

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 (HPC)

Location of Project Area: Rapid City, South Dakota

Applicant Name and Address:

Rapid City Historic Preservation Commission
300 Sixth Street
Rapid City, SD
57701

Project Manager Name and Address:

Sarah Hanzel
300 Sixth Street
Rapid City, SD
57701

Telephone: 605.391.41020

Email: Sarah.Hanzel@rcgov.org

2017-18 Federal Amount Requested: Basic \$ 2,000 Supplemental \$ 20,000

Project Products: Commissioner and Staff Training; Online Media Education Program, Update Downtown Interpretive Signage, Community Education Workshop, Memberships, and Supplies/Postage/Administration.

PROJECT SUMMARY:

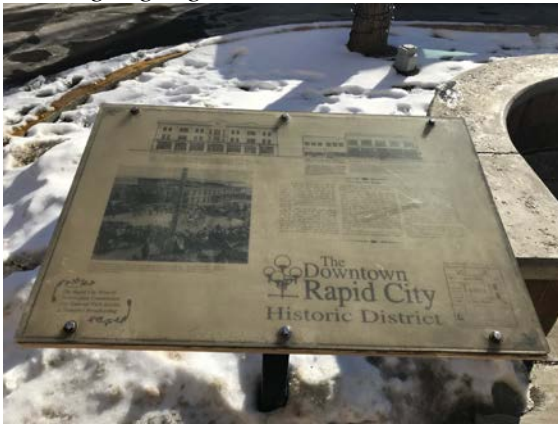
Staff and Commissioner Training: City Staff and one or more members of the Historic Preservation Commission will attend training seminars provided by the SHPO, or other preservation entity. In addition, there are two or more options for training through National Preservation Organizations such as the National Trust for Historic Preservation and the Main Streets Association if funding is available.

- Past Forward Conference, San Francisco: November 13-16, 2018
- Main Street Now, Kansas City, Missouri: Spring 2019
- Other as opportunities are available.

Online Media Education Program: The Historic Preservation Commission utilized 2017-2018 grant funds to undergo an overhaul of the “Picture Rapid City’s Past” (www.picturercpast.com) interactive website. Funds in this line item will go toward website hosting and domain name renewal to keep this interactive educational tool active.

Update interpretive signage downtown: Downtown Rapid City has three existing historic interpretive displays. These signs were installed a number of years ago. It is unknown at this time exactly what year they were installed; however, it is believed to be somewhere around 2010. It appears that multiple funding sources were used. The signage has since started to show its wear and the signs do not reflect well on the historic preservation program. Funding in this line item will be used to completely re-design and install new interpretive signage downtown. The sign posts will be repainted and re-used, if possible. Existing locations and new locations will be examined.

Existing Signage



Updated Signage Concept Examples



Community Education/Outreach Programs: The HPC will host one or more workshops that are free for the public. Topics such as “11.1 Review Application Tips” or “Tax Credit Program Overview” will cater to developers and real estate professionals. These education workshops will improve customer service and community education about the historic review application processes and incentives for rehabilitating historic property. These events may take place in conjunction with the Rapid City Community Development Departments quarterly “Coffee with a Planner” event to increase community relationships and public knowledge about historic preservation practices and processes. Another option for an educational workshop would be to present mid-century architecture information in collaboration with SHPO staff, if opportunities are available.

Supplies/Postage, Program Administration: This includes supplies and other costs necessary to carry out HPC business.

Memberships: The HPC will continue its membership to South Dakota Historical Society, National Alliance of Preservation Commissions, etc.

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

Staff and Commissioner Training Opportunities

- Past Forward Conference, San Francisco: November 13-16, 2018 – OR-
- Main Street Now, Kansas City, Missouri: Spring 2019 – OR-
- Other as opportunities they are available

Online Media Education Program

- **Ongoing:** promote QR code and walking tour via through community partner organizations (chamber of commerce, Main Street Square, Destination Rapid City, etc.) facebook page, City media releases, and others.

Update interpretive signage downtown

- **June:** Planning work session to identify sign locations, content, and design as determined by allocated funding.
- **July:** Request for project bids. Send project specifications to local sign firms to obtain project estimates
- **August – December:** Project development. Create text and graphic content using HPC volunteer hours and contracted sign firm, as needed.
- **January – February: Obtain any city approvals/right-of-way permits as necessary.**
- **March - April:** Sign installation and community promotion

Community Education/Outreach Programs

- **September:** Present Workshop topic
- **May:** Present Workshop topic

Supplies/Postage, Program Administration

- **Ongoing:** expenses as needed

Memberships

- **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 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		\$11,000	
Administrative Assistant		\$3,000	
Legal			
Program Administration		\$2,000	
HPC @ Volunteer Rate		\$4,000	
HPC @ Professional Rate			
Update Interpretive Signage Downtown	\$12,300		
Commissioner/Staff Training	\$6,000		
Community Workshop	\$1,000		
Online Media Education Program	\$700		
Totals	\$20,000	\$20,000	\$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

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

Resumes for the Historic Preservation Commission are attached in the following order:

Tim Smith – See attached
 Jenn Johnson – On file
 Brittany Neiles – On file
 John Riker – On file
 Carol Saunders – On file
 Chris Wehrle – On file
 Vacancy – N/A
 Vacancy – N/A
 Vacancy – N/A