

DISTINGUISHED SERVICE AWARD (DSA) Criteria Reference Sheet	
<i>This table lists DSA Criteria and associated statutory citations from the Texas Local Government Code (Chapter 318); answers to CHC Annual Report questions will provide all necessary information to determine DSA eligibility.</i>	
Statute Citation	Work that should be included in CHC Annual Report in order to be eligible for a DSA.
ORGANIZATION	
318.008a	Turn in an CHC Annual Report
318.008a	Make annual report of activities to county commissioners court
318.008	Submit CHC meeting minutes AND/OR submit proposed CHC budget for recommendations from commissioners court AND/OR meet with the county commissioners court
318.009	Secure money AND/OR in-kind services from county
318.0101	Provide CHC plan for work or customize statewide plan for individual CHC needs
318.0101	Partner with at least 3 different organizations in your county or region
MEMBERSHIP	
318.003a	Have at least 7 county residents appointed to CHC
318.003d	Provide updated appointment list to the THC in odd-numbered years
318.005a	Report dates of at least 4 CHC meetings during the year of service
318.005b	State that at least one appointee has taken Open Meetings training
	Report total volunteer hours that average out to at least 50 hours per appointee
TRAINING/EDUCATION	
318.0102b	CHC representative attends at least 2 preservation education opportunities (THC or local speakers/events)
318.0102c	Utilize THC web presentations to educate your CHC or provide your own training
318.007	Provide or partner in some sort of project/effort to educate community
CORE PRESERVATION	
CHC must report 3 projects that reflect any statutory assignment noted in this section to be eligible for a DSA.	
318.006a	Continuing survey of county historic resources
318.006b	Develop and maintain inventories for surveyed properties
318.006c	Establish a system for periodic review and assessment of the condition of designated properties
318.010a	Review marker applications
318.010b	Establish a system for periodic review, assessment, and maintenance of markers
318.010c	Promote historic and cultural sites to develop and sustain heritage tourism
318.010e	In operating museums, the CHC shall adhere to professional standards in the care, collection, management, and interpretation of artifacts
318.012	Review and make recommendations for historic site tax exemption requests filed with the county
	Each example of active participation in a program or project under 318.002 counts as 1 project toward the 3 projects required for eligibility in this section.
318.002	THC programs and projects suggested to CHCs:
	<i>County Certified Local Government</i>
	<i>County Visionaries in Preservation</i>
	<i>Hosting a THC workshop</i>
	<i>Coordinating a regional preservation or tourism event (Texas Archeology Month event, history conference, junior historian program, etc.)</i>
	<i>Meeting regionally with other CHCs to share experiences and efforts</i>
	<i>Projects initiated to diversify membership and/or interpretation of historic and cultural resources</i>
**Special consideration in regards to DSA eligibility is given for CHCs that go above and beyond DSA criteria and/or perform service in extraordinary situations; a specific example would be disaster response work by a CHC.	

Highlights indicate updates to 2010 CHC Handbook pages 9-9 and 9-10; online version of handbook has already been updated.