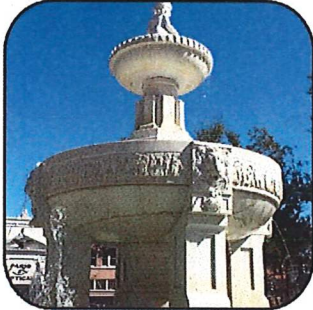
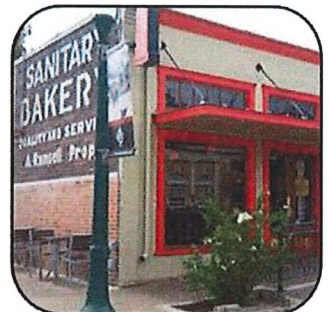
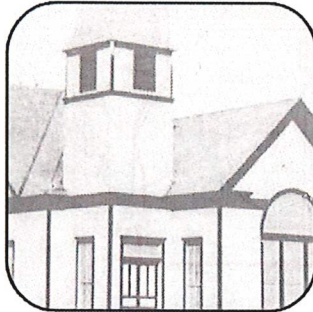


TEXAS HISTORICAL COMMISSION

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## CERTIFIED LOCAL GOVERNMENT

GRANT MANUAL AND APPLICATION ★ FISCAL YEAR 2024



**APPLICATION DEADLINE:**  
**MONDAY, NOVEMBER 6, 2023**

TEXAS  
HISTORICAL  
COMMISSION  
REAL PLACES TELLING REAL STORIES



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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 resource for participating county and city governments to offset the costs of self-sustaining preservation and planning-related projects. Currently, there are 78 CLGs in Texas. Contingent on resolution of the federal budget, we anticipate approximately \$180,000 to \$200,000 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, 2023, to September 30, 2026. 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 may not be eligible for reimbursement.** Despite the official grant period beginning October 1<sup>st</sup>, grants will be awarded in **2024** 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 copy of the following documents:

- Application Form (signed and dated)
- 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 must be received **no later than 5 p.m. on Monday, November 6, 2023**. Applications may be submitted either via email or in hard copy using the guidelines below.

**Email Submission:** To submit via email, send one email that includes all required documentation with the subject line “CLG Grant Application” to [clg@thc.texas.gov](mailto:clg@thc.texas.gov). Do not send the application to any other THC email address; it will not be considered.

**Hand Delivery or Courier Service**

Texas Historical Commission  
Community Heritage Development Division  
ATTN: Kelly Little, CLG Program Coordinator  
1304 Colorado Street  
Austin, Texas 78701

**U.S. Mail**

Texas Historical Commission  
Community Heritage Development Division  
ATTN: Kelly Little, CLG Program Coordinator  
PO Box 12276  
Austin, Texas 78711-2276

Note: A confirmation email will be sent upon receipt of the application by email, hand delivery, courier service, U.S. mail, etc. If you do not receive a confirmation email within 24 hours, please contact CLG program staff at [clg@thc.texas.gov](mailto:clg@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, 2023, 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>. 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 untold 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 36 CFR 61. The Professional Qualification Standards can be found here:

<https://www.nps.gov/articles/sec-standards-prof-quals.htm>

### **SECTION 106 REVIEW**

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 REQUIREMENT**

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 2 CFR 200 as well as 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 NPS Historic Preservation Fund Program. All applicants will be notified of the THC's decision.

If two or more applicants' 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**

- |                              |  |
|------------------------------|--|
| <b>August 2023</b>           | Applications for the FY2024 CLG grant period are made available.   |
| <b>November 6, 2023</b>      | 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 6, 2023.</b>  |
| <b>December 2023</b>         | Review of applications by an interdisciplinary committee of THC staff.   |
| <b>January 2024</b>          | Final award decisions made by the Texas Historical Commission at its Quarterly Meeting. All applicants are contacted by mail, phone, and/or email regarding the THC's decision.  |
| <b>February – April 2024</b> | 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 should 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 the Preservation Easement will be based on award amount, see table below.

<u>Award Amount:</u>	<u>Duration of Easement:</u>
\$10,000 or less	5-year minimum preservation agreement. A covenant amending the deed is not required.
\$10,001 – \$25,000	10 years
\$50,001 – \$100,000	15 years
Greater than \$100,001	20 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 may not be eligible for reimbursement.

**April 2024 – Sept 2026** 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, 2026** Deadline for the completion of all work eligible for reimbursement. **Any work done after September 30, 2026, will not be eligible for reimbursement.**

**October 31, 2026** **All final work products are due.** All deliverables must be reviewed and approved by the THC 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 2024 GRANT APPLICATION FORM**

**Deadline for submission is November 6, 2023**

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 Resources Survey Update-Phase VII

**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, Ste 330	
City   State   Zip	Austin TX 78731	
Telephone   Fax	512-478-8014	
Email	info@hhmnc.com	

<b>POLITICAL CONTACTS:</b>	Historic Preservation Officer, or CLG Representative	City Mayor or County Judge
Contact Person	Lorelei Willett	Mattie Parker (Mayor)
Address	200 Texas St	200 Texas St
City   State   Zip	Fort Worth TX 76102	Fort Worth TX 76102
Telephone   Fax	817-392-8015	817-392-6118
Email	Lorelei.willett@fortworthtexas.gov	Mattie.Parker@fortworthtexas.gov

<b>FUNDING REQUEST:</b>					
Grant Funds Requested:	\$36,770	Matching Funds:	\$36,770	Total Project Cost:	\$73,540

**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 2024 Grant Application Narrative Template

**NAME OF PROPOSED PROJECT:** CITY OF FORT WORTH HISTORIC RESOURCES SURVEY UPDATE-PHASE VII

**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 FY21 and FY22 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: [Hosted CAMP training in April 2023](#), [Presented and attended CLG regional training in Grapevine June 2023](#)

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 in April 2023](#)

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.

Phase VII of the Historic Resources Survey Update is the latest effort in a concentrated effort to address the City's lack of up-to-date surveys and inventories. Since it was highlighted as a need in the City's 4-year CLG evaluations in 2017 and 2022, the City of Fort Worth has undertaken several projects to re-survey the city's historic resources utilizing CLG grants and matching funds to contract with HHM & Associates.

Phase	Title	Year Completed
Phase 1	Context Study 1900-1945	2019
Phase 2-4	Pre-1899 and Post 1946 Context Study & Survey Plan	2021
Phase 5-6	GIS Survey Tool and Terrell Heights Survey	2023

As noted in the 2021 Survey Plan (attached), Recommendation 2 was to perform Reconnaissance-level resurvey of previously designated historic districts beginning with the Terrell Heights Neighborhood. With that phase completed in September of 2023, city staff reviewed the recommendation for the suggested order of following surveys and determined that a greater need to reprioritize and resurvey 10 of local historic districts slated for later survey for the following reasons:

1. Eight (8) of the 10 proposed districts have never had a formal survey completed;
2. Two districts (Mistletoe Heights and Garden of Eden) were a part of a formal survey that is now over 15 years old;
3. Development pressures for the commercial districts like the Stockyards and Central Handley put properties at substantial risk for inappropriate rehabilitation, alterations, and demolitions since little is known about the properties' significance or integrity. Updating contributing structures lists could open them up to benefit from state and federal tax incentives to assist with rehabilitation;
4. Four (4) of the local districts are also National Register of Historic Places Districts that should be updated, given the age of the contributing structures list and the last survey undertaken.

The Districts, number of parcels, source of last data gathered and if it is a National Register Historic district is outlined below. Maps for each district are also attached.

District	Parcels	Last Data Gathered	National Register
Central Handley	12	2002 as a local designation	Yes-Listed 2002
Chase Court	11	2013 as a local designation	Yes-Listed as part of the Fairmount/Southside District 1990
Elizabeth Blvd	45	2007 as a local designation	Yes-Listed 1979
Garden of Eden	16	2008 Survey of Five Urban Villages	
Hillcrest	37	2007 as a local designation	
Kenwood Court	31	1991 as a local designation	
Linden Ave	19	2012 as a local designation	
Mistletoe Heights	395	2008 Survey of Five Urban Villages	
Stockyards	86*	2016 as a local designation	Yes- listed in 1976 (boundaries of local district and NR district are not the same)
W.A Powers	3	2016 as a local designation	
	*in the process of updating the local district, could add up to 8 more		

The proposal will conduct reconnaissance-level surveys of each of these districts and incorporate them into the GIS layer that was created with the latest project so that the information is easily accessible to staff and to the public. We anticipate one survey report that will encompass all of the updated information for the districts.

## 2. Project Need (15 Points):

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

The multi-phased historic resources survey update has been an identified need in multiple sources, the earliest as a priority in the City's 2003 Preservation Plan. The need was highlighted again in the City's 4-year CLG review in 2017, and again as a recommendation in the City's 4-year CLG review in 2022 to maintain the program requirements of pursuing local designations and continuing survey update efforts as a Certified Local Government community. The

2021 Survey Plan the city developed with HHM & Associates also listed updating the surveys and inventories of all local historic districts. The draft Preservation Plan Update of 2023 also lists the continuance of the Historic Resources Survey Update as a priority of the Preservation Program over the next decade.

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

The multi-phased resources survey update was initiated by staff as a result of the 2017 CLG 4-year review. The most recent phase which has been identified in the 2021 Survey Plan was initiated by staff.

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

This phase of the resources survey update has been a high priority since at least 2003 where it was listed as a goal in the City's Historic Preservation Plan. In 2017 the CLG 4-year review noted that the City urgently needed to address the deficiency in complete and current surveys and inventories. The City began this effort with updating historic contexts and creating a survey plan between 2018-2021. The Survey Plan included recommendations on phases of updating the survey, the first of which was updating the Terrell Heights Historic District which was completed successfully in September of 2023. Staff is continuing to follow the recommendations laid out in the Survey Plan to update additional existing local district surveys and inventories for which we have no survey information.

### 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 continue to address Recommendation 2 in the City's Survey Plan to undertake a Phased City-Wide Historic Resources Survey update;
- b. To undertake a Reconnaissance-Level Resurvey of the ten local and National Register districts that were previously undocumented and/or out-of-date surveys.
- c. To utilize the products from each phase as part of an ongoing education and awareness initiative, and inform future decision making on land use and zoning decisions.

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 Reconnaissance-Level Survey of the ten proposed local historic districts, which will consist of a combination of desktop research and review of existing surveys and field work to verify integrity. As part of the previous phase, HHM also integrated previously identified resources into a GIS-compatible database template and included the updated Terrell Heights survey. The completed surveys for these districts will also be included in a GIS layer.

The steps are therefore as follows:

Step 1: Review and research of previous surveys and inventories for each district to inform a statement of significance for each district or update existing statements;

Step 2: Reconnaissance-level survey of the proposed districts;

Step 3: Final analysis and report.

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

If awarded in early 2024, the project will need to be completed by September 2026 so that the administrative aspects can be conducted before the end of the 2025-26 fiscal year. The consultant will provide a detailed timeline meeting these expectations in the event the grant is awarded.

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

On behalf of the City, Lorelei Willett, the City's Historic Preservation Officer and CLG representative will lead the project for continuity. The HPO participated in the city's 2022 four-year review as a representative of THC, and has reviewed and assisted with the completion of the survey plan and most recent CLG funded survey of Terrell Heights. Her 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. Fort Worth is one of the fastest-growing cities in Texas and the United States, and there is heightened development interest in many of our historic districts due to their amenities and proximity to the city-center. These factors have put substantial pressure on designated and eligible resources, but has also created opportunities for the use of incentives like the City's Historic Site Tax Exemption. The Mistletoe Heights District is located close to the Medical District which has seen continuous development and growth which has led to increased project reviews for staff in the historic district. Hillcrest and Linden Districts are only two small locally-designated areas located within Arlington Heights, an area located close to the Fort Worth Cultural District which has experienced numerous demolitions and out-of-scale infill development. The Garden of Eden District, which was designated as the city's first African-American Cultural District, is one of the most geographically removed districts on the border with Haltom City and is surrounded by industrial business that threaten its surrounding context.

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 10 of our 14 local historic district surveys and inventories. the Terrell Heights local historic district survey and inventory. Four districts, Central Handley, Chase Court, Elizabeth Boulevard and the Stockyards, are also listed as National Register of Historic Places Districts, 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. Almost all of the data that we have for each of the proposed districts are well over 10 years old. Staff and historic resources owners have struggled with administering city ordinances and programs without complete or up-to-date survey data. With increased development pressures city-wide and particular interest in the amenities our historic districts offer, it is imperative that the City have complete and accurate survey data for all of our current districts. This phase allows us to capture 10 of our 14 districts which will provide the most current information for our planning and administration purposes and to historic resources owners who may be eligible for incentives like our Historic Site Tax Exemption program.

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 listed local historic districts will be publicly presented and publicly 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 by way of open houses or information sessions that explains the scope and nature of the survey update. The use of the ArcGIS Collector App by neighborhoods could also be a source of public involvement in information gathering. 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. Historically African American heritage and places have been purposefully disregarded or actively concealed. It is the City's goal to ensure that underrepresented histories like the Garden of Eden district are accurately documented and subsequently protected.

Additionally, 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 leverage state and federal tax incentives for rehabilitation.

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

This project will continue the momentum of previous efforts 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 diverse populations and building types across the ten proposed districts. 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 the City acknowledges 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 in one fell swoop.

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 phase 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 consultant quoted approximately \$70 per parcel with additional funds for research of the specific districts. If the proposed budget for this phase is over estimated, it is anticipated that the City could expend the additional funds on another piece of the recommended Survey Plan such as initial research for updating one of the remaining local districts.

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

The source of matching funds for the next phase is as follows:

a. Funds within a city department that resulted from a previous mitigation resolution involving a historic property;

- b. Funds committed in the FY 2023 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 the Project Manager and outside consultants are required for all projects.** If the applicant is planning to hire a consultant or subcontractor, resumes may be submitted following the selection process. 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.

- Engage and inform stakeholders and decision-makers through effective dialogue, education, outreach efforts, and new partnerships that promote historic preservation in Texas communities.
- Promote the identification and designation of both tangible and intangible historic and cultural resources that represent Texas' rich and diverse heritage.
- Promote historic preservation as a flexible tool that is well integrated and supported with local planning and development practices with an aim to strengthening and sustaining communities as resilient places.
- Bolster and enhance Texas' disaster resilience planning efforts to provide solid foundations for preparedness, recovery, and adaptation that protect and preserve the state's historic and cultural resources.
- Enhance the capacities of preservation partners and organizations to advance preservation practice and promote the next generation of preservation leaders in Texas.
- Support initiatives and expand efforts that document and preserve the heritage of Texas' diverse communities.

Please summarize how your project addresses the goal(s) selected above:

**Theme 1 – Engaging the Public and Promoting Preservation's Benefits**

The survey update will result in tangible and easily-accessible material that will be valuable to stake-holders and policy-makers both within the communities and city-management. By completing this project showing the wide array of historic resources, both the general public and decision-makers will be able to point to successful examples of how preservation has benefitted the city and give communities an anchor to center their efforts to invigorate their efforts and make partnerships with other entities.

**Theme 2 – Identifying and Preserving Historic and Cultural Resources**

The survey initiative meets this goal of the Statewide Preservation Plan by actively pursuing the most accurate and current information for our many local districts. This effort will promote interest and education of our historic resources for the public and city leadership, and we anticipate that updated inventories will help foster reinvestment in these historic properties which will lead to increased community revitalization and stabilization.



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

- One copy of this request must be received either in hard copy (hand delivered, US Mail, UPS, FedEx, etc.) or via email by the Texas Historical Commission no later than 5 p.m. on Monday, November 6, 2023, 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:  TITLE: HISTORIC PRESERVATION OFFICER DATE: 11/3/2023

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

SIGNATURE: \_\_\_\_\_ TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_

**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 (Nov 6, 2023 09:00 CST) TITLE: Assistant City Manager DATE: Nov 6, 2023

**CERTIFIED LOCAL GOVERNMENT SUBGRANT**  
 FY 2024 Grant Budget Worksheet

**NAME OF PROPOSED PROJECT:** City of Fort Worth Historic Resources Survey Update-Phase VII

**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 VII Resources Survey update of 10 local Districts	\$36,770	\$36,770		\$73,540
<b>TOTALS</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 6, 2023, by 5 p.m.

**PRINTED APPLICATIONS 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 MUST BE RECEIVED AT**  
[clg@thc.texas.gov](mailto:clg@thc.texas.gov)

- One complete copy of this application must be received either by email or in hard copy by the Texas Historical Commission no later than 5 p.m. on Monday, November 6, 2023, to be considered.
- Late applications will not be accepted.
- Faxed applications will not be accepted.
- Handwritten applications will not be accepted.