



## Memorandum

TO: Potential Deadwood Fund Applicants

FROM: Jay D. Vogt, State Historic Preservation Officer

RE: **Deadwood Fund packet**

Please find enclosed an application, instructions, and criteria packet for the South Dakota State Historical Society's Deadwood Fund program. There are two opportunities to apply for funding annually. The first deadline is February 1 and the second is October 1. Projects may not start until after the award is granted. Under this historic preservation program, the grants ranging from \$1,000 to \$25,000 will be awarded for projects that retain, restore, or rehabilitate historic buildings, structures, and archaeological sites in South Dakota for residential, commercial, or public purposes.

The Deadwood Fund program is funded by a portion of the gambling revenue generated in Deadwood, SD. By sharing the Deadwood historic preservation monies, the Deadwood Fund program enables applicants from throughout the state to extend their financial resources to preserve important pieces of South Dakota history.

All projects must meet The Secretary of the Interior's *Standards for Rehabilitation*. The standards for restoration and rehabilitation are summarized in the enclosed packet. These standards are neither technical nor prescriptive; instead they promote responsible preservation practices that help protect our nation's irreplaceable cultural resources.

The staff of the State Historic Preservation Office, a program of the South Dakota State Historical Society, is ready to assist applicants interpret the criteria and complete the application. ***To be considered, applications must be postmarked no later than February 1 or October 1 annually.*** If you have any questions, feel free to contact our office.

Thank you for your interest in historic preservation and the Deadwood Fund program.

## General Information

- The South Dakota State Historical Society is an office within the Department of Education. The mission of the Society is to promote, nurture and sustain the historical and cultural heritage of South Dakota by collecting, preserving, researching, and interpreting evidence of the state's irreplaceable past and making it available for the life-long education, enrichment of present and future generations.
- The State Historic Preservation Office (SHPO) is a unit of the Society which manages the National Register of Historic Places program of the National Park Service in South Dakota. The program relates historic preservation to economic, social and educational state objectives; it surveys, inventories and registers historic properties; and it promotes public awareness and provides technical assistance on their preservation.
- The Deadwood Fund is created out of gaming proceeds from the City of Deadwood. The purpose of the fund is to make loans and grants to purchase, restore, or develop historic South Dakota properties for residential, commercial, or public purposes.
- Individuals, organizations, and public agencies sponsoring projects to retain, restore or rehabilitate historic buildings, structures or sites by returning them to a state of utility, through repair or alteration, which makes possible an efficient contemporary use while preserving those portions and features of the properties which are significant to their historic, architectural, and cultural values and meeting the grant criteria are eligible to apply for a Deadwood Fund grant.

*In all instances, the burden of proving that funds will support work in historic preservation lies with the applicant. Professional guidance by someone skilled in the retention, rehabilitation, and restoration of historic properties may be needed to successfully plan, implement, and complete a project. Evaluation criteria will be used as guidelines to rank each project. A project meeting all eligibility criteria does not guarantee that it will receive a grant award.*

- A Deadwood Fund grant may be considered taxable income. In June 1997, the IRS began examinations of preservation grants in Colorado, and it claims that those grants are taxable income.
- The applicant is encouraged to be a member of the South Dakota State Historical Society. See membership information on pages k-l of the application packet.

## Grant Information

- Grants will be for projects *beginning approximately May 1 (following the February deadline) or January 1 (following the October deadline)*. Projects may not start until after notification of the grant award is received.
- Grants will generally be awarded in amounts ranging from \$1,000 to \$25,000.
- Where determined that an application merits support only in part or at a reduced level, the offer will be less than the amount requested. *Larger grant awards may be considered in extreme circumstances.*
- Generally, the grant amount requires a dollar-for-dollar match from nonfederal and non-state sources. The availability of matching funds must be provided with the application. Nonprofit organizations according to state law may receive grants without match; however, match is highly encouraged.
- Payment of the grant award will be made on a reimbursement basis upon receipt of a paid invoice at the completion of the work. The matching funds must be demonstrated at the time of payments. The State Historic Preservation Office staff reserves the right to inspect completed work before payment.
- Projects should demonstrate substantial public historic preservation benefits. The fund will not pay for administrative or operating costs. The following categorical exclusions will not generally be funded with Deadwood Funds: security systems, general decorative arts and furnishings, general building or site maintenance, new construction or non-historic site improvements, and work performed only to meet the Americans with Disabilities Act and building codes.

## Eligibility Criteria

1. The property must be listed on or eligible for listing on the National Register of Historic Places. If not listed, property owner agrees to submit an application within one year.
2. The project must meet The Secretary of the Interior's *Standards for Rehabilitation* (36 CFR 67), see page g of the application packet.
3. The applicant must demonstrate that funds are available to match the grant, and the property will have on-going use at the completion of the project for residential, commercial, or public purposes.
4. The applicant must provide assurances of the ability to maintain the property well into the future.
5. The applicant must sign an eight-year restrictive covenant running with the property, which states that the property shall be maintained in a manner that preserves the property's historic integrity. All work performed on the property within the covenant period must meet The Secretary of the Interior's *Standards for Rehabilitation*, see page g of the application packet.
6. A sign provided by the South Dakota State Historical Society must be posted at the project site. The sign will state that the project has been funded in part by the State Historical Society through the Deadwood Fund and must remain posted for the duration of the project. All publicity material should include similar recognition.

## Evaluation Criteria

The Deadwood Fund grant program provides an opportunity to leverage financial resources for the acquisition, retention, restoration or rehabilitation of historic buildings, structures and sites. Awards in this program are made only when there is evident need for additional funds to complete a critical project and to effect significant improvement or prevent losses of historic properties. The applicant must demonstrate a financial investment in the project, the ability to meet the financial obligation, and a commitment to its completion.

Projects will be ranked for priority based on the following criteria:

1. The property is significant to South Dakota history and the project substantially benefits historic preservation and serves as a major public demonstration of historic preservation.
2. The historic building, structure or site is of public prominence or importance and endangered or threatened.
3. The entire project meets the Secretary of the Interior's *Standards for Rehabilitation*, see page g of the application packet.
4. The property is associated with minority or ethnic groups, particularly American Indians.
5. The property is currently listed on the National Register of Historic Places.
6. The project has a preservation plan in place and documented community support.

7. The property receives appropriate on-going maintenance, or its present state of disrepair is not the result of neglect by the current owner.
8. The applicant documents more than the required dollar-for-dollar match; nonprofit organizations providing match.
9. The application is clear, concise, complete, and includes a detailed budget.
10. A historic preservation professional assisted in developing or reviewed the project, the general contractor and subcontractors are professionally qualified and preservation sensitive, and if the work is being completed by someone other than a licensed contractor, the individual or company is capable of performing the prescribed work.
11. The project has not previously received funding through this program.

### Description of Review Process

Applications are accepted any time, but all eligible applications must be **postmarked no later than February 1 or October 1 each year** to be considered in the current year cycle. An applicant must submit an application for each deadline. Applications will not be forwarded to the next application deadline.

Each application is assigned to a historic preservation specialist, usually based on the geographic location of the project. The specialist reviews the application for completeness and to ensure that the project is eligible for consideration. If the specialist requires additional information to process the application, he or she will call or write the applicant.

An in-house review panel evaluates each application/project based on the criteria listed above. The preservation staff makes formal recommendations to the South Dakota State Historical Society Board of Trustees (a.k.a. State Review Board) and other key personnel. The Board makes a final determination on applications in April and December.

The State Historic Preservation Officer will notify each applicant about the disposition of the awards within 90 days of the final review by the Board of Trustees.

## DEADWOOD FUND GRANT APPLICATION CHECKLIST

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*Please use this checklist to verify that your application is complete. Incomplete applications may receive point-deductions or may not be evaluated for the awards.*

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- APPLICATION:** The entire application is typed.
- APPLICATION:** One original and one copy of the application is enclosed
- DOCUMENT:** If grant is to be used to acquire a historic property, a copy of the purchase agreement is enclosed. (Page 3, #1b)
- OWNERSHIP:** Proof of ownership is enclosed. (Page 5)
- NON-PROFIT ORGANIZATIONS:** Copy of IRS determination letter is enclosed. (Page 5)
- PHOTOS:** One set of original photographs of the project and one set of photocopies are enclosed. (Page 5)
- NATIONAL REGISTER:** If property is not listed on the National Register of Historic Places, completed Preliminary Assessment form is enclosed. (Page 5)
- MATCH:** Amount requested is matched at least dollar-for-dollar. (Page 5, #1a)
- MATCH:** Proof of match is enclosed (bank statement, signed letter from banker, approved budget from a government agency or non-profit organization) (Page 5, #1b)
- BUDGET:** A detailed budget for the project is enclosed (Page 6, #1)
- Cost Estimates:** Three cost estimates from architects/contractors are enclosed. (Page 7, #2)
- Cost Estimates:** IF THREE COST ESTIMATES ARE NOT ENCLOSED, statement documenting the request for at least three estimates is enclosed. (Page 7, #3)
- SIGNATURE:** Property owner has signed and dated Page 2 and Page 7.
- SIGNATURE:** Grantee has read the Certified Assurances (Page 8 through 10) and has signed and dated Pg. 10.
- SUPPORTING DOCUMENT:** A preservation/development plan is included. (Pg 3, #2a) (OPTIONAL)
- SUPPORTING DOCUMENT:** Documented community support is included. (Page 5) (OPTIONAL)
- SUPPORTING DOCUMENT:** Any preservation reports and blueprints, if available, are included. (Page 3, #1c)

**Please submit original and 1 copy of the application.**

Application must be postmarked either **February 1 or October 1**.

An applicant must submit an application for each deadline. Applications will not be forwarded to the next application deadline.

**Name of property** \_\_\_\_\_

Address of property Street \_\_\_\_\_

City \_\_\_\_\_ County \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_

Legal description of property \_\_\_\_\_

**National Register of Historic Places Status (Check one):**

\_\_\_ Individually Listed \_\_\_\_\_ Contributing in a District

\_\_\_ Listed on the State Register & Eligible for the National Register

\_\_\_ Not Listed on either State or National Registers, complete a Preliminary Property Assessment Form (back of application, pages a-f)

**Project Contact:**

Name \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_ Daytime Telephone Number \_\_\_\_\_

Email Address \_\_\_\_\_

★ Would you like to be notified by email of other grants and programs for historic properties?  
YES  NO

**Owner:**

Name/Organization \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_ Daytime Telephone Number \_\_\_\_\_

**Project:**

Amount Requested: \_\_\_\_\_ Total Project Cost \_\_\_\_\_

Select a Project Period: *May 1* \_\_\_\_\_ *to April 30,* \_\_\_\_\_  or *January 1 to December 31* \_\_\_\_\_   
year year year

**Instructions:** The application must be **typed**. If more space is required please type additional information on separate pages. Provide the **original and 1 copy** of all written materials.

**Project Summary:**

Project Name \_\_\_\_\_

1. Description of project: **Check one or more** of the following categories that best define the proposed project.

a) Design and Pre-development\*

\_\_\_\_ Preliminary planning

\_\_\_\_ Architectural designs

\_\_\_\_ Feasibility studies

b) Acquisition

\_\_\_\_ Purchase of property

Attach a copy of the purchase agreement.

*Check box if enclosed.*

c) Construction

\_\_\_\_ Reconstruction (replacing of missing features to a building)

\_\_\_\_ Rehabilitation (providing a new use for a building)

\_\_\_\_ Restoration (returning a building to a particular time)

\_\_\_\_ Stabilization (retaining historic fabric and stopping deterioration)

Attach any preservation reports and blueprints, if available.

*Check box if enclosed.*

\*The fund will not pay for administrative or operating costs.

2. Please describe the project.

a) Please include any preservation plans for this property. A preservation plan is any document separate from this application detailing past, current, and future projects for this property. (Examples include property tax moratorium applications, historic tax credit applications, or a professional study). *Check box if enclosed.*

3. Provide a time schedule for the project:

4. Impact on historic characteristics: Please answer the following questions.
- a) Will the project change the current/historic material? For example installing asphalt shingles instead of wood shingles. Explain why.
  
  - b) Will the project change the size of the area? For example, does the project involve changing window size? Explain how and why.
  
  - c) Will the current/historic material be removed? For example, removing plaster. Explain why.
  
  - d) How does the project meet the Secretary of the Interior Standards? See page g.
5. Property use: provide a description of the current and/or planned use for the property once the project is complete. (Note: State law requires that the property have residential, commercial, or public purposes.)
6. Maintenance:
- a) Provide a statement of how the owner plans to maintain the property after the project is complete.
  
  - b) Please list projects completed this past year.



**Proof of Ownership:**

Attach documentation. *Check box if enclosed.*

**Proof of Non-profit Status:** IF APPLICABLE

Attach IRS determination letter. *Check box if enclosed.*

**Photos:** For digital images, include a set of **current original printed photographs** of the project and the digital images of the printed photographs on a CD-R. For regular photographs, include a set of current original photographs as well as a set of photocopies. Note: Approved applicants must provide photo documentation and digital images throughout the duration of the project, particularly the pre-work and post-work phases. (See attached photographic documentation guidelines, page i).

*Check box if enclosed.*

**Property Not Listed on the State or National Register:** The property must be listed on or determined eligible for the National Register of Historic Places and a National Register nomination must be submitted by the applicant to the SHPO within one year. In order to determine eligibility for a property not on the State or National Register, complete a Preliminary Property Assessment form and submit it with the application. See pages a-f.

*Check box if enclosed.*

**Community Support:** (OPTIONAL) Please include any documentation of community support for this project. This can include a resolution of support for the project from a local governing body, letters from elected officials, newspaper articles about the project, documentation of other grants, or letters from federal agencies. *Check box if enclosed.*

**Match:**

1. Generally, the grant amount requires a dollar-for-dollar match.

- a) Please provide a summary of how the match will be accomplished.  
(NOTE: In-kind match can only be used by non-profit organizations unless otherwise approved by the SHPO.)
  
- b) Attach a copy of a bank statement of credit or a copy of an approved budget from a government agency or non-profit organization. *Check box if enclosed.*

2. Nonprofit organizations according to state law may receive grants without match, however it is highly encouraged.

a) Please provide a statement of why the organization should receive a grant without match.

b) Non-profit organizations may use in-kind match for up to 50% of the match. Please provide a statement concerning what type of work volunteers will perform for the project. If in-kind work is planned, please contact your Region Coordinator to work on the details before submitting the application. See page j for Region Coordinator contact information.

**Cost Estimates:**

1. Please provide a detailed budget for the entire project. The fund **will not** reimburse administrative or operating costs.

<b>Sample Budget</b>	<b>Grant</b>	<b>Match</b>
<b>Labor</b>		
Labor for tuck-pointing 2 days/7 people/10 hours/\$20 (plus permits/etc)	\$3,500.00	
*Volunteer Labor @110 hrs/\$5.15		\$ 566.50
Painting building Clean-up		
<b>Supplies/Materials</b>		
Film \$5 @ 3 rolls		\$ 15.00
Material	\$1,000.00	\$4,000.00
Sand, lime, aggregate		
<b>Total</b>	<b>\$4,500.00</b>	<b>\$4,581.50</b>

\*for Non-Profits only

2. Please provide and attach at least three cost estimates from either architects, contractors, or other professionals involved in the projects. *Check box if enclosed.*

Cost estimates **must** specify the costs of labor, materials, consultants, and permits. If conducting a masonry project the estimates **must** include mortar mixture specifications, statement concerning use of power tools, and percentage of building requiring masonry work. A contractor should be provided with a copy the Historic Masonry Repair sheet located on page h before preparing a bid for masonry work. (List names of architects/contractors here)

3. If three cost estimates are unattainable, please include a statement documenting the request for estimates.

Completion of application and meeting criteria does not guarantee funds for any project.

If awarded a grant, I agree to post a sign stating that the project is being funded in part by South Dakota State Historical Society through the Deadwood Fund. I also understand that the project must comply with The Secretary of the Interior's *Standards for the Treatment of Historic Properties* and that a covenant will be attached to my property. This covenant must be signed and proof of filing the covenant with the register of deeds must be provided before any disbursement of funds.

Signature of Property Owner \_\_\_\_\_ Date \_\_\_\_\_

State Historic Preservation Office prohibits discrimination on the basis of race, color, national origin, age, sex or handicap in its assisted programs. If you believe you have been discriminated against in any program, activity, or facility as described above, or if you desire more information, please write to the South Dakota State Historical Society, 900 Governors Drive, Pierre, SD 57501-2217.

## **CERTIFIED ASSURANCES HISTORIC PRESERVATION PROGRAM**

This program receives Federal financial assistance from the National Park Service. Grants are subject to the requirements outlined in OMB Circulars A-133, A-87, A-110, and A-122. Subgrantees agree to abide by all federal and state regulations, including the following certified assurances.

The Subgrantee agrees to comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) 42 USC 2000d,et seq.; Executive Order 11764 and Department of Interior Regulation (43 CFR 17; (b) Section 504 of the Rehabilitation Act of 1973 (P.L. 93-112 as amended); (c) the Age Discrimination Act of 1975; (d) Title IX of the Education Amendments of 1972, as amended; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended; (f) the American With Disabilities Act 1990 (P.L. 101-366); (g) any other nondiscrimination provisions is the specific statute(s) under which application for Federal assistance is being made. Furthermore, the applicant Hereby Certifies that it meets all requirements regarding Federal debt status and Federal debarment and suspension, and that it will provide a drug-free workplace in compliance with the Drug-Free Workplace Act of 1988. This assurance shall obligate the Applicant for the period during which the Federal financial assistance is extended.

### **Assurances Explanation**

**Title VI of the Civil Rights Act of 1964**, as amended, provides that no person in the United States shall, *on the grounds of race, color or national origin*, be excluded from participation in, be denied benefits of, or be subject to discrimination under any program or activity receiving federal financial assistance.

**Section 504 of the Rehabilitation Act of 1973** provides that no otherwise qualified disabled individual in the United States, as defined in section 7(6)\*, shall, *solely by reason of his/her disability*, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal assistance. Failure to comply with Section 504 can result in loss of federal funds.

\*For the purpose of Section 504, the term “disabled individual” means any person who (a) has a physical or mental impairment which substantially limits one or more of such person’s major life activities, (b) has a record of such impairment, or (c) is regarded as having such an impairment.

**Americans with Disabilities Act (ADA) of 1990** prohibits discrimination on the basis of disability in employment (Title II) and places of public accommodation and commercial facilities (Title III).

**Age Discrimination Act of 1975** provides that no person in the United States shall, *on the basis of age*, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity receiving federal financial assistance.

**Title IX of the Education Amendments of 1972** provides that no person in the United States shall, *on the basis of sex*, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal assistance.

As required by **Section 1352, Title 31 of the U.S. Code**, grantees must comply with the restriction concerning **lobbying** with allocation funds: "No part of the money appropriated by an enactment of Congress shall, in the absence of express authorization by Congress, be used directly or indirectly to pay for any personal service, advertisement, telegram, telephone, letter, printed or written matter, or other device, intended or designed to influence in any manner a member of Congress, to favor or oppose, by vote or otherwise, any legislation or appropriation by Congress, whether before or after the introduction of any bill or resolution proposing such legislation or appropriation; but this shall not prevent officers or employees of the United States or its departments or agencies from communicating to members of Congress on the request of any member or to Congress, through the proper official channels, requests for legislation or appropriations which they deem necessary for the efficient conduct of the public business."

**Debarment and Suspension** -The sub-grantee certifies to the best of his or her knowledge and belief that the sub-grantee or its principals (a) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency; (b) has not within a three-period preceding this proposal been convicted of or had a civil judgment rendered against him or her for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; (c) is not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local)with commission of any of the offenses enumerated in paragraph (b) of this certification; and (d) has not within a three-year period preceding this application had one or more public transactions (federal, state, or local) terminated for cause or default.

**Drug-Free Workplace Act of 1988** - (a) The grantee certifies that, as a condition of the grant, he or she will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; (b) If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, he or she will report the conviction, in writing, within ten calendar days of the conviction, to the grant officer or other designee, unless the Federal agency designates a central point for the receipt of such notices. When notice is made to such a central point, it shall include the identification number(s) of each affected grant.

As required by **Federal Debt Status** (OMB Circular A-120), the grantee certifies that it is not delinquent in the repayment of any Federal debt.

Consistent with 41 U.S.C. 10a-10c, "**Buy American Act**," subgrantees who are purchasing equipment and products through an Endowment-supported grant are encouraged, whenever possible, to purchase American-made equipment and products.

**Fair Labor Standards Act** states that all professional performers and related or supporting personnel employed on projects or productions which are financed in whole or in part under the grant shall receive not less than the minimum compensation as determined by the Secretary of Labor.

No part of any project or production which is financed in whole or in part under the grant will be performed or engaged in under working conditions which are unsanitary or hazardous or dangerous to the health and safety of the employees engaged in such project or production.

**The Native American Graves Protection and Repatriation Act of 1990** (25 U.S.C. 3001 et seq.) applies to any organization which controls or possesses Native American human remains and associated funerary objects, and which receives Federal funding, even for a purpose unrelated to the Act.

If your non-profit organization receives **\$300,000 or more in federal financial assistance**, the State of South Dakota requires that an **annual audit** be conducted in accordance with OMB Circular A-133. Audits shall be completed and filed with the Department of Legislative Audit by the end of the 12th month following the end of the fiscal year being audited.\* The Subgrantee shall, at its own expense, provide for an audit acceptable to the State. The Subgrantee will comply with audit regulations under OMB A-133, The Single Audit Act. Copies of the audit should be sent to the State Historical Preservation Program

\* Audits must be conducted by an auditor that is approved by the Auditor General of the State of South Dakota. Auditor approval must be obtained annually and can be requested by forwarding a copy of the audit engagement letter to the Department of Legislative Audit. The Department of Legislative Audit will notify each auditor of approval or disapproval. For information concerning audits contact: Department of Legislative Audit, A-133 Coordinator, 427 S. Chapelle, c/o 500 E. Capitol, Pierre, SD 57501.

As the Grantee's authorized representative, I certify that \_\_\_\_\_  
(name of grantee)

is in compliance with the Award of Allocation and CERTIFIED ASSURANCES outlined in this document.

**Name (please print or type):**

\_\_\_\_\_

**Title (please print or type):** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**THIS MUST BE SIGNED AND RETURNED WITH YOUR GRANT APPLIATION.**

**Your grant award will not be processed until these documents are on file in our office.**

Return the Application to: South Dakota State Historical Society  
State Historic Preservation Office  
Attn. Deadwood Fund  
900 Governors Drive  
Pierre, SD 57501-2217  
(605) 773-3458

**ONLY use this if property is NOT LISTED on the National Register of Historic Places.**

**NATIONAL REGISTER OF HISTORIC PLACES**

**PRELIMINARY PROPERTY ASSESSMENT FORM**

In order for the State Historic Preservation Office staff to make a preliminary determination of eligibility for the National Register of Historic Places, complete this form with as much information as possible. Include recent photographs of both the **exterior** and **interior** features of the property (see photo documentation guidelines) and a simple floor plan or sketch of the building with primary features marked and labeled (walls, windows, doors, etc.) Digital photos are acceptable.

PROPERTY ADDRESS: Street \_\_\_\_\_

City \_\_\_\_\_ County \_\_\_\_\_ Zip \_\_\_\_\_

(Is the building or structure on its original location?)                      Yes                      No

If 'No', list the approximate date of the move and reason for relocation

\_\_\_\_\_  
\_\_\_\_\_

DATE OF CONSTRUCTION: (include date and source of information)

\_\_\_\_\_

EXTERIOR MATERIALS: (Lists both historic and current, if not the same)

Foundation \_\_\_\_\_

Walls \_\_\_\_\_

Roof \_\_\_\_\_

Other \_\_\_\_\_

\_\_\_\_\_

INTERIOR MATERIALS: (list both historic and current, if not the same)

Ceilings \_\_\_\_\_

Walls \_\_\_\_\_

\_\_\_\_\_

INTERIOR, Cont'd

Floors \_\_\_\_\_

\_\_\_\_\_

Other \_\_\_\_\_

ALTERATIONS: (list and describe any additions, alterations, or removal of any features and give date of change)

Additions \_\_\_\_\_

\_\_\_\_\_

Windows (indicate any that have been closed up, added or changed)

\_\_\_\_\_

\_\_\_\_\_

Entrances/Doorways (exterior or interior additions or modifications)

\_\_\_\_\_

\_\_\_\_\_

Porches (added or removed) \_\_\_\_\_

Decorative Elements (i.e. columns, balconies, railings, shutters, cornices, molding, brackets, etc.) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Other \_\_\_\_\_

SITE FEATURES: (briefly describe the surrounding area and structures)

Outbuildings \_\_\_\_\_

\_\_\_\_\_

Setting/Landscaping \_\_\_\_\_

\_\_\_\_\_



**SIGNIFICANCE/ HISTORY:**

Please check the criterion for eligibility that applies to your property. Refer to the information sheet on National Register Criteria for descriptions.

- CRITERION A (history): \_\_\_\_\_
- CRITERION B (person): \_\_\_\_\_
- CRITERION C (architecture): \_\_\_\_\_
- CRITERION D (archaeology): \_\_\_\_\_

Based on the criterion checked above, briefly describe the history of your property and why it is significant on either a local, state, or national level. Refer to the source list for suggestions on historical research. Please document any references used. (Attach additional pages if needed).

FORM PREPARED BY: \_\_\_\_\_  
MAILING ADDRESS: \_\_\_\_\_  
CITY, STATE, ZIP: \_\_\_\_\_  
TELEPHONE: \_\_\_\_\_ DATE: \_\_\_\_\_

\*\*\*\*\*

The information sheets are for your files, but please return the **completed** assessment form with **photographs and sketches** to the National Register Coordinator in your region. The Historic Preservation staff will review the form and make a determination of eligibility based on the information received. In some cases, a determination may be deferred for additional research or site visit. If the property is determined eligible, a representative will contact you about the nomination process. If you have any questions or comments, please contact the Historic Preservation Program.

SOUTH DAKOTA STATE HISTORICAL SOCIETY  
HISTORIC PRESERVATION OFFICE  
900 GOVERNORS DRIVE  
PIERRE, SD 57501-2217  
phone (605) 773-3458  
fax (605) 773-6041  
[shpo@state.sd.us](mailto:shpo@state.sd.us)

## GUIDE TO THE NATIONAL REGISTER CRITERIA FOR EVALUATION

The National Register of Historic Places Criteria are designed to determine and evaluate the significance of historic resources within the proper historic context. There are four main categories which are listed below, followed by a brief description. Please keep in mind that while a single property must qualify under **at least** one category, it may be eligible under more than one criterion.

### CRITERIA:

The quality of significance in American history, architecture, archaeology, and culture is present in districts, sites, buildings, structures, and objects that possess integrity of location, design, setting, material, workmanship, feeling, and association, and :

- A** That are associated with events that have made a significant contribution to the broad patterns of our history; or
- B** That are associated with the lives of persons significant in our past; or
- C** That embody the distinctive characteristics of a type, period, or method of construction; or that represent a significant and distinguishable entity whose components may lack individual distinction; or
- D** That have yielded, or may be likely to yield, information important in prehistory or history.

### CRITERIA CONSIDERATIONS:

There are seven Criteria Considerations listed on the National Register Nomination Form which are applicable to cemeteries, birthplaces, graves of historical figures, properties owned by religious institutions or used for religious purposes, structures that have been moved from their original locations, reconstructed historic buildings, properties primarily commemorative in nature, and properties that have achieved significance in the last fifty years. Typically, the types of properties listed above would not be considered for the National Register but may qualify under one of the criteria considerations. If your property is one of the above, please fill out the preliminary assessment form but attach a brief description of the property type and explain its significance.

## **A BRIEF SUMMARY OF THE NATIONAL REGISTER OF HISTORIC PLACES:**

The National Register of Historic Places is a program designed to identify, recognize, and to some degree, protect significant historic resources. Listing on the register does not restrict the rights of property owners, nor does it prevent destruction of historic properties, but there are benefits to both the private owner and general public.

### **The National Register DOES:**

\*Identify and evaluate significant buildings, structures, sites, objects, and districts according to the established National Register Criteria.

\*Make the public aware of historic resources by documenting their importance.

\*Provide information about historic resources that can be used as a planning tool for federal, state, local and private agencies.

\*Expedite the review of federal undertakings that could affect historic resources and attempt to mitigate adverse effects on identified historic properties.

\*Make owners of historic properties eligible for federal grants for preservation projects, when such funds are available.

\*Enable income-producing depreciable historic properties to use tax incentives when rehabilitated according to the Secretary of the Interior's Standards.

\*List properties only if they meet the National Register criteria and the owner, or a majority of owners, agree to the listing.

\*State laws provides that the State Historic Preservation Officer review projects which encompass governmental funding, licensing, permit, and many other forms of involvement. SDCL 1-19A-11.1

### **The National Register DOES NOT:**

\*Limit or restrict the rights of property owners to use, develop, or sell their historic properties; require that historic properties be maintained, repaired or restored; or require that historic properties be open to the public.

\*Provide markers or plaques for listed properties. Owners may purchase plaques and markers if desired.

\*Automatically facilitate local landmark designation or local district zoning. Nor does it require the review of state, local, or privately funded projects that could affect historic properties.

\*Automatically stop federal undertakings that could affect historic resources.

\*Assure that owners of historic properties will receive grants when funds are available.

\*Provide state or local tax benefits or low-interest loans to owners.

\*List historic properties according to local criteria or if the owner or majority of owners object to the listing.

## **The Secretary of the Interior's Standards for Rehabilitation**

*The Standards for Rehabilitation, a section of the Secretary's Standards for Historic Preservation Projects, address the most prevalent preservation treatment today: rehabilitation. Rehabilitation is defined as the process of returning a property to a state of utility, through repair or alteration, which makes possible an efficient contemporary use while preserving those portions and features of the property which are significant to its historic, architectural, and cultural values.*

The Standards that follow were originally published in 1977 and revised in 1990 as part of Department of the Interior regulations (36 CFR Part 67, Historic Preservation Certifications). They pertain to historic buildings of all materials, construction types, sizes, and occupancy and encompass the exterior and the interior of historic buildings. The Standards also encompass related landscape features and the building's site and environment as well as attached, adjacent or related new construction.

The Standards are to be applied to specific rehabilitation projects in a reasonable manner, taking into consideration economic and technical feasibility.

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.
6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
8. Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.
10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

## HISTORIC MASONRY REPAIR MORTAR SPECIFICATIONS

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All new mortar joints should match the historic joints in strength, color, texture, size, shape, tooling detail and other visual qualities.

### Beware Of Portland Cement.

It is essential that the **strength** of the new mortar is compatible with the historic masonry. If the new mortar contains a high Portland-cement content, it will not be flexible enough to allow the soft historic masonry to expand and contract with climactic changes. The softer masonry will become damaged over time as it cracks between the mortar joints.

The recommended mortar composition is approximately 2.5 parts aggregate and 1 part hydrated, or “slacked” lime. Add just enough water to create a workable mortar mix. If the workability of the composition is extremely poor, a maximum of 20% Portland cement may be added to the mix. Since the aggregate is a blend of sand which contains both fine and coarse particles, the blend of particles sizes in the new mortar should closely match the historic composition. Keep in mind that the larger particles will move to the outer surface of the wall to protect the mortar against erosion.

The use of locally found aggregates usually provides the best match to historic mortar, since early craftsmen generally created mixes from readily available sands found close to the construction site. Although it is preferable to match the color of the historic mortar through the selected aggregate blend, it is acceptable to introduce artificial coloring agents in small quantities.

### Power Tools

The use of power tools to remove deteriorated mortar is not explicitly prohibited, but it is strongly discouraged. The most gentle techniques are always preferable; if the mortar is so sound that power tools are required to remove it, the mortar probably sound enough to be left alone. Raking out deteriorated mortar by hand avoids damage to the surrounding masonry components. Several tax incentive projects have been denied at the national level because of the inappropriate use of power tools.

### How Much Water?

Water will evaporate as the mortar dries, so mortar which requires less water will be stronger and more durable than mortar with a high water content. A simple test to determine the appropriate blend of aggregate particle sizes is to place samples into three clear glass jars. The first jar should contain only sand. The second jar should contain sand and a small amount of pebbles. The third jar should be half sand and half pebbles. The total amount of aggregate in each container should be the same. Slowly pour water into each jar, measuring the amount of water needed to just cover the aggregate. The jar that requires the least amount of water to cover the aggregate will create the most suitable mortar blend.

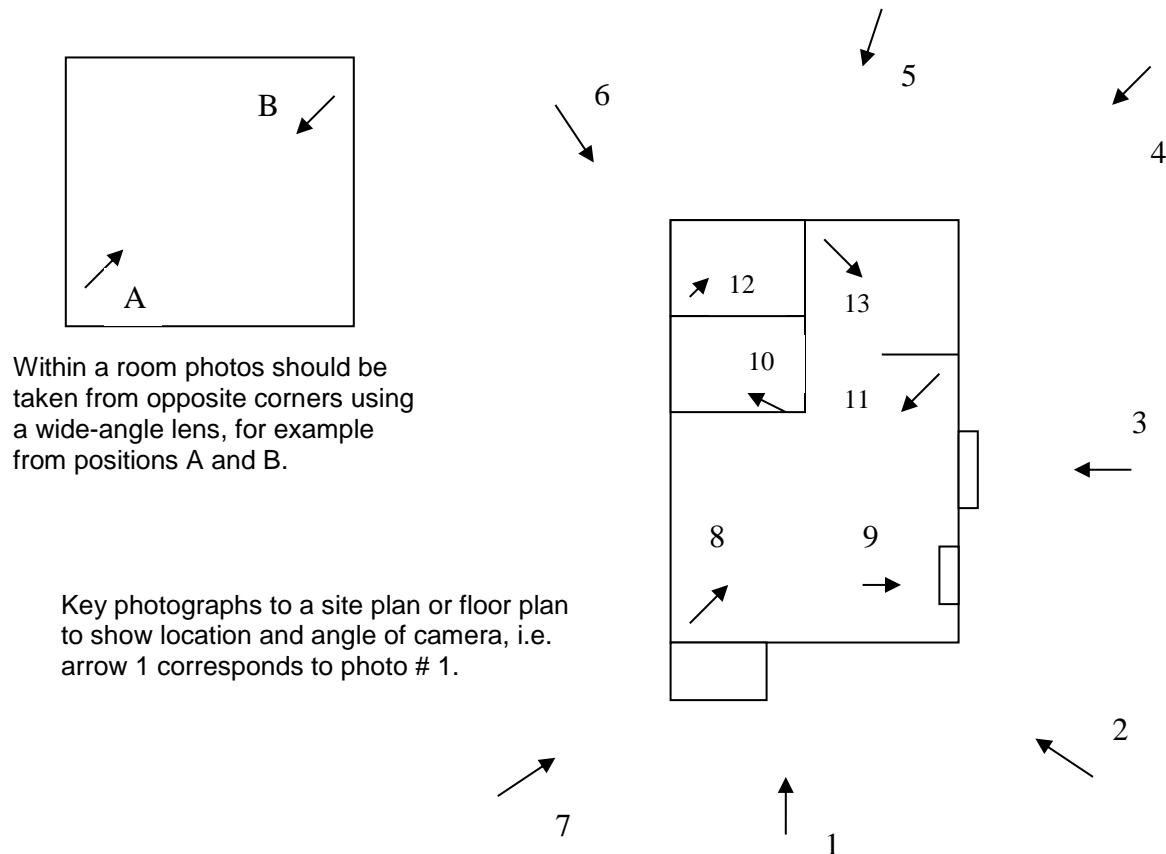
## PHOTOGRAPHIC DOCUMENTATION GUIDELINES

In order for the Historic Preservation Program staff to adequately evaluate whether rehabilitation and restoration work performed meets the Secretary of the Interior's Standards, good, clear, and comprehensive photographic documentation must accompany the grant application.

At a minimum the following photographs should be submitted:

1. Several photographs of the site and setting of the historic property. This should include photos taken close up, showing the individual property site, and from a distance, showing the street setting of the property.
2. At least one photograph of all existing elevations, showing the entire elevation. This includes all structures affected by the proposed project, such as carriage houses and outbuildings. Elevations that are partially blocked by an adjacent building or trees may require several photographs taken from different angles to completely document the elevation.
3. Detailed close-up photographs are needed of specific architectural features affected by the project, such as windows, doors, balustrades, trim, etc. Submitting several representative photos of multiple features such as windows is acceptable provided they adequately represent the element throughout the structure.
4. Photographs of interior spaces should be taken with a wide-angle lens from diagonally opposite corners of the room. This includes all interior spaces affected by the project. If like spaces or rooms exist then submitting several representative photographs is acceptable.

All photographs should be labeled with the property name, the date, the number of the photo, and the view (i.e. east elevation) or a brief description of what is shown. Do not use pen to label the photos. Use pencil, or write on non-acidic labels.



## Historic Preservation Regions

In order to provide the best possible service to the public, the three historic preservation specialists will each be responsible for the historic preservation matters in a specific geographic area of the state. Questions concerning the national or state registers, certified local governments, historical markers, and grant assistance should be directed to the specialist assigned to the appropriate area. If the specialist for your area is unavailable, feel free to visit with one of the other historic preservation staff members.

### Northern

Sofia Mattesini – [Sofia.Mattesini@state.sd.us](mailto:Sofia.Mattesini@state.sd.us)

605-773-2906

Counties: Beadle, Brookings, Brown, Butte, Clark, Codington, Corson, Day, Deuel, Dewey, Edmunds, Faulk, Grant, Hamlin, Hand, Harding, Hyde, Kingsbury, Marshall, McPherson, Meade, Perkins, Roberts, Spink, Ziebach

### West-Central

Kate Nelson – [Kate.Nelson@state.sd.us](mailto:Kate.Nelson@state.sd.us)

605-773-6005

Counties: Haakon, Hughes, Jackson, Lawrence, Meade, Pennington, Stanley

### Southern

Liz Almlie – [Liz.Almlie@state.sd.us](mailto:Liz.Almlie@state.sd.us)

605-773-6056

Counties: Aurora, Bennett, Bon Homme, Brule, Buffalo, Charles Mix, Clay, Custer, Davison, Douglas, Fall River, Hanson, Hutchinson, Jackson, Jerauld, Jones, Lake, Lincoln, Lyman, McCook, Minnehaha, Miner, Moody, Oglala Lakota, Sanborn, Todd, Tripp, Turner, Union, Yankton

### Other staff

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# South Dakota State Historical Society Membership Application

Join us today! The South Dakota State Historical Society is the keeper of the state's rich history. As South Dakota's only statewide history organization, the State Historical Society collects, preserves, researches, and interprets the state's exceptional past. Your membership in the State Historical Society helps the Society to use its vast collection and resources to bring history to life through education kits, exhibits, programs, publications, and much more.

Different levels of membership make it easy for you to join and support the work of the State Historical Society. Heritage Circle Advanced Membership enables you to make a significant gift to the State Historical Society and its nonprofit partner, the South Dakota Historical Society Foundation, to further the success of the organizations. Each Heritage Circle membership includes the benefits of basic membership plus additional rewards. Select a club that works best for you.

All membership levels include ...

- ❖ free admission to the Museum at the Cultural Heritage Center (guests not included);
- ❖ a 10% discount at the Heritage Stores in the Cultural Heritage Center and the State Capitol, SDSHS Press and some services at the State Archives;
- ❖ a subscription to *South Dakota History*, the Society's award-winning quarterly journal;
- ❖ a subscription to *History Notes*, the Society's semi-annual newsletter;
- ❖ invitations to special events and exhibit openings; and
- ❖ e-mail updates on Society happenings.

## *Heritage Circle Advanced Membership\**

All Heritage Circle Advanced Memberships include the Basic Membership benefits listed below, plus:

- An annual tax-deductible contribution
- Free admission to the Cultural Heritage Center Museum **for you and your guests**
- Listing on the Wall of Donors in the Cultural Heritage Center Lobby as part of the Historical Society Foundation Cumulative Contribution Recognition Program
- An e-newsletter announcing special events, exhibit openings and book signings of the State Historical Society

\* \$50 of your contribution to the Historical Society Foundation will be transferred to the State Historical Society and is NOT tax deductible.

### **Bronze Sponsors** (annual gift of \$125-\$299)

See above benefits.

### **Silver Sponsors** (annual gift of \$300-\$499)

See above benefits.

### **Gold Sponsors** (annual gift of \$500-\$999)

Benefits above plus "History Book of the Year," published by the SDSHS Press, purchase at 50% discount.

### **Platinum** (annual gift of \$1,000-\$2,499)

Benefits same as Gold plus an annual recognition gift at 50% discount.

### **Diamond** (annual gift of \$2,500 or more)

Benefits same as Platinum plus a coupon for a sterling silver Great Sioux Horse Effigy pin at a 50% discount in the initial year only.

# Yes! I want to join the South Dakota State Historical Society.

Please check one:

## Heritage Circle Advanced Membership

- Diamond (annual gift of \$2,500 or more)
- Platinum (annual gift of \$1,000-\$2,499)
- Gold (annual gift of \$500-\$999)
- Silver (annual gift of \$300-\$499)
- Bronze (annual gift of \$125-\$299)

## Basic Membership

- Individual Annual Membership (\$40)
- International Annual Membership (\$70)
- Family/Dual Household Annual Membership (\$50)
- History-Related Group Annual Membership (\$50, includes the *Hoofprints* newsletter)
- Student Annual Membership (\$30)

Name(s)			
Mailing Address			
City	State/Province	Zip Plus Four/Postal Code	Country
Phone Number	E-mail Address		

**Please make your check or money order payable to: SDSHS Membership**

### For Credit Card Orders Only

Credit Card Type (circle one):            Visa                    MasterCard            Discover

Credit Card Number: \_\_\_\_\_            Expiration Date: \_\_\_\_\_

3-Digit Security Number on Back: \_\_\_\_\_            Signature: \_\_\_\_\_

**Mail your completed application to:**

South Dakota State Historical Society  
Cultural Heritage Center  
900 Governors Drive  
Pierre, SD 57501-2217



For more information call the South Dakota State Historical Society at (605)773-6000, visit our website: [history.sd.gov](http://history.sd.gov) or e-mail the membership coordinator at [jeff.mammenga@state.sd.us](mailto:jeff.mammenga@state.sd.us).