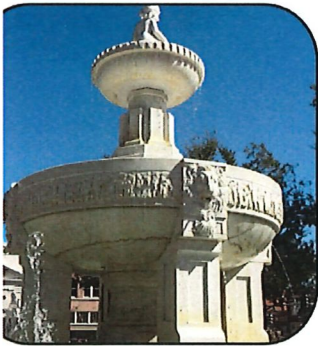
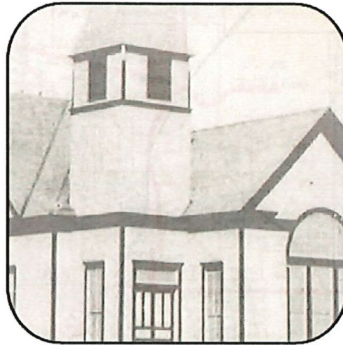


TEXAS HISTORICAL COMMISSION

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## CERTIFIED LOCAL GOVERNMENT

GRANT MANUAL AND APPLICATION ★ FISCAL YEAR 2022



**APPLICATION DEADLINE:**  
**MONDAY, NOVEMBER 1, 2021**

**TEXAS**  
**HISTORICAL**  
**COMMISSION**   
REAL PLACES TELLING REAL STORIES



This grant manual has been financed in part with Federal funds from the National Park Service, U.S. Department of the Interior and administered by the Texas Historical Commission. However, the contents and opinions do not necessarily reflect the views or policies of the Department of the Interior.

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Office for Equal Opportunity  
National Park Service  
1849 C Street, N.W.  
Washington, D.C. 20240

TEXAS HISTORICAL COMMISSION  
CERTIFIED LOCAL GOVERNMENT GRANT MANUAL

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## INTRODUCTION

Certified Local Government (CLG) grants provide funding to participating city and county governments to develop and sustain an effective local preservation program critical to preserving local historic resources. The Texas Historical Commission (THC), the state agency for historic preservation, administers the Texas CLG grant program utilizing federal funding it receives from the U.S. Department of Interior, National Park Service (NPS) Historic Preservation Fund Program. Under this program the NPS requires that at least ten percent (10%) of Texas' annual federal allocation be subgranted exclusively to participating Certified Local Governments (CLGs). The program serves as a great resource for participating county and city governments to offset the costs of self-sustaining preservation and planning-related projects. Currently, there are 77 CLGs in Texas. Contingent on resolution of the federal budget, we anticipate approximately \$140,000 to \$150,000 will be available for this round of grants.

## ADMINISTRATIVE INFORMATION

- Administration** Grants will be administered in accordance with the National Park Service Historic Preservation Fund Grants Manual, June 2007; Texas Administrative Code Title 13, Part 2, Chapter 15.6, *Rules and Procedures for Certified Local Governments*; and this manual.
- Grant Period** The grant period is October 1, 2021, to September 30, 2023. Project preparation, including drafting any applicable RFPs, may begin before your grant request is awarded and a grant contract signed, **however, costs incurred prior to the execution of a signed contract with the THC are not eligible for reimbursement.** Despite the official grant period beginning October 1<sup>st</sup>, grants will be awarded in **2022** following funding notification from the National Park Service.
- Application Package** **The grant application form is included in this manual.** A complete application submittal package consists of 1 unbound hard copy and 1 digital copy of the following documents:
- Application Form (with original signatures)
  - Budget Worksheet (template is attached to the application form)
  - Resume of Project Manager (City or County staff, and/or representative of the third-party organization)
  - Resumes of all outside consultants, contractors, and/or individuals responsible for project oversight
    - Persons supervising grant projects must meet the Secretary of the Interior's Professional Qualification Standards
    - If the applicant is planning to hire a consultant or subcontractor, resumes may be submitted following the selection process
  - Any applicable cost estimates, maps, drawings, or photographs
  - **Determination of Eligibility Statement**
    - Required for all National Register nomination grant requests
    - Required for all Construction/Development grant requests for properties not already listed on the National Register
    - Recommended for all Survey/Inventory projects

Visit <http://www.thc.texas.gov/preserve/projects-and-programs/national-register-historic-places/request-determination-eligibility> for instructions on how to request a Determination of Eligibility Statement.



**Submittal Deadline** A complete grant application package (hard copy and electronic) must be received **no later than 5 p.m. Monday, November 1, 2021.**

One electronic copy of the application must be submitted via e-mail **and** one printed copy must be delivered to:

**HAND DELIVER OR COURIER SERVICE**

Texas Historical Commission  
Community Heritage Development Division  
ATTN: Maria Mougridis, CLG Program Specialist  
1304 Colorado Street  
Austin, Texas 78701

**U.S. MAIL**

Texas Historical Commission  
Community Heritage Development Division  
ATTN: Maria Mougridis, CLG Program Specialist  
PO Box 12276  
Austin, Texas 78711-2276

**EMAIL:** [Maria.Mougridis@thc.texas.gov](mailto:Maria.Mougridis@thc.texas.gov) or [Lorelei.Willett@thc.texas.gov](mailto:Lorelei.Willett@thc.texas.gov)

**WHO MAY APPLY**

Only city or county governments, and state recognized Native American Tribes that have been individually "certified" by the National Park Service **before** November 1, 2021, are eligible to apply for CLG grants. **The THC reserves the right to disqualify applications from CLG communities that are not in compliance with the CLG Certification Agreement.**

**In an attempt to distribute CLG grant funds to as many CLGs as possible, preference will be given to applicants that have not received or directly benefited from CLG grant funds in the past five years.**

A CLG may submit more than one grant application; however, a separate application package must be submitted for each project request.

The following entities may also be eligible:

- An organization such as a non-CLG city or another unit of local government, a commercial firm, a non-profit entity or educational institution that has administrative capabilities that comply with applicable federal standards and has been delegated as a third-party to administer the grant on behalf of the CLG. The contributed services of the third party to the CLG may be counted toward the matching share requirements of the grant. The third party may apply for the CLG grant directly, in which case, the Historic Preservation Officer or CLG Representative and the Chief Elected Official must sign the application.

**ELIGIBLE PROJECTS**

Activities eligible for CLG grant funding must be tied to the statewide comprehensive preservation planning process. A copy of the THC's Statewide Preservation Plan can be found at: <http://www.thc.texas.gov/preserve/projects-and-programs/texas-statewide-preservation-plan> as well as in the grant application. In an effort to encourage local governments to develop and sustain an effective local preservation program critical to preserving local historic resources, **priority for funding shall be given to those projects that directly relate to the following work categories:**

- Architectural, historical, archeological surveys/inventories
- Preparation of nominations to the National Register of Historic Places
- Preparation of a local preservation plan
- Writing or amending a preservation ordinance
- Development of local design guidelines
- Research and development of a local preservation incentive program

The above list should not dissuade an applicant from applying for assistance towards other eligible projects such as:

- Development of educational publications and activities, slide shows, videos, websites, etc.
- Development of publication of walking/driving tours
- Development of architectural drawings and specifications
- Preparation of facade studies or condition assessments
- Rehabilitation or restoration of properties individually listed in the National Register of Historic Places or contributing to a National Register historic district
- Training expenses for individual commission members and staff

## **SPECIAL CONSIDERATION FOR UNDERREPRESENTED COMMUNITIES**

The CLG program is committed to enhancing undertold stories, and engaging and including a wider range of communities, perspectives, and voices in our state's and nation's historical narrative. To further this goal, we encourage projects from or related to communities currently underrepresented, including but not limited to Black Americans, Hispanic Americans, Asian Americans, Native Americans, Women, and LGBTQ Americans. Projects can include but are not limited to oral history projects, National Register nominations, historic resources surveys, diversity and inclusion trainings, and projects with an emphasis on cultural heritage or broader themes such as the Civil Rights movement, women's history, and immigrant history.

Projects will be considered as part of the regular CLG grant cycle. Please reach out to program staff if you have any questions about deadlines, match requirements or project type.

## **PROFESSIONAL QUALIFICATIONS STANDARDS**

To ensure that appropriate historical, architectural, archeological and cultural properties are identified for public benefit through grant-in-aid assistance, persons supervising grant projects must be professionally qualified in accordance with 36CFR61. The Professional Qualification Standards can be found here:

[https://www.nps.gov/history/local-law/arch\\_stnds\\_9.htm](https://www.nps.gov/history/local-law/arch_stnds_9.htm)

## **SECTION 106**

CLG Grants are funded with federal monies, and construction projects will require a formal Section 106 Review by the THC. This review will take place following the grant awards. Failure to obtain a review will result in forfeiture of the CLG Grant. The CLG State Coordinator will provide additional guidance once the grants are awarded. Additional information regarding Section 106 Review is available from the THC and the Advisory Council on Historic Preservation.

## **MATCHING FUNDS**

Proposed projects are required to provide a local match for grant monies budgeted on a one-to-one (dollar for dollar) match equal to a 50-50 ratio for the total cost of the project. The local match may be any combination of cash and verifiable in-kind services. Projects may utilize all or partial match of verifiable in-kind services and/or goods as long as the local match equals a 50-50 ratio for the total cost of the project. For example, if a CLG has a project that costs \$40,000 and applies for a \$20,000 grant, the CLG may match \$15,000 in cash, and \$5,000 in staff services. It is important to note that the grant is reimbursement based, meaning the CLG will need to spend the grant amount plus the match upfront (\$40,000), and be reimbursed for the grant amount (\$20,000) as project milestones are achieved, or at the completion of the project.

In order to maximize the limited CLG grant funds, the **THC may give preference to applications demonstrating a higher cash match.** The THC reserves the right to waive the local match requirements, in full or part, at its sole discretion. The THC also reserves the right to fund grant requests in part or in full.



Only non-federal monies may be used as a match, with the exception of Community Development Block Grants. All projects shall comply with federal requirements for state and local financial responsibility as stipulated in the Texas Administrative Code Title 13, Part 2, Chapter 15.6, *Rules and Procedures for Certified Local Governments*.

In extending this grant opportunity to your project, THC assumes the responsibility for ensuring that public money will be spent appropriately and with the maximum effectiveness. The THC is held accountable by the NPS for compliance with all applicable federal laws and regulations.

### APPLICATION REVIEW PROCESS

Upon the receipt of applications and supporting materials, an interdisciplinary committee of agency staff will score each application based on the criteria specified on the application form. The scoring committee will make a funding recommendation to the Texas Historical Commission at the January Quarterly Meeting to fund the maximum number of projects based on the federal funding THC receives from the U.S. Department of Interior, National Park Service (NPS) Historic Preservation Fund Program. All applicants will be notified of the THC's decision.

If two or more applicant's scores are tied, the THC will select the applicant that has not received or directly benefitted from CLG grant funds in the past five years. If the scores are still tied, the THC will give preference to a project it can fully fund rather than partially fund.

### GRANT TIMELINE AND RESPONSIBILITIES OF THE GRANTEE

Summer 2021	Applications for the FY2022 CLG grant period are made available.
November 1, 2021	A signed and complete application package, including all supporting materials, must be received by the THC <b>no later than 5 p.m. on Monday, November 1, 2021</b> .
November 2021	Review of applications by an interdisciplinary committee of THC staff.
January/Feb 2022	Final award decisions made by the Texas Historical Commission at its Quarterly Meeting. All applicants are contacted by mail, and phone or email regarding the THC's decision.
Feb 2022 - April 2022	THC sends preliminary notification to grant recipients that will include a request for a revised/amended project scope of work and budget. Once the scope of work and budget are agreed upon by the Grantee and THC, the grant contract will be sent to the Grantee for signatures. The contract must be signed by all parties before the commencement of project work. Failure to submit any or all of this documentation by the required deadlines may cause the requested grant monies to revert back to the THC.

The project manager, fiscal manager, and anyone else who will be significantly involved with the grant-funded project shall participate in a **CLG Grant Orientation** coordinated by the THC. The purpose of the orientation is to review project-specific requirements, expectations for project deliverables, important deadlines and milestones, and reimbursement procedures. The orientation requirement may be waived at the sole discretion of the THC.

The recordation of a **Preservation Easement** will be required for all construction and certain other projects prior to the commencement of any work. Duration of Preservation Easement will be based on award amount, see table below.

<u>Award Amount:</u>	<u>Duration of Easement:</u>
Less than \$10,000	10 years



\$10,000 – \$30,000	15 years
\$30,001 – \$50,000	20 years
Greater than \$50,000	30 years

If the Grantee is not doing the actual work, it must execute a contract with a subcontractor. All **subcontracted services and products** must be procured according to Federal procurement standards set forth in Chapter 17 of the Historic Preservation Fund (HPF) Grants Manual and 2 CFR Part 200.317- 200.326. THC will review and approve all RFPs and contracts between the Grantee and subcontractor.

Work conducted, or costs incurred, prior to the execution of the contract is not eligible for reimbursement.

**April 2022 - Sept 2023** THC staff routinely review projects to monitor progress and provide assistance. Each Grantee is required to provide the THC with **status reports** on each project funded, as requested.

The Grantee shall submit **drafts of project deliverables**, as available.

**September 30, 2023** Deadline for the completion of all work eligible for reimbursement. **Any work done after September 30, 2023, will not be eligible for reimbursement.**

**October 31, 2023** **All final work products are due.** All deliverables must be reviewed and approved by the THC and accompanied by a Completion Report before the project is considered complete.

**All final reimbursement requests are due.** Eligible project expenditures incurred on a one-to-one (dollar for dollar) basis up to a 50-50 ratio of the total project cost shall be reimbursed to the CLG.

**TEXAS HISTORICAL COMMISSION**

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**CERTIFIED LOCAL GOVERNMENT SUBGRANT  
FISCAL YEAR 2022 GRANT APPLICATION FORM**

**Deadline for submission is November 1, 2021**

Please fill out this section completely and use only the space provided below.  
Handwritten applications will not be accepted.

**NAME OF PROPOSED PROJECT:** City of Fort Worth Historic Resource Survey Update (Phases V-VI)

**CERTIFIED LOCAL GOVERNMENT NAME:** City of Fort Worth

**THIRD PARTY NAME (IF APPLICABLE):**

<b>CONTACT INFORMATION:</b>		Project Manager	Fiscal Manager
Organization Name	HHM & Associates		
Contact Person	Emily Payne		
Address	3500 Jefferson St., Suite 330		
City   State   Zip	Austin   TX	78731	
Telephone   Fax	512.478.8014		
Email	info@hhminc.com		

<b>POLITICAL CONTACTS:</b>		Historic Preservation Officer, or CLG Representative	City Mayor or County Judge	
Contact Person	Justin Newhart	Mattie Parker (Mayor)		
Address	200 Texas St.	200 Texas St.		
City   State   Zip	Fort Worth   TX	76102	Fort Worth   TX	76102
Telephone   Fax	817.392.8037		817.392.6118	
Email	<a href="mailto:Justin.newhart@fortworthtexas.gov">Justin.newhart@fortworthtexas.gov</a>		<a href="mailto:Mattie.parker@fortworthtexas.gov">Mattie.parker@fortworthtexas.gov</a>	

<b>FUNDING REQUEST:</b>					
Grant Funds Requested:	\$47,500	Matching Funds:	\$47,500	Total Project Cost:	\$95,000

**PROPOSED PROJECT TYPE** (check one that applies):

- |                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Archeological Project<br><input type="checkbox"/> Preservation Planning Project<br><input type="checkbox"/> National Register Nomination(s) <sup>1</sup><br><input checked="" type="checkbox"/> Survey/Inventory Project<br><input type="checkbox"/> Historic Preservation Plan or Element/Chapter of Comprehensive Plan<br><input type="checkbox"/> Construction/Development Project <sup>2</sup><br><input type="checkbox"/> Preservation Training | <input type="checkbox"/> Research & Development<br><input type="checkbox"/> Education & Outreach<br><input type="checkbox"/> Design Guidelines |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|

<sup>1</sup> Applications submitted without THC Determination of Eligibility will not be reviewed  
<sup>2</sup> Property must be listed or deemed eligible for listing in the National Register of Historic Places

# CERTIFIED LOCAL GOVERNMENT SUBGRANT

FY 2022 Grant Application Narrative Template

**NAME OF PROPOSED PROJECT:** City of Fort Worth Historic Resource Survey Update (Phases V-VI)

**CERTIFIED LOCAL GOVERNMENT NAME:** CITY OF FORT WORTH

**THIRD PARTY NAME (IF APPLICABLE):**

Applicants will be scored on each question equaling the sum of available points in that category.

Applicants will be scored on the CLG's compliance with CLG Program Requirements. For more information about CLG Program Requirements for both Cities and Counties, visit <http://www.thc.texas.gov/preserve/projects-and-programs/certified-local-government/requirements-clgs>

## CLG Performance (15 Points):

1. Did the CLG submit a complete FY19 and FY20 Annual Report on or before the deadline. *CLGs that have not completed CLG Annual Reports for the past two fiscal years will not be eligible for grant funds.*

Yes No

2. Does the CLG routinely submit preservation commission or CLG committee meeting minutes to the THC?

Yes No

3. Has the HPO or CLG Representative attended at least one preservation-related training in the past year? Please list the trainings below.

Yes No

Description and Date of Training:

4. Has at least one member of the preservation commission or CLG committee attended at least one preservation-related training in the past year? Please list the trainings below.

Yes No

Description and Date of Training: CAMP Training with the City of Arlington; June 4-5, 2021

5. Has the CLG returned CLG grant funds in the past five years?

Yes, I understand that up to five points will be deducted No

## 1. Project Summary

Provide a summary of the proposed project.

During the period 1981-88, the Tarrant County Historic Resources Survey documented historic resources across Tarrant County. The Historic Preservation Council for Tarrant County at the time, retained the firm of Page, Anderson & Turnbull, Inc. of San Francisco to conduct all six phases of the survey. This survey has not been updated and its printed format is less conducive to periodic updating than is desired given that surveys are organic and should be updated every five years or so.

Upon adoption of the Fort Worth Citywide Historic Preservation Plan in July 2003, recommendations were made that all previously conducted historic resource surveys needed to be updated and expanded. The format and practicality of updating the existing surveys has generated a heightened interest in utilizing new survey and data collection technology that incorporated the type of data



recommended by the Texas Historical Commission's Historic Resources Survey Manual. It is a key objective of the City that any survey update be more widely accessible to the public and be easier to update regularly in the future.

In August 2017, the Texas Historical Commission undertook its Four-Year Evaluation of the City of Fort Worth's Certified Local Government Program under Section 101(a)(7)(C) of the National Historic Preservation Act of 1966.

That evaluation highlighted an item in the Certification Agreement between the City of Fort Worth and the Texas Historical Commission, where it states that the CLG will maintain a system for the survey and inventory of local historic properties that is coordinated with the statewide cultural resources survey process, with technical assistance provided by the National Register Program office of the Texas Historical Commission's History Programs Division.

In relation to developing a plan that outlined the City's short and long-term survey goals, a proposal to undertake a multi-year survey update in phases, administered by staff and undertaken by a preservation consultant was deemed acceptable by the THC. The relevant portions of that strategy are provided in the chart below.

In 2018, a Letter of Intent was submitted for the cost-sharing of the first element in the multi-year strategy to update the city's historic resources survey, however, the follow-up application was delayed by several weeks pending the confirmation of the city's contribution, which extended beyond the THC's grant application deadline. In 2019, the city forged ahead with the first part of the update once funding had been confirmed.

In 2021, the City utilized CLG grant funds to complete the Historic Context for Fort Worth from 1840-1980; develop a city-wide Survey Plan Addendum to be incorporated into the Tarrant County Preservation and Survey Plan; and developed an ArcGIS Collector application and mapping system for future survey efforts.

HISTORIC RESOURCES SURVEY				
	TASK	DESCRIPTION	YEAR	
ADMINISTRATION	Partner Scoping	Review general survey parameters and partner scoping with THC, Tarrant County Historical Commission, and county governments.	2017	Ongoing
	Phase 1 – Survey Organization & Administration	Request THC Historic Resources Survey packet. Develop, issue, and evaluate RFQs/RFPs for consultants. Liaise with THC Survey Coordinator, TCHC and partners.	2018	Complete
UNDERTAKE SURVEY	Phase 2 – Project Initiation	Assemble all survey documents and develop a user-friendly template that will enable the use of relevant survey material and facilitate the incorporation of updated survey information for Fort Worth and compatible with the THC's Historic Resources Survey Manual.  Select preservation consultant.	2019	Complete
	Phase 3 – Historic Context Statement (HCS)	Utilize the Overview of Fort Worth's History as set out in the Citywide Historic Preservation Plan (Preservation Context) to be supplemented by additional research where appropriate and re-formatted to reflect an HCS.	2020	Complete
	Phase 4 – Survey Plan and ArcGIS Collector App	Create a survey plan to provide a road-map for the City's survey efforts over the next 17 years, along with an ArcGIS Collector to make the survey data compiled easily and publicly accessible	2021	Complete
	Phase 5 – GIS Encoding of Previously Identified Resources	Extract relevant survey information and resources from past survey efforts and encode into the ArcGIS Collector app to make publicly accessible.	2022	V – FY 2022 Grant Application
	Phase 6 – Extract Relevant Portions and Update the 1989 Survey for the City of Fort Worth.	Extract relevant inventory information from the 1989 Tarrant County Historic Resources Survey to focus on those areas of the city experiencing the greatest development pressure.	2022-2024	VI – FY 2022 Grant Application

**Survey Work Undertaken in 2021 – Phases 3b/c and 4a: Historic Context Study**

Phases 3b/c and 4a of the city's historic context completed in September 2021 focused on the development of Fort Worth from 1840-1899 and from 1945-1980. The City of Fort Worth and HHM & Associates, Inc. prioritized these periods of development as the period from 1900-1945 had already been completed in 2019. The development of a citywide historic context forms a framework that knits together the significance of previously designated landmarks and historic districts, while providing helpful background for potential future designations.



Initially, the City of Fort Worth had intended to undertake a survey of the historic district that is under the greatest degree of development pressure as part of the FY2019 CLG Grant cycle. However, due to the size of the district and budgetary constraints, along with the need to finish the historic context statement, the City opted to amend the original CLG grant contract and undertake a Survey Plan instead of the survey. A survey plan would allow the City to prioritize those under-served communities and areas of the city experiencing the greatest development pressure. It will also help the City raise additional funds for the survey efforts because there would be a detailed plan in place for future survey efforts. A maximum of 320 parcels out of the 1,614 parcels of land in Terrell Heights could fit into the remaining budget after the Geographic Context, Initial Settlement, 1849-1889 context, and Post World War II Development contexts were completed due to CLG survey requirements. The City determined that a survey plan would have a much broader immediate and long-term impact on survey efforts and under-served communities. A survey plan would provide a solid foundation for the rest of the multiyear survey effort than a partial survey of Terrell Heights at this point in time.

The creation of a Survey Plan in 2021 will allow the City to prioritize survey efforts in districts that are most in-need, as well as create a road-map for surveying all areas of the City over the next 17 years. The Survey Plan is also helpful in that it provides rough costs for future survey efforts, which will allow the City to be more efficient in its future fundraising efforts.

Lastly, the ArcGIS Collector app was created as a way to quickly and easily survey resources in the field using a phone or tablet. The data collected will be uploaded into a publicly accessible ArcGIS layer on City's website, allowing the public to see where historic resources are located throughout the City.

#### **November 2021 Grant Application – Phase V: GIS Encoding of Previously Identified Resources and Phase VI: Survey Update (Part 1)**

Phases V and VI of the historic resource survey updates are the subject of this grant application. These phases will consist of two parts:

1. GIS Encoding of Previously Identified Resources; and
2. Survey of the Terrell Heights local historic district.

Phase VI is intended to focus on the historic district that is under the greatest degree of development pressure.

## **2. Project Need (15 Points):**

How did the CLG identify the need for this project? Has the need been documented? If so, how?

The need for this project has been acknowledged for many years, including in the city's 2003 Preservation Plan. Here, it was identified as a priority. The need for this project was highlighted again during the 4-year CLG review in 2017. There have been a significant amount of demolitions within this district over the last 10 years, as well as persistent demolition by neglect. There has been a significant amount of new development pressure in this district within the last five years, necessitating the need to document existing conditions before significant changes occur on the ground.

Additionally, with the recent announcement that a new National Juneteenth Museum will be constructed immediately adjacent and potentially within district boundaries, it is extremely important that the accurate resource data is compiled so that Fort Worth's African-American heritage can be well represented within the museum.

How was the project initiated? (City Council, the public, preservation commission, etc.)

The 2021 project was initiated by staff as a result of the 2017 CLG review.

How does the project address a goal of the local government's preservation program or a specific preservation need?

This phase of the historic resources survey update has been a goal of the city since (at least) the 2003 Preservation Plan. This phase begins to address the need for an accurate and up-to-date survey, which is essential to the regulation of change. In addition, a specific need has arisen whereby an expedited project involves multiple properties potentially linked by a common theme. This phase will also make previous survey data that the City has one file publicly available and online for the first time. Survey data has not been publicly available or updated for Fort Worth since the 1989 *Tarrant County Historic Resource Survey* was printed and released. It is anticipated that by undertaking GIS Encoding of Previously Identified Resources, the City and its citizens will be in a stronger position to conserve and perpetuate significant cultural resources throughout Fort Worth.

## **3. Project Objective (15 Points):**

Define the objective for the proposed project.

The objectives of this Phase of the overall update to the city's historic resource survey update are:

- a. To begin to address a key area identified in the 2017 four-year CLG review, which is an essential component of the city's Certification Agreement with the THC;
- b. To undertake GIS encoding of previously identified resources and make them publicly available;



- c. To begin to address Recommendation 2 in the City's Survey Plan, which is to undertake a Phased Citywide Historic Resources Survey;
- d. To undertake a Reconnaissance-Level Resurvey of the Terrell Heights local historic district; and
- e. To utilize the products from each phase as part of an ongoing education and awareness initiative.

Identify the steps the applicant and/or the consultant must take to accomplish the project objective.

The consultant will essentially "resume" the work that was undertaken beginning in FY 2019, by undertaking the GIS Encoding of Previously Identified Resources and a Reconnaissance-Level Survey of the Terrell Heights local historic district, which will consist of a combination of desktop research and review of existing surveys and field work to verify integrity. The City has discussed the longer-term survey objectives with the consultant so that they understand how their individual projects fit into the full scope. The steps are therefore as follows:

**Step 1:** GIS Encoding of Previously Identified Resources;

**Step 2:** Reconnaissance-level survey of the Terrell Heights local historic district.

What is the estimated timeframe to accomplish each of these steps?

If the contract is let for the consultant to commence early in 2022, the project will need to be completed by September 2023 so that the administrative aspects can be conducted before the end of the 2022-2023 fiscal year.

Who will be leading the project? What qualifies this person to lead such a project? Resumes must be provided.

On behalf of the City, Justin Newhart, the City's Historic Preservation Officer and CLG representative will lead the project for continuity. The HPO participated in the 2017 four-year review with the THC, assisted in the preparation of the multi-year strategy for updating the city's historic resources survey with the past HPO, and administered and completed Phases 3b/c and 4a of the resource survey update. Resume is attached to this submission.

On behalf of the consultant, Emily Payne, HHM & Associates Inc. will lead the execution of the project. Her resume is attached to this submission.

#### 4. Significance and Impact (16 Points):

Does the project involve a threatened or potentially threatened resource?

Yes, this phase of the survey update, which involves surveying the Terrell Heights local historic district, is structured to focus on potentially threatened resources first, rather than being chronologically organized. The prioritization of the components of the survey update have been organized to cover the period in Fort Worth's history that includes most of its historic resources and are those that staff are required to deal with daily. It is these historic resources that are under the greatest pressure for change from demolition, demolition by neglect, new development, and gentrification.

The survey update that is intended to commence with Phase VI, also focuses on the historic district(s) that are potentially threatened, and will be undertaken concurrently with Phase V.

Will the project result in a National Register nomination or Survey/Inventory?

Yes, the project will make publicly available past National Register and local survey/inventory efforts, as well as include an update of the Terrell Heights local historic district survey and inventory. The Near Southside National Register District is included in the boundaries of the Terrell Heights local historic district, and it is anticipated that the contributing structures list and potentially the boundaries of that district will be updated to reflect existing conditions. The overall objective of the multi-year survey update is to verify and update that portion of the Tarrant County Historic Resources Survey (1989) pertaining to the City of Fort Worth; verify and update subsequent surveys undertaken; identify resources citywide that may not have been identified previously; and assemble the data using applications that will make the survey widely accessible to the public.

Does the project directly address a deficiency in the local preservation program?

Yes, this project and the entire multi-year historic resource survey update represents the greatest deficiency that has the longest deferral period of any aspect of the City's historic preservation program. This was also acknowledged and emphasized by the THC in its 2017 CLG four-year review.

How will the project reach and inform broad sectors of the public?

This phase of the project, when completed, will be used as part of an education and awareness initiative. It is intended that the GIS encoding and survey of the Terrell Heights local historic district will be publicly presented and available online. It is anticipated that there will be opportunities and necessities for public involvement throughout the multi-year survey update. Of heightened importance is making the updated survey easily accessible to the public. A key objective of the multi-year initiative is ensuring that



not only will the survey be easily and widely accessible to the public, but that it be in a format that will make the survey practical to update by the City in the future. It is particularly important that the survey be widely accessible to the public, since an understanding of the City's historic resources is important for a wide range of applicant types, the public at large, staff, and decision-makers.

## 5. Public Involvement and Benefit (13 Points):

Will the public be involved in the proposed project? How?

It is anticipated that the public will be involved in various phases of the multi-year survey update to assist in the identification of resources that may not have been previously identified. It is anticipated that the public will also be involved where consultants identify potential resources that may no longer be contributing to existing historic districts or where district boundaries may be further informed by significance and integrity findings.

The degree to which the public is involved in this specific phase will depend partially on the extent to which the consultant will be positioned to complete the reconnaissance-level survey of the Terrell Heights local historic district and whether the scope of survey update exposes areas that would benefit from public involvement at this early stage. The City's ArcGIS Collector app was created as a way to utilize and leverage public involvement in survey efforts, as any citizen with a smart-phone or tablet can undertake survey efforts under the general supervision of City Staff. The City will work in concert with the consultant to determine the level of public involvement in the actual survey effort of the Terrell Heights district.

Nevertheless, it is anticipated that the public will be involved by way of open houses or information sessions that explains the scope and nature of the survey update. The public will also be informed at the early stages through the City's web site and neighborhood presentations and brought into the actual survey update in subsequent phases where field work makes up a substantive portion.

Does the project address or benefit an underrepresented group within the community?

Yes, the emphasis of the survey update that begins to crystalize with the commencement of Phase VI, is organized to address those communities that are experiencing the greatest degree of change or are areas where updated information is in greatest need as has been evidenced by issues arising from requests for Certificates of Appropriateness and demolition requests. These conditions also align with the predominance of African American and Hispanic populations.

Additionally, there is an enhanced need for increased awareness of African American and Hispanic historic resources and utilizing appropriate avenues to promote, incentivize and celebrate underrepresented aspects of the city's cultural heritage. This project will also contribute to a known desire to make information regarding historic resources readily available to current and new residents. Understanding the significance, integrity and location of historic resources is an important community benefit.

Lastly, accurately documenting existing resources and updating the contributing structures lists for the local and National Register district will allow for broader participation in the City's local Historic Site Tax Exemption program. Accurate resource data will also help owners of commercial properties, particularly within the historic African-American commercial center along Evans Avenue, leverage state and federal tax incentives for rehabilitation.

How will this project enhance public and private support for local preservation?

This project will act as a catalyst that can serve to facilitate greater interaction with the public on an important part of the City's historic preservation program. The identification and documentation of a community's historic resources is essential to public awareness and community support for preservation efforts. Updating the survey will confirm aspects of the City's previous survey efforts, but it is anticipated that it will also identify new conditions that can contribute to education and awareness opportunities. These opportunities ultimately carry a key objective of enhancing public and private support for historic preservation in Fort Worth.

Will this project result in educational publications or activities?

Yes. This project will enable the development of educational material that highlights the development of the Terrell Heights local historic district, one of the earliest neighborhoods for African-Americans and Hispanics in Fort Worth, in relation to thematic frameworks. This project builds on the thematic historic context of the city developed in Phases 3b/c and 4a by undertaking a multi-year historic resource survey update, which will provide opportunities for the development of educational material and activities that can be highlighted during Preservation Month.

## 6. Budget and Cost Effectiveness (15 Points):

How necessary are CLG funds in order to accomplish the proposed project?

During the 2017 CLG four-year review, a lack of funding was cited as the key reason that the obligation to satisfy the Certification Agreement in relation to maintaining an up-to-date historic resources survey was highlighted. Staff continue to explore creative



solutions that might enable a multi-year survey update to take place. At present, the multi-year strategy relies on CLG funds and while it would be preferable to update the survey with one CLG grant application that would span over a three-or-four year period, the matching funds for such a large undertaking are not readily available and we acknowledge that the CLG grants are limited and need to be spread statewide. It is for those two reasons that an incremental approach appears more manageable for both parties, noting that the city is not positioned at this time to undertake the entire survey update with its limited resources.

While the survey update is the largest project that has been identified, there are many other preservation projects and initiatives that are also in need of being undertaken. The CLG funds are therefore necessary in order to accomplish the next phase of this important project.

How did the applicant develop the project's budget? (research, past experience, etc.)

The project budget for the next phases was developed with the consultant, having regard to the recently completed Survey Plan, with an awareness of the type of documentation that presently exists and having regard to the need for the updated survey to be made easily accessible to the public as well as being in a format that can be practically updated in the future. The budget was also informed by the goals for Phase 4a, which begins the actual survey update and will involve desktop research, archival research, fieldwork and integrity analysis as well as the maximum available funds that are now available to be used as matching funds.

What is the applicant's source and commitment of matching funds?

The source of matching funds for Phase V and Phase VI (see Project Objectives in item 3 above) is twofold:

- a. Funds within a city department that resulted from a previous mitigation resolution involving a historic property;
- b. Funds committed in the FY 2022 budget for the purpose of matching the THC to progress the next phase of the multi-year survey update that was set out in the 2018 Survey Update Strategy;
- c. Local in-kind administration services and project management.

Is the proposed project the most cost-effective way of addressing those needs?

It appears as though the multi-year survey update approach is the most cost-effective approach given the limited resources of the funding parties. While it may be more cost effective if a generous donor were to fund the entire project so that the city could partner with the THC on other important projects, that option has not progressed the need for an update. In addition, a multi-phased approach also allows the consultant to fit it into their work plan without attracting premium costs. We are aware that other cities undertaking citywide surveys are anticipating a multi-year effort, in large part due to the resources required to undertake such important work.

**ATTACHMENTS:** Please include all applicable attachments to the grant application. **Resumes of Project Manager and all outside consultants are required for all projects.** Below is a list of possible attachments for each project type.

**Survey and Inventory:** Survey area boundary map, street view images, Determination of Eligibility Letter (recommended but not required)

**National Register Nominations:** Physical address, Boundary or location map, Determination of Eligibility Letter (required), photograph(s)

**Design Guidelines:** current design guidelines, outline of sections or chapters of proposed guidelines

**Education and Outreach:** Outline of script, draft agenda clearly defining the subject of the training

**Other Projects:** Please contact the CLG Program staff to discuss recommended attachments for projects not previously listed.

3. **STATEWIDE COMPREHENSIVE PRESERVATION PLANNING PROCESS** (11 Points Total): CLG funded projects should meet *at least one* of the goals outlined in the THC's Statewide Preservation Plan. Please select the Statewide Preservation Plan Goals addressed by your project and explain how they are addressed. It is not necessary for your project to address *all* the goals listed in the Statewide Preservation Plan.

- SURVEY AND ONLINE INVENTORY:** Texans undertake a comprehensive survey to document the state's diverse historic and cultural resources resulting in a publicly accessible online inventory.



- EMPHASIZE CULTURAL LANDSCAPES:** Preservation practices are enhanced by emphasizing cultural landscapes.
- IMPLEMENT POLICIES AND INCENTIVES:** Cities, counties and the state implement preservation policies and incentives to effectively manage historic assets.
- LEVERAGE ECONOMIC DEVELOPMENT TOOLS FOR PRESERVATION:** Communities leverage preservation-based and traditional economic development tools to revitalize historic areas.
- LEARN AND EXPERIENCE HISTORY THROUGH PLACE:** Texas residents and guests learn and experience the state's diverse history through formal education, recreation, and everyday interactions with historic places.
- CONNECT PRESERVATION TO RELATED FIELDS:** Preservation is connected and integrated into related fields and activities, building a broader, stronger, and more diverse community.
- CULTIVATE POLITICAL COMMITMENT:** Political commitment is cultivated for historic preservation.
- BUILD CAPACITY OF PRESERVATION COMMUNITY:** The existing preservation community develops its capacity to function more effectively and efficiently.

Please summarize how your project addresses the goals selected above:

This project directly addresses four key objectives of the Statewide Preservation Plan in the following ways:

1. **Survey and Online Inventory** – the proposed project is part of a multi-year historic resources survey update that seeks a product informed in part by existing hard copy surveys, additional research/coordination/synthesis and actual fieldwork. This survey update will be the city's first online inventory of its historic resources, which will address a key local as well as statewide objective.
2. **Implement Policies and Incentives** – the proposed project represents a preservation policy that was identified in the 2003 Preservation Plan. In addition, maintaining a current and accurate historic resources survey is a key obligation of the City's Certification Agreement with the THC. An updated survey will serve to confirm the status of individually designated properties as well as those within existing historic districts, in relation to their integrity. Given the length of time that has passed since the last survey, an update will clarify which properties may or may not trigger certain regulatory provisions or be eligible for local incentives.
3. **Cultivate Political Commitment** – the proposed project offers opportunities to raise awareness of those places that are important to the history and development of Fort Worth. Developing information for wide dissemination that involves each council district can be integrated with data taken from successful/important projects to promote and celebrate the relationship between this project and the benefits that it offers to the community and applicants seeking to make changes. It is anticipated that the utilization of the historic context study and the various phases of survey update in promoting and celebrating the culture of the city will cultivate political commitment.
4. **Capacity of Preservation Community** – an accurate and current survey will greatly assist applicants and Neighborhood Associations who do not have easy access to the existing surveys and perhaps even less access to those properties that are considered to be contributing versus non-contributing. Having an updated, publicly accessible survey online with this important information will afford opportunities for the community to enhance its capacity to function more effectively and efficiently.



**ACKNOWLEDGEMENTS** - By checking below the applicant acknowledges:

- One electronic copy of this request must be received via email by the Texas Historical Commission no later than 5 p.m. on Monday, November 1, 2021, in order to be considered.
- One signed hard copy of this request must be received (hand delivered, US Mail, UPS, FedEx, etc.) by the Texas Historical Commission no later than 5 p.m. on Monday, November 1, 2021, in order to be considered.
- Consideration for funding is based on the demonstrated need, a compelling explanation of how the expanded project scope of work will benefit the CLG, and the applicant's ability to match the funds being requested.
- Commencement of grant-funded work may not begin prior to receipt of a signed grant contract between the THC and the grantee, and participation in a grant orientation meeting.
- Verified by the signature below, the chief elected official of the CLG is aware of this application and supports the proposed project.
- For requests involving construction projects, the property owner will be required to file a preservation easement for the property that will run with the land for a specific period of time based upon the amount of the final grant award.
- The applicant hereby acknowledges that the information provided on this application is accurate to the best of their knowledge.

**APPLICANT'S CERTIFICATION:**

SIGNATURE: Justin Newhart TITLE: Historic Preservation Officer DATE: Oct 28, 2021

**HISTORIC PRESERVATION OFFICER OR CLG REPRESENTATIVE'S CERTIFICATION:** Only applicable if the "applicant" is a third-party designee.

SIGNATURE: Justin Newhart TITLE: Historic Preservation Officer DATE: Oct 28, 2021

**CHIEF ELECTED OFFICIAL CERTIFICATION:** Application must be signed by the chief elected official of the CLG (e.g. Mayor or Judge) or chief administrative official (e.g. City Manager).

SIGNATURE: Dana Burghdoff TITLE: Assistant City Manager DATE: Oct 28, 2021  
Dana Burghdoff (Oct 28, 2021 14:52 CDT)

## CERTIFIED LOCAL GOVERNMENT SUBGRANT

FY 2022 Grant Budget Worksheet

**NAME OF PROPOSED PROJECT:** City of Fort Worth Historic Resource Survey Update (Phases V-VI)

**CERTIFIED LOCAL GOVERNMENT NAME:** CITY OF FORT WORTH

**THIRD PARTY NAME (IF APPLICABLE):**

BUDGET ITEM	GRANT FUNDS	LOCAL CASH (source)	LOCAL IN-KIND (source)	TOTAL COSTS
Phase V - GIS Encoding of Previously Identified Resources	\$10,000	\$10,000		\$20,000
Phase 6 – Extract Relevant Portions and Update the 1989 Survey for the City of Fort Worth – Survey of the Terrell Heights local historic district	\$37,500	\$37,500		\$75,000
<b>TOTALS</b>	<b>\$47,500</b>	<b>\$47,500</b>		<b>\$95,000</b>

**Please complete the attached budget form and provide any supplemental information necessary to confirm or support the issues described above.**

Proposed projects can use a local cash match for grant monies budgeted on a one-to-one (dollar for dollar) match equal to a 50-50 ratio for the total cost of the project. Proposed projects utilizing all or partial match of verifiable in-kind services and/or goods may also qualify as long as the local match equals a 50-50 ratio for the total cost of the project. The Texas Historical Commission (THC) reserves the right to fund grant requests in part or in full based on the review criteria outlined in the application form, and the amount of federal funding available. Final decisions will also take into consideration the annual performance of each CLG applying for assistance. Only non-federal monies may be used as a match, with the exception of Community Development Block Grants (CDBG).



**DEADLINE FOR RECEIPT OF APPLICATIONS IS**

Monday, November 1, 2021, by 5 p.m.

**PRINTED APPLICATIONS (REQUIRED) MUST BE RECEIVED AT**

Certified Local Government Program  
Texas Historical Commission  
P.O. Box 12276  
Austin, Texas 78711-2276  
(Physical Address: 1304 Colorado Street, Austin, Texas 78701)

**ELECTRONIC APPLICATIONS (REQUIRED) MUST BE RECEIVED AT**

Maria Mougridis, CLG Program Specialist  
[Maria.Mougridis@thc.texas.gov](mailto:Maria.Mougridis@thc.texas.gov)

-or-

Lorelei Willett, CLG Program Coordinator  
[Lorelei.Willett@thc.texas.gov](mailto:Lorelei.Willett@thc.texas.gov)

- One electronic copy of this request must be received via email by the Texas Historical Commission no later than 5 p.m. on Monday, November 1, 2021, in order to be considered.  
**AND**
- One signed hard copy of this request must be received (hand delivered, US Mail, UPS, FedEx, etc.) by the Texas Historical Commission no later than 5 p.m. on Monday, November 1, 2021, in order to be considered.
- Late applications will not be accepted
- Faxed applications will not be accepted
- Handwritten applications will not be accepted