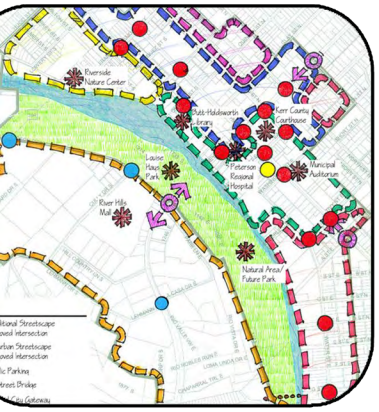
CERTIFIED LOCAL GOVERNMENT

GRANT MANUAL AND APPLICATION ★ FISCAL YEAR 2014



APPLICATION DEADLINE:
FRIDAY, NOVEMBER 1, 2013

TEXAS HISTORICAL COMMISSION
real places telling real stories

NATIONAL PARK SERVICE

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.

This program receives federal financial assistance for identification and protection of historic properties. Under Title VI of the Civil Rights Act of 1964 and Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975, as amended, the Department of the Interior prohibits discrimination on the basis of race, color, national origin, or disability or age in its federally assisted programs. If you believe you have been discriminated against in any program, activity, or facility as described above or you desire further information, please write to:

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 70 CLGs in Texas. Contingent on resolution of the federal budget, we anticipate approximately $100,000 to $120,000 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 Grant 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, 2013 to September 30, 2015. Project planning, including drafting any applicable RFPs, may begin before your grant request is awarded and a grant agreement signed, **however**, you cannot begin actual work or be reimbursed for costs incurred prior to submitting a signed grant contract to the THC. Despite the official grant period beginning October 1st, grants will be awarded in 2014 following funding notification from the National Park Service.

Application Package

The grant application is included in this manual. A CLG may submit more than one grant application; however a separate application package must be submitted for each project request. A complete application submittal package consists of 1 unbound hard copy accompanied by a digital copy submitted on CD or electronically via E-mail of the following documents:

- Application Form (with original signatures)
- Budget Worksheet
- Resumes of all individuals responsible for project oversight (including City or County staff, consultant, contractors, etc.)
- Any applicable cost estimates, maps, drawings, photographs, or **Determination of Eligibility statement** (as required for all survey and National Register nomination grant requests). Contact Greg Smith, National Register Coordinator at 512.463.6013 or via email at greg.smith@thc.state.tx.us.

Submittal Deadline

A complete grant application package must be received **no later than 5 p.m. Friday, November 1, 2013.**

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

HAND DELIVER OR COURIER SERVICE
Texas Historical Commission
Community Heritage Development Division
ATTN: Marcus Watson, CLG Coordinator
1304 Colorado Street
Austin, Texas 78701

U.S. MAIL
Texas Historical Commission
Community Heritage Development Division
ATTN: Marcus Watson, CLG Coordinator
PO Box 12276
Austin, Texas 78711-2276

WHO MAY APPLY

Only city, county governments or state recognized Native American Tribes that have been individually "certified" by the National Park Service **before** September 1, 2013 are eligible to apply for CLG grants. Refer to www.thc.state.tx.us/preserve/projects-and-programs/certified-local-government/certified-local-government-communities for a complete list of all CLGs in Texas. 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.

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 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. (must provide a letter of support from the CLG)

ELIGIBLE PROJECTS

Activities eligible for CLG grant funding must be tied to the statewide comprehensive preservation planning process. A copy of the Texas Historical Commission Statewide Preservation Plan can be found on our web site at: www.thc.state.tx.us/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 and oral histories
- Preparation of nominations to the National Register of Historic Places
- Preparation of a local preservation plan
- Writing or amending preservation ordinance
- Development of local design guidelines
- Research and development of local preservation incentive program
- Travel/training expenses for hosting a regional preservation-related workshop

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, web sites, 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
- Travel/training expenses for individual commission members and staff*

* Because the THC is required to distribute CLG funds among the maximum number of eligible local jurisdictions, please note that individual travel/training grant requests will only be considered under exceptional or unusual circumstances.

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. 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 based on the review criteria outlined in the application

manual, 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. 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*. Regulations of the U.S. Department of the Interior strictly prohibit unlawful discrimination in federally-assisted programs on the basis of race, color, national origin, age or handicap.

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.

GRANT TIMELINE (*SUBJECT TO CHANGE BASED ON AVAILABILITY OF FEDERAL FUNDS)

September 1, 2013	Applications for the Federal Fiscal 2014 CLG grant period are made available.
November 1, 2013	Deadline for receipt of Applications and supporting materials to THC **no later than 5 p.m. Friday, November 1, 2013.**
November 2013	Review of applications by an interdisciplinary committee of THC staff.
January 2014	Review of interdisciplinary committee recommendations on all applications made by THC commissioners.
February 2014*	THC sends Preliminary Notification to grant recipients that will include grant contract and a request for a revised/amended project proposal and budget (if applicable).
April 2014*	Deadline for submittal of signed contracts, final project proposals, budgets, etc. from selected applicants to THC **no later than 60 days from the date of Preliminary Notification letter.** Project planning, including drafting any applicable RFPs, may begin before your grant request is awarded and a grant agreement signed, **however**, you cannot begin actual work or be reimbursed for costs incurred prior to submitting a signed grant contract to the THC. Recipients shall also submit quarterly reports indicating the project status to the THC as requested during the grant period.
September 30, 2015	Deadline for the completion of all work eligible for reimbursement.
October 31, 2015	Deadline for the submittal of final reimbursement requests for all eligible work completed **no later than September 30, 2015.** The final 25 percent of the grant award will be retained until certification of the completed project and receipt of the final report.

APPLICATION

A signed Application Form and all supporting materials must be submitted to the THC **no later than November 1, 2013**. CLGs may submit more than one application for separate projects within the same grant period. Those CLGs which have not applied previously for assistance are strongly encouraged to apply.

SCORING CRITERIA

As increased participation in the CLG program fosters greater demand for grants, not all proposals will receive funding in Fiscal Year 2014. It is imperative for the THC to assign priorities as part of the review of proposed CLG grant funded projects. Applications will be rated by an interdisciplinary committee of THC staff using the following criteria:

(1) PERFORMANCE, ADMINISTRATION AND GEOGRAPHIC DISTRIBUTION **(15 points)**. Each CLG will be reviewed for overall performance in adequately fulfilling its annual responsibilities of the CLG program and to the equitable statewide distribution of funds overall. Higher consideration will be given to CLGs in good standing meeting reporting and training requirements, CLG's that have successfully completed a grant and new CLG's receiving certification within the last two fiscal years.

(2) PROJECT SCOPE **(Total 70 points)**. Summarize in the application a detailed description of proposed project clearly and concisely. Indicate the relationship of the proposed project to defined preservation needs or issues in the local community and its relevance to the established local preservation program. Be sure to answer each of the following sections outlined below within the Project Scope narrative:

i. PROJECT NEED **(15 points)**: Does the application demonstrate a clear understanding of the identified preservation need? Is the need relevant to the local government's preservation program? How necessary are CLG funds in order to accomplish the proposed project? How does the project benefit the community? Is the stated need verifiable with documented factual information?

ii. PROJECT OBJECTIVES **(15 points)**: What activities will be necessary to complete the proposed project? How effective does the proposed project address the identified needs? Are the project objectives quantifiable? Who will be responsible for doing the work and were resumes provided? Is the proposed timeline or schedule reasonable?

iii. SIGNIFICANCE AND IMPACT **(15 points)**: Does the project involve a threatened or potentially threatened resource? Will the project result in a National Register nomination or Survey/Inventory? Does the project directly address a deficiency in the local preservation program? Does the project address or benefit an underrepresented group within the community? How well will the project develop historic contexts or educate and inform broad sectors of the public?

iv. BUDGET AND COST EFFECTIVENESS **(15 points)**: Is the proposed budget consistent with the planned objectives? Are the costs reasonable and sufficient to successfully accomplish the project? What is the applicant source and commitment of matching funds? Does the application clearly indicate how all of these figures were calculated? Is the proposed project the most cost effective way of addressing those needs?

v. PUBLIC INVOLVEMENT AND DELIVERABLES **(10 points)**: How will the public be involved in the proposed project? How will this project enhance the local preservation ethic?

(3) CONSISTENT WITH GOALS AND OBJECTIVES OF THE STATEWIDE COMPREHENSIVE PRESERVATION PLANNING PROCESS **(Total 15 points)**. CLG funded projects should meet at least one of the goals outlined in the Texas Historical Commission's Statewide Preservation Plan. It is not necessary for your project to address all the goals listed in the Statewide Preservation Plan. In addition, CLG funded projects must advance local preservation efforts in your community. Applications will be reviewed according to the following eight major goals of the 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.

APPLICATION REVIEW PROCESS

Upon review and approval of applications and their supporting materials, the THC will select proposed projects from the initial applications based on the above criteria, and fund the maximum number of projects based upon HPF funding. A Preliminary Notification letter will include any specific project funding recommendations from the THC, two copies of the grant contract, and a request for a revised or amended project proposal and budget that incorporates the THC's recommendations.

Successful selected applicants will continue the process by returning a signed grant contract, revised/amended project proposals, budgets, etc. to the THC **no later than 60 days from the date of Preliminary Notification letter.** Failure to submit any or all of this documentation by the required deadline may cause the requested grant monies to revert back to the THC.

ORIENTATION MEETING

All grant recipients (consisting of the local project manager and the grant recipients' fiscal manager) shall schedule and participate in a CLG grant orientation with the THC upon receipt of a Formal Notification letter, if applicable. The purpose of the orientation is to establish project priorities, confirm the budget and timetable for completion and discuss reimbursement procedures. The orientation requirement may be waived at the sole discretion of the THC.

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 36CFR66. Copies are available from the THC.

SECTION 106

CLG Grants are funded with federal monies and require a formal Section 106 Review by the Texas Historical Commission. 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 Texas Historical Commission and the Advisory Council on Historic Preservation.

PROJECT IMPLEMENTATION

A) GRANT CONTRACT. The grant contract will specify the scope of work, approximate timetable for completion, and a list of budgetary items. The agreement shall be signed jointly by the State Historic Preservation Officer and the appropriate legal representative of the CLG prior to commencement of project work. The grant may be administered by a designated third-party if the CLG indicates a specific organization in the application. Such a delegated agency may be another unit of the local government, a commercial firm, a non-profit entity, or an educational institution that has the administrative capabilities that comply with applicable federal standards.

B) PRESERVATION EASEMENT. The recordation of a Preservation Easement will be required for all construction and certain other projects prior to the commencement of any work (Attachment G).

C) PROJECT REVIEW. THC staff periodically reviews projects to monitor progress and provide assistance. Each CLG is required to provide the THC with grant product quarterly reports on each project funded.

D) REIMBURSEMENT PROCEDURE. 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. Documentation of eligible expenditures exceeding the grant award should be submitted and may be reimbursed based on the availability of federal funding. Interim reimbursement requests during the grant period are permitted.

E) PROJECT COMPLETION AND FINAL REPORT. THC will retain 25 percent of the total grant award until receipt of a detailed final report and certification of the completed project. Draft copies of all expected items generated by the grant project, including printed materials, completed survey forms, photographic materials and final reports, must be submitted to the THC for review and approval. Final products must be submitted to the THC **no later than December 31, 2015**.

Revised 7/8/2013

TEXAS HISTORICAL COMMISSION

CERTIFIED LOCAL GOVERNMENT SUBGRANT
FISCAL YEAR 2014 GRANT APPLICATION FORM

Deadline for submission is November 1, 2013

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

NAME OF PROPOSED PROJECT:

CERTIFIED LOCAL GOVERNMENT NAME:

CONTACT INFORMATION:	Responsible for PROJECT MANAGEMENT	Responsible for FISCAL MANAGEMENT
Organization Name		
Contact Person		
Address		
City | State | Zip		
Telephone | Fax		
Email		

POLITICAL CONTACTS:	Chair of Local Commission (City Board if City or CHC if County)	Chief Elected Official (Mayor if City or County Judge if County)
Contact Person		
Address		
City | State | Zip		
Telephone | Fax		
Email		

FUNDING REQUEST:

Grant Funds Requested:	$	Matching Funds:	$	Total Project Cost:	$

PROPOSED PROJECT TYPE (check one that applies):

- ☐ Archeological Project
- ☐ Preservation Planning Project
- ☐ National Register Nomination(s)[1]
- ☐ Survey/Inventory Project
- ☐ Historic Preservation Plan or Element/Chapter of Comprehensive Plan
- ☐ Construction/Development Project[2]
- ☐ Preservation Travel/Training[3]
- ☐ Research & Development
- ☐ Education & Outreach
- ☐ Design Guidelines

[1] *Applications submitted without THC Determination of Eligibility will not be reviewed*

[2] *Property must be listed or deemed eligible for listing in the National Register of Historic Places*

[3] *Priority given to CLGs hosting regional preservation-related workshop*

CERTIFIED LOCAL GOVERNMENT SUBGRANT

FY 2014 Grant Application Narrative Template

NAME OF PROPOSED PROJECT:

CERTIFIED LOCAL GOVERNMENT NAME:

In 3 pages or less, clearly and concisely provide a brief typewritten description of the proposed project as it relates to items 1 through 3 below using the following section headings, and provide the content requested for each section in the brief but thorough narrative. Please provide any attachments separately.

1. PROJECT SUMMARY (15 POINTS TOTAL).

Summarize in a paragraph the overall purpose of the proposed project. A more detailed description will be completed under Project Scope. Be sure to indicate how long the CLG has been in the program; if the CLG is current in its annual program requirements; and if the CLG has received a previous grant within the past two (2) years.

2. PROJECT SCOPE (70 POINTS TOTAL).

Be sure to answer the questions for each section below within the narrative:

- **PROJECT NEED** (15 points): Does the application demonstrate a clear understanding of the identified preservation need? Is the need relevant to the local government's preservation program? How necessary are CLG funds in order to accomplish the proposed project? How does the project benefit the community? Is the stated need verifiable with documented factual information?

- **PROJECT OBJECTIVES** (15 Points): What activities will be necessary to complete the proposed project? How effective does the proposed project address the identified needs? Are the project objectives quantifiable? Who will be responsible for doing the work and were resumes provided? Is the proposed timeline or schedule reasonable?

- **SIGNIFICANCE AND IMPACT** (15 Points): Does the project involve a threatened or potentially threatened resource? Will the project result in a National Register nomination or Survey/Inventory? Does the project directly address a deficiency in the local preservation program? Does the project address or benefit an underrepresented group within the community? How well will the project develop historic contexts or educate and inform broad sectors of the public?

- **BUDGET AND COST EFFECTIVENESS** (15 Points): Is the proposed budget consistent with the planned objectives? Are the costs reasonable and sufficient to successfully accomplish the project? What is the applicant source and commitment of matching funds? Does the application clearly indicate how all of these figures were calculated? Is the proposed project the most cost effective way of addressing those needs?

- **PUBLIC INVOLVEMENT AND DELIVERABLES** (10 Points): How will the public be involved in the proposed project? How will this project enhance the local preservation ethic?

3. **STATEWIDE COMPREHENSIVE PRESERVATION PLANNING PROCESS** (15 Points Total): CLG funded projects should meet at least one of the goals outlined in the Texas Historical Commission'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:

ACKNOWLEDGEMENTS - By checking below the applicant acknowledges:

- ☐ One electronic copy of this request must be submitted via email to the Texas Historical Commission no later than 5 p.m. on November 1, 2013 in order to be considered.
- ☐ One signed copy of this request must be submitted (hand delivered, US Mail, UPS, FedEx, etc) to the Texas Historical Commission no later than 5 p.m. on November 8, 2013 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 completed grant agreement by the THC and participation in a grant orientation meeting.
- ☐ The chief elected official of the CLG is aware of this application and supports the proposed project. (This information will be verified by the THC.)
- ☐ 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: Application must be signed by legal CLG representative.

SIGNATURE: _____ TITLE: _____ DATE: _____

CERTIFIED LOCAL GOVERNMENT SUBGRANT

FY 2014 Grant Budget Worksheet

NAME OF PROPOSED PROJECT:

CERTIFIED LOCAL GOVERNMENT NAME:

BUDGET ITEM	GRANT FUNDS	LOCAL CASH	LOCAL IN-KIND	TOTAL COSTS
TOTALS				

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 manual, 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).

CERTIFIED LOCAL GOVERNMENT SUBGRANT

FY 2014 Grant Application

EXPECTED PRODUCTS OF AN EDUCATIONAL PROJECT FUNDED WITH A CLG GRANT

RECOGNITION must be provided in all publications. Photographs and drawings should be credited to the artist or lender. The local government's involvement must be adequately acknowledged. Recognition, as detailed below, must be afforded the CLG program, the Texas Historical Commission, and the National Park Service of the U.S. Department of the Interior. Language acknowledging nondiscrimination practices, as detailed below, must be included. Publications addressing several potential audiences must adequately reflect the community's preservation program.

> *This project was funded in part through a Certified Local Government grant from the National Park Service, U.S. Department of the Interior, as administered by the Texas Historical Commission.*
>
> *The contents and opinions, however, do not necessarily reflect the views and policies of the Department of the Interior, nor does the mention of trade names or commercial products constitute endorsement or recommendation by the Department of Interior.*
>
> *This program receives Federal funds from the National Park Service. Regulations of the U.S. Department of the Interior strictly prohibit unlawful discrimination in departmental federally assisted programs on the basis of race, color, national origin, age or handicap. Any person who believes he or she has been discriminated against in any program, activity, or facility operated by a recipient of Federal assistance should write to: Director, Equal Opportunity Program, U.S. Department of the Interior, National Park Service, P.O. Box 37127, Washington, D.C. 20013-7127.*

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DEADLINE FOR RECEIPT OF APPLICATIONS IS
November 1, 2013 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, Austin, Texas 78701)

ELECTRONIC APPLICATIONS MUST BE RECEIVED AT

Marcus Watson, State Coordinator
Marcus.Watson@thc.state.tx.us

Ginny Owens, CLG Assistant
Virginia.Owens@thc.state.tx.us

- One electronic copy of this request must be submitted via email to the Texas Historical Commission no later than 5 p.m. on November 8, 2013 in order to be considered.
- One signed copy of this request must be submitted (hand delivered, US Mail, UPS, FedEx, etc) to the Texas Historical Commission no later than 5 p.m. on November 8, 2013 in order to be considered.
- Late applications will not be accepted
- Faxed applications will not be accepted
- Handwritten applications will not be accepted