



Downtown Bryan Historic District



Central New Braunfels Historic District

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

CERTIFIED LOCAL GOVERNMENT

Fiscal Year 2027 Grant Manual and Application

Application Deadline: November 6, 2026



Pape-Borchers Homestead, Comal County



Rio Vista Farm, Socorro



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

FY 2027 CLG GRANT MANUAL AND APPLICATION
TABLE OF CONTENTS

FY 2027 CLG GRANT MANUAL.....4

CLG GRANT PROGRAM INTRODUCTION.....4

PROGRAM RULES AND REGULATIONS.....4

WHO MAY APPLY.....5

ELIGIBLE PROJECTS.....5

SPECIAL CONSIDERATION FOR UNDERREPRESENTED COMMUNITIES.....6

PROFESSIONAL QUALIFICATIONS STANDARDS.....6

SECTION 106 REVIEW6

MATCHING FUNDS REQUIREMENT6

REIMBURSEMENT6

PRESERVATION EASEMENT6

SUBCONTRACTED GOODS AND SERVICES6

APPLICATION REVIEW PROCESS7

GRANT TIMELINE.....8

CLG SUBGRANT FY 2027 GRANT APPLICATION.....9

GRANT APPLICATION NARRATIVE.....12

ACKNOWLEDGEMENTS.....15

APPLICANT CERTIFICATION.....15

GRANT BUDGET WORKSHEET.....16

CERTIFIED LOCAL GOVERNMENT SUBGRANT FY 2027 CLG GRANT MANUAL

CLG GRANT PROGRAM 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. There are currently 82 CLGs in Texas. Contingent on resolution of the federal budget, we anticipate approximately \$190,000 to \$200,000 will be available for this round of grants.

GRANT PROGRAM RULES, REGULATIONS, AND POLICY

PROGRAM RULES AND REGULATIONS

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, 2026, to September 30, 2029. Project preparation, including drafting any applicable RFPs, may begin before your grant request is awarded and a grant contract signed; **however, costs incurred prior to the execution of a signed contract with the THC are not eligible for reimbursement.** Despite the official grant period beginning October 1, 2026, grants will be awarded in **2027** 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 the following documents:

- Grant application form (signed and dated)

- Grant budget worksheet (template is attached to the application form)
- Resume of Project Manager and all outside consultants, contractors, and/or individuals responsible for project oversight. *If the applicant plans to hire a consultant or subcontractor to complete the grant-funded work, their resumes may be submitted to the THC following award of the grant and the consultant selection process.*¹
- Any applicable cost estimates, maps, drawings, or photographs
- A Determination of Eligibility statement from the THC is
 - **required** for National Register Nomination projects
 - **required** for Construction/Development projects if the resource is not already listed in the National Register of Historic Places
 - **recommended** for Survey/Inventory projects

Applicants should visit <https://thc.texas.gov/preserve/designate-historic-properties/national-register-historic-places/request-determination> to submit a Determination of Eligibility request.

Application Submittal

A complete CLG grant application and all attachments are due by **5 p.m. Central Standard Time on Friday, November 6, 2026**. The grant application must be submitted in electronic format.

To submit a grant application, send one email that includes all required documentation with the subject line “CLG Grant Application” to clg@thc.texas.gov. Do not send the application to any other THC email address; it will not be considered. The email may include a link to a file-sharing service for large files. If you need assistance with large files, you may contact CLG program staff at clg@thc.texas.gov to request a link to a SharePoint folder. In that case, you will receive an email once the folder is created and will be able to upload the grant application and supporting documents to the SharePoint folder.

A confirmation email will be sent upon receipt of the application. If you do not receive a confirmation email within one business day of submission, please contact CLG program staff at clg@thc.texas.gov or (512) 463-7812.

WHO MAY APPLY

¹ CLG grant projects must be supervised, overseen, or performed by a person meeting the relevant [Secretary of the Interior’s Professional Qualification Standards](#).

Only city or county governments and state recognized Native American Tribes that have been individually “certified” by the National Park Service **before** November 1, 2026, 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.**

The following entities and organizations may also be eligible:

- An organization that has been delegated as a third-party to administer the grant on behalf of a CLG and has the administrative capabilities to comply with applicable federal standards. This may include a non-CLG city within a CLG county, another unit of local government within a CLG, a commercial firm, a non-profit entity, or an educational institution. 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 CLG’s Historic Preservation Officer or CLG Representative and its Chief Elected Official must sign the application.

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.

ELIGIBLE PROJECTS

Activities eligible for CLG grant funding must be tied to the statewide comprehensive preservation planning process. 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 such as videos, websites, etc.

- Development or publication of walking/driving tours
- Development of architectural drawings and specifications
- Preparation of façade 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 and nation's historical narrative. To further this goal, we encourage projects from or related to communities, sites, and histories currently underrepresented in historic preservation at the local, regional, or state level. Projects can include but are not limited to oral history projects, National Register nominations, historic resources surveys, trainings, and projects with an emphasis on cultural heritage or broader themes. Projects will be considered as part of the regular CLG grant cycle.

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

SECTION 106 REVIEW

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

MATCHING FUNDS REQUIREMENT

CLG grant applicants are required to provide a local match for grant monies budgeted on a one-to-one (i.e., dollar for dollar) match equal to a 50:50 ratio for the total project cost. 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 project cost. For example, if a project costs \$40,000 and a CLG applies for a \$20,000 grant, the CLG may match with \$15,000 in cash and \$5,000 in staff

services.

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.

REIMBURSEMENT OF GRANT FUNDS

CLG grants are reimbursement based. The grant amount will be reimbursed only after approved costs have been expended and documented as required. This means that the grant recipient will need to spend the grant award amount plus their local match upfront and then be reimbursed for the grant amount. Grant recipients may apply for reimbursement as project milestones are achieved or upon project completion.

PRESERVATION EASEMENT

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 required easement will be based on the cumulative amount of grant assistance as follows, beginning with the project start date given by the THC

<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

SUBCONTRACTED SERVICES AND PRODUCTS

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.

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

August 2026	Applications for the FY2027 CLG grant period are made available.
November 6, 2026	Deadline to submit a signed and complete application package, including all supporting materials, to the THC no later than 5 p.m. CST .
December 2026	Review of applications by an interdisciplinary committee of THC staff.
January 2027	Final award decisions made by the Texas Historical Commission at its Quarterly Meeting. All applicants are contacted by email regarding the THC's decision.
Feb – Aug 2027	THC sends preliminary notification to grant recipients that will include a request for a revised/amended project scope of work and budget. The project manager, fiscal manager, and anyone else who will be significantly involved with the grant-funded project will participate in a CLG Grant Orientation coordinated by the THC 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.

Once the scope of work and budget are agreed upon by the grantee and THC, and the THC's annual appropriation from the Historic Preservation Fund is received, the grant contract will be sent to the grantee for signature. The contract should be signed by all parties before the commencement of project work, and THC must review and approve all RFPs and contracts between the grantee and any subcontractor. Failure to submit any or all of the documentation by the required deadlines may cause the requested grant monies to revert back to the THC.

Work conducted and/or costs incurred prior to the execution of the contract will not be eligible for reimbursement.

Aug 2027 – Sept 2029 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 applicable.

September 30, 2029 Deadline for the completion of all work eligible for reimbursement. **Any work done after September 30, 2029, will not be eligible for reimbursement.**

October 31, 2029 **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 grantee.

December 31, 2029 **All final work products are due.** All deliverables must be reviewed and approved by the THC before the project is considered complete.



CERTIFIED LOCAL GOVERNMENT SUBGRANT FISCAL YEAR 2027 GRANT APPLICATION

Completed grant applications must be received by email in the THC offices no later than 5 p.m. CST on November 6, 2026. Late applications cannot be considered. Please fill the application out completely and use only the space provided below. Handwritten applications will not be accepted.

PROJECT AND APPLICANT INFORMATION

Project Title	
Applicant	
Applicant Type	☐ CLG ☐ Third-Party Applicant
Primary Congressional District Affected by Project ²	

FUNDING REQUEST	
Grant Funds Requested	\$
Matching Funds	\$
Total Project Cost:	\$

REQUESTED PROJECT TYPE (check <u>one</u> that applies):	
☐ Archeological Project ☐ Preservation Planning Project ☐ National Register Nomination(s) ³ ☐ Survey/Inventory Project ☐ Preservation Plan or Component of Comprehensive Plan ☐ Project ⁴	☐ Research & Development ☐ Education & Outreach ☐ Design Guidelines ☐ Construction/Development ☐ Preservation Training

² Reference <https://ziplook.house.gov/>, then enter the applicable number Congressional district code number. Enter 90 for multiple congressional districts involved or statewide. Enter 99 if no representative.

³ Applications submitted without THC Determination of Eligibility will not be reviewed.

⁴ Property must be listed or deemed eligible for listing in the National Register of Historic Places.

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CERTIFIED LOCAL GOVERNMENT INFORMATION	
CLG Name	
Chief Elected Official	
Title	
Full Address	
Telephone Number	
Email Address	

CLG's HISTORIC PRESERVATION OFFICER OR CLG REPRESENTATIVE	
Name	
Title	
Full Address	
Telephone Number	
Email Address	

Third-Party Entity	<i>Complete this section only if the applicant is a third-party delegated to administer the grant on the CLG's behalf.</i>
Applicant Organization Name	
Primary Contact Name	
Title	
Full Address	
Telephone Number	
Email Address	

Project Manager	<i>The project manager will be the liaison between the grantee and THC, ensuring grant requirements are met and making decisions concerning project work. If a consultant will be hired to undertake the project, the grantee must still appoint a project manager from their organization to whom the consultant will report. Note: the</i>
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	<i>HPO is frequently the project manager.</i>
Name	
Title	
Full Address	
Telephone Number	
Email Address	

Fiscal Manager	<i>The fiscal manager will handle financial documentation and reimbursement requests for the project. Project manager and financial manager may be the same.</i>
Name	
Title	
Full Address	
Telephone Number	
Email Address	

CERTIFIED LOCAL GOVERNMENT SUBGRANT

Fiscal Year 2027 Grant Application Narrative

Applications will be scored on each question equaling the sum of available points in the following categories: CLG Performance and Administration, Project Scope, and Statewide Comprehensive Planning Process.

SECTION I. CLG PERFORMANCE AND ADMINISTRATION (15 points)

Applications will be scored on the CLG's compliance with CLG Program requirements. See the CLG Handbook at <https://www.thc.texas.gov/public/upload/CLG%20Handbook.pdf> for city and county CLG requirements.

1. Did the CLG submit a complete FY24 and FY25 Annual Report on or before the deadline? *Only CLGs that have completed an Annual Report for the past two fiscal years are eligible for grant funds.*

☐ Yes ☐ No

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

☐ Yes ☐ No

3. Has the HPO or CLG Representative attended at least one preservation-related training in the past year? If yes, please list the training(s) below.

☐ Yes ☐ No

Description and date of training(s):

4. Has at least one member of the preservation commission or CLG committee attended at least one preservation-related training in the past year? If yes, please list the training(s) below.

☐ Yes ☐ No

Description and date of training(s):

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

SECTION II. PROJECT SCOPE (74 total points, as broken out below)

1. Project Need (15 points):

Provide a summary of the proposed project.

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

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

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

2. Project Objectives (15 points):

Define the objectives for the proposed project.

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

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

Who will be leading the project? What qualifies this person to lead such a project? (Resumes of the individuals must be provided. If the applicant plans to hire a consultant or subcontractor to complete the grant-funded work, resumes may be submitted following the selection process.)

3. Significance and Impact (16 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?

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

4. Public Involvement and Benefit (13 points):

Will the public be involved in the proposed project? If so, how?

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

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

Will this project result in educational publications or activities?

5. Budget and Cost Effectiveness (15 points):

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

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

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

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

SECTION III. STATEWIDE COMPREHENSIVE PRESERVATION PLAN (11 points)

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 goal(s) 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.

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

ATTACHMENTS

Please include all applicable attachments to the grant application. **Resumes from the Project Manager and outside consultants are required for all projects;** however, if the applicant plans to hire a consultant or subcontractor after the grant award, resumes may be submitted following the selection process.

Below are possible attachments for each project type:

- **Survey and Inventory:** Survey area boundary map, street view images, Determination of Eligibility statement from the THC (recommended but not required)
- **National Register Nominations:** Physical address, boundary or location map, Determination of Eligibility statement from the THC (required), photograph(s)
- **Design Guidelines:** Any current design guidelines, outline of sections of proposed guidelines
- **Education and Outreach:** Outline of script, draft agenda clearly defining the subject of the training

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

ACKNOWLEDGEMENTS

By checking below, the applicant acknowledges:

- ☐ One copy of this application must be received via email by the Texas Historical Commission no later than 5 p.m. CST on Friday, November 6, 2026, 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 requires 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: _____ DATE: _____

CHIEF ELECTED OFFICIAL CERTIFICATION: The application must be signed by the chief elected official of the CLG (the mayor of a city or the county judge) or chief administrative official (e.g. city manager).

SIGNATURE: _____ TITLE: _____ DATE: _____

HISTORIC PRESERVATION OFFICER OR CLG REPRESENTATIVE’S CERTIFICATION: *This is only required if Applicant is a third-party designee.*

SIGNATURE: _____ TITLE: _____ DATE: _____

CERTIFIED LOCAL GOVERNMENT SUBGRANT
FY 2027 Grant Budget Worksheet

[illegible]

Please complete the 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 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).