

**HISTORIC  
PRESERVATION  
COMMISSION**

RIVERFRONT COUNCIL  
CHAMBERS  
1083 E. RIVERFRONT ROAD  
COTTONWOOD, AZ 86326

Wednesday, April 24, 2024

6:00 PM

[cottonwoodaz.gov](http://cottonwoodaz.gov)

Regular Meeting of the Historic Preservation Commission

**I. CALL TO ORDER:**

1. Roll Call:
2. [Approval of the Minutes:](#)

**II. INFORMATIONAL REPORTS AND UPDATES**

*A brief summary of current events by Chairperson, Commission members, and/or Community Development Director. (The public body does not propose, discuss, deliberate, or take legal action on any matter brought up during this summary unless the matter is properly noticed for legal action)*

**III. CALL TO THE PUBLIC:**

*This is the time for the public to comment on any matter that does not appear on the agenda. Commission members may not discuss items not identified on the agenda. Pursuant to A.R.S. § 38-431.01(H), action taken as a result of public comment will be limited to directing staff to study the matter, responding to criticism, or scheduling the matter for consideration at a later date. Comments are limited to five minutes for each person.*

**IV. OLD BUSINESS:****V. NEW BUSINESS:**

1. [2024-2026 Historic Preservation Strategic Plan \(HPSP\) Draft](#)

**VI. DISCUSSION ITEMS:**

1. Cottonwood Historic Property Tour
2. May - National Preservation Month
3. [Project Proposal for the Arizona SHPO Pass-Through Application FY 2024](#)
4. CLG Update
5. Landmarking Committee

**VII. ADJOURNMENT:**

*Notice is hereby given that pursuant to A.R.S. subject to certain specified statutory exceptions, parents have a right to consent before the State or any of its political subdivisions make a video or audio recording of a*

*minor child. Meetings of the Historic Preservation Commission are audio and/or video recorded, and, as a result, proceedings in which children are present may be subject to such recording. Parents in order to exercise their rights may either file written consent with the City Clerk to such recording, or take personal action to ensure that their child or children are not present when a recording may be made. If a child is present at the time a recording is made, the City will assume that the rights afforded parents pursuant to A.R.S. have been waived.*

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Information on the above agenda items may be obtained in person from the Community Development Department, 111 N. Main Street in Cottonwood, or by calling (928) 634-5505.

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A verbal comment period will be provided during each hearing item. The Chair may impose a time limit on each speaker. The Commission will not consider written materials submitted less than three working days before the meeting.

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Pursuant to A.R.S. § 38-431.02(B) the Commission may vote to go into executive session on any agenda item pursuant to A.R.S. § 38-431.03(A)(3) and (4) for discussion and consultation for legal advice with the City Attorney.

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The Riverfront Council Chambers are accessible to the handicapped in accordance with Federal “504” and “ADA” laws. Those with needs for special typeface print or hearing devices may request these from the Community Development Admin at 634-5505 (TDD 634-5526). All requests must be made at least 24 hours before the meeting.

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Members of the Historic Preservation Commission will attend either in person or remotely.

City of Cottonwood, Arizona  
Agenda Communication



Meeting Date: April 24, 2024  
Subject: Approval of the January 25, 2024 Historic Preservation Commission special meeting minutes and the March 27, 2024 Historic Preservation Commission regular meeting minutes.  
Department: Community Development  
From: Kristina Hayden

REQUESTED ACTION

Approval of the January 25, 2024 Historic Preservation Commission special meeting minutes and the March 27, 2024 Historic Preservation Commission regular meeting minutes.

SUGGESTED MOTION

If the Commission desires to approve the minutes, the suggested motion is as follows:

"I move to approve the January 25, 2024 Historic Preservation Commission special meeting minutes, and the March 27, 2024 Historic Preservation Commission regular meeting minutes."

ATTACHMENTS

[2024-01-25\\_HPC DRAFT Regular Minutes\\_REVKH.pdf](#)  
[2024-03-27\\_\\_DRAFT MINUTES\\_HPC Reg Mtg\\_REV TH.pdf](#)

**FIRST PAGE DRAFT**

**CITY OF COTTONWOOD  
HISTORIC PRESERVATION COMMISSION  
COUNCIL CHAMBERS -- RIVERFRONT**

1083 E. Riverfront Dr.  
Cottonwood, Arizona 86326

**SPECIAL MEETING MINUTES**

Thursday, January 25, 2024  
6:00 p.m.

**I. CALL TO ORDER**

Chairman Collins called the meeting to order at 6:00 p.m.

**A. Roll Call**

**Commission Members Present**

Commissioner Monell  
Commissioner Edwards  
Vice Chair Detjen  
Chairman Collins

**Commission Members Absent**

Commissioner Former  
Commissioner Garrison

**Staff Members Present**

Scott Ellis, Community Development Director  
Tina Hayden, Community Development Planner  
Charlotte Page, Recorder

**B. Approval of Minutes:** November 29, 2023 Regular Meeting.

*Motion: Motion to approve.*

*Made by: Chairman Collins*

*Second: Vice Chair Detjen*

*Unanimously carried.*

**C. Election of Chair**

*Motion: All those in favor of keeping Chairman Collins in the spot for another year*

*Made by: Chairman Collins*

*Unanimously carried.*

**D. Election of Vice Chair**

*Motion: All those in favor of Commissioner Detjen as Vice Chair*

*Made by: Chairman Collins*

*Unanimously carried.*

**II. INFORMATIONAL REPORTS AND UPDATES:**

Planner Hayden introduced the new commissioners. Commissioners Monell and Commissioner Edwards each gave some information about their backgrounds.

Planner Hayden also announced that on December 18, 2023 the Planning and Zoning Commission had recommended approval to the City Council for the General Plan update draft.

**III. CALL TO THE PUBLIC: NONE**

**IV. OLD BUSINESS: NONE**

**V. NEW BUSINESS: NONE**

**VI. DISCUSSION ITEMS:**

**1. 2023 Historic Preservation Conference Report**

Planner Hayden showed a PowerPoint review of the Historic Preservation Conference she attended with information regarding federal, state, and local statutes that apply to archeological survey requirements.

Commissioner Edwards said that he has attended this conference in the past and asked about the City sponsoring Commissioners for the registration fee.

Director Ellis said that he is open to having more discussion about the possibility.

**2. Historic Preservation 2024-2026 Strategic Plan**

Planner Hayden reviewed how the Certified Local Government (CLG) requires action to maintain the status with State Historic Preservation Office (SHPO). One of these requirements is for the Commission to create a strategic plan that will ultimately be sent for review and approval by City Council. Planner Hayden said the Commission will draft a Strategic Plan to support the CLG Status and will need to address the objectives and recommending actions for the plan.

Director Ellis said the Council's Strategic Plan will have some portions that can be used to help with drafting the Historic Preservation Commission Strategic Plan.

Vice Chair Detjen said the report should include preservation of the green space behind the City buildings currently used for events like farmer's market. She said there should be a task force formed to study parking.

Director Ellis said the study will be pursued as part of the Old town Master Plan which will allow residents and businesses an opportunity to participate.

Chairman Collins said he would like to see a walking tour emerge with simple QR Codes that are supported by online information for historic sites in Old Town.

Director Ellis said the draft needs to be presented to Council; it should start taking shape at the February meeting and the Commission will have a couple of months to give input and review the draft. Planner Hayden said the notes will be compiled based on Commission input and she plans to have a rough document for the March meeting and wants the recommended draft to be submitted to Council by May of this year.

Action item: Chairman Collins said Commissioners should email their ideas to staff and the draft will be discussed at the February meeting. Director Ellis said Commissioners can email staff or bring ideas directly to the February meeting.

### **3. 2024 Cottonwood Historic Property Tour**

Vice Chair Detjen volunteered to lead the committee. Commissioner Monell and Commissioner Edwards will join her.

Planner Hayden said the date is usually set to coincide with the Walking on Main event. Director Ellis said that event is usually on the 2<sup>nd</sup> Saturday in November.

Chairman Collins said the Home Tour is an important contribution of the Commission to the town. He said the committees are limited to 3 participants from the Commission.

Chairman Collins asked if there is a list of the landmarked properties that can be shared with the new Commissioners. Planner Hayden said the landmark list that is on the website needs updated and the recent property survey can be sent to the new Commissioners.

Vice Chair Detjen said she has a list of properties in Old Town that may participate in the tour.

Planner Hayden said she will help set meetings for the three committee members monthly to work on details, she said staff will help with recruiting citizen volunteers, graphics can be projected by staff.

Chairman Collins asked for the Historic Preservation Commission's two committees, Property Tour and Landmarking, to be discussion items on the next few meetings.

Chairman Collins said he would like more information about obtaining a SHPO Grant this year.

Director Ellis said the Historic Preservation Commission's Strategic Plan will help set priorities for any funds that may be granted and will give an overview of prior projects and future priorities.

**VII. ADJOURNMENT: 6:53 p.m.**

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*Members of the Historic Preservation Commission will attend either in person or by telephone conference call.*

**PAGE 1 DRAFT**

**CITY OF COTTONWOOD  
HISTORIC PRESERVATION COMMISSION  
COUNCIL CHAMBERS -- RIVERFRONT**  
1086 Riverfront Dr.  
Cottonwood, Arizona 86326

**REGULAR MEETING MINUTES**

Thursday, March 27, 2024

6:00 p.m.

**I. CALL TO ORDER**

Chairman Collins called the meeting to order at 6:00 p.m.

**A. Roll Call**

**Commission Members Present**

Commissioner Garrison  
Commissioner Monell  
Commissioner Edwards  
Vice Chair Detjen  
Chairman Collins

**Commission Members Absent**

Commissioner Former

**Staff Members Present**

Tina Hayden, Community Development Planner  
Charlotte Page, Recorder

**B. Approval of Minutes:** January 25, 2024 Regular Meeting.

*Motion: Move to approval of the minutes from January 24, 2024 from the Historic Preservation Commission Special Meeting.*

*Made by: Vice Chair Detjen*

*Second: Commissioner Monell*

*Unanimously carried.*

*Commissioner Garrison abstained. She was absent from the January 25, 2024 meeting.*

### **C. Election of Chair and Vice Chair**

***Motion: Move to elect the Chair and Vice Chair, so I nominate the Chair as Dave Collins.***

***Made by: Vice Chair Detjen***

***Second: Commissioner Edwards***

Commissioner Garrison asked if Chairman Collins desired to remain in the position and Chairman Collins said he would.

*Unanimously carried.*

***Motion: Move to elect, or re-elect Vice Chair Detjen.***

***Made by: Chairman Collins***

***Second: Commissioner Monell***

*Unanimously carried.*

**II. INFORMATIONAL REPORTS AND UPDATES:** Planner Hayden said City Council appointed Bob Rothrock to the Planning and Zoning Commission to serve a partial term. There will be a solar eclipse viewing party on April 8, 2024 from 10:00 - 12:00 a.m., at the Riverfront Skate Park. She said the eclipse will be at max (68%) in this location at 11:22 a.m.

**III. CALL TO THE PUBLIC: NONE**

**IV. OLD BUSINESS: NONE**

**V. NEW BUSINESS: NONE**

**VI. DISCUSSION ITEMS:**

#### **1. Cottonwood Historic Property Tour Committee**

Vice Chair Detjen said she and Commissioner Monell recently toured Old Town and are developing a list of potential participants. Vice Chair Detjen said the committee will be working on funding for the event, and continues to develop and document property research.

Planner Hayden said the prohibition theme is developing and the date is proposed for November 9, 2024; the date will need to be confirmed with Parks and Recreation Department. Committee meetings are being held monthly leading up to the event, she encouraged the Commission to seek additional volunteers for the committee.

Commissioner Garrison said that the Clemenceau Museum hosts similar events, and might be a resource for costumes or possibly volunteers. The next committee meeting will be on April 2, 2024.

## **2. Landmarking Committee**

Chairman Collins said the Landmarking Committee plans to do some canvassing in April and will have a report at the next meeting.

Commissioner Garrison said she could pass out literature at the Cottonwood Old Town Board and would need approximately 60 copies of materials for this purpose.

Vice Chair Detjen said she would like to see the recruitment efforts for landmarking focus on the Main Street corridor

## **3. Historic Preservation 2024-2026 Strategic Plan**

Planner Hayden presented a series of proposed initiatives generated from the current and proposed draft of the City's General Plan; input from Commissioners and Director Ellis; and a recent Historic Preservation conference she attended.

The Commission reviewed and discussed the list, narrowing it down to 14 items.

Discussion ensued about which items would be most appropriate to be in a Historic Preservation Strategic Plan, how the Historic Overlay may allow for additional development in Old Town, and how to support compatible development without detracting from the historic district.

Commissioner Garrison said the Historic Preservation Commission could be more involved in approval of projects developed in the Old Town district. She suggested possible review for design. Planner Hayden said the homeowner opting in to landmarking gives the Commission the opportunity to review projects, and issue Certificate of Appropriateness for proposed development.

Planner Hayden said that proposals for the development of an Old Town Master Plan and a parking study are being considered by staff. The Commissioners agreed that HPC participation in these endeavors is a priority

Commissioner Garrison said the Old Town Association is working on signs that will document specific history of buildings. Commissioner Edwards said signage can play a role in promoting local businesses, keeping people in town longer, and some State Park grants may be available for signage.

Chairman Collins agreed with the initiative for the Commission to host a booth in community events, to outreach for volunteers and promote the commission's work. The Historic Property Tour, a permanent walking tour, and continued involvement with SHPO for grant opportunities were identified as priorities.

Planner Hayden and commissioners agreed that the initiative to work collaboratively with local groups in association with goals for the HPC Strategic Plan was a priority.

The following items were specifically identified as priorities for initiatives to be included in the proposed Strategic Plan for the Historic Preservation Commission:

1. Participate in efforts to conduct a parking study in Old Town.
2. Establish/propose new historic residential overlay districts based on recent survey information.
3. Conduct a new survey of the commercial corridor commercial historic district.
4. Participate in efforts to create an old town master plan.
5. Collaborate with the Old Town Association and other similar groups to promote signage for historic preservation efforts.
6. QR Codes signage/walking tour/ benches/bathrooms/amenities for the public.
7. Participate in efforts for wayfinding for Old Town.
8. Continue to submit for the annual AZ SHPO grant (AZ state parks signage grant).
9. Host property tour as main funding source of the 50/50 grant (brainstorm incentives that differentiate from sign walking tour, and brainstorm additional fundraising opportunities).
10. Provide educational materials via hosting booths at community events, and website updates (tax credit links)...promoting landmarking opportunities, and proper treatment of archaeological resources.
11. Continue to issue 50/50 small grant fund on annual basis.
12. Maintain CLG status; support role for nomination of properties to NRHP.
13. Marketing history through social media.
14. Collaboration with the planning and zoning commission on design review project proposals that are within the old town area.

Planner Hayden said the goal is to have a draft strategic plan to be approved by the Commission and then forward the proposed draft to Council for approval within the next few months. The 14 listed items may be revised by staff for clarity and correction of grammar.

**VII. ADJOURNMENT: 7:34 p.m.**

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*Members of the Historic Preservation Commission will attend either in person or by telephone conference call.*



Meeting Date: April 24, 2024  
Subject: Consideration of the proposed draft of the 2024-2026 Historic Preservation Strategic Plan and recommendation to the City Council.  
Department: Community Development  
From: Kristina Hayden

#### REQUESTED ACTION

Consider the proposed draft of the 2024-2026 Historic Preservation Strategic Plan and provide a recommendation to the City Council.

#### SUGGESTED MOTION

If the Commission desires to recommend approval to the City Council, the suggested motion is as follows:

"I move to recommend approval of the 2024-2026 Historic Preservation Strategic Plan to the City Council."

#### BACKGROUND

Chapter 2.110 of the Cottonwood Municipal Code creates the Historic Preservation Commission (HPC) "for the identification, evaluations, protection, preservation, and enhancement of historic properties that have significance for the City of Cottonwood." To promote the objectives of this chapter, Subsection 2.110.030 enables the HPC to create a Historic Preservation Strategic Plan (HPSP) and update it as needed. The implementation and updates to the strategic plan are subject to the approval of City Council.

The HPSP is a document that is used to communicate objectives, and the actions needed to achieve those objectives, as derived from the General Plan. During the discussion at the March 27, 2024 HPC meeting, the Commission compiled a priority list of 14 strategic initiatives, with direction to staff to revise for clarity and grammar.

The Historic Preservation Commission serves as an advisory commission to the City Council and can recommend approval of the 2024-2026 Historic Preservation Strategic Plan.

#### ATTACHMENTS

[2024-2026 Historic Preservation Strategic Plan DRAFT - 4-24-2024.pdf](#)  
[14 Priority Initiatives 3-27-2024.pdf](#)



*"Inspiring a Vibrant Community"*

2024-2026

# HISTORIC PRESERVATION STRATEGIC PLAN - DRAFT



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## Vision Statement

The City of Cottonwood strives to maintain a uniquely desirable and sustainable community. We are unique because of our people, our grand natural resources, public amenities, leadership, diversity, and hometown atmosphere.

We will continue to conserve, preserve, and manage our precious resources, including the Verde River and its unique riparian habitat. We will enhance our position as the economic center for the Verde Valley, providing retail, medical, education, transportation, recreation, and tourism.

The City of Cottonwood provides leadership and solutions to ensure a safe and prosperous community where a diversity of people and nature thrive.

## Goal

Preserve and celebrate Cottonwood's unique character and identity while helping the economy thrive. Identify, preserve and protect historic properties and resources within the City.

Integrate historic preservation programs with other city planning and development programs.

Promote awareness and appreciation of the community's history.

Support historic preservation as an economic development and revitalization program.

## History

In early historic times, the upper-middle Verde Valley lay within the territory of the Yavapai and Apache Indians. In 1871, the Cottonwood locality became part of the Rio Verde Reservation and was used for the cultivation of crops. By 1975, the natives were relocated to the San Carlos Reservation.

In May of 1877, the General Land Office contracted a team of surveyors who reported that several families of Euroamerican settlers were farming the area and had named their settlement Cottonwood. The settlement gained recognition when the government established a post office on March 6, 1879.

The copper mining activity in neighboring Jerome spurred the downtown development of Cottonwood during the development boom of 1917 to 1918. Properties within the Cottonwood Commercial Historic District represent distinct phases in the development of Cottonwood as the commercial hub of the Verde Valley, including the 1920s post-war, the Depression, WWII and post-war, and the Modern period. Properties in the surrounding residential area also demonstrate phased development and consist of a mix of architectural styles with the National Folk style as the predominant style.

## Strategic Objectives and Initiatives

### Strategic Objective 1. Retain Old Town's vitality and unique character

Strategic Initiative 1.a. Propose the establishment of historic overlay districts based on information gathered from recent inventory surveys.

Strategic Initiative 1.b. Conduct a new inventory survey of the commercial buildings along N. Main Street.

Strategic Initiative 1.c. Serve in an advisory capacity to the Planning and Zoning Commission regarding Design Review proposals that are within the Old Town area.

### Strategic Objective 2. Enhance Old Town streetscapes to provide a high-quality walkable environment

Strategic Initiative 2.a. Participate as an advocate for Historic Preservation during efforts to conduct a parking study in Old Town.

Strategic Initiative 2.b. Participate as an advocate for Historic Preservation during efforts to create an Old Town Master Plan.

Strategic Initiative 2.c. Participate in efforts to establish wayfinding in Old Town.

Strategic Initiative 2.d. Collaborate with the Old Town Association, and other similar groups to implement amenity programs for the Old Town area that include:

- Walking Tour with QR code signage
- Historic markers/signs
- Seating
- Restrooms
- And other public amenities

### Strategic Objective 3. Provide preservation assistance to owners of historic properties

Strategic Initiative 3.a. Continue to host the Cottonwood Historic Property Tour as the main funding source for the 50/50 Matching Small Grant fund. Discuss and create opportunities for additional fundraising.

Strategic Initiative 3.b. Provide educational materials via hosting booths at community events and website updates that consist of tax credit opportunities, landmarking, and proper treatment of archaeological resources.

Strategic Initiative 3.c Continue to issue the 50/50 Matching Small Grant fund on an annual basis.

Strategic Initiative 3.d Establish a presence for historic preservation on the Historic Preservation Commission's social media page.

#### **Strategic Objective 4. Maintain Cottonwood's status as a Certified Local Government (CLG)**

Strategic Initiative 4.a Maintain Cottonwood's status as a Certified Local Government (CLG) by supporting the preservation of significant historic and contributing historic properties listed on the National Register of Historic Places and following the standards and procedures identified per the 2014 CLG agreement.

Strategic Initiative 4.b Submit for the annual federal pass-through grant issued by the Arizona State Historic Preservation Office (SHPO) that is available to CLGs.

## Acknowledgements & Contributions

### HISTORIC PRESERVATION COMMISSION

DAVID COLLINS, CHAIRMAN  
KRISTINA DETJEN, VICE-CHAIRWOMAN  
DEBBIE GARRISON, COMMISSIONER  
JOE FORMER, COMMISSIONER  
JEFF EDWARDS, COMMISSIONER  
PATRICIA MONELL, COMMISSIONER

### CITY STAFF

SCOTT ELLIS, COMMUNITY DEVELOPMENT DIRECTOR  
KRISTINA HAYDEN, COMMUNITY DEVELOPMENT PLANNER  
CLOVER PINION, ASSISTANT COMMUNITY DEVELOPMENT PLANNER  
LAURA HERRERA, MARKETING & PUBLIC INFORMATION SPECIALIST

1. Participate in efforts to conduct a parking study in Old Town
2. Establish/propose new historic residential overlay districts based on recent survey information
3. Conduct a new survey of the commercial corridor commercial historic district
4. Participate in efforts to create an old town master plan
5. Collaborate with the Old Town Association and other similar groups to promote signage for historic preservation efforts.
6. QR Codes signage/walking tour/ benches/bathrooms/amenities for the public
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11. Continue to issue 50/50 small grant fund on annual basis
12. Maintain CLG status...support role for nomination of properties to NRHP/
13. Marketing history through social media
14. Collaboration with the planning and zoning commission on design review project proposals that are within the old town area.

City of Cottonwood, Arizona  
Agenda Communication



Meeting Date: April 24, 2024  
Subject: Discussion regarding proposed project for the Arizona SHPO pass-through application submittal.  
Department: Community Development  
From: Kristina Hayden

**REQUESTED ACTION**

Discuss and provide staff direction on a project to be proposed on the Arizona SHPO Pass-Through application FY 2024.

**SUGGESTED MOTION**

N/A - Discussion item only

**ATTACHMENTS**

[2023-07-03\\_Complete FY2023 SHPO Application.pdf](#)  
[2024 Pass-Through Grant Application.pdf](#)  
[2024 Pass-Through Grant Explanation.pdf](#)

# FY 2023 Application



## Arizona SHPO Certified Local Government HISTORIC PRESERVATION FUND PASS-THROUGH APPLICATION Federal Fiscal Year 2023 DUE DATE: July 14, 2023



1. **PROJECT NAME:** Cottonwood Residential Historic District Plan

2. **TYPE OF PROJECT:**

□ Context Development

□ Survey and Inventory

□ Preservation Plan

□ Design Guidelines Update

□ Ordinance Development

□ Nomination Preparation

**Historic District Plan**

□ Local Workshop

□ Ordinance Update

□ Nomination Update

□ Design Guidelines

3. **PROJECT DESCRIPTION:** (Attach a detailed project description, product to be submitted, specific scope items, anticipated schedule for completion including major milestones and the proposed line-item budget).

4. **RELATIONSHIP OF THE PROJECT TO THE CLGs WORK PRIORITIES:** (Attach statement.)

5. **RELATIONSHIP OF THE PROJECT TO THE GOALS OUTLINED IN THE ARIZONA HISTORIC PRESERVATION PLAN UPDATE 2019**  
(Attach a statement regarding the applicable goals, which begin on page 31 of the plan.)

6. **FUNDING:**

ESTIMATED TOTAL PROJECT COST:	\$ <u>20,000.00</u>	100	%
GRANT FUNDS REQUESTED:	\$ <u>12,000.00</u>	60	%
MATCHING FUNDS:	\$ <u>8,000.00</u>	40	%

SOURCE OF MATCHING FUNDS\*: City of Cottonwood Community Development General Fund

\*(Please include a letter of intent for the matching funds by the above listed party.)

7. **PROJECT COORDINATOR/CONTACT:**

NAME: Kristina Hayden TITLE: Community Development Planner

ADDRESS: 111 N. Main Street Cottonwood, AZ 86326

EMAIL ADDRESS: khayden@cottonwoodaz.gov TELEPHONE: (928) 634-5505 Ext. 3320

8. **MONTHS TO COMPLETE THE PROJECT:** 12 (Project Period Ends on September 30, 2024)

9. **PROJECT PARTNERS:** City of Cottonwood Historic Preservation Commission

10. Sign the Certifications Regarding Debarment, Suspension and Other Responsibility Matters, Drug-Free Workplace Requirements and Lobbying (DI-2010) on page 3 and return it with this form and the required attachments.

**Return this form and attachments by JULY 17, 2023 to: Arianna Urban, CLG Coordinator**  
**[urban@azstateparks.gov](mailto:urban@azstateparks.gov) (please email before calling)**  
**Desk phone: 602-542-7138**

# FY 2023 Application

THE CITY OF



COTTONWOOD

## PROJECT NARRATIVE

June 20, 2023

Arianna Urban, M.S. HP  
CLG Coordinator  
State Historic Preservation Office #100  
1110 W. Washington Street  
Phoenix, AZ 85007

### **Re: Project Narrative for the Cottonwood Residential Historic District Plan proposal for the 2023 Certified Local Government Historic Preservation Pass-Through Grant**

**Grant Program:** 2023 CLG Historic Preservation Pass-Through Grant  
**Proposed Project:** Cottonwood Residential Historic District Plan  
**Project Cost:** \$20,000 (100%)  
**City Match:** \$8,000 (40%)  
**Grant Match:** \$12,000 (60%)

The City of Cottonwood is requesting \$12,000 in CLG grant funds to be applied to consulting services for the development of a residential historic district plan based on the results of the current resource survey of the Old Town Cottonwood residential neighborhoods. The City will provide matching funds in the amount of \$8,000 for a total project budget of \$20,000.

**Project Description:** The City of Cottonwood proposes to use the CLG Historic Preservation Grant Funding for consulting services to create a residential historic district plan. Instead of expanding the existing historic commercial district, the Historic Preservation Commission finds it appropriate to establish a historic residential district plan that will establish goals for the Old Town residential area. The Commission finds that the residences adjacent to Old Town differ from the commercial properties within the historic commercial district in both form and function. The current residential property inventory survey will provide new context that will help to establish goals for the residential district and highlight opportunities for policy changes. The two main goals of establishing a historic residential district plan are to preserve the existing historic housing stock and to promote infill development within the district that is compatible with the existing houses.

**Project Scope:** The current housing stock within the survey area that is expected to be eligible by age (50 years or more), is calculated at approximately 250 units. Per the Project Scope of the 2022 grant application, the extent of the area boundary will be determined based on the final survey results. The context of the housing stock within the boundary will be used to guide the development of a residential historic district plan. Volunteers from the Historic Preservation Commission and other community members would be able to assist with various activities to offset the cost of

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# FY 2023 Application

THE CITY OF



COTTONWOOD

services being rendered. The consultant would work in tandem with City staff to manage the overall process with volunteers assisting.

**CLG Priorities:** The Cottonwood Historic Preservation Commission has identified their top priorities through a strategic plan. Maintaining a system of survey and inventory for local historic properties had been listed as one of the top 5 priorities. Now that this priority is being addressed, the Historic Preservation Commission has directed staff to take the pending results of the 2022 survey to develop a new residential historic district plan.

**Relationship to Arizona Historic Preservation Goals (2019 Update):** There are two applicable goals listed in the Arizona Historic Preservation Update. Objective 6 of Goal 1 (Better Resource Planning) states, “Incorporate historic preservation planning early in project development.” Objective 1 of Goal 4 (Integrated Preservation Planning) states, “Integrate historic preservation principles and policies into plans and projects.” Both of these objectives align with the proposal to develop a residential historic district plan.

**Major Milestones:**

- Coordinate project scope and boundaries with SHPO
- Complete selection process for qualified consultant
- Preliminary meeting with consultant and review of existing resources
- Identify duties and needs to complete project
- Identify volunteer activities and meet with the Historic Preservation Commission
- Establish area boundaries based on 2022 survey results
- Host community engagement meetings (if deemed necessary by consultant)
- Review draft plan with Commission and Council
- Finalize approval of district plan

**Budget Allocation:** Grant funds would be used to procure a qualified professional consultant through the appropriate process. The grant budget would cover consultant services including: for meetings, public outreach, research, related travel, document preparation, and coordination with SHPO.

Thank you for your consideration,  
Respectfully,

Tina Hayden  
Community Development Planner

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## LETTER OF INTENT

June 20, 2023

Arianna Urban, M.S. HP  
CLG Coordinator  
State Historic Preservation Office #100  
1110 W. Washington Street  
Phoenix, AZ 85007

Re: Letter of Intent to Provide Matching Funds for the 2023 Certified Local Government  
Historic Preservation Pass-Through Grant

Dear Ms. Urban:

**Grant Program:** 2023 CLG Historic Preservation Pass-Through Grant  
**Proposed Project:** Cottonwood Residential Historic District Plan  
**Project Cost:** \$20,000 (100%)  
**City Match:** \$8,000 (40%)  
**Grant Match:** \$12,000 (60%)

The City of Cottonwood intends to provide matching funds in the amount of \$8,000 to match the grant of \$12,000 for a total project budget of \$20,000. City funding will be sourced from the City of Cottonwood Community Development General Fund.

Thank you for your consideration.  
Respectfully,

Tim Elinski, Mayor  
City of Cottonwood

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U.S. Department of the Interior

# FY 2023 Application

Certifications Regarding Debarment, Suspension and  
Other Responsibility Matters, Drug-Free Workplace  
Requirements and Lobbying

Persons signing this form should refer to the regulations referenced below for complete instructions:

Certification Regarding Debarment, Suspension, and Other Responsibility Matters - Primary Covered Transactions - **The prospective primary participant further agrees by submitting this proposal that it will include the clause titled, "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transaction," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.** See below for language to be used or use this form certification and sign. (See Appendix A of Subpart D of 43 CFR Part 12.)

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions - (See Appendix B of Subpart D of 43 CFR Part 12.)

Certification Regarding Drug-Free Workplace Requirements - Alternate I. (Grantees Other Than Individuals) and Alternate II. (Grantees Who are Individuals) - (See Appendix C of Subpart D of 43 CFR Part 12)

Signature on this form provides for compliance with certification requirements under 43 CFR Parts 12 and 18. The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of the Interior determines to award the covered transaction, grant, cooperative agreement or loan.

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**PART A: Certification Regarding Debarment, Suspension, and Other Responsibility Matters-  
Primary Covered Transactions**

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*CHECK  IF THIS CERTIFICATION IS FOR A PRIMARY COVERED TRANSACTION AND IS APPLICABLE.*

- (1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
  - (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency;
  - (b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
  - (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
  - (d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
- (2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

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**PART B: Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion -  
Lower Tier Covered Transactions**

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*CHECK  IF THIS CERTIFICATION IS FOR A LOWER TIER COVERED TRANSACTION AND IS APPLICABLE.*

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

**PART C: Certification Regarding Drug-Free Workplace Requirements**

# FY 2023 Application

*CHECK  IF THIS CERTIFICATION IS FOR AN APPLICANT WHO IS NOT AN INDIVIDUAL.*

**Alternate I. (Grantees Other Than Individuals)**

A. The grantee certifies that it will or continue to provide a drug-free workplace by:

- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- (b) Establishing an ongoing drug-free awareness program to inform employees about--
  - (1) The dangers of drug abuse in the workplace;
  - (2) The grantee's policy of maintaining a drug-free workplace;
  - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
  - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will --
  - (1) Abide by the terms of the statement; and
  - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
- (e) Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
- (f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted --
  - (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
  - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a) (b), (c), (d), (e) and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

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Check  if there are workplaces on files that are not identified here.

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**PART D: Certification Regarding Drug-Free Workplace Requirements**

*CHECK  IF THIS CERTIFICATION IS FOR AN APPLICANT WHO IS AN INDIVIDUAL.*

**Alternate II. (Grantees Who Are Individuals)**

- (a) The grantee certifies that, as a condition of the grant, he or she will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant;
- (b) If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, he or she will report the conviction, in writing, within 10 calendar days of the conviction, to the grant officer or other designee, unless the Federal agency designates a central point for the receipt of such notices. When notice is made to such a central point, it shall include the identification number(s) of each affected grant.

# FY 2023 Application

CHECK  IF CERTIFICATION IS FOR THE AWARD OF ANY OF THE FOLLOWING AND THE AMOUNT EXCEEDS \$100,000: A FEDERAL GRANT OR COOPERATIVE AGREEMENT; SUBCONTRACT, OR SUBGRANT UNDER THE GRANT OR COOPERATIVE AGREEMENT.

CHECK  IF CERTIFICATION FOR THE AWARD OF A FEDERAL LOAN EXCEEDING THE AMOUNT OF \$150,000, OR A SUBGRANT OR SUBCONTRACT EXCEEDING \$100,000, UNDER THE LOAN.

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, and officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its requirements.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

As the authorized certifying official, I hereby certify that the above specified certifications are true.



SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL

Tim Elinski, Mayor of the City of Cottonwood

TYPED NAME AND TITLE

June 20, 2023

DATE



**Arizona SHPO Certified Local Government  
HISTORIC PRESERVATION FUND PASS-THROUGH APPLICATION  
Federal Fiscal Year 2024  
DUE DATE: May 31, 2024**



1. **PROJECT NAME:** \_\_\_\_\_

2. **TYPE OF PROJECT:**

<input type="checkbox"/> Context Development	<input type="checkbox"/> Ordinance Development	<input type="checkbox"/> Ordinance Update
<input type="checkbox"/> Survey and Inventory	<input type="checkbox"/> Nomination Preparation	<input type="checkbox"/> Nomination Update
<input type="checkbox"/> Preservation Plan	<input type="checkbox"/> Historic District Plan	<input type="checkbox"/> Design Guidelines
<input type="checkbox"/> Design Guidelines Update	<input type="checkbox"/> Local Workshop	

3. **PROJECT DESCRIPTION:** (Attach a detailed project description, product to be submitted, specific scope items, anticipated schedule for completion including major milestones and the proposed line-item budget).

4. **RELATIONSHIP OF THE PROJECT TO THE CLGs WORK PRIORITIES:** (Attach statement.)

5. **RELATIONSHIP OF THE PROJECT TO THE GOALS OUTLINED IN THE ARIZONA HISTORIC PRESERVATION PLAN UPDATE 2019**  
(Attach a statement regarding the applicable goals, which begin on page 31 of the plan.)

6. **FUNDING:**

ESTIMATED TOTAL PROJECT COST: \$ \_\_\_\_\_ % \_\_\_\_\_

GRANT FUNDS REQUESTED: \$ \_\_\_\_\_ % \_\_\_\_\_

MATCHING FUNDS: \$ \_\_\_\_\_ % \_\_\_\_\_

SOURCE OF MATCHING FUNDS\*: \_\_\_\_\_

\*(Please include a letter of intent for the matching funds by the above listed party.)

7. **PROJECT COORDINATOR/CONTACT:**

NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

8. **MONTHS TO COMPLETE THE PROJECT:** \_\_\_\_\_ (Project Period Ends on September 30, 2025)

9. **PROJECT PARTNERS:** \_\_\_\_\_

10. Sign the Certifications Regarding Debarment, Suspension and Other Responsibility Matters, Drug-Free Workplace Requirements and Lobbying (DI-2010) on page 3 and return it with this form and the required attachments.

**Return this form and attachments by May 31, 2024 to: Jessica LaPota, Grants Coordinator**  
**jlapota@azstateparks.gov**  
**Cell phone: 602-364-0059**



**Arizona SHPO Certified Local Government**  
**HISTORIC PRESERVATION FUND PASS-THROUGH APPLICATION**  
**Federal Fiscal Year 2024**  
**DUE DATE: May 31, 2024**



The State Historic Preservation Office (SHPO) staff has developed the CLG subgrant process to focus the required Federal Historic Preservation Fund (HPF) Pass-Through on specific planning activities related to CLG program responsibilities and community priorities.

### **Source of Funding and Availability**

Each federal fiscal year (FFY), projects will be funded from 10% of the SHPO's Federal Historic Preservation Fund (HPF) allocation. This year Arizona was apportioned \$1,229,174 from the national HPF, making \$122,917 available for pass-through funding to CLGs in 2024. A CLG may receive up to \$20,000.00 per grant in federal Pass-Through funds per FFY.

This year, \$20,000.00 has been set-aside for the CLG that is hosting the Statewide Historic Preservation Partnership Conference. The funds for the annual conference do not count toward the \$20,000 cap and do not affect CLG standing on the funding priority list. We anticipate this to be an ongoing allocation as we begin planning for future conferences well in advance.

To address the State Historic Preservation Plan goal of maximizing funding, all CLG Pass-Through grants require a minimum match of 40%. In effect, 60% of the total project cost comes from federal funds and 40% of the total project cost comes from local funds. For a maximum award of \$20,000.00 (60%), the required match is \$13,334.00 (40%) for a total project cost of \$33,334.00 (100%). Overmatching is encouraged.

### **Eligible Activities**

Under the program, projects are limited to specific non-bricks and mortar activities as shown in #2 on the application.

### **Eligible Applicants**

Communities or counties with ordinances and historic preservation commissions in place and scheduled to achieve CLG status by January 1, 2024 may also apply but will not be funded if they are not approved by the National Park Service as a CLG by March 1, 2024.

### **Application and Award Procedure**

Applicants must complete the required application form and include the following:

- Project description, scope items, the resulting product and line-item budget; and,
- A statement addressing how the project fits into CLG work priorities; and,
- A statement regarding the relationship of the project to the State Historic Preservation Plan Update 2019 goals, beginning on page 13 (Contact SHPO if you need a copy of the State Plan or visit our website at [http://azstateparks.com/SHPO/index.html#2014\\_plan](http://azstateparks.com/SHPO/index.html#2014_plan)); and,
- A list of major milestones by which to judge the progress of the project; and
- A statement indicating the source(s) of matching funds; and,
- The signed Certifications Regarding Debarment, Suspension and Other Responsibility Matters, Drug-Free Workplace Requirements and Lobbying (DI-2010) form.

Those CLGs submitting an eligible and complete application, and providing at least the minimum-matching funds, will be allocated HPF funds according to the revolving list below. The proposed project is subject to an evaluation by the State Historic Preservation Office staff to ensure that the schedule and scope of work can reasonably be completed within the period of the Pass-Through (i.e., by September 30, 2025). The initial list was based on the date of CLG entry into the program; the 2024 list places those CLGs receiving funds last year at the bottom of the list. The SHPO reserves the right to modify the placement of each CLG on future lists if a CLG fails to perform on a project funded by SHPO.

## **CERTIFIED LOCAL GOVERNMENT FFY24 PRIORITY LIST**

<b>Certified Local Government</b>	<b>Date Certified</b>
1. Willcox	September 24, 1985
2. Taylor	April 9, 2001
3. Scottsdale	April 17, 2001
4. Holbrook	October 14, 1997
5. Winslow	April 27, 1999
6. Coolidge	November 30, 2000
7. Yuma	February 11, 1986
8. Glendale	November 1, 1995
9. Sedona	September 6, 2000
10. Phoenix	January 5, 1988
11. Clifton	March 10, 1998
12. Peoria	March 10, 2004
13. Nogales	December 18, 2000
14. Kingman	September 24, 1986
15. Globe	August 25, 1986
16. Mesa	October 5, 1995
17. Flagstaff	September 30, 1997
18. Oro Valley	May 3, 2009
19. Jerome	January 17, 1986
20. Payson	December 10, 2001
21. Williams	September 11, 1986
22. Casa Grande	October 21, 1991
23. Tucson	March 6, 1990
24. Benson	May 5, 1992
25. Tempe	October 14, 1997
26. Cottonwood	January 8, 2014
27. Florence	September 12, 1985
28. Prescott	January 3, 1986
29. Bisbee	March 17, 1989
30. Pima County	March 7, 2011

### **Administration**

Following the National Park Service's allocation of HPF funds, the SHPO will issue federal contracts for awarded projects. Projects will be assigned to staff members for coordination and/or monitoring. CLGs are encouraged to consult with the appropriate staff member regarding their project and must submit regular progress reports and Request for Payment forms. All awarded CLG Pass-Throughs must meet federal grant administrative requirements. Regular progress reports and payment reimbursement requests are required to maintain the project funding. The agreement may be canceled if the conditions are not met by the CLG, and the funds will be recaptured by SHPO.

Direct any questions regarding the CLG Pass-Through Program or application to:

Jessica LaPota

Grants Coordinator  
State Historic Preservation Office  
1110 W. Washington St #100  
Phoenix, AZ 85007  
Email: [jlapota@azstateparks.gov](mailto:jlapota@azstateparks.gov)  
Telephone: 602-364-0059