

PROPOSAL FOR GRANT WRITING SERVICES

January 14, 2026

PROPOSED SCOPE OF WORK

The proposed scope of work will be followed for the preparation of each grant application requested by the City. Additional work may be needed outside of the scope of work. Please note that references to “Client Group” is the City of San Luis, members of Council, City staff, and the State Historic Preservation Office, and the “Team” is the Designing Local team members.

TASK 1: INTERNAL KICK OFF & CONFIRMATION MEETING

1.01: The Team will coordinate internally in order to bring the Grant Writer up to speed and meet with the Client Group for a project orientation. We will refine our approach to completing the **Arizona Historic Preservation Heritage Fund Grant** and then meet with the Client Group to confirm our final approach and outline needs for the application.

Task 1 Deliverables

- Grant approach
- Application needs

TASK 2: DEVELOPMENT & DRAFT

2.01: The Team will gather information for the grant and other documentation as needed such as maps, narratives, or other information. The Team will review existing work products for proposed projects in order to familiarize ourselves with the projects and documents that have already been prepared.

2.02: The Team will develop a draft grant application that will be shared for review and feedback by San Luis.

Task 2 Deliverables

- Draft Grant Application

TASK 3: GRANT APPLICATION REVIEW AND REFINEMENT

3.01: The Team will refine the grant application based on feedback from the Client Group to create a final draft.

3.02: The Team will submit the final Grant Application.

Task 3 Deliverables

- Grant Application Submission

PROPOSED COST STRUCTURE

Designing Local will bill hourly for the work outlined in the scope of work and will submit invoices monthly. Designing Local will not exceed \$5,000 for this work.

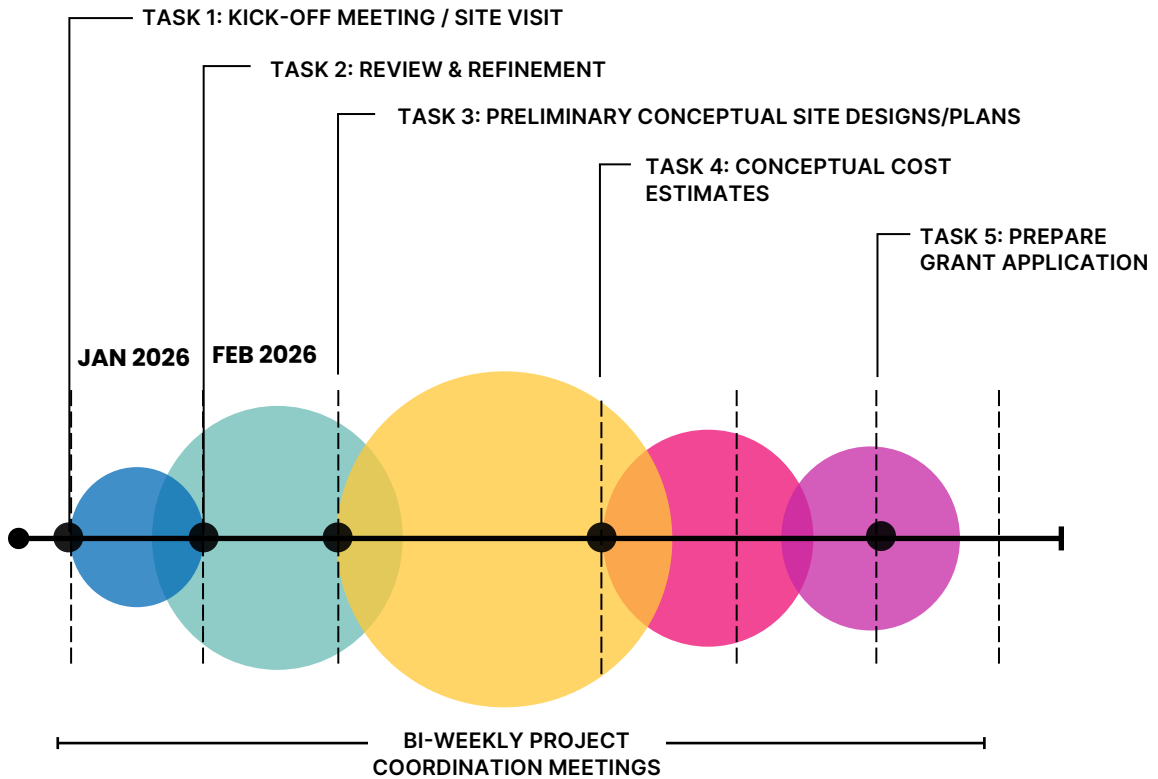
HOURLY RATES

Designing Local would propose an hourly contract using the rates below:

Joshua Lapp	\$200/hr
Meredith Reed	\$160/hr
Megan Adornetto	\$150/hr
Support Staff	\$85/hr

PROPOSED PROJECT TIMELINE

Designing Local anticipates that the preceding proposed scope of work will be complete for the **Arizona Historic Preservation Heritage Fund Grant** by January 30, 2026 in order for the grant application to be submitted by February 2026. Other work will follow as needed.



JOSHUA LAPP, AICP

PRINCIPAL | DESIGNING LOCAL

PROJECT ROLE: PRINCIPAL IN CHARGE

Josh is a Principal and Co-Founder of Designing Local. He has 14 years of professional experience in urban planning on a variety of project types. Driven by the desire to create actionable plans with easy wins for clients and the community, Josh's favorite projects are those that have a complex issue at the center. His broad knowledge of planning related issues have provided clients with well-rounded, highly researched recommendations to move cultural initiatives forward. At Designing Local, Josh oversees historic preservation tax credits, national register nominations, and historic preservation plans.

RELEVANT EXPERIENCE

San Luis Historic Survey & Public Art Plan

Amherst, New Hampshire | Principal in Charge

Amherst Historic Design Guidelines

Amherst, New Hampshire | Project Manager

Old West End Design Guidelines

Toledo, Ohio | Project Manager

Sandusky Preservation Design Guidelines

Sandusky, Ohio | Project Manager

Frankfort Special Capital District Design Guidelines

Frankfort, Kentucky | Project Manager

Mansfield, Ohio Historic Preservation Plan Update

Mansfield, Ohio | Project Manager

Historic Caldwell Revitalization Plan

Caldwell, Ohio | Placemaking Lead

Ohio & Erie Canal Southern Descent Heritage Trail Planning

Southern Ohio | Urban Planner

Ohio and Erie Canal Southern District National Register Nomination

Southern Ohio | Urban Planner

2019 Public Education and Awareness Award: Ohio History Connection

Buckeye Hills Regional Council Downtown Revitalizations Workshops

Southeast Ohio | Engagement Lead

New Albany Design Guidelines Technical Training

New Albany, Ohio | Project Manager

University District Arts & Character Plan

Columbus, Ohio | Project Manager

Roscoe Village, Ohio Heritage Tourism Plan

Ohio Humanities Council Grant | Project Manager



EDUCATION

Bachelor of Science in City & Regional Planning, The Ohio State University

ACCREDITATIONS

Member, American Institute of Certified Planners

APPOINTMENTS

Commissioner, Near East Area Commission

Former Chair of Board, Transit Columbus Multi-Modal Advocacy Group

Former Commissioner, Create Columbus Commission

Former Commissioner, Italian Village Historic Review Commission



DESIGNING LOCAL

MEREDITH REED

URBAN PLANNER | DESIGNING LOCAL

PROJECT ROLE: GRANT WRITER

Meredith is a planner with 14 years of experience as a transportation advocate, instructor, program manager, and writer. She founded Columbus, Ohio's bicycle advocacy organization Yay Bikes! in 2009 and served it in various staff roles, including Communications Director, over the following decade. Her strategic leadership and programmatic contributions during that time made it possible for thousands of people throughout Ohio to experience the joy of confidently, competently bicycling for transportation. Meredith has also served several nonprofits as a grant writer and consultant. She is certified as a League Cycling Instructor through the League of American Bicyclists.



RELEVANT EXPERIENCE

Brunswick Parks Master Plan

Brunswick, Ohio | Urban Planner

Central Ohio Greenways Wayfinding Strategy

Central Ohio | Urban Planner

Appalachia Community Grant Program Procured Planner

Athens, Belmont, Gallia, Lawrence, Meigs, Monroe, Morgan, Muskingum, Noble, Perry, Tuscarawas, and Washington Counties | Planner: Project Planner and Community Outreach Lead

Downtown Brockton Publicly Accessible Art Plan

Brockton, Massachusetts | Urban Planner

City of Columbus Bike Hub Feasibility Project*

Columbus, Ohio | Planner*

How We Roll for College Students (ODOT-funded)*

The Ohio State University, University of Akron | Program Designer & Manager*

Pedal Instead Mode-Shift Campaign (Ohio EPA-funded)*

Columbus, Ohio | Program Manager*

Ride Leader Trainings, Professional Development Rides (ODOT-funded)*

Columbus, Ohio | Program Manager & Instructor*

How We Roll for State Employees (Ohio Department of Health-funded)*

Columbus, Ohio | Program Manager & Instructor*

EDUCATION

Master of City & Regional Planning, The Ohio State University

Bachelor of Arts in Philosophy, University of Pittsburgh

* Projects completed with a previous employer

MEGAN ADORNETTO

HISTORIC PRESERVATIONIST | DESIGNING LOCAL

PROJECT ROLE: HISTORIC PRESERVATIONIST & RESEARCHER

Megan is a skilled designer and historic preservationist with a passion for preserving and studying the evolution of cultural heritage. Megan's expertise includes Autodesk Revit, AutoCAD, SketchUP, and GIS. She has experience in laser scanning, building conditions assessments, and historic property research. Megan has also worked as a freelance designer, creating schematic design packages for clients, and as an intern at an architecture and construction company, where she worked on historic structure projects and created existing conditions models in Revit. With her strong background in design and preservation, Megan is dedicated to keeping tradition alive and ensuring the preservation of cultural heritage for future generations.



RELEVANT EXPERIENCE

San Luis Historic Survey & Public Art Plan

Amherst, New Hampshire | Project Manager

Amherst Historic Design Guidelines

Amherst, New Hampshire | Historic Preservationist & Researcher

Old West End Design Guidelines

Toledo, Ohio | Historic Preservationist & Researcher

Historic Property Research for 122 Logan Street*

Charleston, South Carolina | Historic Preservation Researcher

Investigative Report on St. James Church in Goose Creek*

Charleston, South Carolina | Historic Preservation Researcher

Architectural Survey Report of the Old Village*

Mount Pleasant, South Carolina | Historic Preservation Researcher

Preliminary Information Form, Walnut Hill Schoolhouse*

Johns Island, South Carolina | Historic Preservation Researcher

Investigative Report on the Dirleton Plantation House*

Georgetown, South Carolina | Historic Preservation Researcher

Cultural Landscape Report for McLeod Plantation*

James Island, South Carolina | Historic Preservation Researcher

Marble Conservation Report*

Charleston, South Carolina | Historic Preservation Researcher

Folly Beach ACA and Design Template*

Folly Beach, South Carolina | Historic Preservation Researcher

Building Pathology Report*

Charleston, South Carolina | Historic Preservation Researcher

Interior Finish Study, ACE*

Basin, South Carolina | Historic Preservation Researcher

EDUCATION

Master of Science in Historic Preservation, Clemson University

Graduate Certificate in Historic Preservation, Boston Architectural College

Bachelor of Arts in Interior Design, Kent State University

AFFILIATIONS

Association for Preservation Technology, International

* Projects completed with a previous employer

