



"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
FY2022/2023 HPC Small Grant Funding Program
FY22/23-HPC-01
July 31, 2022 at 10:00 a.m. local Arizona time
City of Cottonwood
Administrative Services Department
Purchasing Division
827 N. Main Street
Cottonwood, AZ 86326

The City of Cottonwood is accepting applications for the fiscal year 2022/2023 Historic Preservation Small Grant Funding Program. The purpose of the HPC Small Grant Funding Program is to provide financial assistance to help owners improve the exterior portions of historic buildings, structures or sites that are located in the City of Cottonwood, thus improving the overall historic character of the community.

Documents are available on the City of Cottonwood website www.cottonwoodaz.gov (Doing Business→Bid Opportunities) or hard copies can be picked up at the City of Cottonwood, Administrative Services Department located at 827 N Main Street, Cottonwood, AZ 86326.

Applications will be received by the Purchasing Division, City of Cottonwood, 827 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 an evaluation 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, May 29, 2022 and Sunday, June 5, 2022

PUBLISHERS AFFIDAVIT REQUIRED

CITY OF COTTONWOOD
FY2022/2023 HPC SMALL GRANT FUNDING PROGRAM
GRANT APPLICATION PACKET



“Inspiring a Vibrant Community”

Revised
April 27, 2022

PURPOSE

The City of Cottonwood and the Historic Preservation Commission (HPC) have developed a grant program to assist owners of properties designated as Historic Landmarks in Cottonwood with rehabilitation, preservation, or restoration of their properties. This program provides financial assistance to help owners improve the exterior portions of historic buildings, structures or sites that are located in the City of Cottonwood, thus improving the overall historic character of the community. It is the intent of this Program to ensure that proposed activities funded through the Historic Preservation Small Grant Program shall be completed in a manner that is compatible with the architectural and historical character of the property and surrounding context.

PROGRAM OVERVIEW

Eligible Properties: Eligible properties are designated Local Historic Landmarks. If an applicant intends to apply for a Small Grant on a property currently not designated, a Landmark Designation Application must be included and approved prior to award of grant funds.

Grant Amount: The grant funding amounts available per project application will be announced prior to the application period based on the availability of funds at that time. The Historic Preservation Commission may award less than the grant request for a project based on the availability of funds. The maximum grant award for the 2022/2023 grant cycle is \$3500.00.

50/50 Matching Grant Contribution Requirement: This is a matching grant program. Grant recipients are required to contribute a 50/50 cash match in an amount equal to at least 50% of the approved project cost. After the grant award is made, the City is not responsible for cost-sharing any increases in the total cost of the project. In-kind contributions may not be used to satisfy the matching requirement.

Reimbursement Program: The program is a reimbursement program. Payment of the grant award will be made after the work is completed and City staff has inspected and approved the work and paid invoices have been submitted.

Successive Year Grant Requests: Property owners are limited to one grant application per property per grant cycle. Grant applications may be made in successive years to fund a continuing project. In such cases, the application should indicate a description of the overall project and a detailed description of the portion of the project for which the grant is requested for the current grant cycle. Approval of one grant does not guarantee that future grants for a continuing project will be approved.

ELIGIBILITY CRITERIA

Project Eligibility Requirements:

1. Property is located within the City of Cottonwood.
2. Property is listed in the Cottonwood Historic Landmark Registry.
3. Proposed activity shall obtain Certificate of Appropriateness, if required.
4. Property is in compliance with all other City code requirements.
5. Application is complete at the time of submittal. All application submittal requirements are included.
6. Application is signed and submitted by the property owner or authorized representative.

Historic Preservation Categories: (Grant applications may be applied to the following three historic preservation categories):

1. Preservation.

The act or process of applying measures necessary to sustain the existing form, integrity and materials of a historic property. Work, including preliminary measures to protect and stabilize the property, generally focuses upon the ongoing maintenance and repair of historic materials and features rather than extensive replacement

and new construction.

2. Rehabilitation.

The act or process of making possible a compatible use for a property through repair, alterations and additions while preserving those portions or features which convey its historical, cultural and architectural values.

3. Restoration.

The act or process of accurately depicting the form, features and character of a property as it appeared at a particular period of time by means of the removal of features from other periods in its history and reconstruction of missing features from the restoration period.

Eligible Grant Activities: Rehabilitation, preservation, or restoration of exterior portions of locally landmarked historic buildings, structures, and properties, including but is not limited to:

1. Roofs.
2. Windows and Doors.
3. Building Walls and Siding.
4. Porches.
5. Foundations.
6. Awnings and Covered Walkways.
7. Signs.
8. Architectural Ornamentation.
9. Fences and Site Walls.
10. Masonry Repointing.
11. Painting.
12. Reversal of inappropriate alterations and reconstruction of original architectural elements based on historic documentation.

APPLICATION PROCESS

Pre-Application Meeting: Potential applicants are required to consult with the Community Development Director or designee prior to applying for the Historic Preservation Small Grant Program. The purpose of this meeting is to discuss application requirements, the scope of work, and the eligibility of the property and proposed work.

Preliminary Construction Plans and Cost Estimates: The application for grant funding must be accompanied by an outline of the proposed scope of work that is adequate to provide cost estimates for the applicable work proposed to be covered by the grant funding. As there is a range of potential activities that may be covered by the grant program, the specific form of documenting the proposed work and cost estimates is flexible.

Application Deadline: Applications must be received by the deadline specified in the grant cycle. Applications received after the specified deadline may reapply in the next grant cycle.

Technical Review Committee: A technical review committee consisting of City staff members, and others as determined, shall be formed to evaluate the completeness of applications, eligibility of proposed work, construction estimates and scope of work. To qualify for funding, applications must be complete and in compliance with all requirements. Additional material or data may be requested as necessary to assist in the evaluation of the application.

Historic Preservation Commission Award: Once completed applications are received, reviewed, and ranked; the evaluation committee will forward recommendations to the Historic Preservation Commission who

will make the final determination for grant awards and respective funding amounts allocated.

SELECTION CRITERIA

Applications will be reviewed based on the criteria outlined below and ranked according to the number of points the applications receive. A maximum of 100 points may be awarded. Grants will be awarded in a grant cycle based on the ranking determined by the review. In a case of a tie in ranking where program funds are insufficient to award grants to all tied applicants, the tied applications will all be funded with each getting a proportional share of the available grant funds.

The following aspects will be considered in the selection:

Part 1 - General and Historic Property Information – (5 points)

This section includes standard information provided for properties listed as local Historic Landmarks.

Part 2 - Historic Home/Building Tour Participant – (5 points)

Properties that have participated in the annual Historic Tour within the previous 3 years shall qualify for 5 points.

Part 3 - Historic Significance – (15 points)

Based on National Register criteria, the historical significance section documents information on one or more off the following aspects of the properties history. Where known, provide references for sources of information.

- A. Age. Estimate dates of initial construction and any major reconstruction.
- B. Event. Describe the relationship of the property to any historic event that may have taken place there.
- C. Person. Describe any builder, architect, occupant, resident or other person with a prominent relationship with the property.
- D. Design/Construction. Provide information if the building or property is an example of a particular style of architecture, building technique or street contribution.
- E. Information Potential. Does recognition of resource have potential to provide other relevant information regarding the development of the community?

Part 4 - Scope of Work – (65 points)

This section has the highest emphasis since the scope of work describes the proposed activity in detail. Include a narrative description, as well as construction plan drawings. The scope of work shall describe all related activity with emphasis on historic preservation. All materials shall be identified on plans with a material list provided.

Part 5 - Construction Cost Estimates – (10 points)

Depending on the scope of work, the construction cost estimates may be provided by the applicant or may be based on professional review. The cost estimates shall show total costs, including labor and materials.

The technical review committee will review the applications submitted. The committee will forward recommendations to the Historic Preservation Commission who will make the final determination for grant awards and respective funding amounts allocated.

AWARD AND PROJECT IMPLEMENTATION

Notice of Grant Award: City staff shall issue a Notice of Grant Award to successful property owners. Work cannot begin until the applicant has received a copy of the Notice of Grant Award, and funding agreement. The applicant is also required to obtain all other necessary permits and approvals from applicable City departments prior to commencing any work, including, but not limited to, building permits, right-of-way use permits and planning approvals.

Disbursement of Funds: Historic Preservation Small Grant Program funds shall be disbursed on a reimbursement basis throughout the duration of the project. Documentation showing proof of project expenses must be provided to the City with a matching invoice before disbursements are made. The property owner is responsible for notifying the Community Development Department when project milestones are complete. City staff will conduct an inspection to verify the work is complete as per the approved application. The property owner must submit all invoices for the completed pre-approved work by the program deadline date.

After the inspection and approval, the grant reimbursement funds will be processed. Reimbursement for project expenses, whether eligible or not, will not be made for expenses incurred before the notification of grant award has been issued.

Project Time Frame: Project work must be commenced within 180 days of the issue date of the Building Permit unless an extension is granted by the Community Development Director for an additional 180 days. Failure to complete the project within the timeframe specified will result in the loss of the grant and the property owner will be ineligible to apply during the next grant cycle. The property owner must notify City staff as soon as possible if the project does not move forward at any point after notice of grant award.

Work may begin after all of the following conditions have been met:

1. Application has been reviewed and the grant award approved.
2. A notice of grant award is issued and grant funding agreement is fully executed.
3. A Certificate of Appropriateness for the proposed work on the local historic landmark property is submitted and approved in a public hearing by the Historic Preservation Commission.
4. Building Permits, Planning approvals or other City permits are obtained where required.
5. A final meeting is held and attended by the property owner/applicant, contractor, and city staff wherein the construction plans for the project have been approved and are determined to be in conformance with the design approvals indicated with the Certificate of Appropriateness.
6. Project or design work must be initiated within forty-five days of the date that the fully executed Grant Agreement is sent to the grantee.

Site Visits: City staff, including building, planning, utilities, public works and others may visit the property as a standard part of the construction inspection process and as part of the grant application review process. City staff will conduct a site visit upon completion of the project to finalize the review of the portions of the work related to the grant program.

Termination: A grant award may be terminated before the completion date of the project at the written request of the property owner, or if the Community Development Director determines that related work performance is

unsatisfactory or not in compliance with approved plans or the principal conditions of the grant are not being met. If an award is terminated, the HPC reserves the right to award funds to the next highest ranked applicant.

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 – FY22/23 HPC Small Grant Funding Program,**" and shall be directed to:

Attention: Jeff Cook, Contract/Purchasing Administrator
827 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
827 North Main Street
Cottonwood, Arizona 86326
(928) 340-2714
jcook@cottonwoodaz.gov

CITY OF COTTONWOOD

HPC SMALL GRANT FUNDING APPLICATION COVER SHEET FISCAL YEAR 2021

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

Legal Name and Address of Applicant(s):

Has the property identified participated in the Historic Home/Building Tour within the previous three years?

Y / N. If yes, please list the years of participation_____

Contact person information:

Name: _____

Title: _____

Address: _____

Phone: _____

Email: _____

Proposal Format:

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

- **General & Historic Property Information.** Identify the property, briefly describe the standard information provided for properties listed as Historic Landmarks.

- **Historic Significance.** Based on National Register criteria, the historical significance section documents information on one or more off the following aspects of the properties history. Where known, provide references for sources of information.
 - A. Age. Estimate dates of initial construction and any major reconstruction.
 - B. Event. Describe the relationship of the property to any historic event that may have taken place there.
 - C. Person. Describe any builder, architect, occupant, resident or other person with a prominent relationship with the property.
 - D. Design/Construction. Provide information if the building or property is an example of a particular style of architecture, building technique or street contribution.
 - E. Information Potential. Does recognition of resource have potential to provide other relevant information regarding the development of the community?

- **Scope of Work.** This section has the highest emphasis since the scope of work describes the proposed activity in detail. Include a narrative description of the project, as well as construction plan drawings. The scope of work shall describe all related activity with emphasis on historic preservation. All materials shall be identified on plans with a material list provided.

- **Construction Cost Estimates.** Depending on the scope of work, the construction cost estimates may be provided by the applicant or may be based on professional review. The cost estimates shall show total costs, including labor and materials.