

RFP NOTICE TO BID

RFP NO. 2026-007 HISTORIC RESOURCES SURVEY

Posted: 10/07/2026

Notice is hereby given that the City of Mercedes, Texas, is requesting sealed proposals (RFP) from qualified firms/individuals for a **HISTORIC RESOURCES SURVEY** to identify, document, and evaluate historic properties within designated areas of the city as part of a FY 2026 Certified Local Government (CLG) grant administered by the Texas Historical Commission.

All addenda, notices, additional information, etc. will be posted on the City of Mercedes website at www.cityofmercedes.com.

One (1) hard copy and one (1) electronic copy (on USB drive) must be sealed and delivered to the City of Mercedes, City Hall, no later than **3:00 P.M. CST on Wednesday, October 21, 2026**, to the attention of:

City Secretary
Mercedes City Hall
400 S. Ohio Ave.
Mercedes, TX 78570

All proposals must be clearly marked with **“RFP 2026-007 – HISTORIC RESOURCES SURVEY.”** Proposer is responsible for delivery of response by the date and time set for the closing of the proposal acceptance. Responses received after the date and time set for the closing will not be considered.

Proposals will be publicly opened and acknowledged after the submission deadline. The contract award is anticipated to be made on Tuesday, November 3, 2026, during the regular meeting of the Mercedes City Commission.

All questions regarding the specifications or scope of work must be submitted in writing to the City of Mercedes at:

Marisol Vidales, Historic Preservation Officer
Dr. Hector P. Garcia Memorial Library
434 S. Ohio Ave.
Mercedes, TX 78570
Phone: (956) 565-2371
mvidales@cityofmercedes.com

The City of Mercedes reserves the right to reject any and all proposals and waive informalities in proposals received.

Joselynn Castillo
City Secretary

1. Project Overview

Project Title: City of Mercedes – Historic Resources Survey

RFP Number: 2026-007

Issue Date: October 7, 2026

Proposal Due Date: October 21, 2026, by 3:00 PM CST

Delivery Address: City of Mercedes, City Secretary, 400 S. Ohio Ave., Mercedes, TX 78570

Submission Requirements: One (1) hard copy and one (1) electronic copy on USB. Emails will not be accepted. Deliver to Commission Chambers, 400 S. Ohio Ave. Mercedes, TX 78570.

Point of Contact: Joselynn Castillo, City Secretary | Phone: (956) 565-3114 | Email: jcastillo@cityofmercedes.com

Project Description: The City of Mercedes is seeking qualified consultants to conduct a reconnaissance level Historic Resources Survey to identify, document, and evaluate historic properties within designated areas of the city as part of a FY 2026 Certified Local Government (CLG) grant project administered by the Texas Historical Commission. The total project budget is \$100,000, consisting of \$50,000 in grant funds and a \$50,000 local match provided by the City of Mercedes. All work performed under this project must comply with the terms of the CLG Grant Contract CLG-TX-26-001 (RFP Attachment A). The selected consultant's contract will be subject to review and approval by the Texas Historical Commission.

The goal of this survey is to establish a comprehensive inventory of historic resources that will inform preservation planning efforts, support policy decisions, and determine eligibility for historic designation or listing at the local, state, and national levels. Qualified applicants are invited to submit qualifications and proposals for the provision of these services. In order to be considered, proposals must address each of the requests for information included in this document.

Qualified firms or individuals shall be those with proven expertise in historic preservation, architectural history, cultural resources management, and related disciplines as defined by the Secretary of the Interior's *Professional Qualifications Standards*. The ideal consultant will have substantial experience conducting similar historic resources surveys for Certified Local Government communities and be thoroughly familiar with the Texas Historical Commission's CLG grant guidelines (CLG Grant, Attachment C), Historic Resources Survey guidelines, and the Secretary of the Interior's *Standards for the Treatment of Historic Properties*.

The selected consultant will be expected to complete the required work in compliance with the guidelines and standards listed above. All work must be completed within the timeframe as outlined in the CLG Grant Contract, with final deliverables due no later than September 1, 2028.

Project Timeline: The project will begin upon execution of a contract between the selected bidder and the City of Mercedes and end upon receipt of final deliverables listed in the Scope of Work. The consultant will be expected to adhere to the timeline outlined in Attachment B of the CLG Grant for completion of milestones.

Payment Timeline: Allocation of payment will be for FY 2027 (Oct 2026 – Sept 2027): \$30,000 from the City of Mercedes and \$30,000 matched by CLG grant funds; FY 2028 (Oct 2027 – Sept 2028): \$20,000 from the City of Mercedes and \$20,000 matched by CLG grant funds. Consultant will provide the City with proper documentation required for CLG grant reimbursement requests (CLG Grant, Attachment F). As per CLG Grant Contract, 25% of total CLG funds (\$12,500) will not be paid out until completion and delivery of final work products to THC.

2. Survey Priorities & Study Areas

The consultant shall review the *Mercedes Historic Resources Survey Plan (2026)* and work with the HPO and Project Manager to determine which properties and areas within the current city limits shall warrant reconnaissance level surveying. The study area shall prioritize a large portion of the Mercedes Original Townsite, East Mercedes (Camp Mercedes), commercial resources located along US Business 83 (2nd Street) and Texas Avenue, important locations such as the Rio Grande Valley Livestock Show Grounds, Llano Grande Resort & Golf Club, Wes-Mer Drive-in Theater, TAMUK Citrus Center Research Station, and other high priority resources within the current Mercedes city limits as identified in at least Phase I of the Survey Plan.

The City of Mercedes is looking for proposals with a minimum of 1,000 properties (including associated resources on the same site) surveyed at the reconnaissance level.

A copy of the Survey Plan is available on the city website here:

<https://www.cityofmercedes.com/culture-recreation/mercedes-historic-preservation-commission/historic-resources-survey-plan/>

A courtesy map (non-comprehensive) of identified areas can be found here:

<https://www.google.com/maps/d/viewer?mid=1WOlxpRU4pwlmbfZXRp6abQIToCrnNM>

3. Scope of Work / Technical Specifications

The selected consultant will perform a Historic Resources Survey in accordance with:

- THC Certified Local Government grant guidelines
- THC Historic Resources Survey Manual
- Secretary of the Interior's Standards for the Treatment of Historic Properties

The following components are expected as part of the project:

- Project Initiation/Public Engagement: The consultant will initiate the project by coordinating a kickoff meeting with city staff. The consultant will coordinate community outreach and engagement efforts to receive input from community members to help determine project priorities. During this phase, the consultant will confirm project expectations, finalize the detailed work plan and project schedule, and conduct a review of available data/reports, including the recent Survey Plan report.
- Research Design/Methodology: The consultant will develop a clear research design that outlines the survey methodology to be used throughout the project. This will include identifying appropriate periods of significance, establishing research themes, and finalizing a literature review to coordinate the research phase of the project.

- C. Historical Research: The consultant will perform archival and secondary source research to develop a comprehensive understanding of the historical development of the study area(s). This work will inform the creation of historic context narrative(s) that support the evaluation and significance of identified resources.
- D. Field Work/Survey: The consultant will conduct a reconnaissance-level field survey of the study area(s) in accordance with THC standards and documentation requirements, including full Survey Forms for required resources. Full color digital photographs will be taken of all surveyed resources, and any representative streetscapes for potential districts.
- E. Evaluation of Data: Following survey fieldwork, the consultant will compile survey data into an inventory table and evaluate each resource and groupings of resources, identifying low, medium, and high preservation priorities, and potential eligibility for designation, including potential historic districts.
- F. Survey Report: The consultant will draft a survey report for review and comment by city staff and the THC. The report will include an executive summary, historic context report(s), research and methodology descriptions, explanation of data analysis and survey results, recommendations for designation of individual properties and historic districts, detailed maps, and a bibliography of sources used. A final draft will be prepared after feedback is obtained on the draft report.
- G. Presentation of Findings: Upon completion of the project, the consultant will present the final findings to the City Commission, summarizing key outcomes, recommendations, and potential next steps for preservation planning.

The following deliverables are required by project completion:

- Research Design Report
- Draft and Final Historic Resources Survey Report
- Historic Resources Survey Forms for surveyed properties
- Historic Resources Inventory Table of all surveyed properties
- Photo documentation of all surveyed properties
- Detailed maps of surveyed areas, highlighting preservation priorities, contributing and noncontributing resources, and delineation of recommended or potential districts
- Physical and electronic copies of all work products

4. Proposal Submission Criteria & Requirements

A. Include the following information in your proposal:

- Name of Firm/Consultant, mailing address, contact information
- Project manager name and email/phone number, if different from above
- Evidence of insurance, including for general liability and automobile liability.

B. The following items should be addressed in the proposal:

1. Project Approach (40 points)

A narrative description of the firm's approach to completing the work, including anticipated methods, deliverables, and a proposed project timeline that aligns with the CLG grant requirements and project completion deadline.

This section must include:

- a. Statement summarizing the consultant's understanding of the project.
- b. Description of proposed approach to meet or exceed each of the stated objectives outlined in the Scope of Work.
- c. Proposed project schedule that outlines key phases, milestones, and anticipated completion dates for all project activities. The schedule must demonstrate the firm's ability to meet milestone deadlines as outlined in the CLG Grant, Attachment B, and a final completion date of September 1, 2028, including required review periods by the City and the Texas Historical Commission.

2. Professional Qualifications (20 points)

Description of the firm's qualifications and experience in conducting Historic Resources Surveys, particularly within Texas and in accordance with Texas Historical Commission requirements and the Secretary of the Interior's Professional Qualification Standards.

This section must include:

- a. Professional qualifications narrative of firm and/or team members that clearly defines the project manager and key personnel along with a description of their roles, responsibilities and relevant experience.
- b. Provide resumes for individuals within the firm that will be working on the project. Resumes for the additional team members, such as subconsultants, should also be included, if applicable.
- c. Statement describing the firm's knowledge/experience with the Secretary of the Interior's Standards for the Treatment of Historic Properties, THC Historic Resources Survey Manual, THC CLG Grant requirements, and other applicable standards or guidelines.

3. Previous Experience (30 points)

Firm's capabilities and experience with similar projects. The response should address the respondent's experience with similar projects and their relation to this project.

- a. Statement providing examples of at least three (3) survey projects completed by the firm demonstrating competence in performing similar work. Preference will be given to firms having completed a CLG survey project, and to those which have successfully nominated identified survey resources to the National Register.
- b. Representative example(s) of completed historic resources survey or similar project completed in the Rio Grande Valley (Cameron, Hidalgo, Starr, or Willacy counties) authored by the firm or project lead.

- c. Provide at least three (3) references (names, current phone numbers, and email) specific to above projects. These references/cities/organizations may be contacted by the City for verification purposes.

4. Fee Proposal/Contract, and Budget Justification (10 points)

Interested qualified firms shall provide a fee proposal/contract with submission, including a budget justification for the full project amount, not to exceed \$100,000.

C. Addenda: All clarifications or changes to the RFP will be issued in writing. Bidders must acknowledge receipt of all addenda via the acknowledgement form (Section 6).

D. City Rights: The City reserves the right to reject any or all proposals. The City is not responsible for costs incurred by bidders.

5. Bidder Certification: I certify that the submitted proposal is a true and accurate account.

Name: _____ Title: _____

Signature: _____ Date: _____

6. Addenda Acknowledgment Form

Bidder acknowledges receipt of the following addenda (if any):

Addendum No. _____ Date: _____

Addendum No. _____ Date: _____

Signature: _____ Name: _____ Date: _____

7. Conflict of Interest / Non-Collusion Statement

Bidder certifies that no officer, employee, or agent of the City of Mercedes has a financial interest in the proposal; no collusion exists with other bidders; and all information submitted is true and correct.

Signature: _____ Name: _____ Date: _____

Attachment A: CLG Contract CLG-TX-26-001 (attached)

End of RFP Packet

**TEXAS HISTORICAL COMMISSION
THC Contract No. 808-26-262551**

FEDERAL GRANT YEAR 2026 CERTIFIED LOCAL GOVERNMENT (CLG) GRANT
CFDA: 15.904
FEDERAL AGENCY: NATIONAL PARK SERVICE (NPS)

Grant Contract No. CLG-TX-26-001

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THC Contract No. 808-26-262551

FEDERAL GRANT YEAR 2026 CERTIFIED LOCAL GOVERNMENT (CLG) GRANT

CFDA: 15.904

FEDERAL AGENCY: NATIONAL PARK SERVICE (NPS)

GRANT Contract No. CLG-TX-26-001

1. Parties

The parties of this contract (Contract) are the Texas Historical Commission (THC), an agency of the State of Texas; and the City of Mercedes (Grantee).

2. Purpose

This Contract is entered into pursuant to a grant made to THC for federal grant year **2026 (Federal GY2026)** by the U.S. Department of the Interior, National Park Service (NPS), under the provisions of the National Historic Preservation Act of 1966, P.L. 89-665 (as codified and amended at 54 U.S.C. §§ 300101 et seq.) and pursuant to the terms and conditions of the Historic Preservation Fund (HPF) Grants Manual, 2007. This grant is made for the purpose of funding a project or projects to be undertaken by Grantee as a participant in the Certified Local Government (CLG) program.

3. Services to be Provided

The following services are to be provided within the Contract period on a schedule to be agreed upon by the parties to this Contract. However, the services designated with specific deadlines must comply with those deadlines.

Products developed under this agreement must conform to the requirements of THC and the Project Proposal, as stipulated in the Expected Products of a Historic Resources Survey and Inventory Project (Attachment B). Grantee will conduct a historic resources survey of Mercedes, Texas, as described in the grant application.

Grantee-employed project personnel shall meet the **Standards for Professional Qualifications** as outlined in **36 CFR 61 (Attachment C)**, as appropriate to the scope of the project, and be employed by competitive procurement. All subcontracted services and products must be procured according to federal procurement standards set forth in Chapter 17 of the HPF Grants Manual, 2 CFR §§ 200.317-.326, 43 CFR §§ 12.940-.948, and 43 CFR § 12.76 (See **Attachment N**). Regulations of the U.S. Department of the Interior strictly prohibit unlawful discrimination in federally assisted programs on the basis of race, color, and/or national origin. Therefore, the Grantee must sign the **U.S. Department of the Interior Civil Rights Assurance (Attachment D)** and return the signed form to THC with this Contract. Similarly, all consultants, subcontractors, and subrecipients retained by the Grantee must sign the **Assurances for Consultants, Subrecipients or Subcontractors (Attachment D.1)**. In all cases the person(s) employed by the Grantee to complete the work specified in this Contract must meet with THC approval. The professional staff hired must also contact THC's CLG staff prior to commencing work.

4. Contract Amount

The total amount of this Contract shall not exceed **\$50,000.00 (fifty thousand & No/100 Dollars)**. THC shall reimburse the Grantee exclusively from U.S. Department of the Interior grant-in-aid funds for historic preservation (CLG), and this Contract is subject to the availability of those funds.

5. Contract Period

This Contract shall commence on the date it is executed by both parties and shall terminate on **December 31, 2028**. It is further agreed that all work associated with this project shall be completed by **September 30, 2028**, and all materials stipulated in Attachments A and B and all reimbursement requests shall be submitted to THC by **October 31, 2028**.

An extension for completing products stipulated in Attachment B may be granted by THC upon review and approval of a written extension request by the Grantee, provided that a draft of the grant product(s) has been previously reviewed and approved. The final product(s) must be received by THC no later than **December 31, 2028**. All expenses incurred by the Grantee associated with work completed after **September 30, 2028**, shall be considered ineligible for reimbursement under this grant contract.

Written contract amendments may be submitted using the **Certified Local Government (CLG) Contract Amendment Form (Attachment E)** at any time between Contract execution and **December 31, 2028**, at THC's option.

6. Independent Contractor Status; Indemnity, Hold Harmless Agreement

Grantee is a Texas Municipal Corporation. Grantee is not an agency of the State of Texas. It is expressly understood and agreed that the Grantee and Grantee's subcontractors, if any, are independent contractors and not THC employees. Grantee or any subcontractor shall not be considered the agent, the servant, or the employee of THC for any purpose whatsoever.

If Grantee is authorized by this Contract to use grant funds for contractual purposes, all persons furnished, used, retained, or hired by or on behalf of Grantee or any of Grantee's subcontractors shall be solely the employees or agents of Grantee or Grantee's contractors. Grantee or Grantee's contractors shall be responsible for ensuring that any and all appropriate payments are made, such as unemployment, social security, workers compensation, and other payroll taxes for such persons, including any related assessments or contributions required by law. In no event shall this provision relieve Grantee of responsibility for ensuring the services rendered, or products, materials, or items provided under all subcontracts are rendered in compliance with this Contract.

To the extent allowed by law, Grantee or Grantee's subcontractors are responsible for any and all claims whatsoever due to actions or performance under this grant, including, but not limited to, the use of automobiles or other transportation taken by their owners, incorporators, officers, directors, employees, volunteers, or any third parties. TO THE EXTENT ALLOWED BY LAW, GRANTEE AGREES TO DEFEND, INDEMNIFY, AND HOLD HARMLESS THE STATE OF TEXAS AND THC, AND/OR THC's OFFICERS, AGENTS, EMPLOYEES, REPRESENTATIVES, CONTRACTORS, ASSIGNEES, AND/OR DESIGNEES FROM ANY AND ALL LIABILITY, ACTIONS, CLAIMS, DEMANDS, OR SUITS, AND ALL RELATED COSTS, ATTORNEY FEES, AND EXPENSES, ARISING OUT OF, OR RESULTING FROM ANY ACTS, PERFORMANCE, OR OMISSIONS OF GRANTEE OR ITS AGENTS, EMPLOYEES, SUBCONTRACTORS, ORDER FULFILLERS, OR SUPPLIERS OF SUBCONTRACTORS IN THE EXECUTION OR PERFORMANCE OF THE CONTRACT AND ANY PURCHASE ORDERS ISSUED. UNDER THIS CONTRACT, INCLUDING, BUT NOT LIMITED TO, NEGLIGENT ACT OR OMISSION, INTENTIONAL TORT, INTELLECTUAL PROPERTY INFRINGEMENT, OR THE FAILURE TO PAY A SUBCONTRACTOR. THE DEFENSE SHALL BE COORDINATED BY GRANTEE WITH THE OFFICE OF THE TEXAS ATTORNEY GENERAL WHEN TEXAS STATE AGENCIES ARE NAMED DEFENDANTS IN ANY LAWSUIT AND GRANTEE MAY NOT AGREE TO ANY SETTLEMENT WITHOUT FIRST OBTAINING THE CONCURRENCE FROM THE OFFICE OF THE TEXAS ATTORNEY GENERAL. GRANTEE AND THC AGREE TO FURNISH TIMELY WRITTEN NOTICE TO EACH OTHER OF ANY SUCH CLAIM.

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7. Documentation and Payment

Grantee may submit to THC, for its approval, a properly completed invoice for services rendered in compliance with all requirements of the Contract as specified in the **Reimbursement Request Procedures (Attachment F)**. Grantee will provide invoices to THC as costs are incurred and work is completed, but not more frequently than monthly.

It is further agreed that Grantee will provide written quarterly updates on the **Grant Product Quarterly Report Form (Attachment O)** to describe the progress of the grant product. Each update will outline the tasks completed and expenses incurred on the project and provide a timeline and status of the overall project. Grant Product Quarterly Reports are due upon execution of this Contract on the following dates August 31, 2026, December 31, 2026, April 30, 2027, August 31, 2027, December 31, 2027, April 30, 2028, and August 31, 2028. Grantee represents and warrants that it will submit timely, complete, and accurate reports in accordance with the grant and maintain appropriate backup documentation to support the reports. Failure to submit quarterly reports as required on a timely basis may constitute breach of this grant Contract and result in forfeiture of the grant.

Reimbursement to Grantee shall be on a matching basis as outlined in the **Estimated Project Budget (Attachment M)**, subject to receipt of funds from the NPS and successful completion of all project work activities. THC agrees to pay the Grantee up to **\$50,000.00 (fifty thousand & No/100 Dollars)** in federal funds. Grantee agrees to contribute matching share, either donated services or cash match, for a minimum total of **\$50,000.00 (fifty thousand & No/100 Dollars)** or 50% of eligible costs, whichever is less.

Such payments shall be made as requested for services actually rendered, or if mutually agreed, in one lump sum upon completion and approval of all the requirements set forth in this Contract. It is further agreed that a sum not to exceed 25% of the total grant award will be retained by THC until the following have occurred: (a) THC's review of the draft project material, products, and deliverables and THC's comments are incorporated therein; (b) THC's receipt of final reports; and (c) THC's receipt of properly documented reimbursement materials.

Subject to the limitations of the Contract, THC's payments will be made in accordance with the Texas Prompt Payment Act.

THC shall only reimburse costs incurred and paid by the Grantee during the term of this grant. THC shall only reimburse Grantee for employee costs that are directly related to performing the responsibilities of this grant.

8. Generally Accepted Accounting Principles or Other Recognized Accounting Principles

Grantee shall adhere to Generally Accepted Accounting Principles (GAAP) promulgated by the American Institute of Certified Public Accountants, unless other recognized accounting principles are required by the Grantee.

9. Refunds and Deductions

If THC determines that Grantee has been overpaid grant funds under this Contract, such as payments made inadvertently or payments made but later determined to not be actual and allowable allocable costs, Grantee shall refund THC that reimbursement amount identified by THC as an overpayment. THC may offset and deduct the amount of the overpayment from any amount owed to Grantee, as a reimbursement, but not yet paid by THC to the Grantee. THC may choose to require a payment directly from the Grantee rather than offset and deduct a specified amount. Grantee shall refund any overpayment to THC within thirty (30) calendar days after receipt of the notice of the overpayment from THC unless an alternate payment plan is specified by THC.

10. Required Reports, Cooperation, Organizational Changes Notification

Grantee shall forward to THC the applicable reports on forms as specified by THC or as required under Attachment B. Grantee shall ensure that it files each document or form required by THC in an accurate and timely

manner. Unless filing dates are given herein, all other reports and other documents that Grantee is required to forward to THC shall be promptly forwarded.

In addition to the information contained in the required reports, THC may require Grantee to provide additional information from time to time. Grantee shall cooperate fully with THC and provide the requested information within thirty (30) days of the date that Grantee receives the request.

Grantee shall submit, within ten (10) business days, notice to THC of any change of the following: Grantee's name; contact information; key personnel, officer, director, or partner; organizational structure; legal standing; or authority to do business in Texas. Grantee shall promptly notify THC, preferably in advance, of a change in the Grantee's address or main telephone number. A change in the Grantee's name requires an amendment to this Contract.

11. Financial and Programmatic Standards

Grantee and its governing body shall bear full and sole responsibility for the integrity of the fiscal and programmatic management of the organization. Grantee and its governing body shall also implement policies and procedures to ensure the integrity of the fiscal and programmatic management of the organization.

Such fiscal and programmatic management shall include accountability for all funds and materials received from THC; compliance with THC rules, policies, and procedures, and applicable federal and state laws and regulations; and correction of fiscal and program deficiencies identified through self-evaluation and/or THC's monitoring processes. Ignorance of any grant provisions or other requirements referenced in this Contract or the HPF Grants Manual shall not constitute a defense or basis for waiving or failing to comply with such provisions or requirements.

Grantee shall develop, implement, and maintain appropriate financial management and control systems, which include budgets that adequately reflect all functions and resources necessary to carry out authorized activities and the adequate determination of costs; accurate and complete payroll, accounting, and financial reporting records; cost source documentation; effective internal and budgetary controls; allocation of costs; timely and appropriate audits and resolution of any findings; and applicable annual financial statements.

12. Corrective Action Plan

If THC finds deficiencies in Grantee's performance under this grant, THC, at its sole discretion, may impose one or more of the following remedies as part of a corrective action plan:

- Increase monitoring visits;
- Require additional or more detailed financial and/or programmatic reports be submitted;
- Require prior approval for expenditures;
- Require additional technical or management assistance and/or make modifications in business practices;
- Reduce the grant amount; and/or
- Terminate this grant.

The foregoing are not exclusive remedies, and THC may impose other requirements that THC determines will be in the best interest of the State.

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13. Product Ownership and Contract Deliverables

All material, concepts, and products including but not limited to all software, software tools, reports, plans, ordinances, standards, guidelines, indexes, surveys, tables, photographs, nominations, maps, forms, user-inputted data, records created or maintained in any database repository, or other products (Deliverables) that are produced, developed, or conceived by the Grantee during or arising out of the Contract are, or shall become, the property of THC, and all rights, title, and interest, including all intellectual property rights to these products and Deliverables shall vest in, and shall be deemed to be works made for hire upon creation and made in the course of the services rendered pursuant to this Contract. To the extent that title to any such product or Deliverable may not, by operation of law, vest in THC, or such work may not be considered a work made for hire, all rights, title, and interest therein, including all intellectual property rights, are hereby irrevocably assigned to THC, without further action or consideration. Upon termination or expiration of this Contract, all products and Deliverables including all documents, data (including databases), information, software, procedures, and everything created or gathered pursuant to this Contract shall be provided to THC upon request.

THC hereby grants, and Grantee accepts a non-exclusive, non-transferable, non-assignable, fully-paid, royalty-free, perpetual, worldwide, revocable right and license, to use, reproduce, copy, modify, distribute, publicly-perform, publicly-display, and create derivative works of the products and Deliverables for the purpose of performing under this Contract. Notwithstanding the foregoing, the Grantee shall have an unrestricted right to use any or all products so produced, developed, or conceived and any component of such intellectual property made the subject of this Contract, at no additional cost in any manner THC deems appropriate at its sole discretion.

The parties hereby acknowledge and agree that NPS is granted a royalty-free, non-exclusive, and irrevocable license to reproduce, publish, or otherwise use, and to authorize others to use:

- The copyright in any work, products, or Deliverables developed under this Contract; and
- Any rights of copyright to which Grantee purchases ownership during the performance of this Agreement or with funds received under this Agreement.

Pursuant to the stipulations in Attachment B, all final products and completion reports, if applicable (Attachment H) are to be supplied to THC before final reimbursement is made. All materials published, printed, or used for public distribution funded in whole or in part by this grant shall note the following on the materials:

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 the 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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14. Termination

- 14.1. **Termination for Convenience.** Either party may, at its sole discretion, terminate this Contract without recourse, liability, or penalty, upon a seven (7) calendar day notice to the other party. In the event that notice of termination is given, all work by the Grantee shall cease and no amount shall be paid by THC for work performed following the receipt of notice of termination by the Grantee. The Grantee shall be paid for all work performed prior to the notice of termination, and accepted by THC, in accordance with the terms of the Contract. Final invoices shall be submitted to THC no later than 30 days following the date of termination of this Contract.
- 14.2. **Termination for Cause.** In the event that the Grantee fails to perform or comply with an obligation of the terms, conditions, and provisions of this Contract of the HPF Grants Manual, THC may, upon written notice of the breach to the Grantee, immediately terminate this Contract.
- 14.3. **Termination Not Exclusive Remedy; Survival of Terms and Conditions.** Termination is not an exclusive remedy but will be in addition to any other rights and remedies provided in equity, by law, or under this Contract.

15. Applicable Laws

This Contract shall be governed by and construed in accordance with the laws of the State of Texas and the rules and policies of THC. The venue of any suit arising under this Contract is fixed in any court of competent jurisdiction of Travis County, Texas. All projects funded under the CLG grant program must meet the Secretary of the Interior's Standards. The Standards can be accessed at the NPS website:

<https://www.nps.gov/subjects/historicpreservation/upload/standards-guidelines-archeology-historic-preservation.pdf>.

16. Audit and Records Retention

Grantee represents and warrants its compliance with the records retention requirements of 2 CFR § 200.333. Grantee must maintain and retain all records relating to the performance of the grant including, but not limited to, administrative, financial, procurement, reporting, and any other grant-related records and supporting fiscal documents adequate to ensure that claims for grant funds are in accordance with applicable State of Texas requirements. These records will be maintained and retained by Grantee for a period of **seven (7) years** following the grant expiration date or until all audit, claim, and litigation matters are resolved, whichever is later. This period begins on the date of receipt of the final reimbursement by the Grantee, or if applicable, after any issues have been resolved that may have arisen from any litigation, claim, negotiation, audit, open records request, or any other action involving these records.

THC reserves the right to direct the Grantee to retain documents for a longer period of time or transfer certain records to THC custody when it is determined the records possess longer term retention value. The Grantee must include the substance of this clause in all subawards and subcontracts. The Grantee will provide full access to these records to THC as well as any authorized federal, state, or independent auditors, to examine their contents and procedures to verify compliance with federal and state regulations.

United States Code of Federal Regulations [2 CFR 200, Subpart F](#), requires that all non-federal entities that expend \$750,000 or more in federal awards from all sources during any fiscal year must undergo a single audit or program-specific audit for that year. This grant award is to be reported under Catalog of Federal Domestic Assistance (CFDA) #15.904, Historic Preservation Fund Grants, if applicable. Single audits must be submitted electronically by the Grantee to the [Federal Audit Clearinghouse](#) along with a data collection form (Form SF-SAC) within thirty (30) days after receipt of the auditor's report, or nine (9) months after the end of the audit period, whichever is earlier. Any questions regarding the submission or processing of a single audit package can be directed to the Federal Audit Clearinghouse at (800) 253-0696 or govs.facs@census.gov.

Grantee is responsible for covering the cost of any audits conducted.

In addition to the terms of this Contract, all federal laws and regulations governing grants are applicable, including the entirety of [2 CFR 200](#) – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. This CFR is effective for audit years beginning after December 26, 2014, and replaces all administrative requirements, cost principles, and audit requirements for grants to state and local governments under OMB Circulars A-50, A-87, A-102, and A-133.

17. No Contract Entitlement or Right

Reimbursement with Contract funds is not an entitlement or right. Reimbursement depends, among other things, upon strict compliance with all terms, conditions, and provisions of this Contract and the HPF Grants Manual. Parties agree that any act, action or representation by either party, their agents or employees that purports to increase the amount of the Contract is void, unless a written amendment is first executed. Grantee agrees that nothing in this Contract will be interpreted to create an obligation or liability of THC in excess of the funds delineated in this Contract.

18. Funding Limitation

Grantee agrees that nothing in this grant will be interpreted to create an obligation or liability of THC in excess of the funds delineated in this Contract. Grantee agrees that funding for this Contract is subject to the actual receipt by THC of grant funds (state and/or federal) appropriated to THC. Grantee agrees that the grant funds, if any, received from THC are limited by the term of each state biennium and by specific appropriation authority to and the spending authority of THC for the purpose of this Contract. ***Grantee agrees that notwithstanding any other provision of this Contract, if THC is not appropriated the funds or if THC does not receive the appropriated funds for the purpose of this grant program, or if the funds appropriated to THC for this grant program are required by the state or federal government to be reallocated, THC is not liable to pay the Grantee any remaining balance on this Contract.***

19. State Auditor

In addition to and without limitation on the other audit provisions of this Contract, pursuant to Texas Government Code § 2262.154, the State Auditor's Office may conduct an audit or investigation of Grantee or any other entity or person receiving funds from the State directly under this Contract or indirectly through a subcontract under this Contract. The acceptance of funds by Grantee or any other entity or person directly under this Contract or indirectly through a subcontract under this Contract acts as acceptance of the authority of the State Auditor's Office, under the direction of the Legislative Audit Committee, to conduct an audit or investigation in connection with those funds. Under the direction of the Legislative Audit Committee, Grantee or any other entity that is the subject of an audit or investigation by the State Auditor's Office must provide the State Auditor's Office with access to any information the State Auditor's Office considers relevant to the investigation or audit. Grantee further agrees to cooperate fully with the State Auditor's Office in the conduct of the audit or investigation, including providing all records requested. Grantee shall ensure that this paragraph concerning the authority to audit funds received indirectly by subcontractors through the Grantee, and the requirement to cooperate, is included in any subcontract it awards. The State Auditor's Office shall at any time have access to and the right to examine, audit, excerpt, and transcribe any pertinent books, documents, working papers, and records of Grantee related to this Contract.

20. Federal/State Laws, Rules/Regulations, Directives, Guidelines, OMBs, Relevant Authorities

Grantee agrees to comply with all applicable federal and state laws, rules and regulations, directives, guidelines, OMB circulars, or any other authorities relevant to the performance of Grantee under this Contract.

21. Standard State and Federal Grant Certifications

- 21.1. **Child Support Obligation Affirmation.** To the extent applicable, under Family Code § 231.006, Grantee certifies that the individual or business entity named in this Contract is not ineligible to receive the specified grant and acknowledges that this Contract may be terminated and payment may be withheld if this certification is inaccurate in addition to other remedies set out in Family Code § 231.006(f).
- 21.2. **Compliance With Law, Rules, and Requirements.** Grantee represents and warrants that it will comply, and assure the compliance of all its subrecipients and contractors, with all applicable federal and state laws, rules, regulations, and policies in effect or hereafter established, including but not limited to the Uniform Grant Management Act of 1981 (UGMA), Chapter 783, Texas Government Code, as amended. Grantee also agrees to comply with the HPF Grants Manual (2007) and as updated, the Texas Grant Management Standards (TxGMS), as promulgated by the Texas Comptroller of Public Accounts (CPA) Office. In addition, Grantee represents and warrants that it will comply with all requirements imposed by THC concerning special requirements of law, program requirements, and other administrative requirements. In instances where multiple requirements apply to the Grantee, the more restrictive requirement applies.
- 21.3. **Contract Oversight.** Grantee represents and warrants that it will maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.
- 21.4. **Cybersecurity Training Programs.** Grantee represents and warrants its compliance with Texas Government Code § 2054.591 relating to the cybersecurity training program for local government employees who have access to a local government computer system or database. If Grantee has access to any state computer system or database, Grantee shall complete cybersecurity training and verify completion of the training program to THC pursuant to and in accordance with Texas Government Code § 2054.5192.
- 21.5. **Debarment and Suspension.** Grantee certifies that it and its principals are not suspended or debarred from doing business with the state or federal government as listed on the State of Texas Debarred Vendor List maintained by the Texas CPA Office and the System for Award Management (SAM) maintained by the General Services Administration.
- 21.6. **Debts and Delinquencies.** Grantee agrees that any payments due under this Contract shall be applied towards any debt or delinquency that is owed to the State of Texas.
- 21.7. **Disclosure of Violations of Federal Criminal Law.** Grantee represents and warrants its compliance with 2 CFR § 200.113 which requires the disclosure in writing of violations of federal criminal law involving fraud, bribery, and gratuity and reporting of certain civil, criminal, or administrative proceedings to SAM.
- 21.8. **Disclosure Protections for Certain Charitable Organizations, Charitable Trusts, and Private Foundations.** Grantee represents and warrants that it will comply with Texas Government Code § 2252.906, relating to disclosure protections for certain charitable organizations, charitable trusts, and private foundations.
- 21.9. **Dispute Resolution.** The dispute resolution process provided in Chapter 2009, Texas Government Code, is available to the parties to resolve any dispute arising under the agreement.
- 21.10. **Excluded Parties.** Grantee certifies that it is not listed in the prohibited vendors list authorized by Executive Order No. 13224, "Blocking Property and Prohibiting Transactions with Persons Who Commit, Threaten to Commit, or Support Terrorism", published by the United States Department of the Treasury, Office of Foreign Assets Control.

TEXAS HISTORICAL COMMISSION

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- 21.11. **Executive Head of a State Agency Affirmation.** Under Texas Government Code § 669.003, relating to contracting with an executive head of a state agency, Grantee represents that no person who served as an executive of THC, in the past four (4) years, was involved with or has any interest in the contract or grant. If Grantee employs or has used the services of a former executive of THC, then Grantee shall provide the following information to THC: name of the former executive, the name of the state agency, the date of separation from the state agency, the position held with THC, and the date of employment with THC.
- 21.12. **Law Enforcement Agency Grant Restriction.** If Grantee is a law enforcement agency regulated by Chapter 1701, Texas Occupations Code, Grantee represents and warrants that it will not use appropriated money unless the law enforcement agency is in compliance with all rules adopted by the Texas Commission on Law Enforcement (TCOLE), or TCOLE certifies that it is in the process of achieving compliance with such rules.
- 21.13. **Legal Authority.** Grantee represents that it possesses legal authority to apply for the grant. A resolution, motion or similar action has been duly adopted or passed as an official act of the Grantee's governing body, authorizing the application for this grant, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative, or the designee of Grantee to act in connection with the Contract and to provide such additional information as may be required.
- 21.14. **Limitations on Grants to Units of Local Government.** Grantee acknowledges and agrees that appropriated funds may not be expended in the form of a grant to, or contract with, a unit of local government unless the terms of the grant or contract require that the funds received under the grant or contract will be expended subject to the limitations and reporting requirements similar to those provided by the following:
- 21.14.1. Parts 2 and 3 of the Texas General Appropriations Act, Art. IX, except there is no requirement for increased salaries for local government employees;
 - 21.14.2. Texas Government Code §§ 556.004–.006; and
 - 21.14.3. Texas Government Code §§ 2113.012 and 2113.101.
- 21.15. **Lobbying Expenditure Restriction.** Grantee represents and warrants that THC's payments to Grantee and Grantee's receipt of appropriated or other funds under this Contract are not prohibited by Texas Government Code §§ 403.1067 or 556.0055, which restrict lobbying expenditures.
- 21.16. **Open Meetings.** If the Grantee is a governmental entity, Grantee represents and warrants its compliance with Chapter 551, Texas Government Code, which requires all regular, special or called meetings of a governmental body to be open to the public, except as otherwise provided by law.
- 21.17. **Political Polling Prohibition.** Grantee represents and warrants that it does not perform political polling and acknowledges that appropriated funds may not be granted to, or expended by, any entity that performs political polling.
- 21.18. **Public Camping Ban.** Grantee certifies that it has not received a final judicial determination finding it intentionally adopted or enforced a policy that prohibited or discouraged the enforcement of a public camping ban in an action brought by the Attorney General under Local Government Code § 364.003. If Grantee is currently being sued under the provisions of Local Government Code § 364.003 or is sued under this section at any point during the duration of this grant, Grantee must immediately disclose the lawsuit and its current posture to THC.

21.19. Reporting Suspected Fraud and Unlawful Conduct. Grantee represents and warrants that it will comply with Texas Government Code § 321.022, which requires that suspected fraud and unlawful conduct be reported to the State Auditor's Office.

21.20. Subaward Monitoring. Grantee represents and warrants that it will monitor the activities of the subrecipient as necessary to ensure that the subaward is used for authorized purposes, in compliance with applicable statutes, regulations, and the terms and conditions of the subaward, and that subaward performance goals are achieved.

22. Conflicts of Interest; Disclosure of Conflicts

Grantee has not given or offered to give, nor does Grantee intend to give at any time hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant or employee of THC, at any time during the negotiation of this Contract or in connection with this Contract, except as allowed under relevant state or federal law. Grantee represents and warrants its compliance with the federal awarding agency's conflict of interest policies in accordance with 2 CFR § 200.112. Grantee represents and warrants that performance under the contract or grant will not constitute an actual or potential conflict of interest or reasonably create an appearance of impropriety. Further, Grantee represents and warrants that in the administration of the grant, it will comply with all conflict of interest prohibitions and disclosure requirements required by applicable law, rules, and policies, including Chapter 176, Texas Local Government Code. Grantee will establish safeguards to prohibit its employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest or personal gain. Grantee will operate with complete independence and objectivity without actual, potential, or apparent conflict of interest with respect to its performance under this Contract. If circumstances change during the course of the Contract, including discovery of any existing or potential conflicts of interest relative to Grantee's performance under this Contract, Grantee must disclose and shall promptly notify THC, in writing, within fifteen (15) calendar days of discovery of the change or conflict.

23. No Waiver of Sovereign Immunity

The parties expressly agree that no provision of this Contract is in any way intended to constitute a waiver by THC or the State of Texas of any immunities from suit or from liability that THC or the State of Texas may have by operation of law.

24. Confidentiality and Public Information Act

Notwithstanding any provisions of this grant to the contrary, the Grantee understands that THC will comply with the Texas Public Information Act, as codified in Chapter 552, Texas Government Code, and as interpreted by judicial opinions of the Texas courts and opinions of the Attorney General of the State of Texas. Information, documentation and other material in connection with this Contract may be subject to public disclosure pursuant to the Texas Public Information Act. In accordance with Texas Government Code § 2252.907, the Grantee is required to make any information created or exchanged with the State pursuant to the Contract, and not otherwise excepted from disclosure under the Texas Public Information Act, available in a format that is accessible the public at no additional charge to the State. THC agrees to notify Grantee in writing within a reasonable time from receipt of a request for information related to the Grantee's work under this grant. Grantee will cooperate with THC in the production of documents responsive to the request.

Grantee shall establish a method to secure the confidentiality of records required to be kept confidential by applicable federal or state law, rules or regulations. This provision shall not be construed as limiting THC's access to such records and other information.

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25. Compliance with Regulatory and Licensing Bodies

Grantee agrees that it has obtained all licenses, certifications, permits and authorizations necessary to perform the responsibilities of this grant, and that Grantee is currently in good standing with all regulatory agencies that regulate any or all aspects of the Grantee's business or operations. Grantee agrees to remain in good standing with the Texas Secretary of State, the Texas CPA Office, and related federal governmental bodies with regard to Grantee's right to conduct business in Texas. Grantee agrees to comply with all applicable licenses, legal certifications, inspections, and any other applicable local ordinances or state or federal laws.

26. Amendment

This Contract shall not be modified or amended except in writing, signed by both parties, using the **Certified Local Government (CLG) Contract Amendment Form (Attachment E)**. Any properly executed amendment of this Contract shall be binding upon the parties and presumed to be supported by adequate consideration.

27. Entire Agreement, Including All Exhibits

This grant, including all exhibits, reflect the entire agreement between the parties with respect to the subject matter therein described, and there are no other representations (verbal or written), directives, guidance, assistance, understandings, or agreements between the parties related to such subject matter. By executing this Contract, the Grantee agrees to strictly comply with the requirements and obligations of this Contract, including all exhibits.

28. Dispute Resolution

The dispute resolution process provided for in Chapter 2260, Texas Government Code, shall be used by the parties to resolve any dispute arising under this Contract.

29. Notices

Any notices and/or documents required hereunder shall be deemed to have been duly provided if in writing and delivered personally or by prepaid guaranteed overnight delivery service, or sent postage prepaid by United States certified mail, return receipt requested. Any such notice shall be effective on the date of delivery if delivered personally, on the next business day following delivery to the guaranteed overnight delivery service if the notice was so delivered and the charges were prepaid, or on the date the recipient signed for the notice if sent by certified mail.

Notices shall be addressed as follows, or at such other address as any party hereto shall notify the other of in writing:

If to THC:
Texas Historical Commission
P.O. Box 12276
Austin, TX 78711

If to Grantee:
City of Mercedes
400 S. Ohio Avenue
Mercedes, TX 78570

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30. Attachments

The following documents are included in and shall be a part of this Contract for all purposes:

- ☐ Attachment A – Project Notification
- ☒ Attachment B – Expected Products of Survey and Inventory Projects
- ☒ Attachment C – 36 CFR 61, Professional Qualifications Standards
- ☒ Attachment D – DI Form 1350, Civil Rights Assurance
- ☒ Attachment D.1 – Assurances for Consultants, Subrecipients, or Subcontractors
- ☒ Attachment E – Certified Local Government (CLG) Contract Amendment Form
- ☒ Attachment F – Reimbursement Request Procedures
- ☐ Attachment G – Grant of Easement
- ☒ Attachment H – Completion Report
- ☐ Attachment I – Notice of Requirement for Affirmative Action to Ensure Equal Employment Opportunity
- ☐ Attachment I.1 – Equal Opportunity Clause for Construction Projects
- ☐ Attachment J – Standard Federal Equal Employment Opportunity Construction Contract Specification
- ☐ Attachment K – Equal Employment Opportunity Clause
- ☐ Attachment L – Certification of Non-Segregated Facilities
- ☒ Attachment M – Estimated Project Budget
- ☒ Attachment N – Subcontractors
- ☒ Attachment O – Grant Product Quarterly Report Form

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31. Signatories

This Contract is the entire agreement between the parties. Any changes, deletions, extensions, or amendments to this Contract shall be in writing and signed by both parties to the Contract. Any other attempted changes, including oral modifications, written notices that have not been signed by both parties, or other modifications of any type, shall be invalid. In some cases, adjustment of the contractual requirements may be necessary pursuant to recommendations by the Certified Local Government Program, Texas Historical Commission, with the approval of the U.S. Department of the Interior.

The following parties accept the terms of this Contract. Persons signing below are expressly authorized to obligate each respective party to the terms of this Contract.

TEXAS HISTORICAL COMMISSION:



Bradford Patterson,
Chief Preservation Officer

Aug 24, 2026

Date

GRANTEE:



Oscar D. Montoya Sr. (Aug 17, 2026 11:45:45 CDT)

Oscar D. Montoya Sr.,
Mayor, City of Mercedes

Aug 17, 2026

Date

THIRD PARTY DESIGNEE: (IF APPLICABLE)

Signature

Typed Name and Title of Delegated Third Party

Date



Community Heritage Development Division Director



Finance and Accounting Division Director



Contract Manager



COO

ATTACHMENT B

EXPECTED PRODUCTS of HISTORIC RESOURCES SURVEY and INVENTORY PROJECTS CITY OF MERCEDES/HISTORIC RESOURCES SURVEY OF MERCEDES, TX

THC Contract No. 808-26-262551
Grant Contract No. CLG-TX-26-001

Historic resources surveys are a process of identifying and gathering data on a community's historic resources. In as comprehensive a manner as possible, a survey documents all potentially historic buildings, objects, structures, sites and districts within a given geographical boundary. Surveys assign high, medium or low priority rankings to these resources as well as assess eligibility for inclusion in the National Register of Historic Places. Such resources are of significance in American history, architecture, archeology and culture, and generally are more than 50 years of age.

The Grantee ***must designate a Survey Project Manager who meets the Professional Qualifications Standards*** as outlined in 36 CFR 61 (Attachment C). The **Survey Project Manager's resume *must be provided*** to the Texas Historical Commission (THC) prior to commencing work. The **Survey Project Manager *must contact* the THC's Certified Local Government (CLG) and Historic Resources Survey staff** prior to commencing work. The Survey Project Manager should be prepared to specify who will be providing the survey fieldwork labor (i.e. a professional consulting firm, in-house such as qualified city or county staff, or volunteers such as university students or a local organization).

THC Contacts

Historic Resources Survey Coordinator
Leslie Wolfenden
leslie.wolfenden@thc.texas.gov
512-463-3386

CLG Coordinator
Kelly Little
kelly.little@thc.texas.gov
512-463-7812

Project Milestones

The due dates for project milestones are listed below. Each deliverable must meet the requirements detailed in the Final Deliverables section on the following page.

- ☐ **Research Design due by February 28, 2027**
- ☐ **Draft Historic Resources Survey Report due by April 30, 2028**
- ☐ **Final Historic Resources Survey Report due by September 30, 2028**

Due Dates to THC

- | | |
|---|--|
| ☐ August 31, 2026 | Quarterly Report due |
| ☐ December 31, 2026 | Quarterly Report due |
| ☐ February 28, 2027 | Research Design Report due |
| ☐ April 30, 2027 | Quarterly Report due |
| ☐ August 31, 2027 | Quarterly Report due |
| ☐ December 31, 2027 | Quarterly Report due |
| ☐ April 30, 2028 | Draft Historic Resources Survey Report due and Quarterly Report due |
| ☐ August 31, 2028 | Quarterly Report due |
| ☐ September 30, 2028 | Project completion date: Final Historic Resources Survey Report due |

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Final Deliverables

The final deliverables consist of the following:

- ☐ **One (1) bound hard copy for THC.** The hard copy should be printed on 8½ x 11” and 11 x 17” paper. Do not use 8½ x 14” legal-sized paper. **For binding, use 3-hole punch binder; do not use spiral or comb bindings.**
- ☐ **One (1) electronic copy on thumb drive or via a secure file-sharing service.** The electronic copy should include the Historic Resources Survey Report and all photographic documentation, maps, etc. The survey data shall also be submitted in Microsoft Access, Microsoft Excel, or GIS-based format. This allows THC to upload the survey data into the THC Online Atlas database.

Each CLG survey grant recipient is sent a THC Historic Resources Survey Packet via THC’s OneDrive file-sharing service that includes a THC Access database for survey purposes. While it is not required to use this Access database, the survey data should include the same information. The full range of products for a historic resources survey includes the following:

- A **Research Design Report** is written to establish knowledge of the area’s historical development and to list known existing historical resources such as National Register of Historic Places and districts, Recorded Texas Historic Landmarks, State Antiquities Landmarks, Official Texas Historical Markers, and local landmarks and districts, and to provide a map of the area to be surveyed. This report sets up periods of significance and areas of significance, so surveyors know how to assess the resources while doing fieldwork.
- A **Draft and Final Historic Resources Survey Report** should include the survey’s purpose and methodology, a historic context (pulled from the Research Design and updated), survey results, and survey recommendations. Survey results should discuss analysis, implications and recommendations for local, state and federal historical designation and other appropriate preservation methods. This report must be in conformance with the *U.S. Secretary of the Interior’s Guidelines for Identification*.
- A **Historic Resources Survey Form** must be provided for **each surveyed resource** in the survey area. It is preferred that the THC survey database form (Microsoft Access format preferred) is used, but an equivalent format is acceptable.
- An **Inventory Table** must be provided for all surveyed resources in the survey area. This should include basic information about each resource: thumbnail image, address, historic and current name, historic and current function, construction date, existing designations, National Register of Historic Places eligibility, and Priority rating at a minimum.
- **Photo documentation** for all surveyed resources must be provided. Color digital images should be saved as uncompressed TIF or JPG files. Do not alter images (other than naming files). The size of each image must be at least 1200 x 1600 pixels at 300 ppi (pixels per inch) or larger (2000 x 3000 preferred). It is recommended that digital images be saved in 8-bit (or larger) color format. Proper identification of each view must be provided with all photo documentation, utilizing the standard 2-letter Texas county abbreviations recognized by TARL (see the THC Photo Labeling Protocol). Example: The first image for 103 East Marshall Street in Pittsburg, Camp County would be: TX-CP-Pittsburg-Marshall-St-E-103-01.tif. In addition, a second set of digital images of representative streetscape views is encouraged.
- **Detailed Maps** must identify the location of all surveyed resources with their site numbers. Maps developed using GIS data are strongly encouraged, but not required.

The Survey Project Manager is responsible for reviewing all survey work before submission to THC. Reports and other documentation require proper citations and may not be plagiarized. All the above-mentioned products become the property of THC upon completion of the grant project. Survey and inventory projects may be modified, but should be discussed with and approved by THC staff **before** modification. Attachment E must be submitted with all contract amendments, including modifications to the deliverables described here.

ATTACHMENT C

PROFESSIONAL QUALIFICATION STANDARDS
CITY OF MERCEDES/HISTORIC RESOURCES SURVEY OF MERCEDES, TXTHC Contract No. 808-26-262551
Grant Contract No. CLG-TX-26-001

To ensure that appropriate historical, architectural, archeological, and cultural properties are identified for public benefit through grant-in-aid assistance, the following professional standards for historical, architectural, and archeological documentation have been established by the National Park Service (NPS). Persons supervising grant projects must be professionally qualified in accordance with 36 CFR 61 as follows. In the following definitions, a year of full-time professional experience need not consist of a continuous year of full-time work but may be made up of discontinuous periods of full-time or part-time work adding up to the equivalent of a year of full-time experience.

History. The minimum professional qualifications in history are a graduate degree in history or closely related field; or a bachelor's degree in history or closely related field plus one of the following:

1. At least two years of full-time experience in research, writing, teaching, interpretation, or other demonstrable professional activity with an academic institution, historical organization or agency, museum, or other professional institution; or
2. Substantial contribution through research and publication to the scholarly knowledge body in the history field.

Archeology. The minimum professional qualifications in archeology are a graduate degree in archeology, anthropology, or closely related field plus:

1. At least one year of full-time professional experience or equivalent specialized training in archeological research, administration, or management;
2. At least four months of supervised field and analytic experience in general North American archeology; and
3. Demonstrated ability to carry research to completion.

In addition to these minimum qualifications, a professional in prehistoric archeology shall have at least one year of full-time professional experience at a supervisory level in the study of archeological resources of the prehistoric period. A professional in historic archeology shall have at least one year of full-time professional experience at a supervisory level in the study of archeological resources of the historic period.

Architectural History. The minimum professional qualifications in architectural history are a graduate degree in architectural history, art history, historic preservation, or closely related field, with course work in American architectural history; or a bachelor's degree in architectural history, art history, historic preservation, or closely related field plus one of the following:

1. At least two years of full-time experience in research, writing, or teaching in American architectural history or restoration architecture with an academic institution, historical organization or agency, museum, or other professional institution; or
2. Substantial contribution through research and publication to the body of scholarly knowledge in the field of American architectural history.

Architecture. The minimum professional qualifications in architecture are a professional degree in architecture plus at least two years of full-time professional experience in architecture; or a state license to practice architecture.

Historic Architecture. The minimum professional qualifications in historic architecture are a professional degree in architecture or State license to practice architecture, plus one of the following:

1. At least one (1) year of graduate study in architectural preservation, American architectural history, preservation planning, or closely related field; or
2. At least one (1) year of full-time professional experience on historic preservation projects.

Such graduate study or experience shall include detailed investigations of historic structures, preparation of historic structures research reports, and preparation of plans and specifications for preservation projects.

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ATTACHMENT D

U.S. DEPARTMENT of the INTERIOR CIVIL RIGHTS ASSURANCE
CITY OF MERCEDES/HISTORIC RESOURCES SURVEY OF MERCEDES, TX

THC Contract No. 808-26-262551

As the authorized representative of the applicant, I certify that the applicant agrees that, as a condition to receiving any federal financial assistance from the Department of the Interior, it will comply with all federal laws relating to nondiscrimination. These laws include but are not limited to: (a) Title VI of Civil Rights Act of 1964 (42 U.S.C. § 2000d-1), which prohibits discrimination on the basis of race, color, or national origin; (b) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §§ 794 et seq.), which prohibits discrimination on the basis of handicap; (c) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101 et seq.), which prohibits discrimination on the basis of age; and applicable regulatory requirements to the end that no person in the United States shall, on the grounds of race, color, national origin, handicap or age, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity conducted by the applicant. THE APPLICANT HEREBY GIVES ASSURANCE THAT it will immediately take any measures necessary to effectuate this agreement.

THIS ASSURANCE shall apply to all aspects of the applicant's operations including those parts that have not received or benefited from federal financial assistance.

If any real property or structure thereon is provided or improved with the aid of federal financial assistance extended to the Applicant by the Department, this assurance shall obligate the Applicant, or in the case of any transfer of such property, any transferee, for the period during which the real property or structure is used for a purpose for which the federal financial assistance is extended or for another purpose involving the provision of similar services or benefits. If any personal property is so provided, this assurance shall obligate the Applicant for the period during which it retains ownership or possession of the property. In all other cases, this assurance shall obligate the Applicant for the period during which the federal financial assistance is extended by the Department.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all federal grants, loans, contracts, property, discounts, or other federal financial assistance extended after the date hereof to the Applicant by the Department, including installment payments after such date on account of applicants for federal financial assistance which were approved before such date.

The Applicant recognizes and agrees that such federal financial assistance will be extended in reliance on the representations and agreements made in this assurance, and that the United States shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the Applicant, its successors, transferees, assignees, and sub-recipients and the person whose signature appears below who is authorized to sign this assurance on behalf of the Applicant.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL

Oscar D. Montoya Sr.

Oscar D. Montoya Sr. (Aug 17, 2026 11:45:45 CDT)

APPLICANT/ORGANIZATION

City of Mercedes, Texas

APPLICANT/ORGANIZATION MAILING ADDRESS

400 S. Ohio Avenue, Mercedes, TX 78570

TITLE

Mayor

DATE SUBMITTED

Aug 17, 2026

BUREAU OF OFFICE EXTENDING ASSISTANCE

ATTACHMENT D.1

**ASSURANCES for CONSULTANTS, SUBRECIPIENTS, or SUBCONTRACTORS
CITY OF MERCEDES/HISTORIC RESOURCES SURVEY OF MERCEDES, TX**

THC Contract No. 808-26-262551

Child Support Obligation. Under Family Code § 231.006, the consultant, subrecipient, or subcontractor certifies that the individual or business entity named in this contract, bid or application is not ineligible to receive the specified grant, loan, or payment and acknowledges that this contract may be terminated and payment may be withheld if this certification is inaccurate. A bid or an application for a contract, grant, or loan paid from state funds must include the name and social security number of the individual or sole proprietor and each partner, shareholder, or owner with an ownership interest of at least 25 percent of the business entity submitting the bid or application.

Discrimination Prohibited. The consultant, subrecipient, or subcontractor will comply with Title VI of the Civil Rights Act of 1964 (P.L. 88-352) and all requirements imposed by or pursuant to the Department of the Interior Regulations (43 CFR 17) issued pursuant to that title, to the end that, in accordance with Title VI of that Act and the Regulation, no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the consultant, subrecipient or subcontractor receives financial assistance from Department of the Interior, National Park Service (NPS), and hereby gives assurance that it will immediately take any measures to effectuate this agreement.

This Assurance is given in consideration of and for the purpose of obtaining any and all federal grants, loans, contracts, property discounts, or other federal financial assistance extended after the date hereof to the consultant, subrecipient or subcontractor, including installment payments after such date on account of arrangements for federal financial assistance which were approved before such date. The consultant, subrecipient or subcontractor recognizes and agrees that such federal financial assistance will be extended in reliance on the representations and agreements made in this assurance, and that the United States shall reserve the right to seek judicial enforcement of this assurance. This assurance is binding on the consultant, subrecipient or subcontractor, its successors, transferees, and assignees, and the person or persons whose signature appear below are authorized to sign this assurance on behalf of the consultant, subrecipient or subcontractor.

DI 1350 Addendum. The consultant, subrecipient or subcontractor agrees to comply with the Rehabilitation Act of 1973 and the Age Discrimination Act of 1975 and all requirements imposed by or pursuant to these titles, to the end that, no person in the United States shall, on the grounds of age or handicap be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the consultant, subrecipient or subcontractor receives financial assistance from NPS, and hereby gives assurance that it will immediately take any measures to effectuate this agreement.

18 USC § 1913. No part of the money appropriated by any enactment of Congress shall, in the absence of express authorization by Congress, will be used directly or indirectly to pay for any personal service, advertisement, telegram, telephone, letter, printed or written matter, or other device, intended or designed to influence in any manner a Member of Congress, to favor or oppose, by vote or otherwise, any legislation or appropriation by Congress, whether before or after the introduction of any bill or resolution proposing such legislation or appropriation; but this shall not prevent officers or employees of the United States or of its departments or agencies from communicating to Members of Congress on the request of any Member of Congress, thorough the proper official channels, requests for legislation or appropriations which they deem necessary for the efficient conduct of the public business.

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Whoever, being an officer or employee of the United States or of any department or agency thereof, violates or attempts to violate this section, shall be fined not more than \$500 or imprisoned not more than one year, or both; and after notice and hearing by the superior officer vested with the power of removing him, shall be removed from office or employment. (June 25, 1948, Ch. 645, 62 Stat. 792.)

DI 1954. Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion. Lower Tier Cover Transactions. This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 43 CFR § 12.5.10, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211). Copies of the regulations are included in the proposal package. For further assistance in obtaining a copy of the regulations, contact the U.S. Department of the Interior, Acquisition and Assistance Division, Office of Acquisition and Property Management, 18th and C streets, N.W., Washington, D.C. 20240.

1. The prospective lower tier participant certified, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.
2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Records Retention. The consultant, subrecipient or subcontractor represents and warrants its compliance with the records retention requirements of 2 CFR § 200.333. The consultant, subrecipient or subcontractor shall maintain and retain all records relating to the performance of the grant including supporting fiscal documents adequate to ensure that claims for grant funds are in accordance with applicable State of Texas requirements. These records will be maintained and retained by the consultant, subrecipient or subcontractor for a period of seven (7) years after the grant expiration date or until all audit, claim, and litigation matters are resolved, whichever is later. The Commission reserves the right to direct a consultant, subrecipient or subcontractor to retain documents for a longer period of time or transfer certain records to Commission custody when it is determined the records possess longer term retention value. The consultant, subrecipient or subcontractor must include the substance of this clause in all subcontracts.

State Auditor's Right to Audit. Pursuant to Texas Government Code § 2262.154, the state auditor may conduct an audit or investigation of any entity receiving funds from the state directly under any contract or indirectly through a subcontract under the contract. The acceptance of funds by the consultant, subrecipient or subcontractor, or any other entity or person directly under the contract or indirectly through a subcontract under the contract acts as acceptance of the authority of the state auditor, under the direction of the legislative audit committee, to conduct an audit or investigation in connection with those funds. Under the direction of the legislative audit committee, the consultant, subcontractor, or other entity that is the subject of an audit or investigation by the state auditor must provide the state auditor with access to any information the state auditor considers relevant to the investigation or audit. The consultant, subrecipient or subcontractor shall ensure that this paragraph concerning the authority to audit funds received indirectly by subcontractors through the contract and the requirement to cooperate is included in any subcontract it awards.

Consultant/Subcontractor

Date

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ATTACHMENT E

**CERTIFIED LOCAL GOVERNMENT (CLG) CONTRACT AMENDMENT FORM
CITY OF MERCEDES/HISTORIC RESOURCES SURVEY OF MERCEDES, TX**

Contract No. 808-26-262551

- Amendment to CLG Grant Contract Number:
- Project Title:
- Grantee:
 - Contact:
 - Address:
 - Phone:
- Amendment Type (please select one below):
 - ☐ Contract Terms and Conditions
 - ☐ Matching Share – must include revised Budget Summary
 - ☐ Budget – must include revised Budget Summary
 - ☐ Scope – must include revised Project Description
 - ☐ 30 Day No Cost Extension* – must include explanation

Note: Contract Amendment will not be effective until approved in writing by the Texas Historical Commission.

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GRANTEE:

Typed Name and Title

Typed Name and Title

Date

Date

THIRD PARTY DESIGNEE: (IF APPLICABLE)

Signature

Typed Name & Title of Delegated Third Party

Date

* 30-Day No Cost Extension does not extend September 30 deadline for expending CLG funds. Regardless of extension all CLG funds must be expended by September 30 and reimbursements submitted to the THC no later than October 31.

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ATTACHMENT F

REIMBURSEMENT REQUEST PROCEDURES
CITY OF MERCEDES/HISTORIC RESOURCES SURVEY OF MERCEDES, TX

THC Contract No. 808-26-262551
Grant Contract No. CLG-TX-26-001

The required reimbursement request procedures and format are found in this attachment. Requests must be received by Texas Historical Commission (THC) **no later than October 31, 2028**, by email or a secure file-sharing service. Certified Local Governments (CLGs) working on multiple grants must submit a separate request for each project. Requests for payment shall be accompanied by the complete documentation listed below, including receipts for all expenses and all products identified in the approved grant application and contract.

- ☐ 1. **Signed Billing Statement** from the local government to the THC with federal tax identification number. (See attached template.)
- ☐ 2. **Copies of vendors' invoices** showing evidence that:
 - a. Invoices are in the name of the Grantee,
 - b. Service dates are within the project period,
 - c. Purchase price is compatible with the estimated budget cost, and
 - d. Purchases are relevant to the project's scope.
- ☐ 3. **Copies of receipts** or properly endorsed cancelled (deposited) checks (*front and back*).
- ☐ 4. **Evidence of any approved extensions** and/or amendments to Grantee subcontracts.
- ☐ 5. **Evidence that invoices were properly approved** for payment including:
 - a. Evidence that discounts and other credits were deducted, and
 - b. Evidence that merchandise/services were received.
- ☐ 6. **Copies of daily time records** for both volunteers and staff (including supervisor's verification) if using a full or partial in-kind match.
- ☐ 7. **Evidence of employees' rates of pay**, and verification that no other federal funds were used for this purpose if using a full or partial in-kind match.
- ☐ 8. **Evidence that work was accomplished in accordance with the terms of the grant agreement** (i.e., final project completion report or products).
- ☐ 9. **Comparison schedule** showing proposed costs versus actual costs. (See attached template in the CLG Grant Billing Statement.)

Refer to Chapter 13 of the HPF Grants Manual for all allowable and unallowable costs:

(https://www.nps.gov/orgs/1623/upload/HPF-GrantsManual_2011-508.pdf). Food and drink is not an allowable cost under THC policy, with the exception of per diem (cost of meals) for traveling employees/volunteers. **Only work completed by the September 30, 2028, deadline will be reimbursed.** 25% of the total grant award will be retained by THC until final deliverables have been received. Non-federal (or match share) expenditures should be documented in the same method as federal expenditures.

Payment Schedule

Reimbursement payments to the Grantee are subject to receipt of federal funds from the National Park Service (NPS). Reimbursement requests can be sent to THC as costs are incurred and work is completed, but not more frequently than monthly. The final payment will be made after an acceptable final product, final report, and final billing have been received and approved by THC.

Description of Acceptable Documentation

Timesheets. Each employee or volunteer engaged in activities to be claimed against the grant must submit a timesheet signed by the employee/volunteer and the supervisor. Such records must show the actual hours worked, date(s) worked, and the specific duties performed. The records should also indicate the basis for determining the rate of the employee or volunteer's contributions. Employees can claim their regular hourly wage. Timesheets must certify that no other federal funds were used to pay salaries and that their salaries were not used as a match for other federal grants.

Volunteers must claim a reasonable wage rate that is comparable to the current market value of the work being performed. Independent Sector provides a current estimated national value of volunteer time that can be used as a guide if necessary. It can be found here: <https://independentsector.org/resource/value-of-volunteer-time/>. A sample volunteer timesheet can be found with the template forms attached.

Professionals may claim their standard professional wage if volunteering professional services. In any case, hourly wages may not exceed the maximum rate of \$96.61/hour.

Travel. The sample forms attached include a travel record that should be used for employees or volunteers who must travel for grant-related work. This identifies traveler, date(s) of travel, mileage, lodging, per diem (cost of meals), airfare, parking, and other miscellaneous travel expenses. Receipts for all expenses are required. See the maximum allowable travel rates below.

Allowable Travel Rates.

THC will reimburse a participant traveling for purposes of the program when identified in the grant application. Since travel allowances may vary among federal, state, or local organizations, a traveler will be reimbursed at the lowest allowed amount. Check with a representative of your local government to verify local rates. Receipts for all expenses must accompany reimbursement requests.

- **Lodging:** \$107/night*
- **Mileage:** \$0.72/mile for Personal Vehicle Use (As of 1/1/2026)
- **Per Diem:** \$59/day*

Forms and Templates

The following are versions of timesheets, travel records, and donated materials forms. Although it is not necessary to use these specific forms, it is necessary to record the name of the laborer, name of supervisor, date(s) of work/travel/donation(s), and value of time/donation(s) on any form used. If desired, THC staff will review any proposed format to ensure compliance with these requirements.

*Lodging and meal rates may vary upon location. To check the current rates for your project's location, please visit the U.S. General Services Administration website at <https://www.gsa.gov/travel/plan-book/per-diem-rates>

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FY 2025 TEXAS CERTIFIED LOCAL GOVERNMENT (CLG) GRANT PROGRAM

CFDA NO.: 15.904

FEDERAL AGENCY: NATIONAL PARK SERVICE

CLG GRANT BILLING STATEMENT

[Insert Date]

TO: Texas Historical Commission, Attention: CLG Grants
clg@thc.texas.gov
FROM: [Name & Address of Certified Local Government]
TAX IDENTIFICATION NUMBER: [Insert Number]
RE: CLG Billing

Enclosed is documentation to support a billing for \$[insert amount] to cover work done under the grant contract number TX-26-[XXX] for [insert name of project]. I certify no other federal funds were used for either the match or actual expenditures incurred during the execution of this project.

Please send the above amount to:

[Insert name & address of Grantee and/or department to receive funds]

	PROPOSED		ACTUAL	
	Federal	Match	Federal	Match
[Insert Activity]				
[Insert Activity]				
[Insert Activity]				

Sincerely,

[Insert Name]

[Insert Title/Office]

Enclosures (include as appropriate):

- [timesheets]
- [receipts]
- [cancelled checks or copies of bank statements]
- [copies of final products]

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FY 2025 TEXAS CERTIFIED LOCAL GOVERNMENT (CLG) GRANT PROGRAM

CFDA NO.: 15.904

FEDERAL AGENCY: NATIONAL PARK SERVICE

EMPLOYEE TIME RECORD

Grantee: _____

Grant Contract: TX-26-[XXXX]

Employee Name: _____ Title: _____

Double-click on table to open.

Date(s) or Date Range	Description of Grant Activities Performed	# Hours Worked	Hourly Rate (\$/Hr)	Value of Time (\$)
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -

PROJECT OR ACTIVITY EXPENSES

Date	Project/Activity	Item (attach receipt)	Amount

MILEAGE RECORD

Date	Project/Activity	Odometer Start	Odometer Finish	Total Miles x \$0.72

Attach additional rows or pages as necessary.

I certify that the work donated towards the completion of this project was not used as match for any other project and that it was completed during the grant period.

Employee Date

Supervisor Date

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FY 2025 TEXAS CERTIFIED LOCAL GOVERNMENT (CLG) GRANT PROGRAM

CFDA NO.: 15.904

FEDERAL AGENCY: NATIONAL PARK SERVICE

TRAVEL RECORD

Name: _____

Purpose: _____

DEPARTURE DATE/TIME	ORIGIN/ DESTINATION	PER DIEM	LODGING	OTHER (IDENTIFY)	TRANSPORTATION (RENTAL, CAB, etc.)
Totals:					

Mileage: _____ miles X \$0.72/mile = _____

Total Amount for Travel: _____

Traveler Date

Supervisor Date

Enclosures: receipts

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FY 2025 TEXAS CERTIFIED LOCAL GOVERNMENT (CLG) GRANT PROGRAM

CFDA NO.: 15.904

FEDERAL AGENCY: NATIONAL PARK SERVICE

DONATED LABOR (VOLUNTEER) TIMESHEET

Grantee: _____

Grant Contract No: TX-26-[XXXX]

Volunteer Name: _____

Type of Work Performed: _____

A person donating time to a project will be paid at minimum wage unless professionally skilled in the work being performed on the project (photographer taking pictures or data entry done by skilled person). When this is the case, the wage rate the individual is normally paid for performing this service may be charged to the project.

Double-click on table to open.

Date(s) or Date Range	Description of Grant Activities Performed	# Hours Worked	Hourly Rate (\$/Hr)	Value of Time (\$)
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
Total Value of Time:				\$ -

I certify that the work donated towards the completion of this project was not used as match for any other project and was completed during the grant period.

Signature of Volunteer

Date

Signature of Supervisor

Date

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FY 2025 TEXAS CERTIFIED LOCAL GOVERNMENT (CLG) GRANT PROGRAM

CFDA NO.: 15.904

FEDERAL AGENCY: NATIONAL PARK SERVICE

DONATED MATERIAL AND EQUIPMENT

Project Name

Donor

Description of Material/Equipment Donated	Donation Date	Fair Value	Basis of Value
Total Value of Donation:			

Signature of Donor

Date

Project Supervisor

Date

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ATTACHMENT H

COMPLETION REPORT

CITY OF MERCEDES/HISTORIC RESOURCES SURVEY OF MERCEDES, TX

THC Contract No. 808-26-262551

TEXAS CERTIFIED LOCAL GOVERNMENT (CLG) GRANT COMPLETION REPORT Year

PART 1. PROJECT INFORMATION	
Project Name	
City	State
Project Number	

PART 2. PROPERTY AND GRANT RECIPIENT INFORMATION		
A. Official Project Title		
Street		
City	State	Zip Code
Grant Recipient		
Street		
City	State	Zip Code

PART 3. FISCAL YEAR	
A. Final work-cost breakdown:	
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
TOTAL	\$
CLG Grant Monies Expended \$	
Entity	Revenue Expended \$

B. List by donor, source, kind, and amount for each of the other funding sources:	
Donor	Donor
Source	Source
Kind	Kind
Amount	Amount

PART 4. CASE-STUDY NARRATIVE

PART 5. MATERIALS INDEX

Index

Number View

Date Taken

PART 6. ACKNOWLEDGMENT

All materials generated for public use under this grant include the following statement:

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 the 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, DC 20013-7127.

Signature:

Date:

ATTACHMENT M

**ESTIMATED PROJECT BUDGET
CITY OF MERCEDES/HISTORIC RESOURCES SURVEY OF MERCEDES, TX**

THC Contract No. 808-26-262551

GRANT RECIPIENT:	City of Mercedes	TOTAL PROJECT COST:	\$100,000
GRANT NUMBER:	CLG-TX-26-001	FEDERAL SHARE:	\$50,000
PROJECT TITLE:	Historic Resources Survey of Mercedes, TX	NONFEDERAL SHARE:	\$50,000

PROJECT ACTIVITY	FEDERAL SHARE	CASH MATCH	IN-KIND MATCH	TOTAL
Fieldwork, research, materials preparation, travel-related expenses, printing and other direct costs necessary to carry out the historic resources survey described in the scope of work.	\$50,000.00	\$50,000.00	\$0	\$100,000.00
TOTALS	\$50,000.00	\$50,000.00	\$0	\$100,000.00

ATTACHMENT N
SUBCONTRACTORS
CITY OF MERCEDES/HISTORIC RESOURCES SURVEY OF MERCEDES, TX
THC Contract No. 808-26-262551

If the Grantee is not doing the work itself, 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 §§ 200.317-200.326.

The Texas Historical Commission (THC) will verify that federal procurement standards have been met and will issue a *Notice to Proceed* letter to the Grantee once the following have been completed:

- Approval of the Grantee's Request for Proposal (RFP), if applicable
- Approval of the executed contract between the Grantee and subcontractor
- Attachment D.1 receipt: Assurances for Consultants, Subrecipients, or Subcontractors signed by subcontractor
- Receipt of the Procurement Method Checklist (see below)

Procurement Method Checklist

- ☐ Subcontractors meet the Standards for Professional Qualifications (Attachment C).
- ☐ Subcontractors have signed the Assurances for Consultants and Subcontractors (Attachment D.1).
- ☐ Copies of all contracts between the Grantee and any subcontractors have been sent to THC.
- ☐ Grantee understands that subcontractors must be employed in a way that encourages competition to the maximum extent possible.
- ☐ Grantee understands that it must retain copies of RFPs, solicitations for price quotes, lists of who they were sent to, lists of responders (bidders), price quotes, and justification for selections as documentation that the method for selecting a subcontractor was in accordance with Federal procurement requirements.
- ☐ Grantee understands that it shall use its own procurement procedures which reflect applicable state and local laws and regulations, provided that procurements conform to the standards set forth in the HPF Grants Manual and Federal laws.

Method of Procurement (please select the procurement method used by the Grantee):

- | | | |
|---|--------------------------|--------------------------|
| ☐ 1. Small Purchase (acceptable for purchases under \$250,000) | Yes | No |
| a. Solicitation for price quotes was approved by THC. | ☐ | ☐ |
| b. Price quotes were obtained from an adequate number of qualified sources. | ☐ | ☐ |
|
☐ 2. Competitive Sealed Bids | Yes | No |
| a. Request for Proposals (RFP) was approved by THC. | ☐ | ☐ |
| b. RFP was formally advertised. | ☐ | ☐ |
| c. Sufficient time was given prior to date set for bid opening (~20-30 days). | ☐ | ☐ |
| d. Proposals were solicited from an adequate number of known suppliers. | ☐ | ☐ |

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- | | | |
|--|--------------------------|--------------------------|
| ☐ 3. Competitive Negotiation | Yes | No |
| a. RFP was approved by THC. | ☐ | ☐ |
| b. Proposals were solicited from an adequate number of known suppliers. | ☐ | ☐ |
| c. RFP was publicized. | ☐ | ☐ |
|
☐ 4. Noncompetitive Negotiation (select the applicable circumstance and provide a detailed explanation justifying the Grantee's procurement method) | Yes | No |
| a. The item is available only from a single source; | ☐ | ☐ |
| b. Public exigency or emergency; | ☐ | ☐ |
| c. THC and National Park Service (NPS) authorized, in writing, noncompetitive negotiation because of compelling special circumstances; or | ☐ | ☐ |
| d. After solicitation of a number of sources, competition was determined inadequate. | ☐ | ☐ |

PROJECT MANAGER CERTIFICATION:

Signature

Typed Name and Title

Date

ATTACHMENT O

**GRANT PRODUCT QUARTERLY REPORT FORM
CITY OF MERCEDES/HISTORIC RESOURCES SURVEY OF MERCEDES, TX**

THC Contract No. 808-26-262551

CERTIFIED LOCAL GOVERNMENT (CLG) PROGRAM QUARTERLY REPORT

CLG Grant Fiscal Year 2026

GRANT PROJECT

Grant Project Name

CLG Name

Grantee Name (if different from CLG)

Project Manager

Local CLG Contact (if different from Project Manager)

REPORTING PERIOD

☐ May 1–August 31, 2026

☐ September 1–December 31, 2026

☐ January 1–April 30, 2027

☐ May 1–August 31, 2027

☐ September 1–December 31, 2027

☐ January 1–April 30, 2028

☐ May 1–August 31, 2028

1. Please describe the current status of the project and the progress of the grant-funded work.

2. How much of the total project budget has been expended? (For example: 50%, \$8,000)

3. Describe any potential roadblocks to the project or adhering to the agreed-upon timeline.

4. Do you have any questions or concerns that may be addressed by the Texas Historical Commission's CLG program staff?

Thank you for submitting the CLG grant progress report. CLG Program staff looks forward to reviewing the information provided.

If you have an issue that requires immediate attention at any time during the grant cycle, please contact Kelly Little at 512-463-7812 or kelly.little@thc.texas.gov or Ericca Espindola at 512-463-9063 or ericca.espindola@thc.texas.gov.



thc.texas.gov

CLG-TX-26-001: City of Mercedes, Historic Resources Survey of Mercedes, TX

Final Audit Report

2026-08-24

Created:	2026-08-04
By:	Kelly Little (Kelly.Little@thc.texas.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAA3TRD9TK4bbKtT_F9wVQW2jn6e3Fju43b

"CLG-TX-26-001: City of Mercedes, Historic Resources Survey of Mercedes, TX" History

-  Document created by Kelly Little (Kelly.Little@thc.texas.gov)
2026-08-04 - 2:17:45 PM GMT
-  Document emailed to Oscar D. Montoya Sr. (mayor.montoya@cityofmercedes.com) for signature
2026-08-04 - 2:21:52 PM GMT
-  Email viewed by Oscar D. Montoya Sr. (mayor.montoya@cityofmercedes.com)
2026-08-17 - 4:42:02 PM GMT
-  Document e-signed by Oscar D. Montoya Sr. (mayor.montoya@cityofmercedes.com)
Signature Date: 2026-08-17 - 4:45:45 PM GMT - Time Source: server - Signature Appearance Selected: TYPE
-  Document emailed to Linda Henderson (linda.henderson@thc.texas.gov) for approval
2026-08-17 - 4:45:49 PM GMT
-  Document approved by Linda Henderson (linda.henderson@thc.texas.gov)
Approval Date: 2026-08-24 - 7:18:17 PM GMT - Time Source: server - Signature Appearance Selected: TYPE
-  Document emailed to Lindsey Trucinski (Lindsey.Trucinski@thc.texas.gov) for approval
2026-08-24 - 7:18:20 PM GMT
-  Email viewed by Lindsey Trucinski (Lindsey.Trucinski@thc.texas.gov)
2026-08-24 - 8:01:11 PM GMT
-  Document approved by Lindsey Trucinski (Lindsey.Trucinski@thc.texas.gov)
Approval Date: 2026-08-24 - 8:02:05 PM GMT - Time Source: server - Signature Appearance Selected: TYPE
-  Document emailed to Lynmarie Corbett (lynmarie.corbett@thc.texas.gov) for approval
2026-08-24 - 8:02:08 PM GMT



Adobe Acrobat Sign

 Email viewed by Lynmarie Corbett (lynmarie.corbett@thc.texas.gov)

2026-08-24 - 8:13:15 PM GMT

 Document approved by Lynmarie Corbett (lynmarie.corbett@thc.texas.gov)

Approval Date: 2026-08-24 - 8:18:16 PM GMT - Time Source: server - Signature Appearance Selected: TYPE

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2026-08-24 - 8:18:19 PM GMT

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2026-08-24 - 8:18:47 PM GMT

 Document approved by Carol Egele (carol.egele@thc.texas.gov)

Approval Date: 2026-08-24 - 8:19:23 PM GMT - Time Source: server - Signature Appearance Selected: MOBILE_TYPE

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2026-08-24 - 8:23:35 PM GMT

 Document e-signed by Brad Patterson (brad.patterson@thc.texas.gov)

Signature Date: 2026-08-24 - 8:26:31 PM GMT - Time Source: server - Signature Appearance Selected: IMAGE

 Agreement completed.

2026-08-24 - 8:26:31 PM GMT

