



**ANDY BESHEAR**  
GOVERNOR

**TOURISM, ARTS AND HERITAGE CABINET**  
**KENTUCKY HERITAGE COUNCIL**  
THE STATE HISTORIC PRESERVATION OFFICE

**LINDY CASEBIER**  
SECRETARY

**JACQUELINE COLEMAN**  
LT. GOVERNOR

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**CRAIG A. POTTS**  
EXECUTIVE DIRECTOR &  
STATE HISTORIC PRESERVATION OFFICER

December 16, 2024

Dear Kentucky Certified Local Government Representative,

It is the time of year to complete Certified Local Government (CLG) Program state and federal compliance reviews. The submission of this information is a requirement for continuing CLG status.

To get started, please access and download the CLG Annual Report form from the Kentucky Heritage Council's website: [Resources for CLGs - Kentucky Heritage Council](#). The reporting form is also attached to this communication.

As part of your compliance responsibilities, you are required to complete the KHC CLG Annual Report form. This document is an updated form. All CLGs in Kentucky must submit an annual report detailing their preservation activities to the Kentucky Heritage Council. These reports are kept on file and are used for compliance reviews.

Additionally, this report may serve as your local annual report, which must be kept on file and available for public inspection. It is a requirement for all CLGs to complete and retain an annual report for public access. While you are not obligated to follow this specific format for your local report, it may be easier and help avoid duplication if you align the format and reporting period with this form, especially if your fiscal year differs from the federal government (Oct. 1-Sept. 30).

The CLG Annual Report is a fillable PDF form, which allows you to type or paste the required information. Please note that the form requests additional pages and attachments, which are clearly indicated within the document.

The report can be submitted by mail or electronically. **The Kentucky Heritage Council MUST receive compliance reports by Friday, January 31, 2025.**

- **Electronic Submissions:** Submit reports via the CLG Annual Report Portal on the Kentucky Heritage Council website: [Resources for CLGs - Kentucky Heritage Council](#).
- **Mail:** Send hard copies to:

**Kentucky Heritage Council**  
**Attn: Nicole Roth**  
**Barstow House, 410 High Street**  
**Frankfort, KY 40601**



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If you have any questions or need assistance, please contact me at (502) 892-3606 or via email at [nicole.roth@ky.gov](mailto:nicole.roth@ky.gov).

Please note that your submission must be received by January 31, 2025. **Failure to do will result in your locality being deemed out of compliance, which will jeopardize your Certified Local Government status.** Thank you in advance for your cooperation.

All the best,

A handwritten signature in black ink, appearing to read "Nicole M. Roth". The signature is cursive and somewhat stylized.

Nicole M. Roth, Ph.D.  
Site Identification Program Administrator  
Certified Local Government Program and Planning