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

---

**Applicant Name and Address:**
City of Rapid City
300 Sixth Street
Rapid City, SD 57701

**Project Manager Name and Address:**
Sarah Hanzel, Planning Projects Division Manager
300 Sixth Street
Rapid City, SD 57701

**Telephone:** 605.394.4120

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

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

**Project Products:**
1. Contractual - $15,000
2. Memberships and Program Administration - $2,000
3. Travel/Training - $1,500
4. Community Outreach - $1,500

**PROJECT SUMMARY:** For each project.

**Contractual:**

1) In the spring of 2021, the Historic Preservation Commission wrapped up its three phase planning process to update Rapid City’s Historic Preservation Plan. This process resulted in a substantive revision to Rapid City’s Historic Context Documents, as well as a new work plan, strategies, and projects for the Commission to embark on in partnership with the community. A primary focus of the 2022-2023 CLG grant funds will be to further implement the plan. The planning process has identified areas of Rapid City’s post war history that warrant further investigation and documentation. During the 2021-2022 grant cycle, the HPC contracted for a survey of post war schools. A similar project covering postwar businesses is anticipated for the 2022-2023 grant cycle. The RCHPC proposes to
utilize grant funds to engage with a professional who meets Secretary of the Interior’s Professional Qualifications to undertake a reconnaissance level survey or context document of these types of resources. The exact scope and scale of the survey will be dependent on the level of funding, availability and cost of survey professionals, and level of interest from vested stakeholders such as property owners. A phased approach may be necessary in order to complete a larger scale project. A budget of $15,000 is proposed.

2) Memberships and Program Administration

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. In addition, this line item includes program administration costs such as printing and postage. This project funding request also enables the RCHPC to continue to maintain the Commission’s website. 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.

3) Travel/Training

A budget of $1,500 has been established for any travel/training opportunities that become available to the commission such as local or national conferences, or webinars.

4) Community Outreach

A budget of $1,500 is proposed to conduct community education/outreach workshop targeted towards historic neighborhoods/property owners.

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, 2022
- Project Kick Off: August 2022
- Community Outreach/Fieldwork: November – February 2023
- Draft Plan/Community meeting: March 2023
- Final Deliverables: April 2023

Memberships
- Ongoing: expenses as membership renewals arise.

Travel/Training
- As opportunities become available
Education
- Monthly hosting fees, throughout the year.
- Ongoing Social media updates
- Public Workshop for the historic property owner/community members anticipated to occur leading up to and/or in conjunction with Preservation month in May of 2023

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.

<table>
<thead>
<tr>
<th>BASIC ALLOCATION</th>
<th>Federal</th>
<th>Match</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Salaries/Benefits</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Planner III</td>
<td></td>
<td>$400</td>
<td></td>
</tr>
<tr>
<td>Administrative Assistant</td>
<td></td>
<td>$400</td>
<td></td>
</tr>
<tr>
<td>Legal</td>
<td></td>
<td>$400</td>
<td></td>
</tr>
<tr>
<td>Program Administration</td>
<td></td>
<td>$400</td>
<td></td>
</tr>
<tr>
<td>HPC @ Volunteer Rate</td>
<td></td>
<td>$400</td>
<td></td>
</tr>
<tr>
<td>HPC @ Professional Rate</td>
<td></td>
<td>$400</td>
<td></td>
</tr>
<tr>
<td>Postage, Program Administration/Supplies</td>
<td></td>
<td>$1,025</td>
<td></td>
</tr>
<tr>
<td>Memberships</td>
<td></td>
<td>$275</td>
<td></td>
</tr>
<tr>
<td>Online Education Program</td>
<td></td>
<td>$700</td>
<td></td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td>$2,000</td>
<td>$2,000</td>
<td>$4,000</td>
</tr>
</tbody>
</table>

MATCH:
- Donor: City
- Source: Operating Funds
- In-Kind: Cash**
- Amount: $1,600
- HPC
- Services
- Volunteer
- $400
### SUPPLEMENTAL ALLOCATION BUDGET

<table>
<thead>
<tr>
<th></th>
<th>Federal</th>
<th>Match</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Salaries/Benefits</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Planner III</td>
<td></td>
<td>$14,000</td>
<td></td>
</tr>
<tr>
<td>Administrative Assistant</td>
<td></td>
<td>$2,000</td>
<td></td>
</tr>
<tr>
<td><strong>Legal</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HPC @ Volunteer Rate</td>
<td>$2,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HPC @ Professional Rate</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contractual</td>
<td>$15,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Travel/Training</td>
<td>$1,500</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Community Education Workshop</td>
<td>$1,500</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td>$18,000</td>
<td>$18,000</td>
<td></td>
</tr>
</tbody>
</table>

**MATCH:**
- **Donor:** City
- **Source:** Operating Funds
- **In-Kind:** **Cash
- **Amount:** $16,000
- **HPC:** Services
- **Volunteer:**
- **Amount:** $2,000

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

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

Altman, Jeremy  
Calhoun, Emily  
Johnson, Jenn  
Neiles, Brittany  
Roseland, Pat  
Saunders, Carol  
Katherine Molnar – New member, resume included  

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