

PRESERVATION PROJECT APPLICATION

The completed application form must be submitted with a cover letter signed by an authorized representative of the applicant certifying that the Allocation Guide has been read. Attach supplemental sheets coded to the appropriate questions if needed. If you need assistance, call the, SD SHPO at 605-773-3458. Applications must be completed in correct format and typed.

Project: Rapid City Historic Preservation Commission

Location of Project Area: City of Rapid City, SD

Applicant Name and Address: Project Manager Name and Address:

City of Rapid City Community Dev. Department 300 Sixth Street Rapid City, SD 57701	Sarah Hanzel RC Community Development Department 300 Sixth Street Rapid City, SD 57701
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Telephone: 605.394.4120 **Telephone:** 605.394.4120

Email: sarah.hanzel@rcgov.org **Email:** sarah.hanzel@rcgov.org

Federal Amount Requested: Basic \$ 2,000 Supplemental \$ 18,000

Project Products:

- 1) Contractual
- 2) Memberships
- 3) Travel/Training
- 4) Education
- 5) Supplies

PROJECT SUMMARY: For each project.

- 1) Contractual

This project funding request will result in the completion of Phase 2 of the Update to the Historic Context Document/Historic Preservation Plan. The RCHPC is working with Vantage Point Consultants utilizing 2018-19 grant funds for Phase 1. This project will build on that effort by making updates to the Preservation Plan's content, goals, and graphics. The final scope of work will be informed by the completion of Phase 1; however, we anticipate that community input, goals formulation, and document development will be major elements of the revised plan. The City may utilize a

partnership with the Black Hills Council of Local Governments for some elements of the plan, if necessary and/or beneficial to complete the scope of work.

2) Memberships

This project funding request will enable the RCHPC to retain existing annual subscriptions to SD Historical Society, National Alliance of Preservation Commissions, and the National Trust for Historic Preservation.

3) Travel/Training

This project funding request will support the RCHPC in their commitment to host the CLG meeting in 2020. This event brings CLG's from across the State together to participate in preservation training activities, network, and exchange information and ideas. The Rapid City Historic Preservation Commission has laid groundwork to hold this event in Downtown Rapid City on March 25 – 27, 2020. The event will have a similar format to past CLG meetings including speakers/presentations, social events, and building tours.

A majority of the funding will be used for speakers and meeting space. In addition to the CLG grant funding request, the RCHPC has also secured sponsorship from the City of Deadwood. Additional sponsors for catering, an ineligible cost, will be sought this year.

4) Education

This project funding request enables the RCHPC to continue to maintain the Picture Rapid City's Past website. This educational tool was recently updated to coincide with the new downtown walking tour brochures created with last year's grant funds. In addition, this website utilizes QR Codes at several historic downtown locations that are responsible for sharing local history with locals and tourists visiting downtown Rapid City. This funding request is specifically for the hosting fees to the website development company, TDG. In addition to the website, the HPC has been conducting regular facebook posts, and will continue to do so using HPC volunteer time.

5) Supplies

This funding request covers administrative costs associated with office supplies postages, notices, printing, etc.

TENTATIVE SCHEDULE. Indicate sequence of work and anticipated time required to complete each stage of the project. Please be as specific as possible.

Contractual

- Finalize Scope of Work: June – July, 2019
- Project Kick Off: August
- Community Engagement: August – October
- Plan Development: November – February
- Draft Plan/Community meeting: March

- Adopt Final Plan: April

Memberships

- Ongoing: expenses as membership renewals arise.

Travel/Training

- Agenda development: June – January
- Finalize Agenda: January
- Open registration: February
- Event: March 25 – 27
- Follow Up Survey: April

Education

- One time yearly fee for Website, February
- Ongoing Social media updates

Supplies

- Ongoing: expenses as membership renewals arise.

COST ESTIMATES: List major categories of work involved and the estimated cost of each, using the major budget heading cited in the Allocation Guide. **Divide into Federal/Match columns.** Federal share should be matched dollar for dollar of the total project costs. Make a separate budget for the Basic and the Supplemental Funds.

<u>BASIC ALLOCATION</u>			
<u>BUDGET</u>	Federal	Match	Total
Salaries/Benefits			
Planner III		\$400	
Administrative Assistant		\$400	
Legal		\$400	
Program Administration		\$400	
HPC @ Volunteer Rate		\$400	
HPC @ Professional Rate			
Postage, Program Administration/Supplies	\$1,725		
Memberships	\$275		
Totals	\$2,000	\$2,000	\$4,000

MATCH:

Donor:	<u>City</u>	<u>HPC</u>
Source:	Operating Funds	Services
In-Kind:	Cash**	Volunteer
Amount:	\$1,600	\$400

<u>SUPPLEMENTAL ALLOCATION BUDGET</u>	Federal	Match	Total
Salaries/Benefits			
Planner III		\$10,000	
Administrative Assistant		\$2,000	
Legal			
Program Administration		\$2,000	
HPC @ Volunteer Rate		\$4,000	
HPC @ Professional Rate			
Contractual	\$14,800	SEE NOTE	
Training	\$2,500		
Online Education Program	\$700		
Totals	\$18,000	\$18,000	\$40,000

MATCH:

Donor:	City	HPC
Source:	Operating Funds	Services
In-Kind:	**Cash	Volunteer
Amount:	\$16,000	\$4,000

** This cash match is made up of City Employee Staff time

NOTE: The City may be able to dedicate up to \$10,000 in existing funding/cash match toward the Preservation Plan Update. Partnership with BH Council of Local Governments may result in further donated match toward project, if needed.

ATTACH A LIST OF MEMBERS: Provide an updated resume of members using the form provided.

I certify that the information contained in this application is true and correct to the best of my knowledge, and that I am the duly authorized representative of the applicant. I have read the Allocation Guide and am familiar with all terms and conditions set forth therein. Attached are the necessary resumes of project personnel.

Dated:

Project Manager's Signature

Commission Member Resume Form

Name
Commission
Current Address

Date

Employment History

Preservation/History Experience

Publications

Education