

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: **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 \$20,000, 000

Project Products:

1. Contractual – N/A
2. Memberships and Program Administration - \$2,000
3. Travel/Training - \$3,000
4. Community Outreach - \$17,000

PROJECT SUMMARY: For each project.

Contractual:

- 1) Contract with 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 is needed for travel/training opportunities that become available to the commission such as local or national conferences, or webinars. We anticipate sending one staff member to the National Alliance of Preservation Commissions Forum in West Palm Beach, FL in August of 2024.

4) Community Outreach

A budget of \$17,000 has been created to conduct community education/outreach workshops. The HPC is utilizing grant funds from 2023-2024 to conduct audience-specific training with contractors, the West Boulevard Neighborhood homeowners, and with Historic Preservation Commissioners. The HPC proposes to deliver a Historic Window Repair Workshop program, with part one currently planned for May 2024 under the previous grant allocation, and part two to occur in May 2024.

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 2024-2025, see Education program

Memberships

- Ongoing: expenses as membership renewals arise.

Travel/Training

- NAPC Forum August 2024, and as opportunities become available;

Education

- May/Preservation Month trainings with a Preservation Consultant focused on hands on training to repair/maintain historic properties.

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 BUDGET</u>	Federal	Match	Total
Salaries/Benefits			
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		
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			
Planning Projects Manager		\$7,500	
Planner II		\$8,000	
Administrative Assistant		\$2,500	
Legal			
HPC @ Volunteer Rate		\$2,000	
HPC @ Professional Rate			
Travel/Training	\$3,000		
Community Education Workshop	\$17,000		
Totals	\$20,000	\$20,000	\$40,000

MATCH:

Donor:	City	HPC
Source:	Operating Funds	Services
In-Kind:	**Cash	Volunteer
Amount:	\$18,000	\$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
VacantDave Viall

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

