



*"Inspiring a Vibrant Community"*

# City of Cottonwood, Arizona

## NOTICE OF FORMAL SOLICITATION

**SOLICITATION TYPE:**  
**COMMODITY/SERVICE SOUGHT:**  
**SOLICITATION NO.:**  
**PROPOSAL DUE DATE AND TIME:**  
**LOCATION:**

**REQUEST FOR PROPOSALS**  
**FY20 Grant Funding Program**  
**FY20-AS-01**  
**July 26, 2019 at 10:00 a.m. local Arizona time**  
**City of Cottonwood**  
**Administrative Services Department**  
**Purchasing Division**  
**816 N. Main Street**  
**Cottonwood, AZ 86326**

The City of Cottonwood is accepting applications for the fiscal year 2020 Grant Funding Program. The City of Cottonwood receives many requests for financial contributions from a variety of organizations and programs that serve Cottonwood. The purpose of the Grant Funding Program is to provide a structured application process for organizations providing local services or programs to apply for grant funding from the City of Cottonwood.

Hard copies of this document can be picked up at the City of Cottonwood, Administrative Services Department located at 816 N Main Street, Cottonwood, AZ 86326.

Applications will be received by the Purchasing Division, City of Cottonwood, 816 N. Main Street, Cottonwood, Arizona 86326, until the time and date cited above. Applications received by the correct time and date will be forwarded to a review committee.

Applications must be in the actual possession of the Purchasing Division Office and stamped by a member of the Administrative Services staff on or prior to the exact time and date indicated above. **Late submittals or unsigned submittals will not be considered under any circumstances.**

**Applications must be submitted in a sealed envelope with the Solicitation Name and Number and the Applicant's name and address clearly indicated on the envelope.** All applications must be completed in ink or typewritten. Additional instructions for preparing your application are provided in the application documents.

Publish Date: Verde Independent – Sunday June 23, 2019 and Sunday June 30, 2019

**PUBLISHERS AFFIDAVIT REQUIRED**

**CITY OF COTTONWOOD**  
**FY2020 GRANT FUNDING PROGRAM**

**GRANT APPLICATION PACKET**



*“Inspiring a Vibrant Community”*

**Revised**  
**June 21, 2019**

## PURPOSE

The City of Cottonwood receives many requests for financial contributions from a variety of organizations and programs that serve Cottonwood. The purpose of the City of Cottonwood Grant Funding Program is to provide a structured grant application process for consideration of these requests.

## GENERAL INFORMATION

The City of Cottonwood is accepting applications for the City's fiscal year 2020 Grant Funding Program for services, projects, or programs that will have an immediate impact within the Cottonwood community.

**Applications for FY20 Grant Funding Program will be received by the Purchasing Division, City of Cottonwood, 816 N. Main Street, Cottonwood, Arizona 86326, until the time and date cited on the cover sheet of the solicitation document, and shall be submitted in accordance with the instructions provided in this packet. Applications received by the correct time and date will be evaluated by a review committee.**

Total available grant funding for FY20 is \$100,000. There is no minimum grant request amount, however the City does intend to award various amounts to multiple applicants.

## AUDIT REQUIREMENTS

For funding amounts of \$50,000 or more: Recipients must submit two original, bound copies of their most current annual audit report with their grant application. The fiscal year must be inclusive of the funding award, and the audit must be conducted by a certified public accountant licensed in Arizona. Each audit report must be accompanied by a management letter, and a copy of the agency's final budget for the fiscal year.

For funding amounts of less than \$50,000: An audit is recommended but not required by the City. The City at its discretion may require an examination of an agency's financial records by the City Finance Department.

## ELIGIBILITY CRITERIA

1. Private non-profit entities or organizations with current operating by-laws are eligible applicants. For-profit firms and individuals are not eligible.
2. Eligible applicants must provide services, projects, or programs that benefit and are available (although not limited) to residents of the City of Cottonwood.
3. Applicants must demonstrate a community need that will be addressed by the Grant Funding Program.
4. Applications for one time projects and/or ongoing programs are eligible for funding.
  - Applicants who received funding in the previous fiscal year must provide the same goals and include the actual-results-to-date. If modifications to the targets from past year's goals are needed, applicants must provide a reasonable explanation as to why (in a separate document).
5. Applicants must be capable of executing a contract with the City of Cottonwood within 30 days of notification of award of grant.
6. Quarterly reporting to the City of Cottonwood will be required for a minimum of one year, or through the period grant funding is being used.
7. A final report will be required at the end of the program.

8. An organization under this group is **ineligible** for Outside Agency Funding if:
- It has undesignated cash reserves, exclusive of assets listed in parentheses (endowment, capital improvements, and other restricted funds and donated works of art) in excess of one year's operating expenses; or
  - It has budgeted a deficit in the fiscal year for which funds are requested. (In the case of an accumulated standing deficit, the organization must submit a feasible plan for eliminating the deficit with its application.)

## SELECTION CRITERIA

The community services, projects and programs eligible are intentionally broad. This allows the City maximum flexibility in determining how best to allocate the limited grant resources to effectively and immediately meet a demonstrated community need.

The following aspects will be considered in the selection:

- The applicant's ability to document and state the community need to be addressed with the grant funding. **(15 pts)**
- Funding Requested is appropriate for program, service, or project. **(15 pts)**
- The applicant's ability to meet the stated need through the design of the service, project, or program. **(15 pts)**
- The applicant's ability to describe how the program/services/project aligns with one key focus area of the City's 2019-2020 Strategic Plan **(25 pts)**
- Documentation of developmental efforts in identifying and selecting the proposed service, project, or program. What is the background of the project? How was it determined to be appropriate for the Grant Funding Program? How does the proposal relate to the need it is supposed to meet? How did the community need develop? **(30 pts)**

A selection committee will review the applications submitted. The committee will forward recommendations to the City Council who will make the final determination for grant awards and respective funding amounts allocated.

## **SUBMITTING THE APPLICATION**

Completed original application (no fax or e-mail copies accepted) must be received on or before the time and date listed on the cover page of this document. The application shall be submitted in a **sealed** envelope clearly marked on the outside "**Application – FY20 Grant Funding Program,**" and shall be directed to:

Attention: Jeff Cook, Contract/Purchasing Administrator  
816 North Main Street  
Cottonwood, Arizona 86326.

The application cover sheet must be completed, and the application proposal must follow the format described.

No late applications will be accepted.

The City of Cottonwood reserves the right to reject any or all applications as deemed in the best interest of the City of Cottonwood.

Questions regarding the application process shall be directed to:

Jeff Cook  
Contract/Purchasing Administrator  
816 North Main Street  
Cottonwood, Arizona 86326  
(928) 340-2714  
[jcook@cottonwoodaz.gov](mailto:jcook@cottonwoodaz.gov)

**CITY OF COTTONWOOD**

**GRANT FUNDING APPLICATION COVER SHEET FISCAL YEAR 2020**

**NOTE: APPLICANTS MUST COMPLETE THIS COVER SHEET AND ATTACH THE GRANT PROPOSAL IN THE FORMAT DESCRIBED HEREIN.**

Legal Name and Address of Applicant(s):

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Business Registration Number: \_\_\_\_\_

Type of Organization of Applicant: (check one) Private \_\_\_\_ Non-Profit \_\_\_\_

Other (briefly explain legal structure of the organization) \_\_\_\_\_

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Describe the function or purpose of the applicant organization.

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Contact person information:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Proposal Format:**

Narrative proposals shall be attached to this application sheet following the format described below.

- **A Letter of Introduction.** Introduce the applicant organization(s), briefly describing the mission and history in the community of the organization. **(maximum 1 page)**
- **Community Need.** Describe and document the community need that you have identified to meet with this grant application proposal. **(maximum 3 pages)**
- **Grant Proposal.** Provide a detailed narrative description of the service, project, or program that you are proposing to meet this community need. At minimum, address the following questions in the proposal: **(maximum 5 pages)**
  - Amount of grant request.
  - Ability to meet the stated need through the design of the service, project, or program.
  - Why is this grant necessary or an appropriate source of revenue to meet this need?
  - Ability of the organization to complete the program as designed.
  - Project timeline.
  - Project budget.
- **Expected Outcomes.** If awarded the grant, describe the expected outcomes of the program, and how those outcomes will be measured. **(maximum 1 page)**
- **Association with 2019-2020 Strategic Plan.** Describe how your program/services/project aligns with one key focus area of the City’s Strategic Plan. **(maximum 2 pages)**
- **Addendum.** Attach an addendum to the proposal to include the following:
  - If incorporated, Articles of Incorporation. Operating by-laws.
  - Current budget for the organization.
  - Most recent end of year financial statement for the organization.
  - Any other information about the organization you would want to include.



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## **2019-2020 Cottonwood Strategic Plan**

### **A. Facilitate Economic Growth**

1. Create and Maintain a Business Friendly and Customer Focused Community
  - a. Promote and develop policies and procedures that support workforce housing
  - b. Promote and expand business infill and retention opportunities
  - c. Explore opportunities for new industry related to the city's airport
  - d. Partner with local education agencies to promote workforce development
  - e. Evaluate and improve current customer service practices from the customer's perspective
2. Promote and Invest in our Unique Quality of Life
  - a. Develop/Maintain outdoor recreation in a manner that promotes economic growth
    - i. Promote parks, open space, river access, bikeways and trails
3. Improve Infrastructure
  - a. Prioritize investment in Cottonwood's arterial roads to reinforce the brand philosophy
    - i. To include: sidewalks, bike lanes, wayfinding signage, streetscape
4. Solidify Identity of Brand as the HEART of Arizona Wine Country
  - a. Create and implement city-wide logo standard
    - i. Tee-shirts, business cards, merchandise, pins, logos in conference rooms
    - ii. Update monument signs
  - b. Develop and implement internal city-wide brand strategy that reinforces the city's brand philosophy
    - i. Connect decisions of departments to brand philosophy

### **B. Maximize Efficient Water Use and Reuse**

1. Invest in Water Infrastructure
  - a. Continue to support water settlement negotiations
  - b. Develop plan to expand reclaimed and potable water infrastructure throughout Cottonwood
  - c. Evaluate and invest in the City's stormwater management program
2. Become the Leader in Water Reuse and Education
  - a. Develop comprehensive water reuse program
  - b. Plan land use to further reuse of reclaimed water
3. Engage the Community
  - a. Create an intelligent water use citizen engagement council
  - b. Continue and expand water educational programs for the Verde Valley



- c. Utilize water conservation grants for education
- 4. Emphasize the Verde River when Promoting Cottonwood
  - a. Create access and signage to the Verde River
  - b. Partner with water conservation organizations for events and programs

### **C. Promote Quality of Life**

- 1. Evaluate Use of our Community Parks
  - a. Host community events at local parks
  - b. Explore and evaluate opportunities for creating pocket parks and gathering spaces on city owned property
    - i. Explore alternative funding sources
  - c. Support and promote Parks Master Plan
- 2. Increase Community Involvement
  - a. Encourage and support citizen driven community events
  - b. Develop I am Cottonwood campaign
  - c. Implement adopt a street/sidewalk/trail cleanup program
- 3. Strengthen Community Awareness and Education
  - a. Develop promotional plans for Arts and Entertainment District, Trails Master Plan, Parks Master Plan, Riverfront Wastewater Plant, and Cottonwood Community Clubhouse

### **D. Develop and Improve Infrastructure**

- 1. Prepare for the Future
  - a. Develop plan for long-term improvements of Mingus Wastewater Treatment Plant and Collection System
  - b. Continue to develop a regional transit system to include bikes, trails and sidewalks
  - c. Evaluation and implement maintenance plans for City assets and invest in replacements
    - i. Including streets, buildings and vehicles
  - d. Explore solutions to current and future traffic patterns
- 2. Continue to Support Street and Sidewalk Improvements
  - a. Analyze and update the street/bridge inventory
  - b. Update street and sidewalk replacement schedule
  - c. Complete Mingus Avenue and implement Main St. road diet
- 3. Evaluate Viability of New City Hall
  - a. Include in capital improvement plan and budget for future council discussion

### **E. Refine Budget Process**

- 1. Promote Cost Saving Initiatives
  - a. Develop an employee incentive program for creation of cost saving measures
  - b. Expand cooperative purchasing efforts
  - c. Review current organizational structure and staffing models
- 2. Enhance Communication Between the Council, City Staff and Citizens
  - a. Ensure departmental goals, objectives and performance measures support the City's brand philosophy and mission statement

- i. Align department budgets to support the City's brand philosophy and mission statement
- b. Expand citizen input methods
- c. Promote collaborative interaction among the council, staff and citizens

**ELIGIBILITY CRITERIA**

(To be completed by City)

Is the organization a non-profit entity or organization with current operating by-laws?

Y / N

Does the organization provide services, projects, or programs that benefit and are available to residents of the City of Cottonwood?

Y / N

Has the organization demonstrated a community need that will be addressed by the grant program?

Y / N

**SELECTION CRITERIA**

<b>Criteria</b>	<b>Maximum Points</b>	<b>Awarded points (completed by City)</b>
Identification of Community Need	15	
Funding requested is appropriate for program, service or project	15	
Ability to meet the stated need through the design of the service, project, or program	15	
Alignment with key focus area in 2019-2020 City of Cottonwood Strategic Plan	25	
Documentation of developmental efforts in identifying and selecting the proposed service, project, or program.	30	
Total	100 (max)	