



CERTIFIED LOCAL GOVERNMENT

Commission Training Application

Application Deadline: JANUARY 9, 2026





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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 83 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 trainings held in partnership with the selected host CLG(s), the Friends of the Texas Historical Commission (FTHC), and the National Alliance of Preservation Commissions (NAPC).* The grant would fund training for individuals who play an active role in CLGs' historic preservation programs. The format of the trainings would be either an in-person, full-day regional Commission Assistance and Mentoring Program (CAMP) training *or* a half or full-day virtual CAMP. Attendees could include, but may not be limited to, preservation commission members, planning and zoning commission members, elected officials, and city or county staff (such as HPOs, city managers, code officials, planners, administrative assistants).

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, 2027.

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** January 2026 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**

* NAPC is in the unique position of having created extensive curriculums designed specifically for local historic preservation programs like CLGs. The CAMP training system can 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 is demonstrated to be equivalent in content and quality as well as within the budget of the grant program.

the Certification Agreement to be ineligible. Requirements of the CLG Program may be found in the CLG Handbook at <https://www.thc.texas.gov/public/upload/CLG%20Handbook.pdf>.

REQUIREMENTS OF THE SELECTED CLG(s)

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 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 program logistics as needed

The host CLG(s) will not be required to provide local matching funds. The host CLG(s) 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; however, 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 FY24 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 only), 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 (not including travel stipends to attend NAPC 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 and consist of boxed lunch, buffet, or similar.

Applications will be reviewed and evaluated by THC staff. In selecting applicants, THC staff will consider need, geographic distribution, and capacity of the CLG to host the training. 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.

To submit a grant application, send one email that includes all required documentation with the subject line “CLG Training Grant Application” to clg@thc.texas.gov. Do not send the application to any other THC email address; it will not be considered. The application must be signed by the HPO or CLG Representative **and** the chief elected official of the CLG (e.g. city mayor or county 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. CST on Friday, January 9, 2026**. 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.

QUESTIONS

Contact THC staff at 512-463-7812 or clg@thc.texas.gov with any questions about this special call for grant applications.

GRANT TIMELINE

January 9, 2026	Deadline to submit a signed and complete application package, including any supporting materials, to the THC no later than 5 p.m. CST on Friday, January 9, 2026 .
February 2026	Review of applications by THC staff committee.
April 2026	Final award decisions made by the Texas Historical Commission at its Quarterly Meeting. All applicants are contacted by email regarding the THC's decision.
May – June 2026	Selected CLG(s) sign agreement to uphold the responsibilities of hosting the training. Training date is selected.
June 2026 – Sept 2027	THC staff works with NAPC, FOTC, and the CLG to select content for the training, process registration, and administer the training.
September 30, 2027	Deadline for completion of CAMP training in partnership with THC, FTHC, and NAPC.

CERTIFIED LOCAL GOVERNMENT SUBGRANT GRANT APPLICATION: SPECIAL CALL FOR TRAINING

Completed grant applications must be received by email at clg@thc.texas.gov with the subject line “CLG Training Grant Application” no later than 5 p.m. CST on January 9, 2026. Late applications cannot be considered. Please fill out this section completely and use only the space provided below. Handwritten applications will not be accepted.

CERTIFIED LOCAL GOVERNMENT INFORMATION	
CLG Name	Lubbock County CLG
Chief Elected Official Name	Judge Curtis Parrish
Title	Lubbock County Judge
Full Address	904 Broadway P.O. Box 10536 Lubbock TX 79401
Telephone Number	806-775-1330
Email Address	cparrish@lubbockcounty.gov

CLG's HISTORIC PRESERVATION OFFICER OR CLG REPRESENTATIVE	
Name	Dr. Cameron Saffell
Title	Historic Preservation Officer
Full Address	Museum at Texas Tech University, Box 43191, Lubbock TX 79409-3191
Telephone Number	806) 742-2442.
Email Address	cameron.saffell@ttu.edu.

Grant 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. Note: the HPO is frequently the project manager.</i>
Name	Sandy Fortenberry
Title	Chair, Lubbock County Historical Commission
Full Address	5715 68 th St. Lubbock TX 79424
Telephone Number	806-893-3070
Email Address	sjfberry@msn.com

Grant 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	Anjali Kaul Zutshi
Title	Executive Director, Friends of the Texas Historical Commission

Full Address	P.O. Box 13497
Telephone Number	512-936-2241
Email Address	P.O. Box 13497, Austin, TX 78711

1. LOGISTICAL DETAILS

- **Is the CLG applying to host a virtual or in-person training?**

In person training

- **What is the preferred date for the training?** Please note that trainings must take place between August 2026 and September 30, 2027. In-person CAMPs are typically held on a Friday or Saturday so that the trainers can travel to the location, get to know the community, and provide the training. Virtual CAMPs can be scheduled on weekdays, weekends, and have evening options. *NAPC cannot schedule CAMPs in June or July 2026 due to overlap with their FORUM 2026 conference.*

June 12, 2027

- **For in-person training only, please answer the two questions below:** *(Leave blank if applying for a virtual training.)*

- **What is the proposed meeting space?** (A historic site downtown is preferred but not required.)
Include the venue name, address, parking, facilities, capacity, and any other relevant information.

The proposed site is the FiberMax Center for Discovery (1121 Canyon Lake Drive in Lubbock, Texas), an agricultural education and history center with an emphasis on the High Plains and the cotton industry. The location is near downtown Lubbock with proximity to hotels. The large conference room, with versatile arrangements, will accommodate up to 300 guests with ample free parking (over 180 spaces). The space includes a wall-sized screen, microphones and a sound system. A catering kitchen is nearby. Rental includes tables, chairs, and wireless intranet. A smaller conference room holding up to 80 is also available. Guests may visit the Cotton Heritage Center, the tractor museum and other interactive exhibits during the training event.

- **Please list the proposed refreshments, vendor (if known), delivery or pick-up responsibilities, etc.** The CLG is responsible for providing morning and afternoon refreshments.

Morning coffee service with pastries will be provided. A boxed sandwich lunch (with vegan and gluten options) and drinks will be offered. Cookies will be available at the afternoon break.

2. ORGANIZATIONAL CAPACITY

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.).

Lubbock is known as the “Hub City.” All roads lead to Lubbock. Its strategic location with direct access to major highways and its international airport make it an ideal site for regional training. Lubbock is home to multiple higher educational institutions, including Texas Tech University, so quality resources and diverse training facilities are available. People in the region frequently travel to Lubbock for business as well as the opportunity to visit retail and cultural sites that include nine museums. Lubbock has a strong local interest in preservation and promotion of agricultural, historical, and heritage tourism. Such available physical resources attract attendance. Support from the CHC and other regional organizations who have written letters of support will help ensure a successful training event.

3. TRAINING NEED

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

As Lubbock and the surrounding region grow, development pressures often conflict with preservation of historic resources. The main challenge for organizations in historical preservation initiatives is community involvement. Sustainable efforts require fostering ownership. Residents contribute knowledge and cultural context in the local areas which is necessary for historical preservation. The involvement of local officials and community members is frequently overlooked. Organizations face resource constraints, technical complexity and planning or documentation shortfalls.

In-person training is a valuable tool that can address these issues but has not been frequently available on the South Plains. Proposed CAMP topics like understanding various historic designations, use of preservation resources, social media strategies and community engagement will benefit partners across the region. The structure for historic preservation requires knowledge of local ordinances and legal requirements, a preservation plan, recruitment of volunteers, and other “how to” information. Training would strengthen the CLGs in the area. It would help staff/volunteers design plans with measurable goals and link preservation to other regional concerns such as development, infrastructure growth, and tourism. Such information about “how to’s” are vital to CLG, CHC and other entities success.

4. ELIGIBILITY Did the CLG submit a FY24 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, leave this section blank.

Lubbock CLG will provide a lunch. Lubbock County has established ties with local vendors that can supply a variety of options. Vendor to be selected at a later date.

ACKNOWLEDGEMENTS - By checking below the applicant acknowledges:

<input checked="" type="checkbox"/>	An electronic copy of the signed and completed application will be emailed to clg@thc.texas.gov by 5 pm CST on January 9, 2026.
<input type="checkbox"/>	Applications from CLGs that have not submitted a FY24 Annual Report will not be reviewed.
<input 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: _____