplishments will contribute to establishing a baseline on the national historic preservation partnership carried out under local law. This is being done pursuant to the Government Performance and Results Act (GPRA).

2. What definitions do I need to know to properly complete this questionnaire?

“Historic Property” means a property that meets the eligibility criteria for listing in your local register or the National Register of Historic Places. Other properties are outside the purview of this questionnaire.

“Cumulative” means since your local government historic preservation program began, including the time before your local government became a CLG.

3. How do I report on historic properties whose protection is not carried out or monitored by my office?

You don't have to. For the purposes of this questionnaire, report only those historic properties whose designation or protection has involved your local government's historic preservation office/commission in some way; e.g., through review, approval, project administration, covenant or easement oversight, etc.

4. How should I count historic districts?

Count the total number of buildings, structures, sites, or objects that contribute to the significance of the district. If you do not know the number of contributing properties, please provide your best estimate of the number.

5. We don't have anything called a “local register,” but we do have other lists and overlay zones that identify historic properties. Should I count those?

Yes, as long as you can count the number of properties that are included. For questions 1b and 1c, we are asking for information on the designation of a property or properties as “historic.”

6. Why do you have separate questions on “designated” and “protected” historic properties throughout this questionnaire? Why not just ask for the number of properties in our CLG inventory? In that way, with one question, you could account for all historic properties that have been designated and protected. All of our “designated” properties are included on our CLG inventory. All of our properties that have been “protected” in one way or another are also “designated” properties.

**CERTIFIED LOCAL GOVERNMENT
PART II National Park Service Questionnaires**

**GPRA Baseline Questionnaire for CLGs
CLG Inventory Baseline Questionnaire
Annual Products Report for CLGs**

If you have completed and returned any or all of the National Park Service (NPS), please indicate below which questionnaires you completed.

- ☐ **Completed and returned GPRA Baseline Questionnaire for CLGs to NPS**
- ☐ **Completed and returned CLG Inventory Baseline Questionnaire to NPS**
- ☐ **Completed and returned Annual Products Report for CLGs to NPS**

Please complete and return to the State Historical Society, the National Park Service questionnaires that you have not filled out.

Reporting separately on “designated” historic properties and “protected” properties better represents the historic preservation work that you do. Each time the local government designates a property or (for example) provides financial assistance to a property, that action adds to the protection inherent in being part of your CLG inventory. We wish to give you full credit.

Also, this is the kind of information that citizens in your CLG and your colleagues in other CLGs or local governments want to know. Folks living in a CLG or thinking about moving there want to know what kinds of historic preservation opportunities exist. Communities that are considering whether to create historic preservation programs want to know who else has the programs so that wheels don’t have to be re-invented. We will make this information available on the Web and upon request. We are seeking this information because it is not available anywhere else on a national basis.

7. **Some historic properties are protected more than once (e.g., tax benefits achieved or permit reviews). Should I count a property only once or each time that it is reviewed, receives a grant, etc.?**

Count a property each time that it is reviewed, receives a grant, etc. This approach gives you credit for all the protection that you give to a historic property, not just the initial instance. Note, however, that for this reporting you do not have to know what happened to each historic property. What you need to know for this report are total figures; i.e., the total number of properties designated, receiving tax benefits, etc.

8. **For some of our local programs, the main purpose is not historic preservation, but the programs protect historic properties as a consequence incidentally. Housing programs are a good example. Should I count those?**

Yes. As long as historic properties are protected and your office is involved or has the data, count those programs and the properties.

9. **Our historic preservation financial assistance programs (grants, loans, etc.) are not funded every year. Should I report that we have the program or not?**

Answer “Yes” to question 3a, if the ordinance authorizing the financial assistance is still in effect. If the authorizing ordinance is no longer in effect, but the protective agreements resulting from the financial assistance were still in effect after certification as a CLG, answer “No,” but include those properties in answering question 3b. If no authorizing ordinance was involved in the financial assistance program, answer “Yes” to question 3a if the financial assistance program was either in effect since certification as a CLG or any protective agreements resulting from the program were still in effect after certification.

For the purposes of the local historic preservation grants or loans blank, count a historic property if preservation work (a.k.a. “bricks and mortar”) is involved, or if a preservation agreement or covenant has been executed, or both.

10. **We administer some grants from the State and the staff of the State Historic Preservation Office helps us with some of our locally funded programs. How should I treat these situations in answering the questionnaire?**

Count only grants supported by funds coming from local sources. Do not count grants from Federal (or matching) funds administered by State or local agencies (e.g., Historic Preservation Fund CLG subgrants) or State government grants. These are counted elsewhere on State or Federal Government forms. However, if the funds are local, count the benefiting properties in this questionnaire even if you get technical assistance from other sources.

11. **What should be counted in the "Local Regulatory Laws" blanks? What does "Review and Compliance" mean?**

For the purposes of the "Local Regulatory Laws" blanks, include only local laws that provide historic preservation protection to historic properties in a regulatory setting; e.g. through a permitting or certificate of appropriateness process. Do not count laws providing protection to historic properties through financial incentives (e.g., tax laws) or financial assistance (e.g., grants programs). Report these elsewhere; don't double count.

"Review and Compliance" refers to the review of permits, plans, applications, etc. to help ensure compliance with regulatory laws related to the protection of historic properties.

12. **What does "Acquisition" include?**

Acquisition refers to any legally binding interest in the historic property that the local government has obtained. The interest could be anything ranging from fee simple absolute to an easement. The means of acquisition is not important here. Count any historic property that comes into local government ownership.

13. **Where do I report publications, brochures, public education, site interpretation, historic plaques and markers, and other historic preservation accomplishments that we have achieved?**

These are not part of this questionnaire. While important, for GPRA purposes, we have limited the questions to products that more directly affect specific historic properties. This reduces the burden in gathering and reporting this data. However, you may include your other accomplishments as part of your periodic reporting to your State Historic Preservation Office (in some States this is required) or, if you wish, directly to us.

14. **Will I have to fill out the Baseline Questionnaire every year?**

No. After you complete the questionnaire, you only will need to revise it if changes in your local historic programs mean that an answer needs to be changed. Once you have provided us with the cumulative baseline figures, we will update the cumulative figures based on the information on each year's products that you send us.

**GUIDANCE FOR COMPLETING
THE GPRA ANNUAL PRODUCTS REPORT FOR CLGs**

1. What is the purpose of this report?

The data that you provide each year on the selected programs and accomplishments will contribute to documenting the achievements of the national historic preservation partnership carried out under local law. This is critical information to the Administration's and the Congress' budgetary decision-making process under the Government Performance and Results Act (GPRA).

2. Are there any special instructions or definitions that I need to know to properly complete this form?

Please fill in every blank. Insert "N/A" if the subject matter does not apply to your local government. Insert "O" if the subject matter applies, but there was no activity during the last completed Federal fiscal year.

The "Federal fiscal year" begins on October 1 and ends the following September 30. For example, Federal Fiscal Year 1999 begins on October 1, 1998 and ends on September 30, 1999. If your local government operates on a different time frame for its fiscal year, please convert your yearly product totals to the Federal time frame. If your yearly product totals do not lend themselves to conversion to the Federal fiscal year, please provide your best estimates based on prorating the product totals or using another method. For example, if your government's Fiscal Year 1999 begins on July 1, 1998 and ends on June 30, 1999, 3 months (or 25 percent) of the year fall in Federal Fiscal Year 1998 and 9 months (or 75 percent) fall in Federal Fiscal Year 1999. Consequently, you would report 25 per-cent of your FY 1999 totals in the FY 1998 GPRA Annual Report and 75 percent in the FY 1999 GPRA Annual Report.

"Historic Property" means a property that meets the eligibility criteria for listing in your local register or the National Register of Historic Places. Other properties are outside the purview of this questionnaire.

3. How do I report on historic properties whose protection is not carried out or monitored by my office?

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4. How should I count historic districts?

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Reporting separately on "designated" historic properties and "protected" properties better represents the historic preservation work that you do. Each time the local government designates a property or (for example) provides financial assistance to a property, that action adds to the protection inherent in being part of your CLG inventory. We wish to give you full credit.

Also, this is the kind of information that citizens in your CLG and your colleagues in other CLGs or local governments want to know. Folks living in a CLG or thinking about moving there want to know what kinds of historic preservation opportunities exist. Communities that are considering whether to create historic preservation programs want to know who else has the programs so that wheels don't have to be re-invented. We will make this information available on the Web and upon request. We are seeking this information because it is not available anywhere else on a national basis.

7. Some historic properties are protected more than once (e.g., tax benefits achieved or permits reviewed). Should I count a property only once or each time that it is reviewed, receives a grant, etc.?

Count a property each time that it is reviewed, receives a grant, etc. This approach gives you credit for all the protection that you give to a historic property, not just the initial instance. Note, however, that for this reporting you do not have to know what happened to each historic property. What you need to know for this report are total figures; i.e., the total number of properties designated, receiving tax benefits, etc.

8. For some of our local programs, the main purpose is not historic preservation, but the programs protect historic properties as a consequence incidentally. Housing programs are a good example. Should I count historic properties that are protected by those programs?

Yes. As long as historic properties are protected and your office is involved or has the data, count the properties protected by those programs.

9. Our historic preservation financial assistance programs (grants, loans, etc.) are not funded every year. Should I report on the properties protected by the program or not?

Report on the number of properties in the “grant or loan” blank of the form, if the ordinance authorizing the financial assistance is still in effect. If the authorizing ordinance is no longer in effect, but the protective agreements resulting from the financial assistance were still in effect after certification of your local government as a CLG, also include those properties in answering the “grant or loan” blank. If no authorizing ordinance was involved in the financial assistance program, fill in the “grant or loan” blank if either the financial assistance program was in effect subsequent to your local government’s certification as a CLG or if any protective agreements resulting from the program were still in effect after certification.

For the purposes of the local historic preservation grants or loans blank, count a historic property if preservation work (a.k.a. “bricks and mortar”) is involved, or if a preservation agreement or covenant has been executed, or both.

10. **We administer some grants from the State and the staff of the State Historic Preservation Office helps us with some of our locally funded programs. How should I treat these situations in completing the report?**

Count only grants supported by funds coming from local sources. Do not count grants from Federal (or matching) funds administered by State or local agencies (e.g., Historic Preservation Fund CLG subgrants) or State government grants. These are counted elsewhere on State or Federal Government forms. However, if the funds are local, count the benefiting properties in this report even if you get technical assistance from other sources.

11. **What should I count in the “Local Regulatory Laws” blank? What does “Review and Compliance” mean?**

For the purposes of the “Local Regulatory Laws” blank, include only local laws that provide historic preservation protection to historic properties in a regulatory setting; e.g. through a permitting or certificate of appropriateness process. Do not count laws providing protection to historic properties through financial incentives (e.g., tax laws) or financial assistance (e.g., grants programs). Report these elsewhere; don’t double count. “Review and Compliance” refers to the review of permits, plans, applications, etc. to help ensure compliance with regulatory laws related to the protection of historic properties.

12. **What does “Acquisition” include?**

Acquisition refers to any legally binding interest in the historic property that the local government has obtained. The interest could be anything ranging from fee simple absolute to an easement. The means of acquisition is not important here. Count any historic property that comes into local government ownership.

13. **Where do I report publications, brochures, public education, site interpretation, historic plaques and markers, and other historic preservation accomplishments that we have achieved?**

These are not part of this report. While important, for GPRA purposes, we have limited the products to those that more directly affect specific historic properties. This reduces the burden in gathering and reporting this data.

National Park Service
National Center for Cultural Resources Stewardship and Partnership Programs
Heritage Preservation Services

GPRA Baseline Questionnaire for CLGs

CLG NAME: CITY OF WATERLOO STATE: IOWA
CONTACT: NOEL ANDERSON TELEPHONE: 319.291.4366
E-MAIL: noel.anderson@waterloo-ia.org

Please read **Guidance for Completing the GPRA Baseline Questionnaire for CLGs** prior to completing this form. This guidance follows the questionnaire.

1. Local Inventory and Registers

- a. What is the cumulative number (or your best estimate of the number) of historic properties in your CLG inventory as of September 30, 1997? 1430
- b. In addition, does your local government have a list of designated historic properties (such as a local register of historic places)? Yes ☐ No ☒

If the answer is "No," please skip to question 2.

- c. If the answer is "Yes," what is the cumulative number (or your best estimate of the number) of historic properties designated as of September 30, 1997? _____

2. Local Tax Incentives.

- a. Does your local government have a local historic preservation tax incentives program that includes your office in some level of review or oversight? Yes ☐ No ☒

If the answer is "No," please skip to question 3.

- b. If the answer is "Yes," what is the cumulative number (or your best estimate of the number) of historic properties whose owners have taken advantage of those incentives as of September 30, 1997? _____

3. Local Grant or Loan Programs

- a. Does your local government have a historic preservation grant or loan program derived from local revenue sources (i.e., not Federal and not State funded) and run through, administered, or reviewed by your office? Yes ☐ No ☒

If the answer is "No," please skip to question 4.

- b. If the answer is "Yes," what is the cumulative number (or your best estimate of the number) of historic properties assisted by these grants or loans as of September 30, 1997? _____

CLG NAME: CITY OF WATERLOO

STATE: IOWA

4. Local Regulatory Laws

- a. Does your local government have a local law or laws that protect historic properties through a regulatory review and compliance process (for example a local-level Section 106 process) and that involve your office in some level of review or oversight? Yes ☒ No ☐

If the answer is "No," please skip to question 5.

- b. If the answer is "Yes," what is the cumulative number (or your best estimate of the number) of historic properties that your office has reviewed under that process as of September 30, 1997? 10

5. Local Property Acquisition Programs

- a. Does your local government acquire (by purchase, donation, condemnation, or other means) some degree of title (e.g., fee simple interest or an easement) in historic properties? Yes ☒ No ☐

- b. If the answer is "Yes," what is the cumulative number (or your best estimate of the number) of historic properties with an interest acquired by your local government as of September 30, 1997? 3

**National Park Service
National Center for Cultural Resources Stewardship and Partnership Programs
Heritage Preservation Services**

GPRA CLG Inventory Baseline Question

CLG NAME: CITY OF WATERLOO **STATE:** IOWA
CONTACT: NOEL ANDERSON **TELEPHONE:** 319.291.4366
E-MAIL: noel.anderson@waterloo-ia.org

CLG Inventory

What is the cumulative number (or your best estimate of the number) of historic properties in your CLG inventory as of September 30, 1997? 1430

**National Park Service
National Center for Cultural Resources Stewardship and Partnership Programs
Heritage Preservation Services**

**OMB Control Number
Expiration Date:**

GPRA Annual Products Report for CLGs

CLG NAME: <u>CITY OF WATERLOO</u>	STATE: <u>IOWA</u>
CONTACT: <u>NICEL ANDERSON</u>	TELEPHONE: <u>319.291.4366</u>
FEDERAL FISCAL YEAR: <u>1998</u>	E-MAIL: <u>nicel.anderson@waterloo-ia.org</u>

Please read "Guidance for Completing the GPRA Annual Products Report for CLGs" prior to completing this form. This guidance follows the form. Please enter the number of historic properties that, during the last completed Federal fiscal year (October 1 through September 30), your local government:

- | | |
|--|----------|
| 1. Added to your CLG Inventory | <u>0</u> |
| 2. Added to your local Register or otherwise locally designated as historic | <u>1</u> |
| 3. Assisted through your local government's historic preservation tax incentives program | <u>0</u> |
| 4. Assisted through a local historic preservation grant or loan | <u>0</u> |
| 5. Reviewed for compliance with your local government's historic preservation regulatory law(s) (e.g., one similar to Section 106 of the National Historic Preservation Act) | <u>0</u> |
| 6. Acquired (in whole or in part) through purchase, donation, or other means | <u>0</u> |

PART III
UNITED STATES PRESERVATION COMMISSION
IDENTIFICATION PROJECT

YOUR COMMUNITY COUNTS!

