

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

Location of Project Area: Rapid City, South Dakota.

Applicant Name and Address:

Rapid City Community Planning & Development Services

Project Manager Name and Address:

Sarah Hanzel, Long Range Planner II

300 Sixth Street

Rapid City, SD, 57701

Telephone: 605.394.4120

Email: sarah.hanzel@rcgov.org

2016-2017 Federal Amount Requested: Basic \$ 2,000 Supplemental \$ 22,000

Project Products: The Historic Preservation Commission (Commission) proposes to use 2016-17 CLG Grant funds primarily for three project products. The highest priority is placed on a Historic Survey of the downtown area. Second, the Commission will develop and carry out a public education program, and third, the Commission will participate in training opportunities which advance their knowledge in historic preservation topics. In addition to these products, grant funds will be used for program administration, website maintenance fees, and professional memberships.

PROJECT SUMMARY:

Downtown Historic District Resurvey

Rapid City's Historic Commercial District was originally nominated for National Register Listing in 1974. The amendment to increase the boundary to its current configuration was submitted in 1998. In the past several years, Rapid City's downtown area has seen significant public and private investment. A downtown master planning process is currently underway that will identify opportunity sites downtown, as well as recommendations for a range of development incentives. A downtown historic district resurvey will identify factors that can be used to guide preservation planning and to

encourage adaptive re-use of historic structures. The commission proposes to focus the survey on the area east of 5th Street and other portions of the downtown which may have structures that are eligible to be listed on the National Register of Historic Places. As a supplement, the Commission proposes to support SHPO staff in undergoing a windshield survey of the existing Commercial Historic District to evaluate what changes have occurred over the last 18 years. The estimated cost of \$12,000 to perform the survey work was based on the recent completion of the West Boulevard Historic District project which was funded with \$66,000 over five phases. However, the total land area for this project is much smaller, and this project will be funded in one phase. A Request for Proposals (RFP) process will be conducted to solicit competitive bids for proposals from qualified firms.

Educational Outreach

The members of the Commission have formed a Residential Working Committee and a Commercial Working Committee to identify areas and strategies to prioritize for public outreach and education. A facilitated work plan session scheduled in April will identify specific goals and actions for the Commission to work towards over the next year. In addition, the Commission will host community information meetings for property owners and downtown stakeholders associated with the Downtown Historic District Survey. The Commission proposes to update printed literature for the West Boulevard Historic District and/or the Downtown Commercial District. In addition, a seminar or workshop with Bob Yapp is an additional opportunity to conduct educational programming in Rapid City.

Personnel Training

In order to stay current on historic preservation methodologies, train new Commission members, and comply with the requirements of the Certified Local Governments Agreement, the Commission members shall participate in training sessions offered at the local, regional, State and National (if applicable) level. Opportunities for personnel training include:

- CAMP Sessions being offered in Brookings
- National Preservation Conferences or other opportunities as available

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

Downtown Historic District Resurvey

- Confirmation of funding CLG grant award June 1
- Release RFP on June 15
- Proposals due on July 16
- Interview candidates week of July 25
- Enter into Agreement week of August 1
- Site reconnaissance first week September
- Submit survey plan for approval by SHPO, HPC, and City October 1

- Survey field work complying to the SD Architectural Survey Manual completed and submitted to SHPO by November 30
- SHPO approves entry by January 30
- Draft report of findings and recommendations with community meeting March 1
- Final Report, all deliverables and final invoice due March 15
- Final invoice paid by City before May 1

Educational Outreach

- Work session with Harney Business Group to occur early April resulting in strategies and goals for the Residential and Commercial working groups to achieve.
- Update printed materials for West Boulevard Historic District and Downtown Commercial District
- Community meetings associated with Downtown Resurvey week of March 1
- Social Media, Press releases, and/or Event Endorsements associated with Preservation Month
- Seminar or Workshop with Bob Yapp

Personnel Training

- NAPC Camp and CLG Summit Meeting August 11-12, 2016 in Brookings, SD
- Other opportunities as available

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</u>			
BUDGET	Federal	Match	Total
Salaries/Benefits			
Planner I		\$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: City
Source: Operating Funds
In-Kind: Cash**
Amount: \$1,600

HPC
Services
Volunteer
\$400

<u>SUPPLEMENTAL ALLOCATION BUDGET</u>	Federal	Match	Total
Salaries/Benefits			
Planner I		\$11,000	
Administrative Assistant		\$5,000	
Legal			
Program Administration		\$2,000	
HPC @ Volunteer Rate		\$3,000	
HPC @ Professional Rate		\$1,000	
Downtown Survey	\$12,000		
Other Education/Outreach programs & NAPC Training	\$5,000		
Bob Yapp Workshop	\$4,200		
Website Maintenance/Hosting	\$800		
Totals	\$22,000	\$22,000	\$44,000

MATCH:

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

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 necessary resumes of project personnel and the completed copies of the Assurances and Debarment and Suspension Certification forms.

Dated:

3/9/2016


Project Manager's Signature

Commission Member Resume Form

Name

Date

Commission

Current Address

Employment History

Preservation/History Experience

Publications

Education

U. S. Department of the Interior

**Certification Regarding
Debarment, Suspension, Ineligibility and
Voluntary Exclusion**

Lower Tier Covered Transactions

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 43 CFR Part 12, Section 12.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211). Copies of the regulations are included in the proposal package. For further assistance in obtaining a copy of the regulations, contact the U. S. Department of the Interior, Acquisition and Assistance Division, Office of Acquisition and Property Management, 18th and C Streets, N. W., Washington, D.C. 20240.

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTION ON REVERSE)

(1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

(2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such as prospective participant shall attach an explanation to this proposal.

Patsy Horton, Long Range Planning Manager
Name and Title of Authorized Representative

Patsy Horton
Signature

March 9, 2016
Date

Instruction for Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant unknowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transactions." without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to check the Nonprocurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transaction authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.