



Salem Armory Facility Assessment

Salem, South Dakota | February 2020



Report Prepared By:

Josh Muckenhirn, AIA

Architect

ISG

605.274.6401

Josh.Muckenhirn@ISGInc.com



Table of Contents

Introduction + Executive Summary	1
Site Conditions	15
Exterior Conditions	23
Interior Conditions	31
Accessibility Conditions	55
Space Needs	61
Floor Plans	65
Community Engagement	71
Funding	89
Appendix	95
Glossary	105

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Introduction + Executive Summary

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Introduction

The City of Salem hired ISG to conduct a facilities assessment of the former Salem Armory (Armory). ISG conducted on-site visits to assess the general condition of existing facility and lifecycle of systems and equipment using a customized checklist refined during the kickoff process. A multidisciplinary approach allowed the ISG team to evaluate all systems at once to minimize disruption to staff and building occupants. Assessment of each building system included consideration of age of facility, system observations, condition rating, system recommendations, and additional fields noted as necessary during project kickoff. The Salem City Council wishes to make improvements to the building to not only sustain the structure, but to make it more attractive to renters so it is utilized more frequently.

SCOPE OF EVALUATION

The purpose of this assessment is multi-faceted, and when complete, will assist the City with:

- Planning for maintenance and improvements
- Informing taxpayers and staff of facility needs
- Prioritizing long- and short-term projects
- Identifying opportunities to enhance end-user service and experience, along with aesthetics
- Identifying opportunities to further streamline connectivity to community and business
- Developing strategies for financial planning

SCOPE OF ASSESSMENT

ISG visited the Armory to perform comprehensive site and facility evaluations. During the assessment process, ISG was provided access to all areas of the facility and relevant information about the building and associated infrastructure.

All observations were limited to non-intrusive, non-destructive visual inspections only. ISG references Building Owner and Managers Association (BOMA) lifecycle replacement recommendations, along with an evaluation of existing conditions, and professional expertise to determine assessment recommendations.

GENERAL MAINTENANCE PLAN RECOMMENDATION

ISG recommends that the City develop, fund, and implement a maintenance and operations plan to manage all systems within this report, if not already in place.

Implementing a facilities maintenance and operations plan is the best way to be proactive. A maintenance and operations plan helps ensure that all equipment is repaired on a regular basis, which prevents potential larger problems in the future. Maintenance and operations plans usually include routine cleaning, maintenance, and other related services. This also provides employees, occupants, and visitors with a safe and sanitary environment. Not only will implementing such a plan keep a building running and operating smoothly, but it will also keep a facility running as efficiently as possible by saving cost on equipment break downs that may be caused prematurely.

Facility Overview + Executive Summary

The Salem Armory was built in 1959 in collaboration with the South Dakota National Guard (Guard). The Guard relocated out of the facility in October 2012. The armory houses the McCook County Food Pantry and serves as the City's Community Center. It is rented out for various events throughout the year. Building design plans are included in the Appendices.

The Armory has had the following improvements, inspections, and reports provided:

- 2004: A new HVAC system was installed
- 2007: The masonry was inspected, and tuckpointed
- 2010: New interior lighting was installed
- 2012: The City was provided results of an Environmental Study conducted prior to the Guard relocating out of the facility (report available to view at the Salem City Hall, 400 N Main Street, Salem, South Dakota).
- 2018: An asbestos and lead study conducted (report available to view at the Salem City Hall, 400 N Main Street, Salem, South Dakota).

SUMMARY OF RECOMMENDATIONS

This report includes a review of the systems, deficiencies, and recommendations for the site and facility. Below is a high-level summary of findings:

- Perform site grading and fill as needed
- Pave parking areas
- Recaulk, tuckpoint and seal exterior joints
- Remove ceiling tile and grid, and paint in select areas
- Install ACT tile and grid in select areas
- Paint interior walls
- Replace interior wood doors and hardware
- Remove asbestos containing floor tile
- Construct single-user restroom
- Install new flooring in gymnasium
- Install a grease-rated exhaust system
- Install a ventilation system
- Upgrade lighting to LED

The remaining pages document assessment findings, recommendations, and cost estimates for the Salem Armory facility.

The following assessment considers information gathered from field observations, review of existing plans, and information provided by City leadership and facility personnel. The assessments performed on site were limited to nondestructive, visual reviews of existing systems. Existing information and plans were made available to ISG by the City for review. The following categories were reviewed within the scope of this assessment:



Site Conditions

Review of existing building site including parking spaces, concrete walks, and other horizontal site elements. Site circulation, grading, paving, parking, stormwater, and playground spaces were also reviewed.



Exterior Building Conditions

Review of each building's exterior shells including an assessment of structure, foundation, exterior walls, windows and doors, and thermal efficiency, as conditions of existing roofs, gutters, and downspouts.



Structural System Conditions

Review of structural integrity of existing buildings with analysis of columns, walls, and the roof.



Interior Building Conditions

Examination of finishes, equipment, and other conditions found in classrooms, offices, hallways, gymnasiums, locker rooms, stairwells, kitchen, and cafeteria areas.



Plumbing Conditions

Review of existing building plumbing systems including water service, water fountains, sinks, toilets, and showers.



Mechanical Conditions

Review of existing mechanical systems and their components including verification that HVAC systems, as well as plumbing fixture counts, water piping, and water supply meet current building codes.



Electrical Conditions

Review of existing building electrical systems including electrical service, distribution, and lighting. This section also documents technology systems and components including security systems and others as applicable.



Technology

Review of existing space allocation and conditions for IT equipment.



Security Consideration

Assessment of existing security equipment installed throughout the building. Review of existing primary entryways into the facilities including door locations and visitor access.



Life Safety Conditions

Review of life safety, egress, and potential code deficiencies as discovered during field observation. Also includes conditions of fire alarm system.



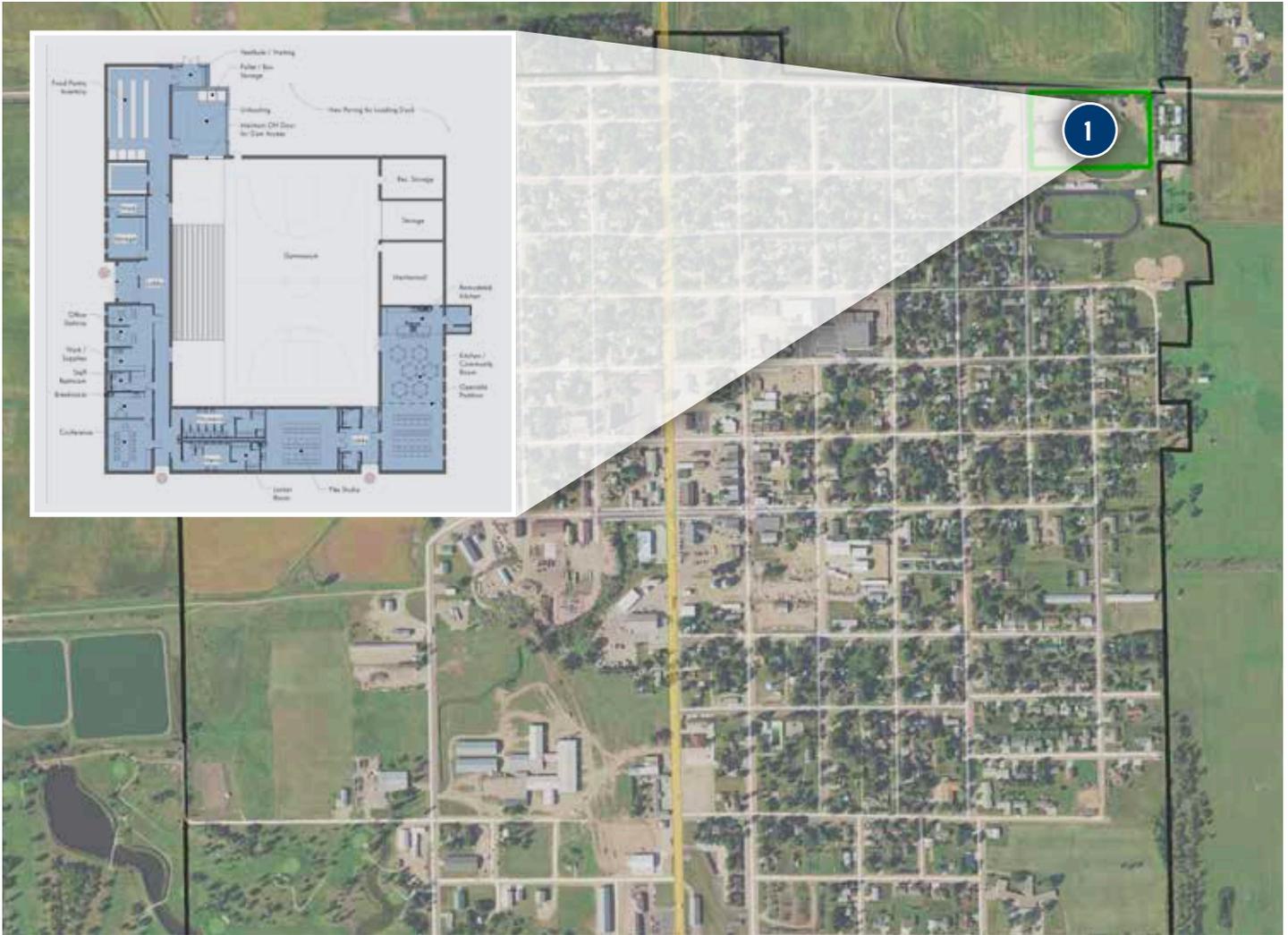
Hazardous Material Conditions

Identification of potential hazardous material noted during visual field observations.



Accessibility Conditions

Review of existing structure for conformance with the Americans with Disabilities Act (ADA). Site parking, access into the building and entrances, accessibility routes inside of building, and restroom accessibility were considered.



Aerial view of Salem, South Dakota

FACILITY ASSESSMENTS

- 1 Salem Armory

PRIORITY SUMMARY

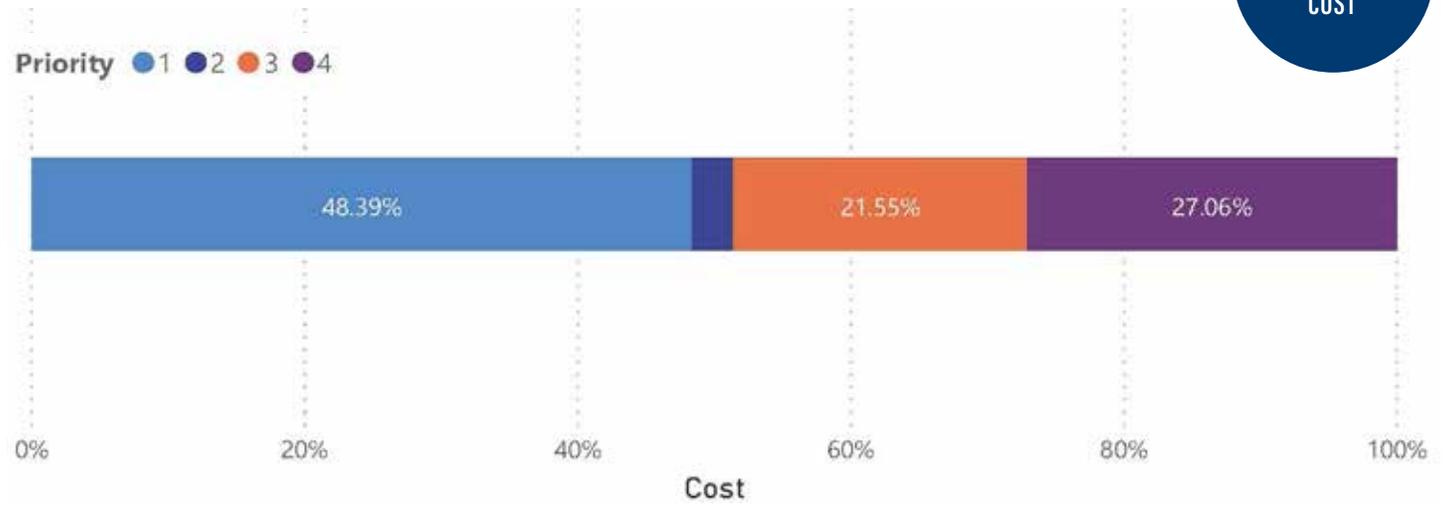
Based on the items evaluated any issues or deficiencies documented are assigned a lever of priority and an estimate for costs.

<i>Priority</i>	<i>Issue</i>	<i>Description</i>
1	Life Safety	As typically noted by Fire Marshall/ Life Safety Officials.
	Deterioration	Further deterioration will create higher future repair costs or may cause damage to other areas of the structure.
	Health	Areas that do not meet the state health code requirements. Mechanical systems that do not currently comply with ASHRAE Standards are given a high priority. However, these upgrades are not mandated and would not be required unless other substantial work is being done to the facility and systems in question.
	Accessibility	Items that must be completed to allow access to the building or primary function areas within the building.
	Hazardous Materials	Items that pose a significant impact to building occupants.
2	Energy	Item results in payback within 10 years or less.
	Deterioration	Material or system that currently functions but will require replacement or major maintenance within five years.
	Accessibility	Modifications required to meet state guidelines.
	Hazardous Materials	Removal of items affected by other changes occurring in Priority 2.
	Health	Inadequate exhaust and ventilation near lab equipment or other areas lacking adequate ventilation.
3	Energy	Item results in payback in more than 10 years.
	Health	Items that do not meet state health code requirements.
	Deterioration	Material or system currently functions but will require replacement or major maintenance in 6-10 years.
	Hazardous Materials	Removal of item affected by other changes occurring in Priority 3.
	Aesthetics	Item which impacts the visual environment.
	Accessibility	Items which do not meet full requirements of federal accessibility guidelines.
4	Enhancements	These items are considered aesthetic in nature and not required for the facility to function. Items may include painting, re-carpeting, improved signage, or other elements that provide for an improved facility environment. These items are considered optional for the functioning of the facility, but should be considered when budgeting for the future programming and use of the facility.

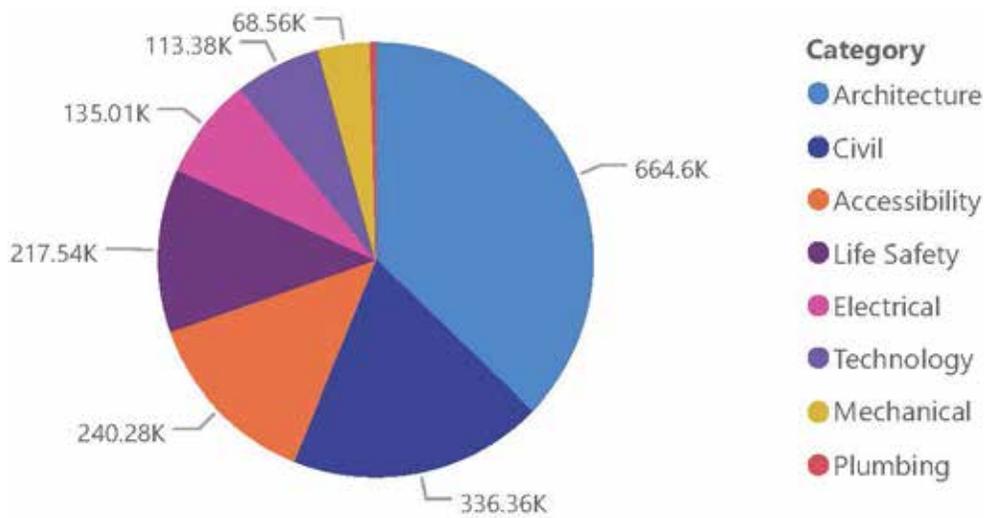
POWER-BI REPORT

Cost by Priority

\$1.78M
COST



Cost by Category



COST ESTIMATES

- Building Exterior
- Kitchen/Community Room
- Gymnasium
- Accessibility
- Misc. Updates
- LED Lighting Upgrade
- Door Replacement
- Site Improvements
- IT/Technology
- Interior Updates

Priority I

Category	Location	Description	Priority	Cost
● Architecture	Exterior Building	Tuckpoint brick walls	I	\$272,218
● Architecture	Exterior Building	Replace caulk, tuckpoint, and add control joints	I	\$9,975
● Civil	Exterior Site	Add a crosswalk between the Armory and the west parking lot	I	\$1,131
● Life Safety	Floors	Remove asbestos-containing floor tiles and install new wood flooring in gym	I	\$180,029
● Architecture	Floors	Remove carpet and asbestos-containing floor tiles and install new carpet in rooms 104, 105, 108 and 109	I	\$9,217
● Life Safety	Floors	Remove asbestos-containing floor tiles and install new LVT flooring in rooms 107, 121, 122, 123, and 126	I	\$37,510
● Accessibility	Interior Doors	Replace interior wood doors and hardware throughout the building	I	\$134,064
● Accessibility	Accessibility / Restrooms / Locker rooms	Replace entry stoop at main entrance	I	\$6,384
● Architecture	Accessibility / Restrooms / Locker rooms	Install ACT tile and grid in rooms 110, 111, 112, 113, and 133	I	\$5,567
● Architecture	Accessibility / Restrooms / Locker rooms	Repaint ceiling in rooms 115 and 117	I	\$1,580
● Architecture	Accessibility / Restrooms / Locker rooms	Remove floor tile in room 133	I	\$718
● Architecture	Accessibility / Restrooms / Locker rooms	Install LVT floor in room 133	I	\$1,257
● Architecture	Accessibility / Restrooms / Locker rooms	Install ceramic floor tile in rooms 110 and 113	I	\$10,312
● Architecture	Accessibility / Restrooms / Locker rooms	Replace floor tile with ceramic floor tile in rooms 111, 112, 115, and 117	I	\$14,544

● Architecture	Accessibility / Restrooms / Locker rooms	Install ceramic wall tile (5' height) in rooms 115 and 117	1	\$18,055
● Architecture	Accessibility / Restrooms / Locker rooms	Paint interior walls (4' height above wall tile) in rooms 115 and 117	1	\$1,926
● Architecture	Accessibility / Restrooms / Locker rooms	Install steel lockers in rooms 110 and 113	1	\$14,896
● Accessibility	Accessibility / Restrooms / Locker rooms	Construct a new single-user restroom in room 122A	1	\$39,900
● Accessibility	Accessibility / Restrooms / Locker rooms	Construct a new single-user restroom in rooms 110 and 113	1	\$39,900
● Accessibility	Accessibility / Restrooms / Locker rooms	Demolish existing partition walls and construct new gypsum walls in rooms 111, 112, 118, and 122A	1	\$15,960
● Architecture	Accessibility / Restrooms / Locker rooms	Replace broken exhaust fan	1	\$1,995
● Accessibility	Accessibility / Restrooms / Locker rooms	Install ADA trap wrap throughout the building	1	\$1,995
● Accessibility	Accessibility / Restrooms / Locker rooms	Install flush valve for each urinal in men's restrooms	1	\$1,995
● Mechanical	Kitchen	Install grease-rated exhaust hood, fan, and ductwork	1	\$19,950
● Mechanical	Mechanical / Plumbing	Install new insulation for AHU-1	1	\$3,990
● Plumbing	Mechanical / Plumbing	Replace sump pump and controls	1	\$2,660
● Plumbing	Mechanical / Plumbing	Install vacuum breakers for hose connections	1	\$133
● Electrical	Electrical / Technology	Infill open spaces in breaker panel	1	\$20
● Civil	Exterior building	Remove underground fuel tank	1	\$15,000
			Total	\$862,879

Priority 2

Category	Location	Description	Priority	Cost
● Architecture	Exterior Building	Replace overhead door in room 101	2	\$8,645
● Architecture	Exterior Building	Reseal exterior windows	2	\$2,360
● Architecture	Exterior Building	Tuckpoint chimney walls	2	\$1,995
● Architecture	Roofing	Remove and replace proper flashing	2	\$213
● Architecture	Roofing	Remove and replace caulking and sealant	2	\$1,995
● Architecture	Roofing	Replace existing vent pipe boot	2	\$333
● Architecture	Ceilings	Replace 5% ACT tiles (ceiling grid to remain) in rooms 103-109, 122, 122A, and 128	2	\$841
● Architecture	Kitchen	Replace 5% ACT tiles (ceiling grid to remain)	2	\$53
● Mechanical	Mechanical / Plumbing	Remove exhaust fan and cap at roof	2	\$1,064
● Mechanical	Mechanical / Plumbing	Replace gym fan	2	\$4,655
● Mechanical	Mechanical / Plumbing	Install ventilation system in tunnel	2	\$13,300
● Mechanical	Mechanical / Plumbing	Remove window AC units and patch windows	2	\$3,325
● Mechanical	Mechanical / Plumbing	Add supply and return ducting to old vault	2	\$3,325
● Plumbing	Mechanical / Plumbing	Replace 2004 domestic water heater	2	\$3,990
● Plumbing	Mechanical / Plumbing	Replace hot water circulation pump	2	\$665
● Electrical	Electrical / Technology	Replace electrical branch panels (age)	2	\$6,650
			Total	\$53,409

Priority 3

Category	Location	Description	Priority	Cost
 Civil	Exterior Building	Add metal downspout extensions to facilitate drainage	3	\$1,330
 Civil	Exterior Building	Add fill near building to facilitate drainage	3	\$599
 Civil	Exterior Site	Replace sidewalk on west side	3	\$11,638
 Civil	Exterior Site	Perform grading and fill as needed in parking lot and gravel driveway	3	\$33,250
 Civil	Exterior Site	Extend loading area access curb cut to prevent additional damage to grass	3	\$4,988
 Accessibility	Exterior Site	Add parallel parking striping at ADA accessible stalls	3	\$80
 Civil	Exterior Site	Pave parking lot west of the Armory and add parking striping	3	\$192,351
 Civil	Exterior Site	Pave parking lot south of the Armory and add striping	3	\$76,076
 Architecture	Kitchen	Replace kitchen cabinets and countertop	3	\$25,077
 Architecture	Kitchen	Replace kitchen equipment (stove, oven, coffee maker, etc.)	3	\$19,950
 Mechanical	Mechanical / Plumbing	Remove abandoned roof drain outlet and patch wall	3	\$1,995
 Mechanical	Mechanical / Plumbing	Remove abandoned heaters and patch wall	3	\$5,985
 Mechanical	Mechanical / Plumbing	Remove pneumatic thermostats and install cover plate throughout the building	3	\$1,995
 Mechanical	Mechanical / Plumbing	Install dehumidifier if space continues to be food storage	3	\$7,980
 Mechanical	Mechanical / Plumbing	Remove abandoned hot water cabinet unit heater and patch wall	3	\$998
			Total	\$384,290

Priority 4

Category	Location	Description	Priority	Cost
● Architecture	Exterior Building	Replace wire mesh screens over windows	4	\$3,259
● Architecture	Exterior Building	Replace exterior building signage (18" tall aluminum lettering)	4	\$1,463
● Electrical	Exterior Site	Install lights in parking lot	4	\$26,600
● Architecture	Ceilings	Remove ceiling tile and grid (leave exposed) in room 101	4	\$10,214
● Architecture	Ceilings	Paint ceiling structure room in 101	4	\$30,643
● Architecture	Ceilings	Install ACT tile and grid in rooms 102 and 119	4	\$12,114
● Architecture	Ceilings	Repaint ceiling in rooms 125 and 126	4	\$1,979
● Architecture	Walls	Install padded wall mats at each end of the gym	4	\$5,566
● Architecture	Walls	Paint interior walls in rooms 106 and 4' of 107	4	\$53,200
● Architecture	Walls	Install ceramic wall tile 5' in room 107	4	\$26,893
● Architecture	Floors	Install LVT floor in rooms 106, 119, 125, 127, and 128	4	\$13,891
● Architecture	Kitchen	Install ceramic wall tile (9' height)	4	\$7,182
● Electrical	Electrical / Technology	Upgrade lighting to LED throughout the building	4	\$101,745
● Technology	Electrical / Technology	Install internet and WiFi throughout the building	4	\$73,483
● Technology	Electrical / Technology	Install keycard access equipment	4	\$23,275
● Technology	Electrical / Technology	Install head-end software for keycard access	4	\$16,625
● Architecture	Miscellaneous	Replace basketball hoops in gym	4	\$47,880
● Architecture	Miscellaneous	Replace bleachers in gym	4	\$26,600
			Total	\$482,610

Grand Total

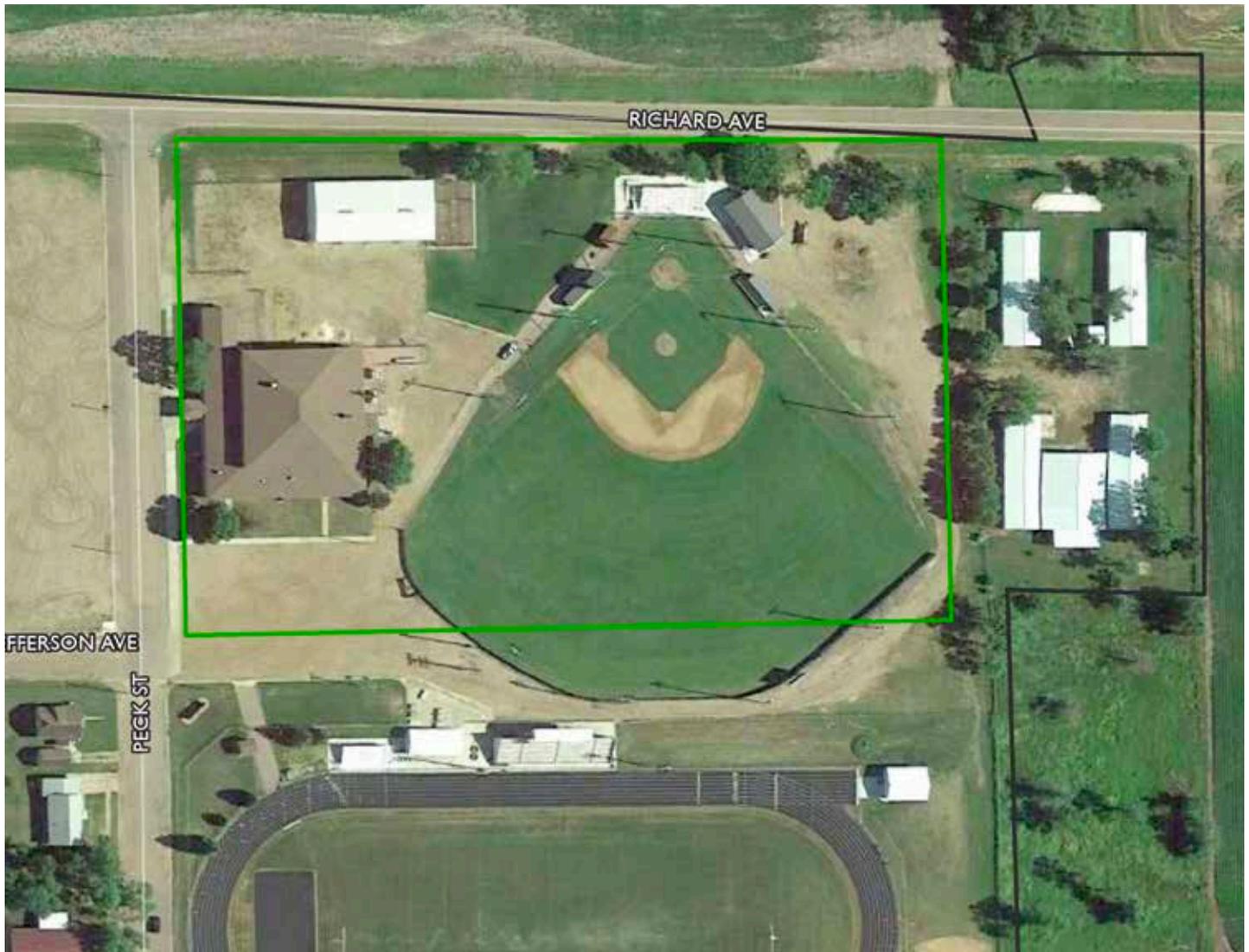
Phase	Description	Estimate
● Accessibility	Entry stoop, ADA door opener, restrooms, etc.	\$166,939
● Interior Updates	Finish updates including flooring, wall paint, ceiling replacement, etc.	\$126,174
● Door Replacement	Replace all interior wood doors and hardware	\$134,064
● LED Lighting Upgrade	Replace all lighting with LED fixtures	\$108,395
● Building Exterior	Tuckpoint brick, reseal windows, updated entry canopy, etc.	\$297,932
● Gymnasium	Remove ceiling and paint exposed structure, replace flooring, add windows, etc.	\$314,232
● IT/Technology	Add WiFi and internet, secure entrances, projector in Community Room, etc.	\$113,383
● Kitchen/Community Room	Replace cooking equipment, casework, flooring, etc.	\$128,019
● Site Improvements	Pave parking lots, add lighting, regrade around building perimeter, etc.	\$346,911
● Misc. Updates	Remove abandoned equipment, replace sump pump, etc.	\$47,139
Grand Total		\$1,783,188



Site Conditions

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Site Map



Aerial view of the Salem Armory

SALEM ARMORY

Address	720 North Peck Street, Salem, SD 57058
Site Acreage	6.09 Acres
Lat./Long.	43.730939, -97.381290

Site Conditions

The following descriptions of various site conditions are meant to serve as examples rather than a detailed list. The overall site recommendation is to regrade and improve drainage with future construction projects.

SITE AND BUILDING SIGNAGE

Element	Exterior building signage
Condition	Poor
Details	Signage for Armory is present.
Recommendation	Replace exterior building signage for new use.



Exterior building signage

TOPOGRAPHY

Element	Vehicle circulation around the building
Condition	Fair
Details	Low points are causing some water ponding.
Recommendation	Regrade areas to prevent water ponding.



Vehicle circulation around the building

STORM DRAINAGE

Element	Drainage from building
Condition	Poor
Details	Downspouts are slightly short, causing water to drain to the building foundation.
Recommendation	Add metal downspout extensions to facilitate drainage away from the building.

Element	Grading slope
Condition	Poor
Details	There are low points around the building perimeter, which may prevent proper drainage.
Recommendation	Perform general grading. Add fill near building to facilitate drainage.

PAVING, CURBING, AND PARKING

Element	Loading area access
Condition	Poor
Details	The access curb is not extended and has resulted in damage to the grassed area.
Recommendation	Extend the access curb cut to prevent additional damage to grass.



Loading area access

Element	South and west parking lots
Condition	Fair
Details	Parking areas are not paved.
Recommendation	Pave the south and west parking lots to increase parking efficiency and durability



South and west parking lots

Element	Loading/maintenance lot near overhead door
Condition	Poor
Details	Bituminous pavement is significantly damaged, cracked and crumbled.
Recommendation	Repave parking lot.



Loading/maintenance lot near overhead door

Element	Stoop by overhead door
Condition	Poor
Details	Stoop concrete is cracked, broken, and damaged.
Recommendation	Replace concrete stoop



Stoop by overhead door

CONCRETE WALKS

Element	West sidewalk
Condition	Fair
Details	There are no control joints in the concrete walk, which may lead to cracking and heaving.
Recommendation	Replace the west sidewalk and install control joints.



West sidewalk

EXTERIOR LIGHTING

Element	Entrance Canopy
Condition	Poor
Details	Lighting at canopy not functioning.
Recommendation	Replace lighting, or replace entry canopy in its entirety.



Entrance Canopy

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Exterior Conditions

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Exterior Conditions

FLASHING/WEEPS

Element	Roof flashing caulk, sealant at the sloped section
Condition	Poor
Details	The flashing at the top of the wood roof joists is not properly sealed to the brick wall. This has allowed water intrusion, leading to roof and wall damage.
Recommendation	Remove and replace roof flashing where deteriorated. Remove caulking/sealant between flashing and brick wall. Install proper caulking to provide a water tight seal. Continue to monitor the roof for leaks along the entire sloped roof section ensure flashing is performing adequately.



Roof flashing caulk, sealant at the sloped section

CANOPY

Element	Canopy
Condition	Poor
Details	Canopy is rusted
Recommendation	Repair and repaint canopy (short-term plan). Replace canopy (long-term plan).



Canopy

WALLS

The following descriptions of the various exterior wall conditions are meant to serve as examples rather than a detailed list. The overall recommendation for exterior walls is to develop and implement a plan to recaulk, tuckpoint, and repair mortar as needed.

Element	Mortar joints on brick exterior walls
Condition	Fair
Details	Mortar has crumbled and is no longer filling all joints adequately.
Recommendation	Tuckpoint walls on approximately 60% of the exterior brick.



Mortar joints on brick exterior walls

Element	Mortar joints on brick chimney walls
Condition	Fair
Details	Mortar has crumbled and is no longer filling all joints adequately.
Recommendation	Tuckpoint walls on brick chimney.



Mortar joints on brick chimney walls

Element	Section of exterior wall.
Condition	Poor
Details	There is an area of approximately 250 square-feet that has damage to the brick including caulk and control joints that have degraded. This can lead to water intrusion and damage.
Recommendation	Replace caulk in brick wall with mortar, tuckpoint, add control joints.



Section of exterior wall.

DOORS

The following descriptions of the various door conditions are meant to serve as examples rather than a detailed list. The overall recommendation for doors is to develop and implement a plan to recaulk, tuckpoint, and repair mortar as needed.

Element	Overhead door
Condition	Fair
Details	The overhead door is in working order but lacks a safety stop.
Recommendation	Replace the overhead door and install a safety stop.



Overhead door

WINDOWS

The following descriptions of the various exterior window conditions are meant to serve as examples rather than a detailed list. The overall recommendation for exterior windows is to develop and implement a plan to reseal windows, replace screens, and perform regular maintenance.

Element	All exterior windows
Condition	Poor
Details	Water and weather intrusion is occurring at exterior windows due to a poor seal. The caulk has deteriorated and is no longer useful.
Recommendation	Reseal the exterior windows.



All exterior windows

Element	Window screens
Condition	Fair
Details	Screens are working but some show signs of wear, stretching, and have holes.
Recommendation	Replace wire mesh screens over windows.



Window screens

ROOF

The following descriptions of various roof sections and conditions are meant to serve as examples rather than a detailed list. The overall roofing recommendation is to develop and implement a prioritized roof replacement plan.

Element	Roof
Condition	Fair
Details	There are a significant amount of divots on the roofing surface.
Recommendation	Investigate the roof divots and repair as needed.



Roof

Element	Vent pipe boot on roof
Condition	Poor
Details	Vent pipe boot is damaged.
Recommendation	Remove and replace vent pipe boot.



Vent pipe boot on roof

Element	Roof drain
Condition	Fair
Details	The roof drain was abandoned and left in place.
Recommendation	Remove the roof drain when the roof is replaced.



Roof drain

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Interior Conditions

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Interior Conditions

FLOORS

Element	Carpet in rooms 104, 105, 108, 109
Condition	Fair
Details	Carpet is usable, however it shows signs of wear with stains and worn areas.
Recommendation	Replace the carpet.



Carpet in rooms 104, 105, 108, 109

Element	Tile in locker room
Condition	Fair
Details	Tile is in working condition but is outdated.
Recommendation	Remove the floor tile.



Tile in locker room

Element	Tile in room 101 (gymnasium)
Condition	Poor
Details	Tile floor is damaged and has surpassed its useful life, and contains asbestos.
Recommendation	Replace the gymnasium floor with wood flooring.



Tile in room 101 (gymnasium)

Element	Room 106, 107, 119, 122, 122A, 123, 125-128
Condition	Poor
Details	Floor tile is outdated, damaged, and contains asbestos at some locations.
Recommendation	Install Luxury Vinyl Tile (LVT) flooring.



Room 106, 107, 119, 122, 122A, 123, 125-128

Element	Room 110, 113 (locker rooms)
Condition	Poor
Details	Flooring is uneven and damaged at various locations.
Recommendation	Install ceramic floor tile with leveling base layer.



Room 110, 113 (locker rooms)

Element	Rooms 111, 112, 115, 117, 118
Condition	Poor
Details	Floor tile is dated and damaged. Grout is aging and has surpassed its useful life.
Recommendation	Replace floor tile with ceramic floor tile.



Rooms 111, 112, 115, 117, 118

WALLS

Element	Room 101 walls
Condition	Fair
Details	The room is used as a gym and there is a short distance from the play area to the wall. Safety measures including padded walls is a proactive safety measure.
Recommendation	Install padded mats at each end of the gym.



Room 101 walls

Element	Interior wall including all rooms for the exception of the offices, 106, (4' of 107, 115, 117)
Condition	Fair
Details	Existing paint is dated, scuffed, and has minor damage.
Recommendation	Paint all interior walls.



Interior wall

Element	Rooms 107, 115, 117 and 123
Condition	Fair
Details	Existing walls are dated, scuffed, and have minor damage. Installing ceramic tile will prevent further damage, improve clean-ability, durability, and aesthetics of walls.
Recommendation	Install ceramic wall tile to bottom five-feet of room 107, 115, and 117; and bottom 9-feet of room 123.



Rooms 107, 115, 117 and 123

DOORS + FRAMES

Element	All interior wood doors
Condition	Poor
Details	Interior wood doors are damaged and require replacement. Door knobs are not ADA compliant.
Recommendation	Replace all wood doors with ADA accessible door levers.



All interior wood doors

CEILINGS

Element	Ceiling tile in room 101 (Gymnasium)
Condition	Poor
Details	Tile is damaged, stained, and may contain asbestos.
Recommendation	Remove ceiling tile and grid (leave exposed). Paint the ceiling structure.



Ceiling tile in room 101 (Gymnasium)

Element	Ceilings in rooms 102, 110-113, 119
Condition	Poor
Details	Rooms lacking ceiling.
Recommendation	Install ACT tile and grid.



Ceilings in rooms 102, 110-113, 119

Element	Ceilings in rooms 103-109,122,122A, 123, 128
Condition	Poor
Details	Approximately 5% of the ceiling tiles are damages or stained.
Recommendation	Replace 5% of the ACT tiles (ceiling grid to remain)



Ceilings in rooms 103-109,122,122A, 123, 128

Element	Ceiling tiles in rooms 115, 117, 125, 126
Condition	Fair
Details	Gypsum board ceilings are marked up and damaged in some locations
Recommendation	Patch and Repaint the ceiling as needed.



Ceiling tiles in rooms 115, 117, 125, 126

OTHER BUILDING ELEMENTS

Casework

Element	Room 123, kitchen cabinets and countertops
Condition	Poor
Details	Cabinets are mismatched, are missing doors, laminate counter is damaged, and counter is not an accessible height.
Recommendation	Replace kitchen cabinets and countertops.



Room 123, kitchen cabinets and countertops

Element	Room 110 and 113 (locker room)
Condition	Fair
Details	There are currently no lockers installed in the room. The layout is not ideal for use as a community locker room.
Recommendation	Install steel lockers. Adjust layout to accommodate future needs.



Room 110 and 113 (locker room)

Equipment

Element	Room 123, kitchen equipment (stove, oven, coffee maker)
Condition	Fair
Details	The kitchen equipment is in working order but is outdated and has passed its useful life.
Recommendation	Replace kitchen equipment including the stove, hood, oven, coffee maker, etc.



Room 123, kitchen equipment (stove, oven, coffee maker)

Element	Gymnasium equipment
Condition	Fair
Details	Basketball hoops and bleachers are outdated and have minor damage.
Recommendation	Replace the basketball hoops and bleachers.



Gymnasium equipment

PLUMBING

Element	Sump pump
Condition	Poor
Details	Sump pump does not work properly.
Recommendation	Replace sump pump and controls.



Sump pump

Element	Hose connections
Condition	Poor
Details	The hose connections do not have vacuum breakers.
Recommendation	Install vacuum breakers.



Hose connections

Element	Men's restrooms
Condition	Fair
Details	Urinals are on one flush valve which is a slow acting valve and consumes unnecessary water.
Recommendation	Install flush valves on urinals.



Men's restrooms

Element	Water heater and recirculation pump
Condition	Fair
Details	Water heater—installed in 2004—and recirculation pump are in working order.
Recommendation	Replace the water heater and recirculation pump within 5 years.



Water heater and recirculation pump

Element	Water distribution tunnel
Condition	Fair
Details	The tunnel has moisture and high humidity.
Recommendation	Install ventilation a ventilation system.



Water distribution tunnel

Element	Sump pump and controls
Condition	Poor
Details	The sump pump and controls are not operating properly.
Recommendation	Replace the recirculation pump.



Sump pump and controls

MECHANICAL

The following descriptions of various mechanical conditions are meant to serve as examples rather than a detailed list. The overall mechanical recommendation is to improve heating air conditioning, and ventilation to all areas of the facility.

Element	Emergency generator
Condition	Fair
Details	The system is run on LP gas. There is a connection for the generator for the front portion of the building.
Recommendation	Perform regular maintenance.



Emergency generator

Element	Perimeter tunnel access
Condition	Fair
Details	Appears to be accessible.
Recommendation	Perform regular maintenance.



Perimeter tunnel access

Element	Restroom exhaust fans (2)
Condition	Poor
Details	The fans are not functioning.
Recommendation	Replace the inoperable exhaust fans in the restrooms.



Restroom exhaust fans (2)

Element	Dehumidification
Condition	Poor
Details	The Food Pantry currently uses an office for food storage. The room has a portable dehumidifier installed.
Recommendation	Install permanent dehumidification to food storage rooms.

Element	Roof exhaust fan
Condition	Poor
Details	The exhaust fan has been abandoned and is no longer needed.
Recommendation	Remove the exhaust fan and cap at the roof.



Roof exhaust fan

Element	Supply and return air for gymnasium
Condition	Fair
Details	This system is not ideal for proper air distribution.
Recommendation	Replace the air supply for the gymnasium when other mechanical systems are upgraded.



Supply and return air for gymnasium

Element	Gymnasium exhaust grilles
Condition	Fair
Details	System appears to be in working order.
Recommendation	Perform regular maintenance.



Gymnasium exhaust grilles

Element	Override thermostat for west and southwest HVAC units
Condition	Fair
Details	System is operable.
Recommendation	Perform regular maintenance.

Element	Northwest and southwest HVAC condensing unit
Condition	Fair
Details	System appears to be in working order.
Recommendation	Perform regular maintenance.



Northwest and southwest HVAC condensing unit

Element	South furnace controller
Condition	Fair
Details	Cover is missing. System appears to be in working order.
Recommendation	Replace cover and perform regular maintenance.



South furnace controller

Element	Old vault
Condition	Poor
Details	There is no ventilation, heating, or cooling in this area.
Recommendation	Perform regular maintenance.



Old vault

Element	Exhaust system in the gym
Condition	Poor
Details	Maintenance staff is unaware of how to turn the exhaust on or off, or where the controls are located.
Recommendation	Replace the gym fan with a new fan and controls.



Exhaust system in the gym

Element	Air handling unit (AHU) I
Condition	Good
Details	The AHU appears to be in working order.
Recommendation	Perform regular maintenance



Air handling unit (AHU) I

Element	Air handling unit (AHU) I refrigeration line
Condition	Poor
Details	The refrigeration line insulation is damaged or missing.
Recommendation	Install new insulation line.



Air handling unit (AHU) I refrigeration line

Element	Air handling unit (AHU) control panel
Condition	Fair
Details	Staff cannot easily change the control set points and the parts may be obsolete.
Recommendation	Install a new control panel.

Element	Kitchen exhaust
Condition	Poor
Details	There is no grease-rated exhaust fan, hood, or ductwork.
Recommendation	Install a grease hood, ductwork, and exhaust in the kitchen.



Kitchen exhaust

Element	Underground storage tank
Condition	Unknown
Details	It is unknown if the underground storage tank formerly used for fuel oil is still at the site.
Recommendation	Determine whether an underground storage tank is located. Remove underground storage tank if found to be on-site.

Element	Thermostat
Condition	Fair
Details	There is a new split system timer on the thermostat.
Recommendation	Perform regular maintenance.



Thermostat

Element	Override thermostat for west, south, and north HVAC units
Condition	Fair
Details	Systems appear to be in working order.
Recommendation	Perform regular maintenance.



Override thermostat for west, south, and north HVAC units

Element	Natural gas meter
Condition	Good
Details	One and a half-inch 2 PSI. System appears to be in working order.
Recommendation	Perform regular maintenance.



Natural gas meter

Element	Window air conditioners and split system
Condition	Fair
Details	A/C system appears to be in working order.
Recommendation	Perform regular maintenance



Window air conditioners and split system

Element	Hot water heat pneumatic controls
Condition	Poor
Details	The previous pneumatic controls for hot water heat have been abandoned and left in place throughout the building.
Recommendation	Remove the pneumatic controls.



Hot water heat pneumatic controls

Element	Hot water cabinet in the kitchen
Condition	Poor
Details	The hot water cabinet was abandoned and left in place.
Recommendation	Remove the abandoned hot water cabinet.



Hot water cabinet in the kitchen

Element	Thermostat for northwest HVAC unit
Condition	Fair
Details	Appears to be in working order.
Recommendation	Perform regular maintenance.

Element	Heaters
Condition	Poor
Details	Previous heating system was abandoned in place.
Recommendation	Remove the abandoned heaters.

Element	Mechanical furnace
Condition	Good
Details	The Trane XR90 system appears to be in working order.
Recommendation	Perform regular maintenance.



Mechanical furnace

Element	Air conditioning A/C system
Condition	Fair
Details	System is outdated.
Recommendation	Replace the A/C system.

ELECTRICAL

Element	Main electrical switchgear
Condition	Good
Details	System appears to be working adequately. No further investigation was conducted as part of this assessment.
Recommendation	Perform regular maintenance.



Main electrical switchgear

Element	Lighting
Condition	Fair
Details	Lighting levels appear adequate for a majority of the spaces. Light levels in the gymnasium are low. Light fixtures are dated and inefficient.
Recommendation	Upgrade the lighting to LED for energy efficiency.



Lighting

Element	Square D panelboards
Condition	Fair
Details	System appears to be in working order.
Recommendation	Perform regular maintenance.



Square D panelboards

Element	Square D panelboards
Condition	Fair
Details	System appears to be in working order.
Recommendation	Perform regular maintenance.



Square D panelboards

Element	Main panel
Condition	Good
Details	Spectra series panelboards
Recommendation	Perform regular maintenance.



Main panel

LIFE SAFETY

Element	Emergency egress signage and lighting
Condition	Good
Details	Emergency egress signage and lighting appear to be in working order.
Recommendation	Perform regular maintenance.



Emergency egress signage and lighting

Sprinkler System

Element	Sprinkler system
Condition	N/A
Details	The building does not have a sprinkler system installed.
Recommendation	Consider installing a sprinkler system in the future depending on the intended use of the facility.

Fire Alarm System

Element	Fire alarm
Condition	Poor
Details	There is no fire alarm system installed.
Recommendation	Install a fire alarm system.

POTENTIAL HAZARDS

Air Quality and Hazardous Materials

Element	Air quality and hazardous materials
Condition	Unknown
Details	No existing log of chemicals stored on-site was observed on-site.
Recommendation	A review of hazardous storage areas should occur to verify safe storage practices and to facilitate development and/or updates to existing Safety Data Sheets (SDS, formerly MSDS or Material Safety Data Sheets) and a corresponding log listing chemicals stored on-site.

Asbestos/lead

Element	Tile in rooms 101, 107, 122, 122A, 123, 125-128
Condition	Fair
Details	Due to the age of the original construction and the particular size and type of tile, asbestos concerns exist within the facility.
Recommendation	Remove tile per Pollution Control Agency regulations since asbestos containing materials and lead are harmful when disturbed.



Asbestos/lead



Accessibility Conditions

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Accessibility Conditions

SITE

Element	Room 106 entrance
Condition	Poor
Details	There is a 1" drop at door threshold
Recommendation	Replace entry stoop and install automatic ADA actuator.



Room 106 entrance

PARKING

Element	ADA accessible parking stalls
Condition	Poor
Details	Striping is faded or missing to indicate stall area.
Recommendation	Add parallel parking striping at ADA accessible stalls.



ADA accessible parking stalls

CONCRETE WALKS

Element	Cross walk from Peck Street
Condition	Fair
Details	There is no crosswalk to the building from Peck Street.
Recommendation	Add a crosswalk between the Armory and the west parking lot.



Cross walk from Peck Street

BUILDING ELEMENTS

Doors

Element	Doors
Condition	Poor
Details	Wood doors have old locks, holes from removed hardware, and are in a degraded condition.
Recommendation	Replace all interior wood doors.



Doors

Element	Door hardware
Condition	Poor
Details	Door hardware is traditional round knobs, which are not ADA accessible.
Recommendation	Replace all door hardware with ADA accessible lever hardware.



Door hardware

Element	Door Stops / Bumpers
Condition	Poor
Details	Doors are lacking door stops and bumpers and have damaged the adjacent walls.
Recommendation	Install door stops / bumpers on all interior doors.



Door Stops/Bumpers

Sinks

Element	Piping
Condition	Poor
Details	There is no insulation wrap on sink pipes.
Recommendation	Install insulation on sink pipes for ADA-compliance.



Piping

Drinking Fountains

Element	Drinking fountain
Condition	Good
Details	Drinking fountain is in working order
Recommendation	Perform routine maintenance. Consider installing bottle filler in the future.



Drinking Fountains



Space Needs

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Space Needs

Overall, the facility is adequately sized or oversized based on its current usage. As programming within the facility expands, additional space or reallocation of existing space may need to be considered. Input received from the community engagement process about space usage and allocation is listed below:

Gymnasium—4H Archery

The space is adequate for current usage; however, the width of the gymnasium is a limiting factor in hosting higher level archery. The archery club is currently using one of the existing offices to store equipment. While the amount of storage space in the office is adequate, it is not considered an efficient use of space as it uses an office that could be repurposed for additional programming.

Recommendation

Reconfigure space or entrance locations to accommodate archery.

Office Spaces—Food Pantry

Office space for food storage and shelving is adequate for current usage. The food pantry is lacking a dedicated entry and waiting area. It also lacks miscellaneous storage space for items such as pallets from deliveries, and currently uses the adjacent office spaces to store these items.

Recommendation

Reconfigure space for food pantry storage, deliveries, and customer service.

Kitchen

The kitchen space is adequate, but the current layout is not efficient or ADA-accessible.

Recommendation

Reconfigure the kitchen space and replace the casework to provide ADA accessible counter spaces.

Locker Rooms

The locker rooms are oversized for their current usage and are lacking lockers.

Recommendation

Reconfigure the locker rooms to provide a private men's and women's shower spaces.

Restrooms

The restrooms are undersized, and the facility does not meet the required number of fixtures based on occupant load.

Recommendation

Add single-user restrooms near the kitchen and community room.

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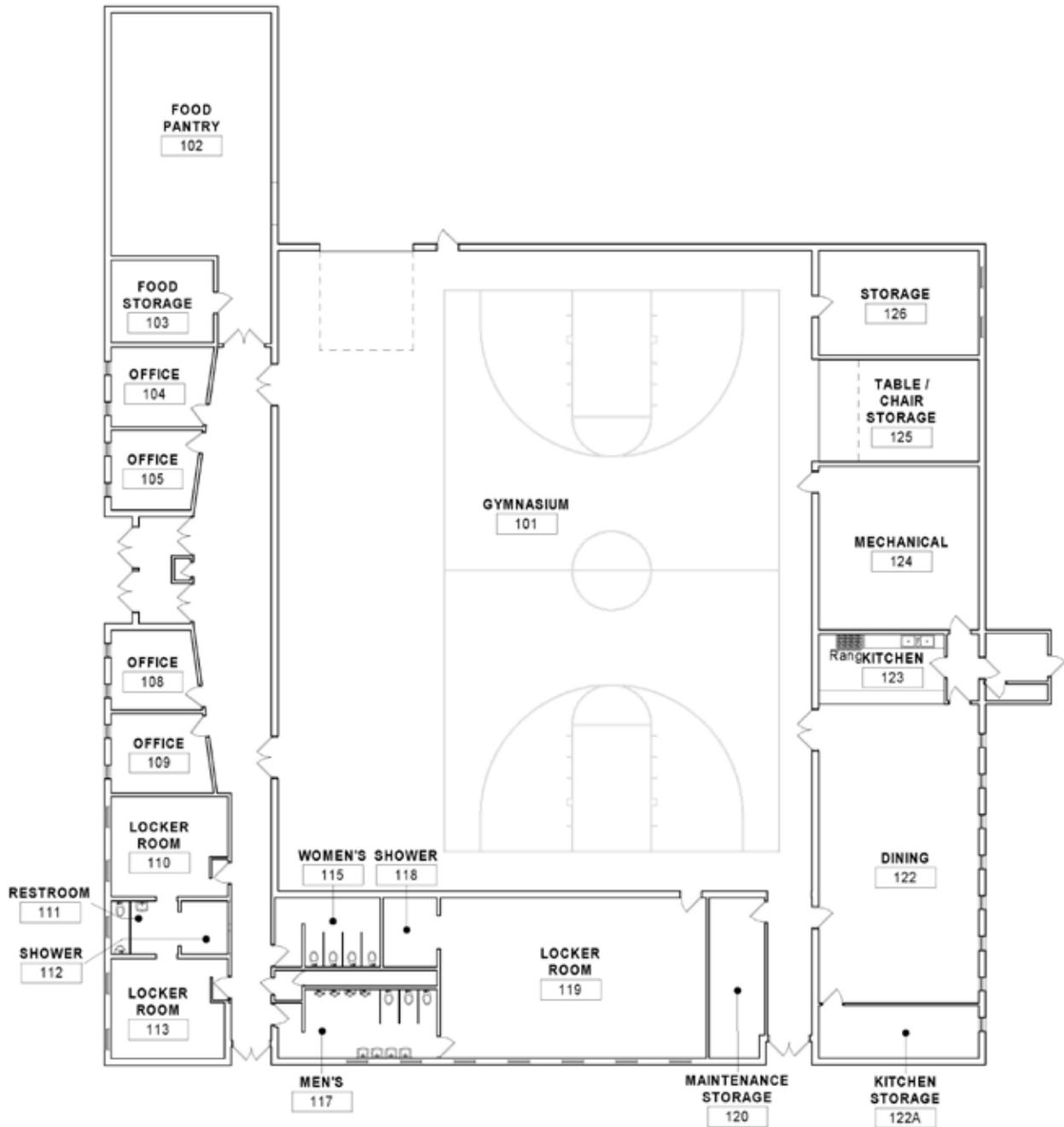


Floor Plans

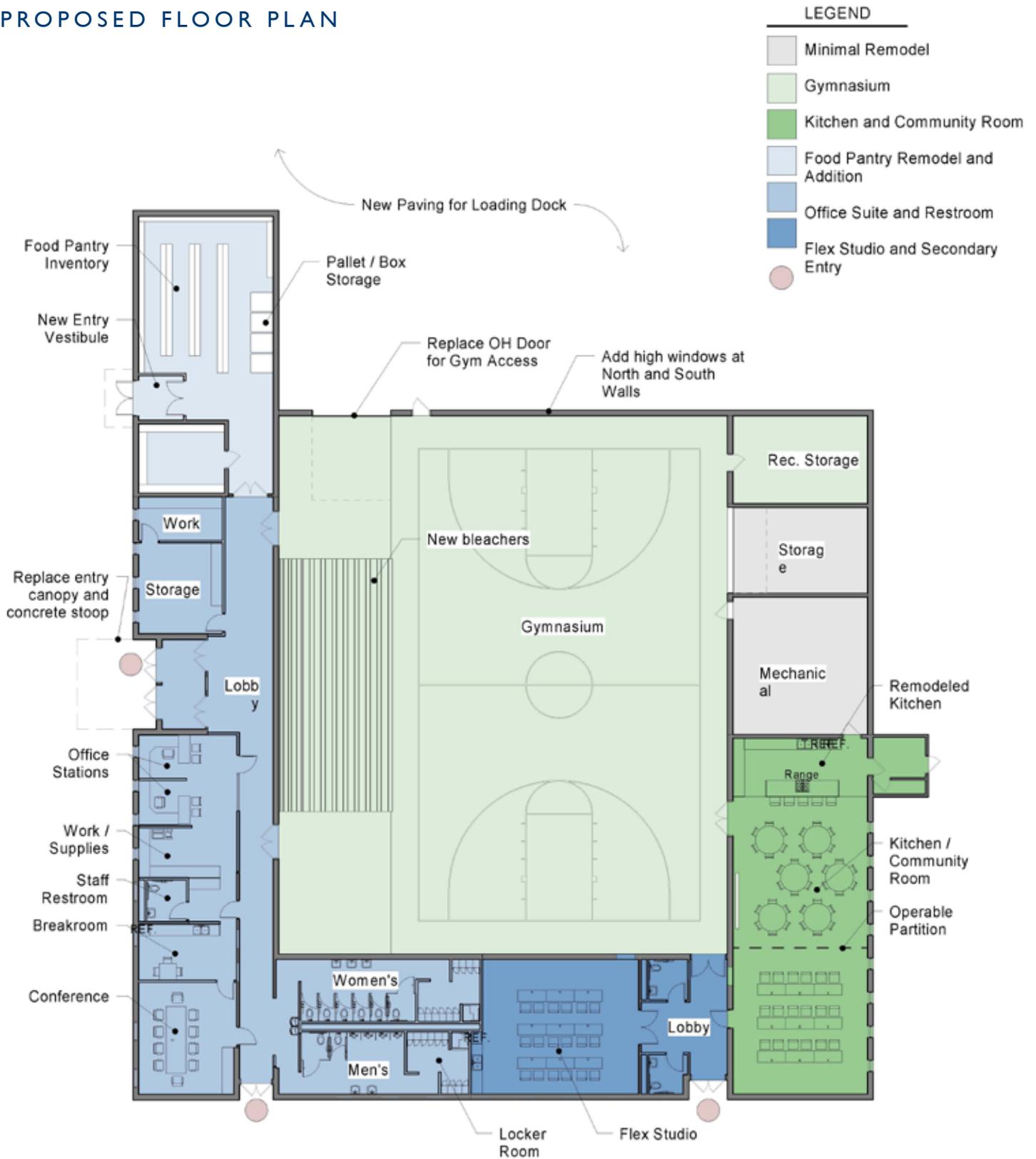
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Floor Plans

EXISTING FLOOR PLAN



PROPOSED FLOOR PLAN



*Note: The proposed floor plan cost estimate includes all basic updates and deferred maintenance recommended in the facility assessment along with the remodeled space depicted in the concept floor plan and listed in the Summary of Alterations on the following page.

SUMMARY OF RENOVATIONS

General Building Improvements

- Replace all wood doors
- Upgrade lighting to LED fixtures
- Replace HVAC system for improved indoor comfort
- Add building-wide WiFi service

Exterior Building and Site Improvements

- New Entry Canopy
- All exterior and site improvements listed in Facility Assessment estimate including
 - o Paved parking lots
 - o Improved site grading
 - o Parking lot light fixtures
 - o Replace sidewalk

Office Suite and Restrooms

- Remodel the offices into an office suite including office stations, work space / storage, single user restroom, breakroom, and conference room.
- Create secure entry at main entry lobby
- Remodel restrooms to meet ADA requirements
- Add consolidated locker rooms in both male and female restrooms

Food Pantry Remodel and Addition

- New entry vestibule on west side of building
- Add ceiling to inventory space
- Add HVAC for environmental control

Flex Studio and SE Lobby Remodel

- Remodel to provide flex studio
- Includes kitchenette with counter space, sink, and under counter fridge.
- Remodel to include secondary building entry with (2) single user restrooms
- Allows Community Room and Flex Studio to be secured from gymnasium

Kitchen and Community Room

- Replace kitchen equipment with residential grade equipment
- Replace casework and countertops
- Add a central serving island
- Add ceiling mount projection screen in Community Room
- Add operable wall partition to allow the room to be split into two spaces

Gymnasium

- Replace floor tiles with wood or athletic rubber material
- Add high windows at north and south walls for natural daylighting
- New bleachers
- Remove ACT ceiling and paint exposed structure
- Replace basketball hoops
- Renovate the Rec. Storage room
- Replace overhead door

ESTIMATE OF PROBABLE COST

General Building Improvements	\$300,000-\$500,000
Exterior Building and Site Improvements	\$800,000
Office Suite and Restrooms	\$440,000
Food Pantry Remodel and Addition	\$150,000
Flex Studio and SE Lobby Remodel	\$140,000
Kitchen and Community Room	\$205,000
Gymnasium	\$400,000
Total	\$2,435,000-\$2,635,000

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Community Engagement

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Community Engagement

Process

An important component of developing public spaces includes engaging community members to share their input on needs and wants for a center. Together with the City, ISG followed a community engagement process that invited contributing ideas and opinions on how the center could best serve the City. This process included assembling a cross-representation of the community to serve on a task force, reaching out to a wider audience with a survey, and an invitation for Salem residents to tour the facility and share ideas at a public open house. Together, the input received during the community engagement process was considered in the development of recommendations for repairs and improvements.

Task Force

City staff assembled a building task force made up of a cross-representative group of stakeholders. Members of the task force met with various organizations who currently use the facility to understand what they like about the space and what challenges they have with the current facility. In collaboration with the task force, ISG developed a questionnaire (see Appendices) to gain additional input and opinions about the facility.

Community Survey

The community survey was posted on the city website and the City mailed physical copies to residents. Survey responses were summarized and presented at a community open house.

Public Open House

The City hosted an open house at the facility on December 2, 2019. Together with ISG representatives, the City shared the summarized facility assessment findings and the community survey results. In addition, attendees were able to review plans and ask questions. Proposed concept floor plans that incorporated community input were also shared at the event.

The image shows a digital survey form titled "Salem Armory Survey". It includes a header with the city logo and introductory text. The survey is divided into several sections with checkboxes and dropdown menus. Key sections include: "What makes the space work best?", "When is your age?", "How often do you visit the Armory?", "If you have visited the Salem Armory in the past year, what was the reason for your visit?", "How often do you visit the Armory?", "In what ways do you use the space?", "How often do you visit the Armory?", "What are the biggest challenges you face when using the Armory?", "How often do you visit the Armory?", and "What are the biggest challenges you face when using the Armory?".

This image shows another section of the "Salem Armory Survey" form. It features three columns of text with checkboxes and a section for "Additional Comments". The columns contain questions about program use, facility improvements, and program offerings. The "Additional Comments" section has a large text area for open-ended responses.

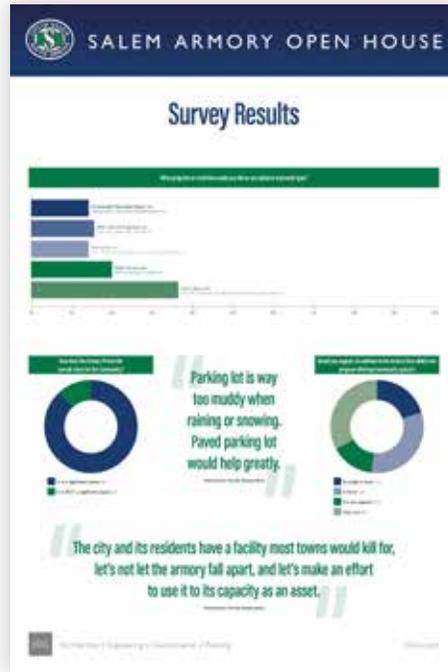
The poster is for the "SALEM ARMORY OPEN HOUSE". It features the city logo at the top. The main text reads "SALEM ARMORY OPEN HOUSE" in large, bold letters. Below that, it says "Monday, December 2, 2019" and "5:30 p.m.-7:30 p.m. at the Salem Armory, 740 North Peck Street, Salem, South Dakota 57058". At the bottom, there are three icons representing "Survey Results", "Facility Assessment", and "Brainstorming + What's Next?". The ISG logo and tagline "Architecture + Engineering + Environmental + Planning" are at the bottom left, and the website "ISGinc.com" is at the bottom right.

Survey

Open House Poster

COMMUNITY SURVEY RESULTS

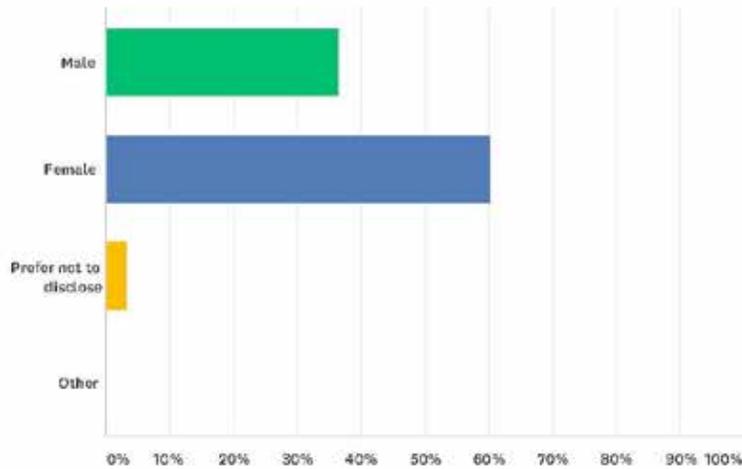
The community survey provided an opportunity to engage residents and facility users and learn about their needs and hopes for the building. Over 200 responses to the survey were received (see Appendices).



The majority of respondents visited the facility a few times per year to attend private or public events. Many other attended civic gatherings such as elections. Most respondents were most likely to visit the facility in the evening followed by afternoon hours. When asked what programs or activities respondents would like to see added, the highest response rate (36%) indicated they would like to have event space such as live bands, a concert hall, and space for festivities, farmers markets, or sporting events. The next closest option selected was public forum space (20%) for events like town hall meetings or city offices. After school programs were the next highest ranked option (14%). The majority of respondents (88%) indicated that the Armory fits into the overall vision for the community. The majority of respondents also indicated they would support an addition to the Armory that added new program offerings/community space with 52% selecting they were either strongly in favor of or in favor of supporting an addition. This was somewhat tempered with the 33% who were not sure if they would support an addition to the Armory, while only 15% indicated they do not support an addition to the Armory. In the comments section, many respondents mentioned the high rental fees at the Armory and the need for updates including accessibility, restrooms, finishes, and furniture, as well as kitchen improvements.

Q1 What gender do you identify with?

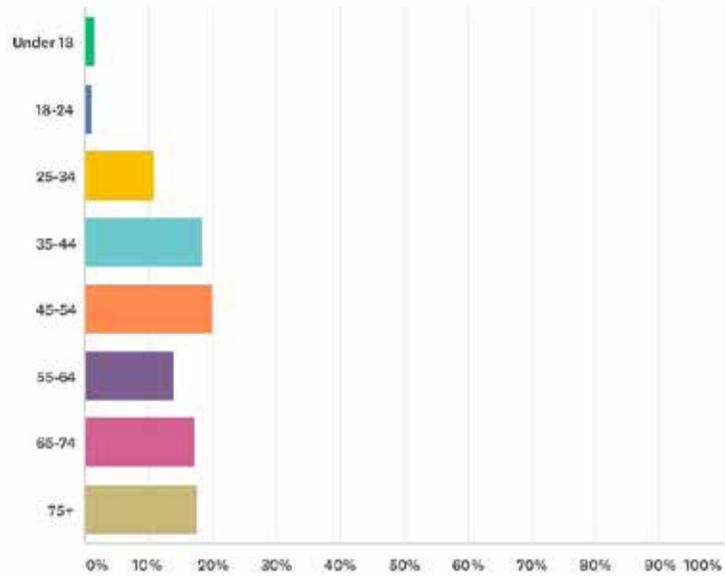
Answered: 211 Skipped: 0



ANSWER CHOICES	RESPONSES	
Male	36.49%	77
Female	60.19%	127
Prefer not to disclose	3.32%	7
Other	0.00%	0
TOTAL		211

Q2 What is your age?

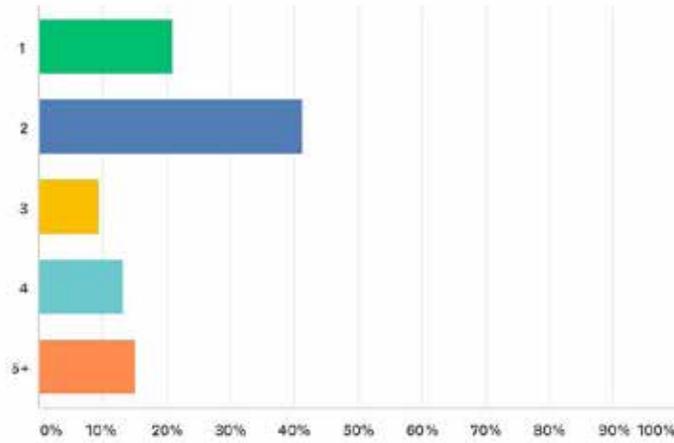
Answered: 211 Skipped: 0



ANSWER CHOICES	RESPONSES	
Under 18	1.42%	3
18-24	0.95%	2
25-34	10.90%	23
35-44	16.48%	39
45-54	19.91%	42
55-64	13.74%	29
65-74	17.06%	36
75+	17.54%	37
TOTAL		211

Q3 How many members are in your household?

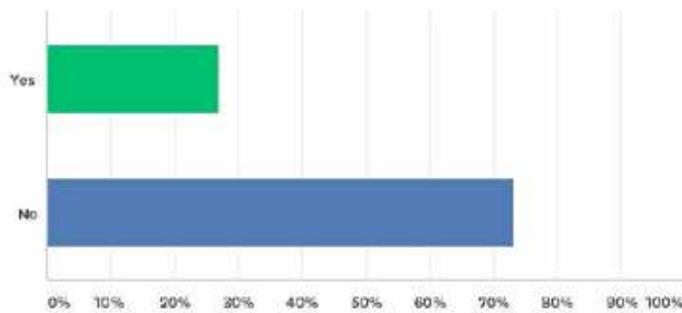
Answered: 211 Skipped: 0



ANSWER CHOICES	RESPONSES	
1	20.85%	44
2	41.23%	87
3	9.48%	20
4	13.27%	28
5+	15.17%	32
TOTAL		211

Q4 Are there children (18 or under) in your household?

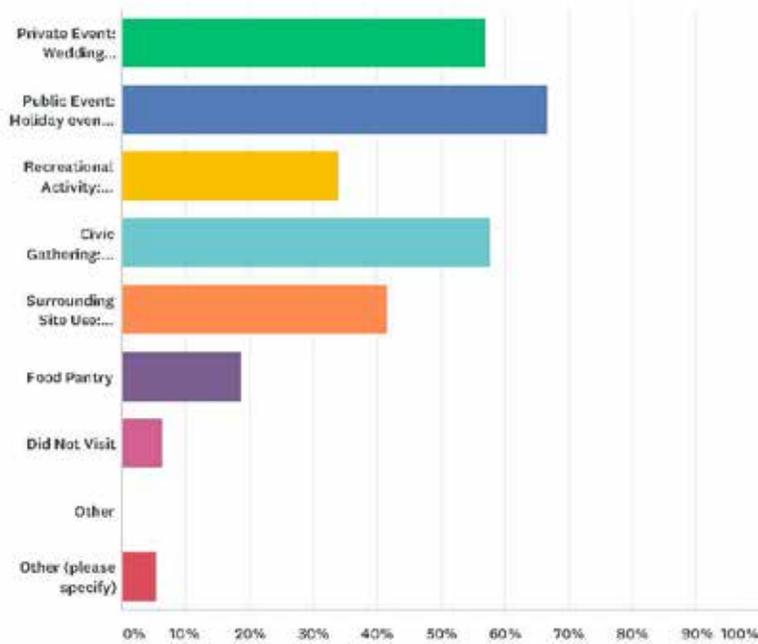
Answered: 130 Skipped: 81



ANSWER CHOICES	RESPONSES	
Yes	26.92%	35
No	73.08%	95
TOTAL		130

Q5 If you have visited the Salem Armory in the past year, what was the reason for your visit(s)? Please check all that apply.

Answered: 204 Skipped: 7

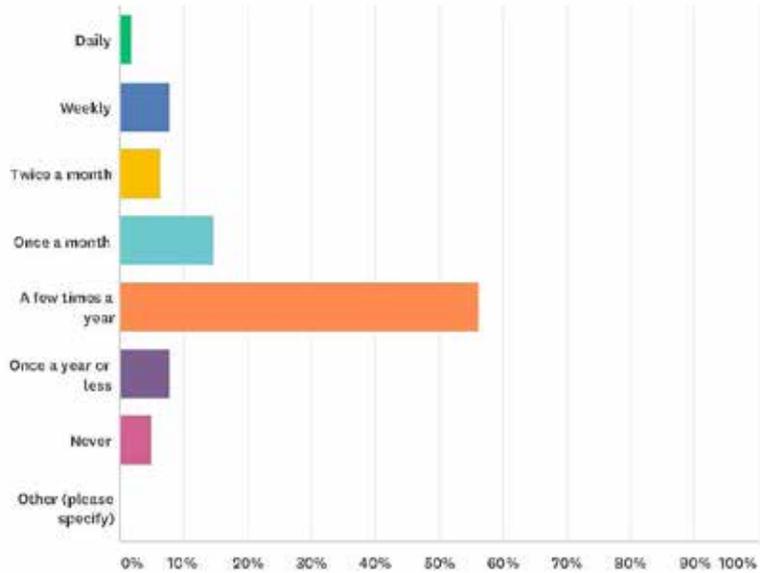


ANSWER CHOICES	RESPONSES
Private Event: Wedding reception, funeral reception, birthday party, work party, etc.	56.86% 116
Public Event: Holiday event, community/group fundraiser, town festival, etc.	66.67% 136
Recreational Activity: Sporting events, equipment rental, open gym, 4H archery, etc.	33.82% 69
Civic Gathering: Election voting, public hearing, PSA meeting, etc.	57.84% 118
Surrounding Site Use: Parking use for baseball and football events/tailgating	41.57% 85
Food Pantry	16.63% 38
Did Not Visit	6.37% 13
Other	0.00% 0
Other (please specify)	5.39% 11
Total Respondents: 204	

#	OTHER (PLEASE SPECIFY)	DATE
1	Trifotel	11/18/2019 10:47 AM
2	X	11/18/2019 9:57 AM
3	voting	11/12/2019 6:48 PM
4	x	11/12/2019 2:28 PM
5	x	11/12/2019 1:50 PM
6	X	11/12/2019 1:00 PM
7	Walking-wintertime	11/11/2019 10:59 AM
8	Walking-wintertime	11/11/2019 10:08 AM
9	child's dance lesson	11/11/2019 7:41 AM
10	Pick up school supplies and backpacks	11/1/2019 2:51 PM
11	rent needs to be affordable, many community organizations can't afford rent and won't be able to continue to hold their events there	11/1/2019 10:00 AM

Q6 How often do you visit the Armory?

Answered: 204 Skipped: 7



ANSWER CHOICES	RESPONSES	
Daily	1.96%	4
Weekly	7.84%	16
Twice a month	6.37%	13
Once a month	14.71%	30
A few times a year	56.37%	115
Once a year or less	7.84%	16
Never	4.90%	10
Other (please specify)	0.00%	0
TOTAL		204

#	OTHER (PLEASE SPECIFY)	DATE
	There are no responses.	

Q7 Please describe any challenges you faced during your visit/use of the Armory (i.e. access, available space, facility equipment, etc.)

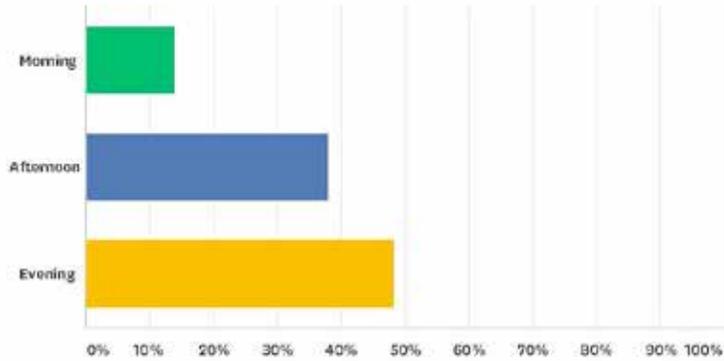
Answered: 82 Skipped: 129

#	RESPONSES	DATE
1	All times of year	11/18/2019 10:52 AM
2	None	11/18/2019 10:47 AM
3	All times of day & year	11/18/2019 10:39 AM
4	Restrooms need to be updated.	11/18/2019 9:57 AM
5	Have not experienced any difficulty.	11/18/2019 9:50 AM
6	To vote and we have to go all the way to the back to use handicap machine but I have help.	11/18/2019 9:45 AM
7	Bathrooms are not easy for me. Plus far to get to also for voting. But all on one level.	11/18/2019 8:57 AM
8	Time of day depends on activities - all day sometimes - family gathering.	11/18/2019 8:37 AM
9	Restroom and kitchen facilities are way outdated.	11/18/2019 8:15 AM
10	The kitchen is so ill equipped it's not really functional. Electrical for large size. . .only because it's the only sizable community space. Heat & cooling aren't well distributed in smaller room.	11/18/2019 8:05 AM
11	It could be Significant	11/15/2019 3:18 PM
12	Rest Rooms	11/15/2019 2:53 PM
13	Outdated.	11/14/2019 9:45 AM
14	none	11/14/2019 8:43 AM
15	Space is outdated. Kitchen is not conducive to serve people effectively. Bathrooms are not disabled friendly. Equipment is old and needs updating	11/14/2019 8:38 AM
16	None great facility	11/14/2019 8:07 AM
17	Parking lot is very muddy when we've had any moisture	11/12/2019 9:20 PM
18	No challenges	11/12/2019 6:48 PM
19	none	11/12/2019 4:23 PM
20	n/a	11/12/2019 4:05 PM
21	Needs updating - better use of space	11/12/2019 2:34 PM
22	Goes 5 days a week for walking	11/12/2019 1:28 PM
23	The access is very good. No large steps and door opens freely with little effort. 4-H needs place for all the cahers? and all activities.	11/12/2019 1:11 PM
24	Na	11/12/2019 1:01 PM
25	None	11/12/2019 1:00 PM
26	None	11/12/2019 12:56 PM
27	Limited parking. Not handicap accessible bathrooms or front doors. Bathrooms also not family friendly.	11/12/2019 12:41 PM
28	Parking is limited for the amount of people in attendance of large events. Not handicap friendly front doors or bathrooms. Not family friendly bathrooms for changing diapers in mens and womens restrooms.	11/12/2019 12:32 PM
29	Difficult access for folks with walkers or wheel chairs because of door thresholds. I work at the food pantry and the shopping carts are difficult to take in and out of doors for the same reason. Otherwise good access.	11/12/2019 11:59 AM
30	None come to mind.	11/11/2019 4:42 PM
31	Not Handicap accessible	11/11/2019 12:06 PM
32	Bathrooms are in poor condition.	11/11/2019 11:23 AM
33	I have walked at the armory	11/11/2019 10:59 AM
34	It's ridiculous that our school district isn't allowed to utilize gym space for additional space for sports practices. And that it's only used for an expensive rate.	11/11/2019 10:41 AM
35	The floor of the gym needs something done to it. I have been to the Armory for basket ball games and the floor is embarrassing.	11/11/2019 10:26 AM

36	Poor utilization of space. Dysfunctional kitchen. Expensive rent since price increase.	11/11/2019 8:59 AM
37	No challenges	11/11/2019 5:33 AM
38	See people struggle that have wheelchairs and walkers try to get in door. People using shopping carts at food pantry trying to get in and out of doors struggle as well. Would like to see doors have a slight ramp so easier to get in and out of doors. Would like to see handicap button to push so doors open/close automatically	11/10/2019 5:59 PM
39	Kitchen is a mess. Hard to find things. Restrooms are old and in poor shape.	11/10/2019 11:36 AM
40	none	11/8/2019 5:24 PM
41	Cost of use	11/7/2019 12:20 PM
42	access	11/6/2019 9:58 PM
43	NA	11/6/2019 6:03 PM
44	rest rooms	11/6/2019 5:40 PM
45	Parking lot is a mess when raining and snow. Way too muddy. Paved parking lot would help greatly.	11/5/2019 3:58 PM
46	If you get money to fix up building also fix parking lot to west and fence which is used more then building which people see all the time	11/5/2019 10:39 AM
47	when helping at the food pantry it's very difficult to get the shopping carts in and out of the outside doors because of the difference in height of the floor and the threshold. It's too cold in the Pantry area.	11/5/2019 10:28 AM
48	Na	11/5/2019 9:00 AM
49	None	11/4/2019 4:35 PM
50	none	11/4/2019 3:50 PM
51	no challenges that i can say were challenges	11/4/2019 12:48 PM
52	None	11/4/2019 11:25 AM
53	None, it is set up nicely	11/4/2019 10:56 AM
54	storage rooms with no lockable doors	11/4/2019 10:22 AM
55	No observed challenges	11/4/2019 7:20 AM
56	none	11/3/2019 5:02 PM
57	None	11/3/2019 2:59 PM
58	Getting too dated for wedding receptions. Can't make the place look nice.	11/3/2019 2:25 PM
59	None	11/3/2019 1:48 PM
60	None	11/3/2019 12:10 PM
61	none	11/3/2019 12:05 PM
62	none	11/2/2019 7:52 AM
63	have rented for business events, the heater blowers are very loud, many organizations can't afford rent and still hold their event there	11/1/2019 10:00 AM
64	None	10/31/2019 10:53 PM
65	None. Always found what we thought was excellent	10/31/2019 5:56 PM
66	The kitchen has become a bit run down.	10/31/2019 5:38 PM
67	None	10/31/2019 4:52 PM
68	Lack of space for seating during a tailgate	10/31/2019 4:49 PM
69	Heating blowers are very loud	10/31/2019 4:30 PM
70	none	10/31/2019 12:07 PM
71	Facility Getting old	10/31/2019 9:45 AM
72	None	10/31/2019 8:36 AM
73	none	10/31/2019 8:33 AM
74	None so far.	10/31/2019 8:14 AM
75	N/A	10/31/2019 6:07 AM
76	None	10/31/2019 8:03 AM
77	N/A	10/31/2019 8:01 AM
78	Outdated bathroom... Not clean... Outdated kitchen ... Poor gym floor	10/31/2019 7:53 AM
80	Need more handicap parking spaces	10/31/2019 7:40 AM
81	jkjk	10/30/2019 4:42 PM
82	khjij	10/30/2019 4:42 PM

Q8 At what time of the day do you typically visit the facility?

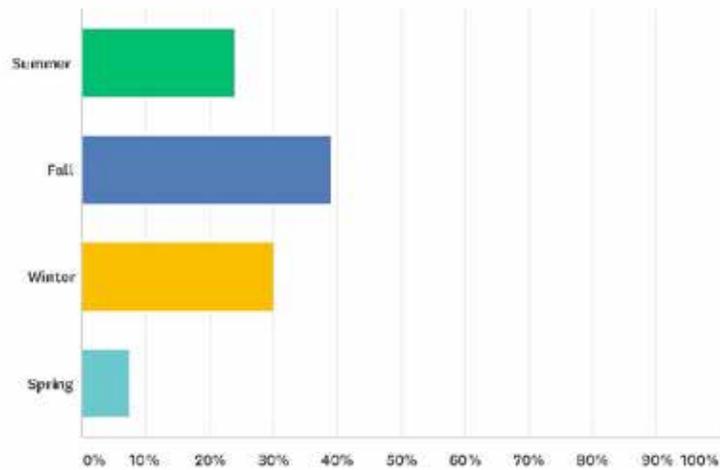
Answered: 188 Skipped: 23



ANSWER CHOICES	RESPONSES	
Morning	13.83%	26
Afternoon	37.77%	71
Evening	48.40%	91
TOTAL		188

Q9 At what time of the year do you typically visit the facility?

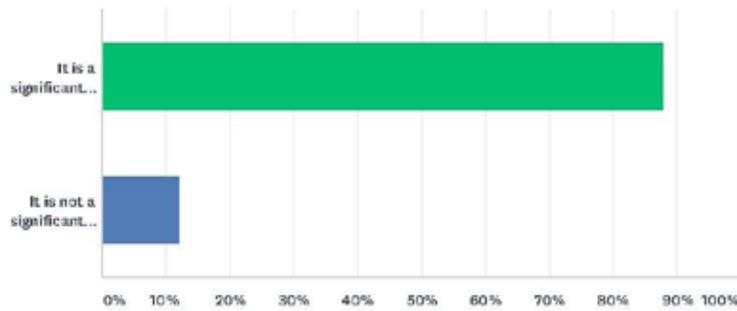
Answered: 180 Skipped: 31



ANSWER CHOICES	RESPONSES	
Summer	23.89%	43
Fall	38.89%	70
Winter	30.00%	54
Spring	7.22%	13
TOTAL		180

Q10 How does the Armory fit into the overall vision for the community?

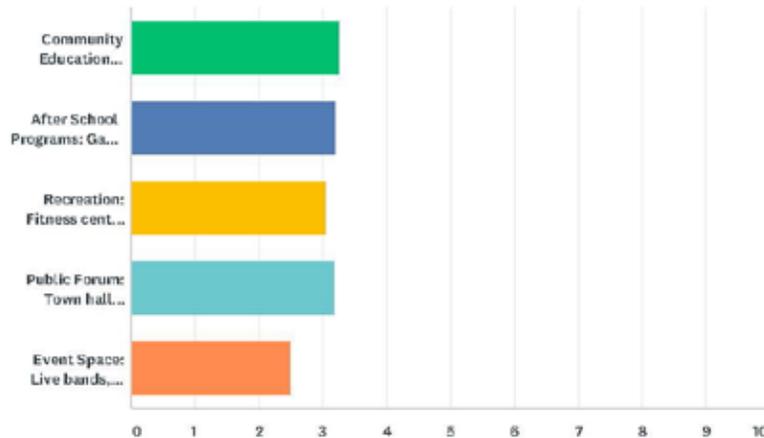
Answered: 197 Skipped: 14



ANSWER CHOICES	RESPONSES	
It is a significant aspect of our community	87.82%	173
It is not a significant aspect of our community	12.18%	24
TOTAL		197

Q11 What programs or activities would you like to see added or improved upon at the Armory? Please rank the options below from 1-5, with 1 being the least interesting and 5 being the most interesting.

Answered: 158 Skipped: 53



	1	2	3	4	5	TOTAL	SCORE
Community Education Space: Cooking class, craft workshops, gardening classes, etc.	26.03% 38	20.55% 30	19.06% 29	20.55% 30	13.01% 19	146	3.26
After School Programs: Game room, media center, snack bar, etc.	17.93% 26	32.41% 47	17.93% 26	15.86% 23	15.86% 23	145	3.21
Recreation: Fitness center, recreation events, sporting equipment/bike rentals, etc.	17.01% 25	19.05% 28	28.57% 42	22.45% 33	12.93% 19	147	3.05
Public Forum: Town hall meetings, city offices, etc.	28.57% 42	17.01% 25	17.01% 25	18.37% 27	19.05% 28	147	3.18
Event Space: Live bands, concert hall, town festivals, farmer's markets, sporting events, etc.	11.84% 18	15.13% 23	18.42% 28	19.08% 29	35.53% 54	152	2.49

Q12 Please list below any additional ideas or community events you would like to see held at the Armory that are not currently offered.

Answered: 81 Skipped: 130

#	RESPONSES	DATE
1	I think the entrance to the armory is in much need of protection from the North and West, as it is the coldest, windiest spot in Salem. For sure! The parking lot to the West needs loving care to cover the ground of mud & water (protecting) Black top or gravel? The bathrooms need updating very much also the kitchen area could be bigger and handier, brighten and updated. Need new more comfortable chairs. Keep the area for basketball etc + receptions or special large group meetings or meals available. Also would be nice to have an inside walk area (cushioned) not cement that it is now to exercise. Keep the rentals price at a decent amount.	11/18/2019 10:50 AM
2	They jumped the rent so high that I don't for see people using it as much for Christmas party or other gathering.	11/18/2019 10:36 AM
3	Therapy pool	11/18/2019 10:29 AM
4	Although it may not be the armory specific, I believe Salem needs to consider implementing a fourth of July celebration. A parade to get the community involved & together. A craft fair/show could be held at either the armory, or again in the park. A talent show/contest, free swimming for the kids, baseball games, community cookout are just a few idea's to bring the community together and to celebrate this great community and country.	11/18/2019 10:05 AM
5	Live bands Concert Hall	11/18/2019 9:56 AM
6	I think Salem needs something like the armory but not as big. It would be nice if it could be utilized more.	11/18/2019 9:53 AM
7	We had our wedding anniversary and enjoyed the extra room and price. Bathrooms modernized and individual bathrooms. I mean - like a family bathroom. Don't know, but would like to see tours through the guards area to tell our children how important the guards and equipment is to everyone and how much they need to know.	11/18/2019 9:10 AM
8	I think the updating/remodeling office spaces, kitchen, tiles/flooring (in gym primarily) need work, before any addition is considered. And with the already (somewhat updated) food pantry in good order it needs to be maintained and continue to serve the community. The city and it's residents have a facility most towns would kill for, lets not let the armory fall apart and make an effort to use it to its capacity as an asset particularly since it's already a part of the larger area with the football field and baseball fields as buildings ample parking for most events. It's there USE IT. .	11/18/2019 8:54 AM
9	The armory has adequate space for events. Our community "is not" a growing youthful community. Our city hall is adequately providing the office and employee space to support small town Salem. Our council meetings provide enough space as well. When community projects require more discussion, the armory seating proves to be adequate.	11/18/2019 8:42 AM
10	Office Space I know that it cost a lot for up keep but raising the rent so high- no one will be able to afford it. This is not a big city and people around here can not make a lot of money.	11/18/2019 8:36 AM
11	Update Interior to a new modern look I think adding some acoustic tiles throughout area would get rid of echo. Add some updated look (atmosphere) - looks and feels like a cafeteria.	11/18/2019 8:28 AM
12	Let's fix up the armory space we currently have before spending more money too add more space. The kitchen space & bathrooms need complete renovation. The old locker rooms have no need for lots of showers. Remodel that space into something usable. Main area - paint even would go a long way - get rid of cougar on wall. Remove bleachers - only used for Salem classic - could put chairs out for that. Not event friendly right now.	11/18/2019 8:25 AM
13	Not aware of current needs.	11/18/2019 8:13 AM
14	It's hard to answer these questions not knowing the cost to remodel vs the cost to build a separate community center. Salem needs a community building large enough to house 500+ and space for smaller events L100. Also daily cost at \$500 is too much for our community.	11/18/2019 8:12 AM
15	If the structure is solid I'd like to see the kitchen renovated also both ovens. The food pantry is a good asset at this time and familiar with other rooms. Parking space is good also good luck.	11/15/2019 3:30 PM
16	The facility needs to be updated. If the charge of \$800 for rental the facility should be worth it. The facility is needed by the community - lets get it fixed so we can use it!	11/15/2019 3:22 PM
17	I feel the space is adequate, but updates needed. The cost for rental for community events has gotten out of control a \$100 increase would have been more accepted. The city needs to budget to keep the facility up without gouging community organizations. Rentals for weddings etc are different compared to available options within 30-60 miles of Salem & set rental prices for private events.	11/15/2019 3:02 PM

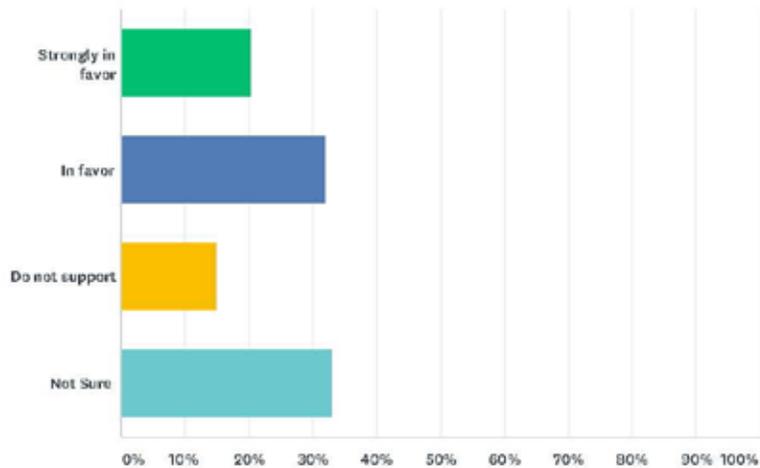
18	We need the armory. This armory is like the swimming pole. We may lose money on them but it is what draws people to Salem. Where would we hold events if we lost the armory? I would gladly pay more taxes to keep the armory. Thank you	11/15/2019 2:52 PM
19	Would like it to be open for walking anytime of day.	11/15/2019 2:46 PM
20	Family sports or sporting events for youth teams and men's and ladies teams. Place for senior citizens to gather for games, walking, fitness, etc. Community library and reading room. School location is not great for a city one. Who goes there during a school day?! We feel the charge for usage is outrageous! However seems like you can always lower it for certain groups. Catholic Church bazaars - so why not lower for all events! There is no REA room after it was sold - could use a smaller gathering room with small kitchens available for events that used to use the REA room. Are you going to charge clubs such as 4-H or church clubs to use a room for meetings? Many families take wedding receptions and birthday parties out of town where decorations, atmosphere, and food can be options. It is really quite a well maintained place! Maybe just some updates to rooms etc. Would make a whole lot of difference without more dept to be added to our already too high city charges in a small town of 1300!	11/15/2019 2:20 PM
21	Salem needs a "community center" all small towns around us have one. Probably using 1/3 of the armory space & lowering the ceiling in that area with decent serving & kitchen facilities.	11/15/2019 1:51 PM
22	I understand increasing cost to use the facilities to offset the upkeep but that limits who will use the facility. Would it be better to have better lower cost to use so more of the community could use the facility making it a better "community center"	11/14/2019 2:04 PM
23	I think the city offices should be there for sure.	11/14/2019 8:44 AM
24	Spring baseball	11/12/2019 9:25 PM
25	A space for students to meet with tutors, some classes of interest to kids	11/12/2019 6:50 PM
26	would like to see grade school coaches to not have to pay for their teams to practice here...	11/12/2019 4:23 PM
27	The armory needs to be updated badly - more importantly rent needs to be dropped. We currently were in a smaller size town and their community center was updated and very clean - rented the building for \$350 Wed - Sunday for a wedding - EVERYTHING was included including clean up - right down to plates. It puts ours to shame. There use to be wedding all the time in town - now others go out of town because it's old - gross and expensive rent!!	11/12/2019 2:25 PM
28	Definitely needs updating in the kitchen area. Chairs and tables need to be replaced. Throw out those metal chairs - very uncomfortable. In our community we don't need cooking classes, don't need after-school programs, don't need office spaces, don't need live bands, concert hall, town festivals, farmers markets, we live too close to Sioux Falls where they have the population to support these events. They need a place to host wedding receptions, funerals, birthday parties and events like that. Also a place for election voting, public hearings and other meetings or dinners (large groups). The food pantry has their room out there. Farmers Market has their event at the park in the summer months.	11/12/2019 2:13 PM
29	Discount offerings to fill time slots with programs for post education learning, multi-group school sports, extended training for senior fitness and well being. Brunder University type education programs and events.	11/12/2019 1:52 PM
30	I see very little opportunity to increase the use or have additional activities at the armory given the size of our community and fiscal constraints.	11/12/2019 1:46 PM
31	I believe you would've got a much better response if you would've enclosed a SASE.	11/12/2019 1:44 PM
32	It is just fine the way it is now!	11/12/2019 1:30 PM
33	Upgrade parking around facility. Current Gravel needs to have a hard surface. Cement or black top. Kitchen area could be used for elderly needs. Meeting area for groups etc.	11/12/2019 1:25 PM
34	Open gym so I can walk in the winter	11/12/2019 1:11 PM
35	None	11/12/2019 1:02 PM
36	Bathrooms need updating food pantry location is great	11/12/2019 12:57 PM
37	Like the food pantry space where it is now located in the armory.	11/12/2019 12:52 PM
38	I like the idea of using the space for a fitness center for the community. Current facilities in town can be crowded or unavailable to the general public. Please allow the food pantry to remain in it's present location. It has been updated and made more user friendly to clients and is in a perfect spot in terms of accessibility for those with disabilities with the exception of the door thresholds. I hope rental fees can be very reasonable for families and local events. Maybe a flat fee for "wedding set-up day, wedding day and clean-up day." So few venues are within most families Budgets that it would be good to keep this option available. Thanks!	11/12/2019 12:23 PM
39	Open gym	11/11/2019 7:01 PM
40	Community coffee/gathering time.	11/11/2019 4:43 PM
41	Please fix the streets before the armory!	11/11/2019 11:41 AM

42	4H Concerts - school, Drama- school. Bring the national guard back to town. American legion. rent out office space, wedding dances, anniversary's, graduations, birthday parties. Great place to meet family, community, the kitchen area is nice. Very well run and nice to have in community. Elderly use to walk and keep fit.	11/11/2019 11:07 AM
43	If the armory needs to be fixed, start now - not wait until it falls apart. It will cost money now but later on it will be more. It is used for many events - save it!	11/11/2019 11:02 AM
44	i Have never been there but I would have to that all of the above idea's would be a good idea if it is no longer being used for the national guard.	11/11/2019 10:55 AM
45	Our school sports are in a huge need for additional gym space for practice to accommodate boys and girls grade 1-12. School sports shouldn't have to be charged to use it. Taxpayers have kids that would be using it.	11/11/2019 10:43 AM
46	I don't even know what the armory is used for or what they offer. I have no idea what the purpose of the armory is besides a meeting space. I think it would be great if there was more communication regarding what that space is used for & what it can be used for.	11/11/2019 10:32 AM
47	Surrounding site use.	11/11/2019 10:14 AM
48	Why not make it city center with city offices and move fire dept (new) out there. Use old fire dept for maintenance shed. It doesn't need to be a profit center. We need this city center.	11/11/2019 10:13 AM
49	Updated kitchen very much needed as well as bath rooms. A multi use facility more difficult to address. New flooring - fresh paint. Updating would bring in more revenue.	11/11/2019 9:53 AM
50	Adult Volleyball/basketball leagues, spin bike fitness classes, children's theater, structured "open gym" for various age groups starting with toddlers, bridal/baby showers, adult entertainment, community movie showing, children's entertainment (puppet shows, sing-a-longs, trick or treating, etc.) While I would LOVE to see more & more options for community events and a better space to host events, I don't know that the existing building is the best option. In order for these events to be successful they must be affordable. I raise the question "could we tear the building down and build a smaller, more energy efficient building that would be more functional for the needs of Salem?" How will this project be funded?	11/11/2019 9:07 AM
51	I'm in assisted living and have no interest.	11/11/2019 8:54 AM
52	Updated kitchen.	11/11/2019 8:14 AM
53	Womens League volleyball. could have surrounding towns come as well.	11/11/2019 8:10 AM
54	adult rec leagues organized/coordinated by the City.	11/11/2019 7:43 AM
55	New wood floor over old tile. Clean up kitchen and restrooms.	11/10/2019 11:40 AM
56	none	11/8/2019 5:25 PM
57	Community center. Gym space for younger teams to practice,	11/7/2019 12:26 PM
58	no	11/6/2019 9:59 PM
59	Use more for sports practices / school sponsored and private	11/6/2019 6:05 PM
60	na	11/5/2019 8:20 PM
61	can't think of any	11/4/2019 12:49 PM
62	None that I can think of	11/4/2019 11:26 AM
63	It's a great asset to our community and I believe it is used for many events	11/4/2019 11:00 AM
64	City Hall offices could be moved to the Armory. Supervised after school and weekend events could be available. Lower rent for small activities.	11/4/2019 7:23 AM
65	na	11/3/2019 5:03 PM
66	None	11/3/2019 3:00 PM
67	Can't think of anything at this time	11/3/2019 2:27 PM
68	Programs for the elderly	11/3/2019 1:54 PM
69	Classes for arts and crafts, Movies for kids, Sports for kids	11/3/2019 12:13 PM
70	none	11/2/2019 7:58 AM
71	Would like to have BB practices for our youth with without making them pay. If it is not being used anyways.	11/1/2019 5:53 AM
72	None	10/31/2019 5:57 PM
73	Indoor recreational opportunities more than open gym. Racquetball court, indoor walking track, city coordinated adult low impact sports.	10/31/2019 4:56 PM
74	Anything!!	10/31/2019 1:53 PM
75	Building would get more use if rental fee was more reasonable or if fee was reduced for nonprofit or kids activities.	10/31/2019 9:01 AM

77	N/A	10/31/2019 8:08 AM
78	None	10/31/2019 8:05 AM
79	Lower rent price	10/31/2019 7:42 AM
80	afasdf	10/30/2019 4:43 PM
81	fhgt	10/30/2019 4:43 PM

Q13 Would you support an addition to the Armory that added new program offerings and/or community spaces?

Answered: 188 Skipped: 23



ANSWER CHOICES	RESPONSES	
Strongly in favor	20.21%	38
In favor	31.91%	60
Do not support	14.89%	28
Not Sure	32.98%	62
TOTAL		188

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Funding

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Funding

OVERVIEW

In addition to the identified grant and rebate programs, a capital campaign may be an option for building community support and soliciting donations to finance improvements. Businesses and groups in the community should be approached as well to participate in any capital campaigns or fundraising efforts. Project elements to like the kitchen upgrades, addition of basketball hoops and bleachers, and other publicly visible components may be especially appealing for donors and sponsors.

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM

CDBG is a federal matching grant program funded through the Department of Housing and Urban Development (HUD). Projects must primarily benefit low and moderate income populations and meet federal requirements, including an environmental review. Funds may be utilized for workforce development training and community infrastructure needs.

Funding Amount or Terms

Maximum grant amount of \$750,000 for project costs + an additional \$20,000 available for project administration (\$770,000 total per project)

Deadlines for Applying (if known)

April 1 and October 1

Program Contact

Applications are coordinated through local planning districts, the district for Salem is the South Eastern Council of Governments

Program Website

www.sdreadytowork.com 

Likelihood of Receiving Funding

Unknown, but likely low to moderate likelihood of receiving CDBG funds based on community income eligibility

COMMUNITY FACILITIES DIRECT LOAN + GRANT PROGRAM

This program is funded through USDA Rural Development and communities with populations under 20,000 are eligible to apply. Low interest loans and grants are available for funding essential community and public safety facilities and services. Funding priorities for the program include communities with populations less than 5,500 and low-income communities with a median household income (MHI) below 80% of the state non-metropolitan median household income. The local USDA Rural Development office coordinates the low-interest and grant application process.

Funding Amount or Terms

Loans are available for terms up to 40 years. The current market interest rate for loans is 3.0%, with interest rates subject to change on a quarterly basis.

Deadlines for Applying (if known)

Applications are accepted on an ongoing basis

Program Contact

Tim Potts, Community Programs (CP) Director; 605.858.6678

Program Website

<https://www.rd.usda.gov/programs-services/community-facilities-direct-loan-grant-program/sd> 

Likelihood of Receiving Funding

Likelihood of receiving a loan is moderate to high, levels of grant funds are unknown and subject to community income eligibility requirements

SALEM COMMUNITY FOUNDATION

The Salem Community Foundation was established to provide financial support to nonprofits and charities working to benefit the Salem community. Since the inception of the fund in 2007, grants equaling over \$35,000 have been given out to nonprofits in the area. In 2013, the board partnered with the City of Salem to establish a fund for the construction of a new pool, donors have given over \$200,000 to the development of the new pool facility. A similar opportunity may exist for a Community Center.

Funding Amount or Terms

Unknown, but the City of Salem could potentially partner with the Salem Community Foundation and form a fund for donors to contribute to that would finance the Community Center construction.

Deadlines for Applying (if known)

Unknown

Program Contact

Glenda Blindert (605.425.3140) or Janet Karel (605.425.2956)

Program Website

<https://sdcommunityfoundation.org/csa/salem-area-foundation/grants/> 

Likelihood of Receiving Funding

Unknown, but likely moderate to high likelihood if there is substantial local support for the project

WELLMARK FOUNDATION, MATCHING ASSETS TO COMMUNITY HEALTH (MATCH) GRANT

The Wellmark Foundation supports projects in SD and IA that promote healthy food access and consumption or encourage active lifestyles. Projects must be publicly accessible and leverage other private and public resources. Favorable initiatives include food preparation programming, garden-to-table or farm-to-table projects, outdoor recreation and play spaces, and sport courts and fields. Less than favorable initiatives include ongoing or emergency food assistance and construction of a community center.

Funding Amount or Terms

Large MATCH Grant: Requests up to \$100,000 with a 100% match required, match can be cash or in-kind
Small MATCH Grant: Requests up to \$25,000 with a 50% match required, match can be cash or in-kind

Deadlines for Applying (if known)

Large MATCH Grant: Proposals due February 21, 2020
Small MATCH Grant: Proposals due June 5, 2020

Program Contact

Gina Rooney, Manager, WellmarkFoundation@wellmark.com, 515.376.6420

Program Website

<https://www.wellmark.com/foundation/rfps.html> 

Likelihood of Receiving Funding

Low to Moderate, likelihood of receiving funding would be higher if the grant proposal focused on access to healthy food (hard construction costs or programming costs) or facilities that would directly encourage physical activity (programming or field/court costs, not community center renovation expenses)

XCEL ENERGY, LIGHTING RETROFIT REBATE APPLICATION

This rebate program applies to customers with a commercial Xcel Energy account in the South Dakota service territory. Other states (MN for example) also have rebate programs for other energy efficiency equipment upgrades (water heater, ventilation system, etc.) and a similar program may be established for SD in the future.

Funding Amount or Terms

Amount unknown

Deadlines for Applying (if known)

Annual funds are limited and may be disbursed before the end of 2020

Program Contact

Business Solutions Center, 855.839.8862

Program Website

https://www.xcelenergy.com/programs_and_rebates 

Likelihood of Receiving Funding

Will likely receive a rebate through the program, amount of rebate unknown

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Appendix

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Appendix

Application		<i>Last updated: January 2020</i>	
South Dakota			
<input type="button" value="Clear form"/>			
Lighting Efficiency		CID _____ <small>Internal use only</small>	
Lighting Retrofit Rebate Application			
Customer information			
Xcel Energy premises numbers: Electric _____			
Company name _____		Date submitted _____	
Installation address _____		City _____	State _____ ZIP _____
Mailing address _____		City _____	State _____ ZIP _____
Contact name (print) _____		Phone _____	
Contact email* _____		Fax _____	
Equipment location description (required) _____			
The total project cost: \$ _____			
Customer signature _____		Date _____	
<small>This signature is required from the individual tied to the Xcel Energy premises number herein. By signing here, I acknowledge the information in this application is accurate and complete. I confirm I have read, agree with and understand the terms and conditions on page 2 of this application. I also authorize Xcel Energy to provide a copy of the project preapproval notification to the equipment supplier or vendor so as to expedite the project process.</small>			
Alternative rebate recipient			
Complete this section only if the customer wants the rebate check to go to someone other than the customer contact tied to the premises number above.			
Company name _____			
Contact name _____		Phone _____	
Address _____		City _____	State _____ ZIP _____
I authorize the above company to receive the rebate check for this project.			
Customer signature _____		Date _____	
Xcel Energy account representative name _____		Signature _____	
Trade partner information (vendor/contractor information)			
Company name _____		Trade partner ID# _____	
Contact name (print) _____			
Address _____		City _____	State _____ ZIP _____
Contact email* _____		Phone _____	
<small>*By providing your email address, you are granting Xcel Energy permission to send updates or questions via email regarding this project as well as future emails regarding our programs and services.</small>			
Page 1 of 7		19-10-531	

Lighting Retrofit Rebate Application

Application

Business Solutions Center 855.839.8862

South Dakota

Qualifying customers

This program applies to customers with a valid Xcel Energy commercial account in our South Dakota electric service territory. Check the Xcel Energy website (xcelenergy.com) to verify eligibility. Residential customers – please contact Xcel Energy at 800.895.4999 to find out about our residential energy efficiency programs.

Program rebate funds are limited

Funds designated for the South Dakota Lighting Retrofit program are limited and may be fully disbursed prior to the end of 2020.

Submission of this application form does not guarantee payment of a program rebate.

How to apply for rebates

1. Fill out the rebate application (for each installation address.)
2. Attach a copy of the paid, itemized invoice(s). Be sure that the quantity, make, model number and unit price of each item appears on the invoice.
3. Make a copy of this document for your records.
4. If you have questions please contact your Xcel Energy account manager or one of our energy efficiency specialists to discuss and/or complete the project application form.
5. You can email your completed project paperwork to: energyefficiency@xcelenergy.com, fax to: 800.311.0050, or mail to: Energy Efficiency Specialist, Business Solutions Center, P.O. Box 8, Eau Claire, WI 54702-0008.
6. Once completed paperwork is submitted, rebate payments are usually made in six to eight weeks after the rebate application has been processed. Xcel Energy will issue rebates in the form of checks, not utility bill credits.

Rules and requirements

- All equipment must be new. **Used or rebuilt equipment is not eligible for a rebate.**
- Rebate items must be installed on the Xcel Energy electric account listed on the application.
- These rebates assume a one-for-one replacement of fixtures (in retrofit situations) that will result in energy savings.
- Equipment must meet specification requirements and be purchased and operating prior to submitting an application for a rebate
- Rebates cannot exceed 60 percent of the project cost (including equipment and labor). The minimum rebate is \$5.
- A signed application and detailed installation invoice(s) must be submitted to Xcel Energy **within 12 months of the invoice date**. Invoice(s) submitted must include itemized quantity, price, manufacturer's make and model numbers, and product codes for each material item and/or original equipment manufacturer (OEM) specification sheets. Please talk with your account manager or call our Business Solutions Center for additional date restriction details.

- Xcel Energy is not responsible for any lost, late, stolen, ineligible, illegible, misdirected or postage-due mail.
- All completed submissions become the property of Xcel Energy upon receipt and will not be returned.
- Xcel Energy reserves the right to conduct a random on-site inspection of your project before or after issuing a rebate. The customer agrees to provide reasonable access to inspect the installation. On-site inspections may be performed up to one year after the date the rebate check is issued. If Xcel Energy finds that the application does not comply with Xcel Energy rules and qualifications, any rebate amount may be adjusted, denied or subject to return.
- Program rules, requirements and offer are subject to changes at any time. Xcel Energy's prescriptive rebate programs are subject to 60 days notice of cancellation or deferment. Changes or notifications will be posted at xcelenergy.com/Rebates. The customer and trade partner are responsible for contacting an energy efficiency specialist to determine whether the program is still in effect and to verify program parameters. Call 855.839.8862 or email energyefficiency@xcelenergy.com.
- Xcel Energy reserves the right to refuse payment and participation if the customer or contractor violates program rules and procedures, or local, state or federal regulations. Xcel Energy is not liable for rebates promised to customers as a result of misrepresentation of the program.
- Xcel Energy's receipt of the application does not guarantee payment of rebate.
- Xcel Energy retains the right to limit rebates or to make adjustments to correct incentive calculations if necessary. Energy savings calculations are estimates and may vary from actual results.
- Xcel Energy reserves the right to publicize your participation in this program, unless you specifically request otherwise.

Warranty information

- Xcel Energy does not endorse any particular manufacturer, product or system design by offering these rebates.
- Xcel Energy will not be responsible for any tax liability imposed on the customer as a result of the payment of rebates; does not expressly or implicitly warrant the performance of installed equipment (contact your contractor for detailed equipment warranties).
- Xcel Energy is not responsible for the proper disposal/recycling of any waste generated as a result of this project; is not liable for any damage caused by the operation or malfunction of the installed equipment; and does not guarantee that a specific level of energy or cost savings will result from the implementation of energy conservation measures or the use of products funded under these programs.
- Xcel Energy is not liable for any damage caused by the operation or malfunction of the installed equipment; and
- Xcel Energy does not guarantee that a specific level of energy or cost savings will result from the implementation of energy conservation measures or the use of products funded under this program.

Lighting Retrofit Rebate Application

Application

Business Solutions Center **855.839.8862**

South Dakota

Facility characteristics

Is the space air conditioned where the energy-efficient lighting will be installed? Air conditioned Heat only No air conditioning or heat

Please indicate the primary use for this location:

- | | | |
|---|---|--------------------------------------|
| <input type="checkbox"/> 24-hour facility | <input type="checkbox"/> Healthcare office/out-patient | <input type="checkbox"/> Office |
| <input type="checkbox"/> Big box retail/grocery | <input type="checkbox"/> Hospital | <input type="checkbox"/> Restaurant |
| <input type="checkbox"/> College/university | <input type="checkbox"/> Hotel/motel | <input type="checkbox"/> Retail |
| <input type="checkbox"/> Continuous lighting required by code | <input type="checkbox"/> Manufacturing | <input type="checkbox"/> Warehouse |
| <input type="checkbox"/> Elementary/secondary school | <input type="checkbox"/> Nighttime/exterior LED fixtures (parks, canopy or wallpack only) | <input type="checkbox"/> Other _____ |

LED rebate worksheet

Interior installations

Rebates are available for the interior and exterior equipment listed below. Rebates are based on total fixture wattage. If the fixture is within + or - 10% of the lowest and highest wattage level for the related product, the fixture can qualify for a rebate.

Equipment (for interior installations unless noted otherwise)	Specifications	Rebate/Unit x	Qty.	Rebate
LED and LEC exit signs				
Rebates are based on one-for-one replacement of incandescent exit signs to LED or LEC exit signs. LED Exit Signs do not need to follow the DLC requirement.				
Replace incandescent exit signs		\$25		
LED downlight luminaires (not all ENERGY STAR® LED fixtures qualify for rebates)				
Rebates are based on one-for-one full fixture replacement and total wattage of the new fixture. (Fixture must be an ENERGY STAR-qualified commercial hardwired and screw-in commercial downlight; not all products listed qualify for rebates)				
≤ 25W	<ul style="list-style-type: none"> Replace incandescent fixture Replace CFL fixtures (only available if new equipment is invoiced January 1, 2020 or later) 	\$20/fixture		
26W-50W		\$40/fixture		
LED screw-in lamps (ENERGY STAR OPL required). Rebates are based on one-for-one replacement and total wattage of the new fixture				
< 5W	Replace incandescent or halogen lamps	\$4/lamp		
5W-10W		\$6/lamp		
11W-20W		\$8/lamp		
LED retrofit kit (screw in) fixtures (ENERGY STAR OPL required). Rebates are based on a one-for-one replacement				
			For invoices dated before 1/1/2020	For invoices dated on or after 1/1/2020
≤ 25W	Replace incandescent fixtures	\$15/fixture	\$10/fixture	
LED mogul screw-base lamp (DLC OPL required) (for invoices dated January 1, 2020 or later)				
Rebates are based on one-for-one replacement and total wattage of the new fixture. DLC product definition: "Mogul screw-base replacements for HID lamps for high/low bay luminaires (internal drive/UL type B)".				
30-50W	Replace HID	\$30/lamp		
40-60W		\$40/lamp		
50-70W		\$50/lamp		
80-110W		\$60/lamp		
120-230W		\$75/lamp		
LED wall pack fixtures – exterior and parking garage installations (DLC OPL required)				
Rebates are based on one-for-one replacement and total wattage of the new fixture. Replacement LED wall pack fixtures must be used for building exteriors or inside parking garages and must be attached to a wall. Equipment must be hardwired and rated for exterior use. The program adopts the DLC definition: Typically walkway or security lights, affixed to building wall. May be box-shaped.				
Building exterior: <25W	Replace HID systems	\$25/fixture		
Building exterior: 26W-80W		\$50/fixture		
Building exterior: 81W-150W		\$80/fixture		
Parking garage: ≤25W		\$35/fixture		
Parking garage: ≤26W-60W		\$75/fixture		
Parking garage: 61W-150W		\$100/fixture		

Lighting Retrofit Rebate Application

Application

Business Solutions Center 855.839.8862

South Dakota

LED rebate worksheet (continued)

Interior installations

Equipment (for interior installations unless noted otherwise)	Specifications	Rebate/Unit x	Qty =	Rebate	
LED high/low bay fixtures (DLC OPL required) Rebates are based on one-for-one replacement and total wattage of the new fixture. If wattage is in question, please reference the DLC listed wattage. Linear ambient (or "strip") fixtures are not eligible in this category.					
95W-189W	<ul style="list-style-type: none"> Replace HID fixtures; Replace fluorescent fixtures (only available if new equipment is invoiced January 1, 2020 or later) 	\$100/fixture			
190W-290W		\$120/fixture			
291W-484W		\$150/fixture			
485W-825W		\$200/fixture			
LED high bay retrofit kit (DLC OPL required) (for invoices dated January 1, 2020 or later) Rebates are based on one-for-one replacement and total wattage of the new fixture.					
95-189W	Replace HID or fluorescent fixtures	\$40/kit			
190-290W		\$50/kit			
291-484W		\$80/kit			
485-825W		\$160/kit			
LED linear replacement lamps (DLC OPL required) Rebates are based on one-for-one replacement of fluorescent T8 or T12 lamps with new LED linear replacement lamps. Rebates are available for DLC or ENERGY STAR products and must meet the DLC or ENERGY STAR product eligibility category definition: "Replacement Lamps (plug and play) (UL Type AJ)", "Internal - driver/line voltage linear lamp-style retrofit kits (UL Type B)" and "External - driver lamp-style retrofit kits (UL Type C)". Replacement lamps listed on the DLC OPL as "Dual Mode Internal Driver lamps (UL Type A/E) are also allowed and the rebate amount is dependent upon the type of installation.					
Type A and dual mode Type A/B, 2'	Replace T8 or T12 fluorescent lamps	\$2/lamp			
Type A and dual mode Type A/B, 4'		\$2/lamp			
Type B and dual mode Type A/E, 4'		\$3/lamp			
Type C, 2'		\$5/lamp			
Type C, 4'		\$6/lamp			
LED troffer fixtures (DLC OPL required) Rebates are based on a one-for-one replacement of existing linear fluorescent troffer systems. The program accepts LED troffer fixtures from the following DLC category: "1x4, 2x2, and 2x4 Luminaires for Ambient Lighting of Interior Commercial Spaces". The program accepts LED retrofit kits for troffer fixtures from the following DLC category: "Integrated-Style Retrofit Kits for 1x4, 2x2, and 2x4 Luminaires for Ambient Lighting of Interior Commercial Spaces". Linear ambient (or "strip") fixtures are not eligible in this category.					
LED troffer fixture	2x4 retrofit 30W-90W	Replacements can include any combination of LED 2x4, 2x2 or 1x4 fixture replacements for T8 or T12 fluorescent 2x4, 2x2 or 1x4 fixtures	\$30/fixture		
	2x2 retrofit 23W-42W		\$20/fixture		
1x4 retrofit 15W-85W	\$20/fixture				
Retrofit kit for LED troffer fixtures	2x4 32W-67W		\$25/fixture		
	2x2 22W-40W		\$15/fixture		
	1x4 19W-34W	\$15/fixture			
Refrigerated LED case lighting 5- and 6-foot doors (DLC OPL required) Rebates are based on replacement of T12 or T8 linear 5- to 6-foot fluorescent refrigerated case door lighting with 5- to 6-foot LED refrigerated case door strip lighting. Rebates are per door, not per lamp. Linear LED tube lights do not qualify for this rebate. The program adopts the DLC definition: Strip lights in refrigerator cases, vertically mounted along refrigerator case door millions. Category covers only complete luminaires, with all necessary components. Replacement lamps are not currently eligible under this category.					
5- and 6-foot doors: <input type="checkbox"/> Cooler case <input type="checkbox"/> Freezer case		Replace fluorescent T12 or T8 systems	For invoices dated before 1/1/2020	For invoices dated on or after 1/1/2020	
			\$100/door	\$45/door	
Stairwell fixtures (DLC OPL required) Rebates are based on a one-for-one replacement of a T12, T8, T5, HID or CFL with a 20W-60W LED stairwell fixture. Rebates are available for DLC products and must meet the DLC product category definition: "Stairwell/passageway luminaires".					
20W-60W	Replace T12, T8, T5, HID or CFL fixtures	\$40/fixture			
Subtotal for interior LED rebates					

LED rebate worksheet (continued)
Exterior installations

Equipment <small>(for interior installations unless noted otherwise)</small>	Specifications	Rebate/Unit x	Qty.	Rebate
Exterior LED fuel pump canopy fixtures (DLC QPL required) Rebates are based on one-for-one replacement and total wattage of the new fixture. The program adopts the DLC definition: Ceiling-mounted luminaire for use outdoors or in locations open to elements in gas station canopies. Equipment must be hard-wired and rated for exterior use. Fixtures can be installed in either the canopy or soffit of the gas station building structure.				
25W-60W	Replace HID systems	\$75/fixture		
61W-150W		\$100/fixture		

LED parking garage fixtures (DLC QPL required) Eligible parking garage structures need to be either underground or semi-enclosed above ground. The lighting within the garage must operate 24 hours a day. Rebates are based on a one-for-one replacement of HID (including mercury vapor, high-pressure sodium, metal halide, or pulse-start metal halide). LED retrofit kits are not available for prescriptive rebates. The program adopts the DLC definition: Ceiling-mounted luminaire for use outdoors or in locations open to elements in multi-deck garages.				
25W-60W	Replace HID systems	\$75/fixture		

Area lighting rebate worksheet

Replacement fixture installed	Previous fixture replaced	Rebate/Unit x	Qty.	Rebate
Area lighting (DLC QPL required) Rebates are based on one-for-one replacement and total wattage of the new fixture. New fixtures must be hard-wired, rated for exterior use, and listed on the DLC QPL as either an "Outdoor Pole/Arm-Mounted Area and Roadway Luminaire" or "Ballard."				
LED outdoor area lighting	45W-85W	Replace HID systems	\$25	
	86W-85W		\$25	
	90W-119W		\$50	
	120W-140W		\$50	

Subtotal for exterior LED rebates

Standalone and networked lighting controls
For invoices dated on or after January 1, 2020

Lighting control rebates are available for LED interior retrofit and parking garage retrofit fixtures. Rebates pertain to any new LED fixture that is rebated through the program. Control rebates are in addition to fixture rebates.

New equipment	Specifications	Rebate/ watt	Qty. watts Connected	Rebate
Standalone lighting controls Rebates are based on the amount of watts controlled by the sensor. To earn a standalone lighting control rebate, the fixture cannot exceed 35% of full wattage during unoccupied periods. The low mode setting should be chosen so that the surface illumination levels are code compliant. The occupancy and/or photocell controls must be permanently mounted to a wall, ceiling or integrally into the fixture. Standalone controls must function independently, not as part of a Networked Lighting Control system.				
Occupancy sensor	Adjusts light levels according to the presence of occupants	\$0.05/watt		
Daylighting (photocell) sensor	Adjusts light levels automatically in response to the presence of natural light	\$0.10/watt		
Occupancy and daylighting (photocell) sensor	Performs functions of both	\$0.15/watt		

Networked lighting controls
 Rebates are based on the amount of watts controlled by the system. Rebates are available for networked lighting control equipment that meet the following system requirements: **(1) Design Lights Consortium (DLC) Qualified:** Control equipment must be on the DLC Qualified Product List (QPL) (designlights.org/lighting-controls/download-the-qpl/); **(2) High End Trim:** Required, 90% or lower; **(3) Daylighting:** Must be deployed where side and top lighting is available as defined in IECC 2015, codes.iccsafe.org/public/document/IECC2015/Chapter_4_occupancy-sensor-efficiency; **(4) Occupancy sensing:** Controls configured in occupancy or vacancy mode with timeout set to 20 minutes or less; **(5) Commissioning:** Project has been commissioned to comply with the above requirements 1-4. Networked lighting control systems with additional capabilities may be eligible for increased rebates through the Advanced Lighting Controls Custom offering; **(6) Controlled fixtures must be LED:** either retrofit in conjunction with the controls installation or installed within the past two (2) years. Specification sheets and invoices for connected LED fixtures must be provided to verify the controlled wattage.

Networked Lighting Control (NLC)		\$0.40/watt		
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*I certify the six (6) networked lighting controls requirements listed above are met, the system has been commissioned, and working as designed.

Commissioning agent information (commissioning agent is the programmer of the NLC system)

Company name _____

Agent name _____

Agent signature _____ Date _____

Subtotal for standalone and networked control rebates

Lighting Retrofit Rebate Application

Application

Business Solutions Center 855.839.8862

South Dakota

Removed lighting	Fixture qty.
Troffer Fluorescent T8 or T12 – 4-foot <input type="checkbox"/> 1x4 <input type="checkbox"/> 2x2 <input type="checkbox"/> 2x4 <input type="checkbox"/> Magnetic ballast <input type="checkbox"/> Electronic ballast <input type="checkbox"/> Energy-saving magnetic ballast Ballast factor _____	1-lamp 2-lamp 3-lamp 4-lamp
Troffer Fluorescent T8 or T12 – 4-foot <input type="checkbox"/> 1x4 <input type="checkbox"/> 2x2 <input type="checkbox"/> 2x4 <input type="checkbox"/> Magnetic ballast <input type="checkbox"/> Electronic ballast <input type="checkbox"/> Energy-saving magnetic ballast Ballast factor _____	1-lamp 2-lamp 3-lamp 4-lamp

Removed lighting	Lamp qty.
Fluorescent T8 or T12 lamp <input type="checkbox"/> 2-foot lamp <input type="checkbox"/> 4-foot lamp <input type="checkbox"/> Linear <input type="checkbox"/> U-bend Ballast factor _____ Wattage per lamp _____	
Fluorescent T8 or T12 lamp <input type="checkbox"/> 2-foot lamp <input type="checkbox"/> 4-foot lamp <input type="checkbox"/> Linear <input type="checkbox"/> U-bend Ballast factor _____ Wattage per lamp _____	

High-efficiency lighting	Fixture qty.
LED troffer (DCC OPL required) <input type="checkbox"/> Troffer <input type="checkbox"/> Retrofit Fixture wattage _____ Fixture lumens _____	
LED linear replacement lamps (DCC OPL required) Replacement lamps (UL Type A) <input type="checkbox"/> Linear <input type="checkbox"/> U-bend Ballast factor _____ Wattage per lamp p. _____	2-foot 4-foot
Internal-drive/line voltage linear lamp-style retrofit kits (UL Type B) Wattage per lamp p. _____	4-foot
External-drive lamp style retrofit kits (UL Type C) Wattage per lamp p. _____	2-foot 4-foot
LED bi-level stairwell fixture Fixture wattage _____	

Removed lighting	Lamp qty.
Incandescent Wattage per lamp _____ Number of lamps _____	
Incandescent Wattage per lamp _____ Number of lamps _____	
Fluorescent Wattage per lamp _____ Number of lamps _____	

Installed lighting	Fixture qty.
ENERGY STAR-qualified interior commercial LED downlight luminaires Wattage per fixture _____	
ENERGY STAR Screw-in LED retrofit kit Wattage per kit _____	
ENERGY STAR Screw-in LED lamp Wattage per lamp _____	

Removed lighting	Lamp qty.
High-Intensity Discharge (HID) <input type="checkbox"/> High-pressure sodium <input type="checkbox"/> Mercury vapor <input type="checkbox"/> Metal halide <input type="checkbox"/> Pulse-start metal halide <input type="checkbox"/> Magnetic ballast <input type="checkbox"/> Electronic ballast <input type="checkbox"/> Energy-saving magnetic ballast Wattage per lamp p. _____ Number of lamps _____	
High-Intensity Discharge (HID) <input type="checkbox"/> High-pressure sodium <input type="checkbox"/> Mercury vapor <input type="checkbox"/> Metal halide <input type="checkbox"/> Pulse-start metal halide <input type="checkbox"/> Magnetic ballast <input type="checkbox"/> Electronic ballast <input type="checkbox"/> Energy-saving magnetic ballast Wattage per lamp p. _____ Number of lamps _____	

Installed lighting	Fixture qty.
Exterior LED fuel pump canopy fixture (DCC OPL required) Wattage per fixture _____	
Exterior LED wall pack fixtures (DCC OPL required) Wattage per fixture _____	
LED parking garage fixture (DCC OPL required) Wattage per fixture _____	
LED aisle lighting (DCC OPL required) Wattage per fixture _____	
Interior LED high bay fixture Wattage per fixture _____	
Interior LED high bay retrofit kit Wattage per fixture _____	
Interior LED mogul screw-base replacements for HID lamps Wattage per fixture _____	

Lighting Retrofit Rebate Application

Application

Business Solutions Center **855.839.8862**

South Dakota

Removed lighting	Fixture qty.
Incandescent exit signs Wattage per lamp _____	

Installed lighting	Fixture qty.
<input type="checkbox"/> LED exit signs <input type="checkbox"/> LEC exit signs	

Removed lighting	Fixture qty.
Fluorescent refrigerated or freezer case lighting <input type="checkbox"/> 6-foot <input type="checkbox"/> 6-foot <input type="checkbox"/> T8 <input type="checkbox"/> Cooler case <input type="checkbox"/> Freezer <input type="checkbox"/> T12 Wattage/foot _____	

Installed lighting	Fixture qty.
LED refrigerated or freezer case lighting: (ECOP, Reveal) Wattage per fixture _____	

Standalone and Networked Lighting Controls

<input type="checkbox"/> Wall <input type="checkbox"/> Ceiling <input type="checkbox"/> Photocell	Occ sensor qty _____	Fixture qty _____	Fixture type (ie: LED, TS, etc) _____	Fixture wattage _____
<input type="checkbox"/> Occupancy sensor	<input type="checkbox"/> Daylighting (photoell) sensor	<input type="checkbox"/> Occupancy and daylighting (photoell) sensor	<input type="checkbox"/> Networked Lighting Control	
Number of fixtures _____		Connected watts _____		

Additional rules and requirements

- New interior lighting equipment must operate during weekday peak-demand hours (9 a.m.–9 p.m.). With the exception of exterior LED fuel pump canopy fixtures and wall pack fixtures, equipment that only operates at night does not qualify for a rebate.
- Rebate items must be installed on the Xcel Energy electric account listed on the application.
- These rebates assume a one-for-one replacement of fixtures (in retrofit situations) that will result in energy savings.
- Xcel Energy recommends Illuminating Engineering Society (IES) light levels.
- Sending inadequate invoice documentation or incomplete/incorrect forms will delay the rebate payment.



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Glossary

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Glossary

WORD ACRONYM	DEFINITION/ACRONYM
A/C	Air conditioning
ADA	Americans with Disabilities Act
ASHRAE	American Society of Heating, Refrigerating and Air-Conditioning Engineers. ASHRAE standards establish consensus for test methods and performance criteria. These include voluntary consensus standards for Method of Measurement or Test, Standard Design and Standard Practice. Consensus standards define minimum values or acceptable performance. ASHRAE is accredited by the American National Standards Institute (ANSI) and follows ANSI's requirements for due process and standards development.
BUR	Built up roof
Casework	Casework is storage, shelving, cabinetry, etc. that can be purchase ready-made.
CIPC	Cast-in-place concrete
CMU	Concrete Masonry Units
Domestic Cold Water	Drinking water
Egress	Egress
EPDM	Ethylene propylene diene terpolymer rubber (EPDM)
Exposed (isolation) joints, Isolation joint	Allows movement to occur between a concrete slab and adjoining columns and walls of a building. Isolation joints are provided to separate new concrete from existing or adjacent construction, which might expand and contract differently or experience different soil settlement or other movement.
Façade	Exterior surface of a structure.
Fluorescent	Traditional lighting that often is in a tube. Known to be less efficient than LED.
Gypsum Board	A type of sheathing used for interior walls and ceilings, also known as sheetrock or drywall.
Hazardous Materials	Any item or agent (biological, chemical, radiological, and/or physical), which has the potential to cause harm to humans, animals, or the environment, either by itself or through interaction with other factors.
HVAC	Heating, Ventilation, and Air Conditioning
Ingress	Entrance
LED	Light-emitting diode. Light bulb type that uses less energy and has a longer lifespan than incandescent lighting.

WORD	ACRONYM	DEFINITION OR ACRONYM
Life Safety		Construction, protection, and occupancy features necessary to minimize danger to life from the effects of fire, including smoke, heat, and toxic gases created during a fire. Life Safety Code and NFPA 101 are registered trademarks of NFPA. All or part of the NFPA's Life Safety Code are adopted as local regulations throughout the country.
Life Safety		Construction, protection, and occupancy features necessary to minimize danger to life from the effects of fire, including smoke, heat, and toxic gases created during a fire. Life Safety Code and NFPA 101 are registered trademarks of NFPA. All or part of the NFPA's Life Safety Code are adopted as local regulations throughout the country.
MEP		Mechanical, electrical and plumbing
Millwork		Custom made cabinets, shelving, storage, etc.
Panic bar		The operational bar or paddle that when pushed against, opens a latching mechanism on an assembly referred to as panic hardware
Parcel		A portion or area of land.
Sheet Flow		Flow that occurs overland in places where there are no defined channels, the flood water spreads out over a large area at a uniform depth. This also referred to as overland flow.
Site Grading		Site grade is the slope and elevation of the soil around a building.
Topography		The detailed mapping or charting of the features of a land area.
Truncated domes		Truncated domes are tactile paving or a set of raised bumps on a pathway (sidewalk) or platform. Truncated domes alert visually impaired individuals of surface changes and other potential hazards.
Utilities		Services typically piped or wired onto the site from a city source. For example, electricity, gas, water, cable, and telephone services are considered utilities.
VCT		Vinyl Composition Tile. Typically used on floors.

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EXPERTISE

Architecture
Engineering
Environmental
Planning

WORK

Agriculture
Commercial
Education
Energy
Food + Industrial
Government + Cultural
Healthcare
Housing
Mining
Public Works
Sports + Recreation
Transportation



Mankato, MN
Minneapolis/St. Paul, MN
Des Moines, IA
Storm Lake, IA
Waterloo, IA
Green Bay, WI
La Crosse, WI
Sioux Falls, SD

ISGInc.com

On January 12, 2017, ISG formally announced its transition of firm ownership to a 100% employee stock ownership plan (ESOP). As a multi-disciplinary firm that started 45+ years ago, ISG has since grown to be a Top 500 Design Firm as recognized by Engineering News-Record (ENR), a Zweig Group Hot Firm, and PSMJ Circle of Excellence recipient, illustrating the progressive increase in talent, expertise, and market share.

