

SPECIAL CALL

TEXAS HISTORICAL COMMISSION

CERTIFIED LOCAL GOVERNMENT

GRANT APPLICATION

FORUM 2022 TRAVEL STIPEND



APPLICATION DEADLINE:

WEDNESDAY, DECEMBER 1, 2021



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

Based on funding availability, the Texas Historical Commission (THC) intends to offer travel stipends for individuals from Certified Local Governments in Texas to attend FORUM 2022 in Cincinnati, Ohio from July 13-17, 2022. FORUM 2022 is the National Alliance of Preservation Commissions' biennial training program for local preservation boards and commissions. Educational sessions will cover a variety of topics related to design review, cultural resource management, legal issues, and historic preservation planning.

FORUM is the *only* national conference specifically for preservation commission members and staff. FORUM's unique combination of educational breakout sessions and working roundtables offers an opportunity for commissioners, staff, and other experts from across the country to share information and best practices from preservation's front lines. More information is available on the web at: <https://napcommissions.org/forum/>.

These travel stipends are available to CLGs in order to help them meet the educational requirements outlined in their CLG Certification Agreement with THC. ***Only CLGs that are current on all CLG Program requirements will be eligible to receive funding. This includes the submission of preservation commission meeting minutes and the completion of any outstanding Annual Reports.***

ELIGIBLE ATTENDEES:

Eligible attendees include all individuals who play an active role in a CLG's historic preservation program. This includes, but may not be limited to, Historical Commission members, Planning Board/Commission members, elected officials, city or county staff (e.g., Historic Preservation Officers (HPO), city managers, code officials, planners, secretaries), and consultants currently under contract with a CLG for historic preservation, planning, or code related services.

Note, however that the **travel stipends can only be paid to CLGs**. Attendees will pay their expenses up front and request reimbursement from their CLG, before the CLG can then request reimbursement from the THC. Please ensure that those individuals intending to use the travel stipend are eligible to receive reimbursement from the city or county.

TRAVEL STIPEND AMOUNTS

The stipend amount is not expected to exceed \$1,200 per individual.

CLGs may request additional funds, should they be available. Such requests will be considered on a case-by-case basis and will be awarded based upon need and availability.

ELIGIBLE EXPENSES AND ANTICIPATED COSTS

Travel stipends can be used to cover costs for airfare to and from Cincinnati, ground transportation (taxis, shuttles, etc.) to and from the airport and hotel, and hotel lodging, including hotel taxes. Hotel lodging should follow GSA lodging rates for Cincinnati. The FY22 GSA rate for lodging in Cincinnati is \$151.00 per night.

Registration to the conference is not an eligible expense and it will be the responsibility of the CLG or individual to register for the conference. Car rental for local (Cincinnati) transportation will not be an eligible expense. Other ineligible expenses include food, beverages, parking, and incidentals.

All travel stipends will be **reimbursable**, meaning that a CLG or individual must cover all expenses up front, and then submit a request for reimbursement that includes receipts/verification for eligible expenses. Reimbursement requests will be processed following the conference. Reimbursements will be paid to the CLG. (Individuals who register but do not check-in at the conference will not qualify for reimbursement.)

REGISTRATION DEADLINE

Applicants should be advised that there will be a THC-imposed registration deadline approximately two months before the conference start date. The THC reserves the right to withdraw the travel stipend offer from a recipient who does not register for the conference on or before that deadline and award the money to an applicant on the waiting list. All accepted applicants will be made aware of the registration deadline.

MATCH REQUIREMENTS

There are no formal match requirements beyond the participant's registration; however, recipients will be responsible for covering all costs that are over and above the stipend amount and/or ineligible for reimbursement with personal or city/county funds. Recipients will be asked to report only eligible expenses on the reimbursement form.

If a specific travel cost is being covered by some other method (i.e., a scholarship or grant from another source), it cannot also be reimbursed via this stipend. However, portions of travel NOT being requested for THC reimbursement (e.g., local car rental, additional hotel nights, meals) may be covered by other sources.

APPLICATION AND SELECTION PROCESS

All applications will be submitted through the Historic Preservation Officer (HPO) or CLG Representative. Interested attendees shall work with their HPO or CLG Representative to apply. Each CLG shall submit one application with a list of potential attendees. If interested in attending themselves, HPOs and CLG Representatives should be sure to list themselves on the application (Question 2).

The application must be signed by the HPO or CLG Representative. **All applications must also be signed by a representative from the city or county administration (e.g., Planning Department Director, City Manager, County Judge)** to verify that all individuals listed on the application play a role in the local preservation program.

The applications will be reviewed and evaluated by THC staff. There is no limit to the number of individuals that may apply from a CLG; however, in selecting recipients, THC will endeavor to award travel stipends to individuals from as many CLGs as possible. The THC may not be able to fund everyone from the applying CLG. In this case, the THC will fund individuals in the order presented on the application. **Preference will be given to CLGs that have not received a travel stipend in the last two years.**

In the event that demand exceeds the available funds, THC will consider need, geographic distribution, and the relative benefit to each CLG in selecting applicants. Community benefit will be evaluated using the response to Question 3 on the application form. Need will be evaluated using Question 4.

In the event that the total requests received by December 1, 2021, do not utilize the available funds, THC may elect to either a) increase the dollar amount awarded to individual recipients above the maximum amount or b) extend the application deadline. Incomplete applications will not be reviewed.

Applications may be submitted by U.S. Mail (**postmarked by December 1, 2021**) **or** may be scanned and emailed to the THC on or before **December 1, 2021**. Please submit all applications to:

Certified Local Government Program
Texas Historical Commission
P.O. Box 12276
Austin, Texas 78711-2276

(Physical Address: 1304 Colorado St, Austin, Texas 78701)

By email to: Maria.Mougridis@thc.texas.gov

REIMBURSEMENT PROCESS

Following the conclusion of FORUM, recipients will submit completed reimbursement requests to the THC, who will issue payment to the specified address. Receipts will be required. If a CLG is sending multiple attendees, they may elect to submit a single reimbursement request for all individuals from their city or county. Reimbursement forms will be provided to stipend recipients as part of the grant contract packet.

QUESTIONS?

Contact Lorelei Willett, Certified Local Government Coordinator at 512-463-7812 and Lorelei.Willett@thc.texas.gov or Maria Mougridis, Local Government Specialist at 512-463-9063 and Maria.Mougridis@thc.texas.gov with any questions about the travel stipend program.

FORUM 2022 TRAVEL STIPEND APPLICATION

DEADLINE: December 1, 2021

This application is for travel stipends to support the participation of individuals active in the historic preservation program of Certified Local Governments in Texas in FORUM 2022, July 13-17, in Cincinnati, Ohio.

Submit completed application by December 1, 2021 to: Certified Local Government Program, Texas Historical Commission, P.O. Box 12276, Austin, Texas 78711-2276 or by email to: Maria.Mougridis@thc.texas.gov

1. Contact Information

City of San Antonio

Name of Certified Local Government

Shanon Miller, Historic Preservation Officer

Name of HPO or CLG Representative (application must be sent from HPO or CLG Representative)

1901 S Alamo

Mailing Address

San Antonio

City

TX

State

78204

Zip

2. Attendee Information

THC may not be able to fund every individual from each CLG. Funding priority will be given in order of ranking in table below. HPOs and CLG Representatives who would like to attend should add themselves to the list below. The THC understands that specific individuals may change between now and July 2022; therefore, we ask for title in lieu of an individual's name. See example below.

	Title	Name (Subject to Change)
Attendee #1	Historic Preservation Officer	Shanon Miller
Attendee #2	Deputy Historic Preservation Officer	Cory Edwards
Attendee #3	Senior Historic Preservation Specialist	Edward Hall
Attendee #4	Senior Historic Preservation Specialist	Stephanie Phillips
Attendee #5	Historic Preservation Specialist	Rachel Rettaliata
Attendee #6	Historic Preservation Specialist	Katie Totman
Attendee #7	Historic Preservation Specialist	Hanna Leighner
Attendee #8	Historic Preservation Specialist	Jessica Anderson
Attendee #9	Historic Preservation Specialist	Vacant
Attendee #10	ScoutSA Program Manager	Jenny Hay

Attendee #11	Preservation Management Analyst	Lauren Sage
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3. Benefits of Attending FORUM

What are the CLG's goals to enhance the local preservation program? How will attending FORUM 2022 help the CLG accomplish those goals?

The City of San Antonio's OHP is seen as leader in preservation programs at the state and national level. Attending FORUM is an opportunity for OHP staff to connect with the staff of other Certified Local Governments and participate and learn from discussions related to customer service, growth, purview, policy, process, and outreach. The City of San Antonio OHP is dedicated to education and outreach and is looking forward to exploring innovative ways to inform the public about Historic Tax Credits, our Historic Design Guidelines, and how to navigate the design review process. The OHP is currently implementing new initiatives such as the deconstruction and salvage initiative, which involves partnerships within city government and with agencies outside of the municipal government and is in-line with the OHP's role as a founding member of the newly launched international Climate Action Network. At FORUM, our staff looks forward to networking with fellow municipal government preservationists to assess how other Certified Local Governments are addressing similar challenges, such as training the next generation of tradespeople, managing infill construction, cultural mapping, and the effects of climate change on heritage resources.

4. Travel Stipend Amount

What total travel stipend amount is the CLG requesting? Please provide a budget worksheet demonstrating the requested amount. Stipend amounts are not anticipated to exceed \$1,200 per individual. Also state the minimum amount of stipend that you would require in order to be able to attend the FORUM—this will help us evaluate need. (Sample budget worksheets provided.)

\$13,200 (\$1,200 x 11 Attendees; Estimated total cost for 11 attendees is \$13,288)

- The CLG understands that registration to FORUM 2022 is not a qualified reimbursable expense and that, if selected, the CLG or individual will be responsible for registering for FORUM 2022.
- The CLG does not require but is interested in receiving additional funds over and above the amount indicated should they become available. If available, additional funds will only be used to reimburse qualified expenditures.

5. Local Government Verification (e.g., Planning Department Director, City Manager, County Judge)

By signing below, I confirm that all attendees listed in Question 2 play a role in the CLG's historic preservation program in the capacity indicated and believe that their participation in FORUM 2022 will benefit the CLG.


Signature

11/9/2021
Date

Lori Houston
Printed Name

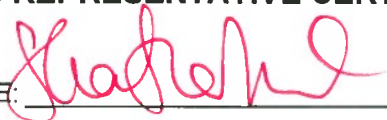
Assistant City Manager
Title

ACKNOWLEDGEMENTS - By checking below the applicant acknowledges that:

- A signed and completed application will be postmarked by December 1, 2021 and sent to the THC (hand-delivered, US Mail, UPS, FedEx, etc.) or will be scanned and emailed to Maria.Mougridis@thc.texas.gov by December 1, 2021.
- A budget is attached to the signed and completed application.

<input checked="" type="checkbox"/>	Late applications, faxed applications, and handwritten applications will not be accepted.
<input checked="" type="checkbox"/>	Incomplete applications will not be reviewed.
<input checked="" type="checkbox"/>	The THC will only reimburse the CLG, not the individual, for qualified expenditures, and the THC is not responsible for the CLG's reimbursement to the attendee.
<input checked="" type="checkbox"/>	Registration cost is not an eligible, reimbursable expense.
<input checked="" type="checkbox"/>	Portions of travel paid for by other funding sources (i.e., other grants or scholarships) cannot also be reimbursed via this travel stipend.
<input checked="" type="checkbox"/>	The information provided on this application is accurate to the best of your knowledge.

HPO/CLG REPRESENTATIVE CERTIFICATION: Signature Required.

SIGNATURE:  TITLE: Director DATE: 11.9.21

Proposed Budget from San Antonio, Texas

Attendee	Airfare	Airport Shuttle/Cab	Lodging				Total Travel Expenses per individual
			Rate	Tax (16.75%)	Nights	Total for Hotel	
Shanon Miller, Historic Preservation Officer	\$600	\$80	\$151	25	3	\$528	\$1,208
Cory Edwards, Deputy Historic Preservation Officer	\$600	\$80	\$151	25	3	\$528	\$1,208
Edward Hall, Senior Historic Preservation Officer	\$600	\$80	\$151	25	3	\$528	\$1,208
Stephanie Phillips, Senior Historic Preservation Officer	\$600	\$80	\$151	25	3	\$528	\$1,208
Rachel Rettaliata, Historic Preservation Specialist	\$600	\$80	\$151	25	3	\$528	\$1,208
Katie Totman, Historic Preservation Specialist	\$600	\$80	\$151	25	3	\$528	\$1,208
Hanna Leighner, Historic Preservation Specialist	\$600	\$80	\$151	25	3	\$528	\$1,208
Vacant, Historic Preservation Specialist	\$600	\$80	\$151	25	3	\$528	\$1,208
Lauren Sage, Historic Preservation Management Analyst	\$600	\$80	\$151	25	3	\$528	\$1,208
Jenny Hay, ScoutSA Program Manager	\$600	\$80	\$151	25	3	\$528	\$1,208
Jessica Anderson, Historic Preservation Specialist	\$600	\$80	\$151	25	3	\$528	\$1,208


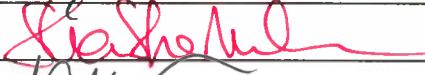

Total Travel Expenses: \$13,288

Total Stipend Amount Request by CLG: \$13,200

Minimum stipend amount required to be able to attend FORUM: \$1,200 per individual

CITY OF SAN ANTONIO GRANT APPLICATION APPROVAL

Grant Title:		CERTIFIED LOCAL GOVERNMENT FORUM 2022 TRAVEL STIPENDS
Granting Agency:		TEXAS HISTORICAL COMMISSION
Grant Category: (New; renewal; re-award; funding; increase; other [explain])		FUNDING
Solicitation Date:		OCTOBER 2021
Application Due Date:		DECEMBER 1, 2021
Department Applying:		OHP
Project Manager/Grant Writer:		CORY EDWARDS
Funding Amount:		\$13,200
Match Requirement:	Cash	USE CASH MATCH REQUIRED/NO COUNCIL DATE AVAILABLE FORM
	In-Kind	NA
High Profile Program (Describe):		NA
Partnerships:		NATIONAL ALLIANCE OF PRESERVATION COMMISSIONS
Ordinance Date/Number: (Previously approved grants)		NA

Grant Summary:			
TRAVEL STIPENDS FOR OHP STAFF TO ATTEND NAPC FORUM CONFERENCE JULY 2022 IN CINCINNATI, OHIO.			
Submitted By:			Date: 11/9/21
Department Head Authorization:			Date: 11.9.21
Executive Leadership Team (ELT) Member Authorization: (sign one of the two selections)	Approved for Application		Date: 11.9.21
	Requires RFCA for Application		

PROVISION:

Submission of this grant application does not obligate the City of San Antonio to accept funds if awarded. The City Manager's Office will make a final determination regarding the availability of cash match requirements.

