

# Historic Preservation Commission of Rapid City

300 sixth st. rapid city, s.d. 57701

## MEMORANDUM

DATE: 2/16/01  
TO: Mayor and Rapid City Common Council  
FROM: Paul Swedlund, Rapid City Historic Preservation Commission  
RE: Year 2001-2002 CLG Grant Application

On behalf of the Rapid City Historic Preservation Commission, I am requesting your authorization to allow the Commission to submit our annual Certified Local Government (CLG) grant application to the State Office of History. The Commission this year is requesting a total of \$7,000 from the State to be used primarily for operating expenses, a public education workshop, the continued development of our photo archive collection, and the reprinting of the City's *Downtown Walking Tour Brochure*. Specific details are included in the attached application.

Representatives of the Historic Preservation Commission will be present at your Legal and Finance Committee meeting on February 28, 2001 to ask for your approval of this grant application and to respond to any questions you may have regarding this matter.

Thank you.

**Year 2001-02 CLG PRESERVATION**  
**PROJECT APPLICATION**

**Project Title:** 2001-2002 City of Rapid City Historic Preservation Public Education Project

**Location of Project Area:** City of Rapid City, South Dakota

**Applicant Name and Address:**

Rapid City Historic Preservation Commission  
300 Sixth St.  
Rapid City, SD 57701

**Telephone -** (605)394-4120

**Project Manager Name and Address:**

William Lass, Senior Planner  
Rapid City Planning Dept.  
300 Sixth St.  
Rapid City, SD 57701

**Telephone -** (605)394-4120

**2001 Federal Amount Requested:** Basic \$2,000, Supplemental \$5,000

**Project Period: Beginning** May 1, 2001 **Ending** June 30, 2002

**Project Products:**

- Phase III Archival collection of historic photographs of Rapid City
- Update of Walking Tour Brochure and Reprinting Brochure
- Public Education Workshop

**PROJECT SUMMARY:**

Basic Allocation Funds: Supplies, Walking Tour Brochure Revisions and Reprinting

Supplemental Fund Project: Phase III Photo Archive Collection, Workshop/Educational Materials, Memberships, Postage and Program Administration

1A. The proposed project meets the requirements of Supplemental Funds usage in a number of ways. The public workshop and the continued development of the photo archives collection will provide the Historic Preservation Commission with an important opportunity to heighten public awareness and interest concerning the community's historical resources and historic preservation in general. The photographic archive project will allow the Commission to expand their existing library of historic photographs. Once, recorded digitally, cataloged and filed properly at City Hall, the library, and the state archives these photographs will provide information to property owners, the general public and local commission members wishing to do historical research.

1B. The principal products of the 2001-2002 CLG project will be: (1) Revisions to, and reprints of, the existing *Downtown Walking Tour* brochure; (2) Expansion of the photographic archive collection – both in digital and hard copy format; and, (3) Public Tour/Workshop.

The Historic Preservation Commission is requesting \$1,500 to revise and reprint the "Downtown Walking Tour Brochure." This brochure has been successfully used for years to educate local residents and tourists on the Rapid City Downtown Commercial Historic District. This twenty-page brochure provides details on many of the downtown buildings most important in Rapid City's history. The Commission believes that the Downtown Walking Tour Brochure has been the most

successful means of educating the public through the years. Since 1993 alone the Commission has distributed approximately ten thousand copies of the brochure throughout the community. The brochures are available to the public at several locations including City Hall and the new Visitors Information Center. Additionally, several organizations and businesses regularly pick up large quantities of the brochure which they then distribute to their patrons.

The Historic Preservation Commission is requesting \$3,750 of supplemental project funds as part of a continuing project that will copy historic photos to digital format and make them available to the local library, state archives and the City of Rapid City. CLG funds have been used the previous two years to begin this project. Many photographs important to local history and found in private and public collections have been archived thus far but many remain. The Commission believes it is important to reprint, house and make available for public use more of these important photographs before they are lost to neglect or deterioration.

Another important product of the 2001-2002 Public Education Project will be a public tour/workshop. A total of \$250 of the CLG supplemental funding will be used towards this component of the project. The precise type of tour or workshop has not yet been selected. A likely theme of the workshop/tour will be to further educate owners of historic properties and dispel some of the myths regarding the historic review process mandated under SDCL 1-19A-11.1. In concert with this effort, the Commission members will be working on their own to develop better communication with owners of historic properties and to provide valuable input to city officials and community leaders regarding historic preservation.

2. The public workshop/tour and the Walking Tour Brochure will help increase public awareness and recognition of historic preservation, and will ultimately help to save more of the community's important historical buildings. The acquisition of historically significant photographs will provide invaluable research materials to both the Commission and the community. This, in turn, will ultimately help preserve and protect buildings being threatened by development or neglect.

3. The products will be produced both through the hiring of a consultant and the direct efforts of the Historic Preservation Commission members. A consultant will be hired to reproduce and transfer the historic photographs to digital format under the guidance of the Commission and the SHPO. The Historic Preservation Commission (with the assistance of City Planning Department Staff) will prepare and conduct the workshop/tour.

4. Users and those benefiting from the project will include the entire community, surrounding area, and numerous tourists that visit the region every summer. On a long-term basis, benefit will be provided to the National Park Service, State Historic Preservation Office, the City of Rapid City, and state historians as the public education component of the project will lead to future property nominations.

5. The primary preservation need and SHPO goals addressed by this project will be the education of the general public about historic preservation and the acquisition of historically significant research materials.

6. N/A

7. N/A

**TENTATIVE SCHEDULE:**

Start Date: May 1, 2001

End Date: June 30, 2002

Photo Archive Collection – Phase III: Receive Quotes by May 15, 2001, Select Consultant by July 1, 2001, Project to be Completed by November 1, 2001.

Public Education Workshop/Tour: Preliminary Plans complete by January 31, 2002 with Workshop/Tour to be held by March 30, 2002.

**COST ESTIMATES:**

BASIC ALLOCATION BUDGET	Federal	Match	Total
Salaries/Benefits			\$2,000.00
Senior Planner		\$ 500.00	
Administrative Assistant		\$ 280.00	
HPC Members		\$ 500.00	
HPC Members as Professionals		\$ 720.00	
			\$2,000.00
Supplies	\$ 500.00		
Walking Tour Brochures	\$ 1,500.00		
TOTALS	\$ 2,000.00	\$2,000.00	\$4,000.00

**MATCH:**

Donor:	<u>City</u>	<u>HPC</u>
Source:	Operating Funds	Services
Kind:	**Cash	Volunteer
Amount:	\$780.00	\$1,220.00

SUPPLEMENTAL ALLOCATION BUDGET	Federal	Match	Total
Salaries/Benefits			\$5,000.00
Senior Planner		\$1,000.00	
Administrative Assistant		\$ 300.00	
HPC Members		\$1,500.00	
HPC Members as Professionals/Proceeds from - Sale of Advertising in Walking Tour Brochures		\$2,200.00	
			\$5,000.00
Contractual (Archive)	\$3,750.00		
Memberships	\$ 250.00		
Postage, Notices, Program Administration	\$ 750.00		
Workshop/Education Materials	\$ 250.00		
TOTALS	\$5,000.00	\$5,000.00	\$10,000.00

**MATCH:**

Donor:	<u>City</u>	<u>HPC</u>	<u>HPC and/or Advertising</u>
Source:	Operating Funds	Services	Services/Cash
Kind:	**Cash	Volunteer	Volunteer/Cash
Amount:	\$1,300.00	\$1,500.00	\$2,200.00

\*\* Note: This cash match is made up of City Staff time.

**MEMBERSHIPS:**

South Dakota Historical Society  
Historic South Dakota Foundation  
National Trust for Historic Preservation

**HISTORIC PRESERVATION COMMISSION MEMBERSHIP LIST:**

Ruth Brennan, Public Arts  
Carol Reed-Brown, Banking  
Norman Nelson, Printing  
Jim Quinn, Marketing  
Paul Swedlund, Law  
Fred Thurston, Architecture  
Lee Vierling, Teacher  
John Capello, West Boulevard Historic District Resident

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 I 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. *(Note: Resumes on file with SHPO).*

Dated: \_\_\_\_\_, 2001

\_\_\_\_\_  
Project Manager Signature

U. S. Department of the Interior

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

**Lower Tier Covered Transactions**

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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.

William G. Lass, Senior Planner

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Name and Title of Authorized Representative

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Signature

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.