

# 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:** Rapid City, SD

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**Applicant Name and Address:**    **Project Manager Name and Address:**

City of Rapid City  
300 Sixth Street  
Rapid City, SD  
57701

Sarah Hanzel, Long Range Planner  
300 Sixth Street  
Rapid City, SD  
57701

**Telephone:** 605-394-4120    **Telephone:** Same

**Email:** Sarah.Hanzel@rcgov.org    **Email:** Same

**Federal Amount Requested:** Basic \$ 2,000 Supplemental \$ 20,000

**Project Products:** Cultural Landscape Survey; Memberships; Travel/Training; Online education program; Community Education Workshop; Supplies

**PROJECT SUMMARY:** For each project.

1) Contractual

This project funding request will result in the completion of Phase 3 of the Update to the Historic Context Document/Historic Preservation Plan. Phase I resulted in draft Historic Context Report and Draft Historic Preservation Plan Update. Phase II is currently underway and sets up the work for Phase III by creating a Thematic Narrative and Representative types. This acts as the framework for the design of a Cultural Landscapes Survey of Rapid City (Phase III). The goal of the Cultural Landscapes Survey will be to reassess the Rapid City landscape, identifying historically and culturally significant spaces, viewsheds, and resources. The Cultural Landscape Survey will be integrated in to the Rapid City Historic Preservation Commission's Historic Context Report and

Comprehensive Plan. The RCHPC has been working with Vantage Point Consultants on this project. They are subcontracting with Ethnoscience.

## 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 to receive continuing education. It is not anticipated that the Commission will travel for any National Conferences this year; however, if a program is available to attend within the State or the region these funds will be used to cover travel/training expenses. This line item, along with supplies, will also support the HPC providing an educational workshop to the public in the form of contractor training, real estate professional training, neighborhood workshop, or similar.

## 4) Online Education Program

This project funding request enables the RCHPC to continue to maintain the *Picture Rapid City's Past* website. This educational tool coincides with the downtown walking tour brochures. 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 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
- CLS Development: November – February
- Draft Plan/Community meeting: March
- Final Deliverables: April

### **Memberships**

- Ongoing: expenses as membership renewals arise.

### **Travel/Training**

- Commissioner Training: As opportunities are available
- Community education workshop:
  - November – February: develop theme, materials, schedule meeting location
  - March: Promote the event
  - April: hold event

### **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.

<b><u>BASIC ALLOCATION BUDGET</u></b>	<b>Federal</b>	<b>Match</b>	<b>Total</b>
<b>Salaries/Benefits</b>			
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		
<b>Totals</b>	<b>\$2,000</b>	<b>\$2,000</b>	<b>\$4,000</b>

**MATCH:**

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

<b><u>SUPPLEMENTAL ALLOCATION BUDGET</u></b>	<b>Federal</b>	<b>Match</b>	<b>Total</b>
<b>Salaries/Benefits</b>			
Planner III		\$10,000	
Administrative Assistant		\$2,000	
Legal			
Program Administration		\$2,000	
HPC @ Volunteer Rate		\$4,000	
HPC @ Professional Rate			
Contractual	\$18,000	\$4,000 cash match (see note)	
Training	\$1,000		
Online Education Program + Community workshop	\$1,000		
<b>Totals</b>	<b>\$20,000</b>	<b>\$22,000</b>	<b>\$42,000</b>

**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 has budgeted ~\$4,000 in funding/cash match toward the Preservation Plan Update Phase III. This brings the total budget for Phase III up to \$22,000.

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

See attached resume for new member, David Williams.

Please note that Chris Wehrle has resigned from the Commission. We have two open positions out of 9 total. We are in the process of amending our ordinance to grant more flexibility on membership, while still maintaining the requirements in State Law and the CLG Handbook.

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**