

# 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, 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 – N/A
2. Memberships and Program Administration - \$2,000
3. Travel/Training - \$3,000
4. Community Outreach - \$15,000

**PROJECT SUMMARY:** For each project.

Contractual:

- 1) See contract with Bob Yapp, under Public Education/Community Outreach Program
- 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 \$3,000 has been established for any travel/training opportunities that become available to the commission such as local or national conferences, or webinars. We anticipate sending staff a commissioners to the CLG meeting held in the spring of 2024 if one is planned for Sioux Falls.

4) Community Outreach

A budget of \$15,000 has been created to conduct community education/outreach workshops in the form of a Bob Yapp program. The HPC is utilizing grant funds from 2022-2023 to bring Bob Yapp to Rapid City to conduct audience-specific training with contractors, the West Boulevard Neighborhood homeowners, and the HPC. The HPC proposes to deliver a two part training program, with part one currently planned for 2022-2023, and part two to occur in 2023-2024. The current year topics include (window rehabilitation – contractors), and how to paint your historic home (homeowners). The proposed grant funding could be used for (repair of wood features – contractors), and window rehabilitation (homeowners). In addition, the HPC would have commission-specific training with Bob Yapp.

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

**Contractual**

- N/A for 2023-2024, see Education program with Bob Yapp

**Memberships**

- Ongoing: expenses as membership renewals arise.

**Travel/Training**

- As opportunities become available; anticipated biannual CLG meeting

**Education**

- May/Preservation Month trainings with Bob Yapp

**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 II		\$400	
Administrative Assistant		\$400	
Legal		\$400	
Program Administration		\$400	
HPC @ Volunteer Rate		\$400	
HPC @ Professional Rate			
Postage, Program Administration/Supplies	\$1,025		
Memberships	\$275		
Online Education Program	\$700		
<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>			
Planning Projects Manager		\$6,500	
Planner II		\$7,500	
Administrative Assistant		\$2,000	
Legal			
HPC @ Volunteer Rate		\$2,000	
HPC @ Professional Rate			
Travel/Training	\$3,000		
Community Education Workshop	\$15,000		
<b>Totals</b>	<b>\$18,000</b>	<b>\$18,000</b>	<b>\$36,000</b>

**MATCH:**

Donor:	City	HPC
Source:	Operating Funds	Services
In-Kind:	**Cash	Volunteer
Amount:	\$16,000	\$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  
 Saunders, Carol  
 Katherine Molnar  
 Vacant

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**