

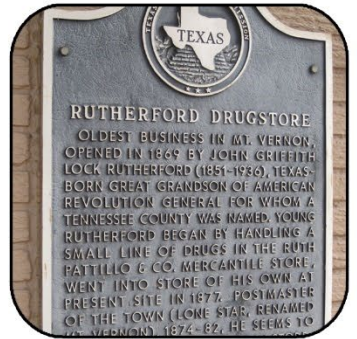
# SPECIAL CALL

TEXAS HISTORICAL COMMISSION

## CERTIFIED LOCAL GOVERNMENT

GRANT APPLICATION

REGIONAL TRAINING



APPLICATION DEADLINE:

MONDAY, SEPTEMBER 11, 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

## 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 sub-granted 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.

**Access to regular training opportunities is a benefit available to communities participating in the CLG Program. It is also a program requirement that Historic Preservation Officers (HPOs) and members of the preservation commission or CLG committee regularly attend preservation-related training. Therefore, the THC is seeking applications from qualified CLG communities to host training(s).**

The THC envisions one or more regional trainings around the state and/or virtual trainings in partnership with the selected host CLG(s), the Friends of the Texas Historical Commission (FTHC), and the National Alliance of Preservation Commissions (NAPC).<sup>\*</sup> The grant would fund a full-day Commission Assistance and Mentoring Program (CAMP) training for individuals who play an active role in a CLG's historic preservation program; the grant may also fund half-day virtual CAMP training to allow for broad participation by CLG communities. Attendees could include, but may not be limited to, preservation commission members, planning and zoning commission members, elected officials, and city or county staff (e.g. HPOs, city managers, code officials, planners, administrative assistants). The grant may also fund half-day virtual CAMP training(s) to allow for broad participation by CLG communities.

The goal of CAMP training is to provide high-quality, engaging and informative training to preservation related boards and commissions of all types through presentation, hands-on exercises, group discussions and networking (mentoring) opportunities. Trainers include commissioners, local, state and national staff members, attorneys and commission partners.

The THC will work with NAPC and the host CLG(s) to develop the training content. FTHC will serve as fiscal manager of the project, receiving the grant funds on behalf of the host CLG(s) and contracting with NAPC and/or other content providers for the training.

All individuals who play an active role in a Texas CLG will be invited to register for the training(s).

All training(s) will take place before September 30, 2024.

The selected CLG(s) will be **awarded seven (7) complimentary registrations.**

## WHO MAY APPLY

Only city and county governments or state recognized Native American Tribes that have been individually "certified" by the National Park Service **before** September 2023 are eligible to apply for these CLG grants. **The Texas Historical Commission reserves the right to deem applications from CLG communities that are not in compliance with the Certification Agreement to be ineligible.** Requirements of the CLG Program may be found at <http://www.thc.texas.gov/preserve/projects-and-programs/certified-local-government/requirements-clgs>.

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<sup>\*</sup> NAPC is in the unique position of having created extensive curriculums designed specifically for local historic preservation programs like CLGs. The CAMP training system has the ability to be customized to address the legal, administrative, procedural, and resource type challenges of Texas cities and counties. An applicant may propose a training other than one produced by NAPC provided it can be demonstrated to be equivalent in content and quality and within the budget of the grant program.

## REQUIREMENTS OF THE SELECTED CLG(s)

The participating CLG(s) will not be required to provide local matching funds; however local CLG staff must work with the THC and NAPC to support the training.

For in-person trainings, the host CLG must provide the following:

- Meeting space that can accommodate 50-60 people
- Morning and afternoon refreshments (coffee, water, snacks, etc.)
- Audio visual equipment in the space provided (screen, computer, projector, microphone, speakers, etc.)
- Assistance with promoting the training regionally
- Work with THC and NAPC on other program logistics as needed
- Bonus points: Lunch on site for attendees and trainers, up to 60 people (not required; however, bonus points will be awarded to CLGs that can provide lunch)

For virtual trainings, the host CLG is expected to:

- Consult with THC and NAPC on content of the training
- Assist with promoting the training
- Work with THC and NAPC on other program logistics as needed

**The host CLG is not responsible for the following:**

- The CLG will not be responsible for managing the content of the training. All content, invited speakers, and schedule will be coordinated by the THC and NAPC; the host CLG will be consulted.
- The CLG will not be responsible for processing registrations for the event.

## APPLICATION AND SELECTION PROCESS

**Only CLGs who have submitted a FY22 Annual Report will be considered eligible.**

Higher consideration will be given to CLGs that are located near a concentration of other CLG communities for in-person CAMPs, have the staff and/or volunteers to help manage the grant project, have submitted up-to-date meeting minutes, and have not hosted a CLG regional training in the past five years. (This does not include travel stipends to attend FORUM.) Bonus points will be awarded to CLGs who can provide lunch during the in-person training. Lunch would be at the site of the training (i.e. box lunch, buffet, etc.).

Applications will be reviewed and evaluated by THC staff. THC will consider need, geographic distribution, and capacity of the CLG to host the training in selecting applicants. Capacity to host the CAMP training will be evaluated using responses to Questions 1 and 2 on the application form. Need will be evaluated using Question 3.

**Please submit one completed application form via email.** The application must be signed by the HPO or CLG Representative **and** the chief elected official of the CLG (e.g. Mayor or Judge) or chief administrative official (e.g. City Manager). A complete grant application must be received by the THC **no later than 5 p.m. on September 11, 2023**. Please submit all applications by email to: [clg@thc.texas.gov](mailto:clg@thc.texas.gov) with a subject line reading "CLG Regional Training Grant Application."

## QUESTIONS

Contact Kelly Little, Certified Local Government Coordinator at 512-463-7812 / [kelly.little@thc.texas.gov](mailto:kelly.little@thc.texas.gov) or Erica Espindola, Local Government Specialist at 512-463-9063 / [ericca.espindola@thc.texas.gov](mailto:ericca.espindola@thc.texas.gov) with any questions about this special call for grant applications.

## **GRANT TIMELINE**

<b>September 11, 2023</b>	Deadline for receipt of applications and any supporting materials to THC <b>no later than 5 p.m. Monday, September 11, 2023.</b>
<b>Late September 2023</b>	Review of applications by THC staff interdisciplinary committee.
<b>October 2023</b>	Final award decisions made by the Texas Historical Commission at its Quarterly Meeting. All applicants are contacted by phone or email regarding the THC's decision.
<b>Nov 2023-Spring 2024</b>	Selected CLG(s) sign agreement to uphold the responsibilities of hosting the training. Training date is selected.
<b>September 30, 2024</b>	Deadline for completion of CAMP Training in partnership with THC, FTHC, and NAPC.

TEXAS HISTORICAL COMMISSION

**CERTIFIED LOCAL GOVERNMENT SUBGRANT  
GRANT APPLICATION FORM**  
Special Call for Training

**Deadline for submission is by 5pm on September 11, 2023**

Please fill out this section completely and use only the space provided below.

**NAME OF PROPOSED PROJECT:** CLG CAMP TRAINING

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

CONTACT INFORMATION:		Project Manager	Fiscal Manager
Organization Name	City of Fort Worth		Friends of the Texas Historical Commission
Contact Person	Lorelei Willett		Anjali Kaul Zutshi
Address	200 Texas St		P.O. Box 13497
City   State   Zip	Fort Worth TX 76102	Austin TX 78711	
Telephone   Fax	817-392-8015	512-936-2241	
Email	Lorelei.Willett@fortworthtexas.gov	anjali.zutshi@thc.texas.gov	

Historic Preservation Officer,  
Chair of Local Commission, or

POLITICAL CONTACTS:		CLG Representative*	City Mayor or County Judge
Contact Person	Lorelei Willett		Dana Burghdoff, Assistant City Manager
Address	200 Texas St		200 Texas St
City   State   Zip	Fort Worth TX 76102	Fort Worth TX 76102	
Telephone   Fax	817-392-8015	817-392-8018	
Email	Lorelei.Willett@fortworthtexas.gov	Dana.Burghdoff@fortworthtexas.gov	

1. Event Details:

- a. Preferred format, date, and back-up date for the training. The training must take place between January 1 and September 30, 2024. Please note that on-site CAMPS are typically held on a Friday or Saturday to enable CAMP trainers to travel on location, get to know the community, and provide the training. Virtual CAMPS can be scheduled on weekdays or weekends, and have evening options.

Examples: Preferred: Full-day in-person training on March 10; Back-Up: Full-day in-person training on February 24 / Preferred: Half-day virtual training the morning of March 6; Back-Up: Half-day virtual training the evening of February 28.

**The City of Fort Worth is open to either virtual or in-person but would prefer an in-person full-day training.**

**Preferred full day in-person training Saturday, April 13, 2024; Back-up full day in-person training Saturday, May 18, 2023**

- b. For in-person training, proposed meeting space information (historic site downtown preferred; include information such as name, address, parking, facilities, capacity, etc.). If the CLG is applying for a virtual training, please leave this section blank.

\* May be the same contact as Project Manager



The City would plan to host the event at the Ella Mae Shamblee Library at 1062 Evans Ave, Fort Worth, TX 76104. This is one of our local libraries situated next to a historic landmark and one of our most active historic districts. The Meeting Room holds roughly 50 attendees with chairs and tables and has free street parking and a small parking lot behind the building. They library also has presentation equipment including a projector and screen and the City can provide a speaker and microphone.

<https://www.fortworthtexas.gov/departments/library/meeting-rooms/ella-mae-shamblee-branch-library-meeting-rooms>

- c. For in-person training, plan to provide morning and afternoon refreshments (vendor, menu, delivery or pick-up responsibilities, etc.). If the CLG is applying for a virtual training, please leave this section blank:

**The City of Fort Worth will provide morning refreshments such as pastries, donuts, coffee and water. Lunch options will likely be boxed lunches with various sandwiches from Central Market or comparable vendor, fruit and a dessert with vegan and vegetarian options as needed. We have many local vendors that the City has worked with that will deliver to our location.**

2. Why would your community be an excellent choice for the training? Please describe the CLG's capacity to host such an event (i.e. staff support, adequate meeting space and equipment, sourcing of refreshments, etc.)

**The City of Fort Worth is the second largest preservation program in Texas and is dedicated to being a leader in preservation, increasing education and awareness and providing the best possible experience for our residents. Hosting a nationally accredited CAMP training would help us accomplish this goal, and also highlight the work and commitment of our department by inviting other commissions and staff around the region to attend. In April of 2023, the City hosted a CAMP training for our Commission and several surrounding CLGs who complimented the access to a North Texas training, the ease of the meeting space and voiced the request for our City to host another in the future. We have successfully hosted a CAMP and several other events with adequate meeting space, equipment, refreshments and at least 3 staff members for support and coordination.**

3. What challenges does the local preservation program face? How would additional training help to address these challenges? Please be as specific as possible.

**The City of Fort Worth is one of the fastest growing municipalities in the country. Like many other cities in Texas, development pressures on our historic resources and districts is bringing up various challenges like increased infill, code compliance issues and new populations that do not understand the preservation program. CAMP training for our Commissioners, preservation stakeholders, community members and staff will empower us to make informed decisions about infill design and pursue planning and education and outreach efforts to better serve our communities. In addition to meeting the annual training goal for our CLG requirements, we hope to have an accessible training option for other CLGs in the North Texas area that are facing similar issues and have the chance to collaborate on joint efforts. Sessions like Enforcement and Violations, Alternative Materials and Community Engagement and Building Public Support would help us address these ongoing challenges.**

4. Did the CLG submit a FY22 Annual Report?

☒ Yes   ☐ No

5. BONUS POINTS: Providing lunch is not a requirement of the host CLG; however, extra points will be awarded to CLGs who are able to provide a modest lunch at the regional training site such as box lunches or a

simple buffet. Please describe any plans to provide lunch in the space below, such as the name of the vendor and a proposed menu. If the CLG does not wish to provide lunch or is applying for a virtual training, please leave this section blank.

**The City of Fort Worth will provide morning refreshments such as pastries, donuts, coffee and water. Lunch options will likely be boxed lunches with various sandwiches from Central Market or comparable vendor, fruit and a dessert with vegan and vegetarian options as needed.**

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

<input checked="" type="checkbox"/>	An electronic copy of the signed and completed application will be emailed to <a href="mailto:clg@thc.texas.gov">clg@thc.texas.gov</a> by 5 pm on September 11, 2023.
<input checked="" type="checkbox"/>	Applications from CLGs that have not submitted a FY22 Annual Report will not be reviewed.
<input checked="" type="checkbox"/>	Late applications, faxed applications, incomplete applications, and handwritten applications will not be reviewed.
<input checked="" type="checkbox"/>	The information provided on this application is accurate to the best of your knowledge.

**HISTORIC PRESERVATION OFFICER OR CLG REPRESENTATIVE'S CERTIFICATION:**

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