consultation with the HPO. (See Section VI, below, on the role of CLGs in the NRN process.)

9. **Conflict of Interest.** No CLG commission member, agent, or staff, nor their employees, agents, partners, associates, or family members shall participate in the selection, award, or administration of any HPF-assisted program activity, subgrant, contract, or subcontract if a conflict of interest, real or apparent, exists; nor shall such persons engage in outside employment or have any direct or indirect financial interest that conflicts or would appear to conflict with the fair, impartial and objective performance of officially assigned duties and responsibilities for administration of the HPF program. Employees or agents shall neither solicit nor accept gratuities, favors, nor anything of monetary value from contractors, potential contractors, or parties to potential or actual HPF grant awards, in accordance with the *Historic Preservation Fund Grants Manual*, Chapter 3, Section C.

10. **Reporting Requirements.** The CLG commission shall submit annual reports to the SHPO to update property designations, provide resumes of new members, and fulfill other ongoing requirements to maintain continuing certification. Every four (4) years, the commission shall submit to the SHPO a report of its activities for more comprehensive evaluation by the SHPO. (See Section IV, below, on performance assessment.)

11. **Other Responsibilities.** In North Carolina, a CLG may petition to assume greater responsibility for preparation of NRNs and environmental review, provided the CLG has sufficient and qualified staff. Staff qualifications shall be consistent with the Professional Qualifications Standards established in 36 CFR Part 61. (See Appendix A.) If the SHPO delegates these and further responsibilities to the CLG, an appropriate written agreement with the CLG is required.

12. **Orientation and Training.** The HPO shall provide orientation materials and training to CLGs and CLG commissions in accordance with local needs. The orientation and training shall be designed to provide information, education, and technical assistance in historic preservation.

D. CERTIFIED LOCAL GOVERNMENT STAFF

1. **Qualifications.** The CLG must designate a paid member of its staff, or a person working under contract, as the individual responsible for the operations of the preservation commission. The designated staff person need not have historic preservation as his/her sole responsibility, nor must the person have special training or expertise in a historic preservation-related field, although such training would be desirable. Ideally the designated CLG staff is a member of the local government planning staff who can interpret and use design guidelines, can coordinate the documentation for local designations and the process for considering applications for Certificates of Appropriateness, and has experience or training in planning, zoning administration, and commission procedures.

2. **Staff Duties.** The CLG staff attends and participates in all commission meetings; ensures that minutes of those meetings are recorded; and serves as liaison among the commission, the local governing board, and the HPO. In addition, the CLG staff oversees the day-to-day operations and business of the commission, including scheduling meetings and hearings, cooperating with commission officers, preparing reports and grant applications, and arranging for the secretarial