



“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

FY2026 HPC Small Grant Funding Program

FY26-HPC-01

October 31, 2025 at 10:00 a.m. local Arizona time

City of Cottonwood

Purchasing Division

821 N. Main Street

Cottonwood, AZ 86326

The City of Cottonwood is accepting applications for the fiscal year 2026 Historic Preservation Commission (HPC) Small Grant Funding Program. The purpose of the HPC Small Grant Funding Program is to provide financial assistance to help qualifying property 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, Finance Office, located at 821 N. Main Street, Cottonwood, AZ 86326.

Applications will be received by the Purchasing Division, City of Cottonwood, 821 N. Main Street, Cottonwood, Arizona 86326, until the time and date cited above. Applications received by the correct time and date will be forwarded for staff evaluation.

Applications must be in the actual possession of the Purchasing Division Office via email, or if hand delivered, 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 via email or in a sealed envelope with the Solicitation Name and Number in the email subject 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 – Saturday, June 7, 2025

PUBLISHERS AFFIDAVIT REQUIRED

CITY OF COTTONWOOD
FY2026 HPC SMALL GRANT FUNDING PROGRAM
GRANT APPLICATION PACKET



“Inspiring a Vibrant Community”

Revised
May 28, 2025

PURPOSE

The City of Cottonwood and the Historic Preservation Commission (HPC) have developed a grant program to assist owners of properties located within the Old Town Special Planning Area (OTSPA), listed on the National Register of Historic Places (NRHP), and 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 HPC Small Grant Program are 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 located within the OTSPA, listed on the NRHP, or are designated Local Historic Landmarks. If an applicant intends to apply for a HPC Small Grant on a property currently not designated as a City of Cottonwood landmark, located within the OTSPA, or listed on the NRHP, a Landmark Designation Application must be approved prior to award of grant funds. For this grant only, properties located within the boundaries of the OTSPA do not have to opted-in to be eligible.

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 fiscal year 2026 grant cycle is \$3,500.00.

Matching Grant Contribution Requirement: This is a matching grant program. Grant recipients are required to contribute a 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.

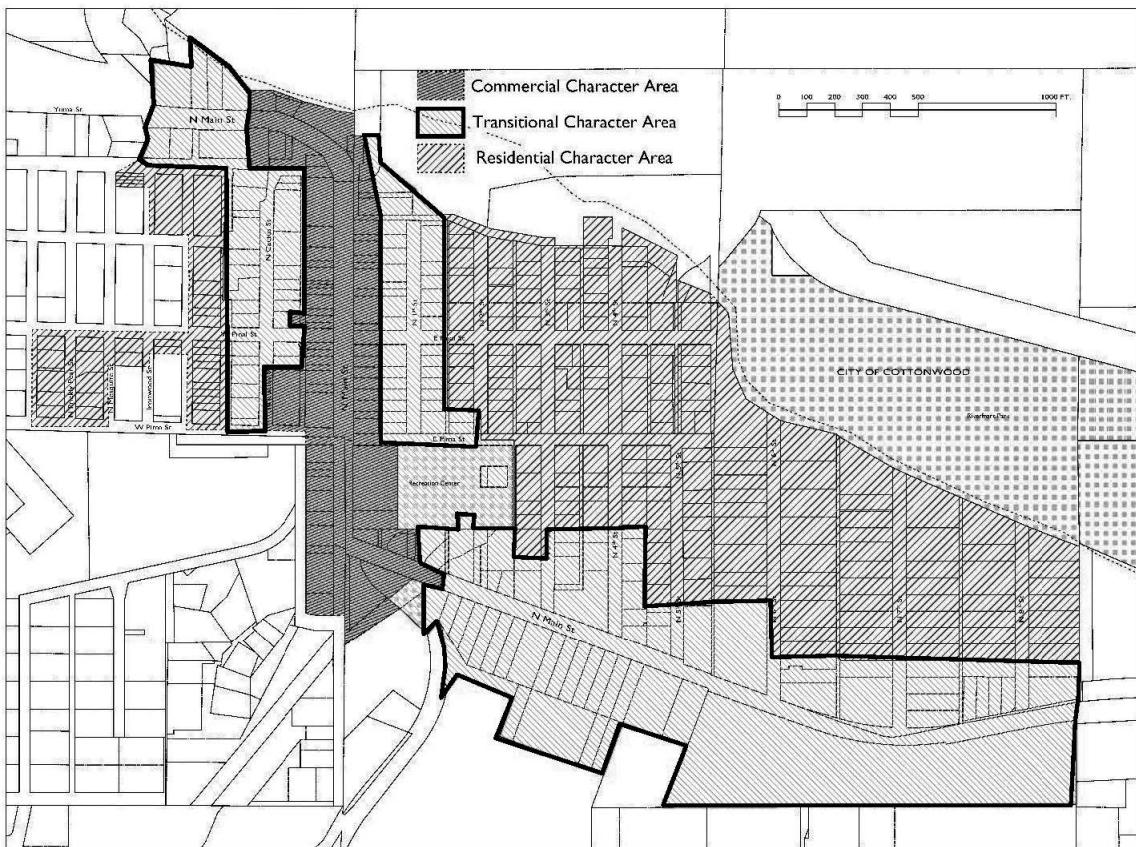
Reimbursement Program: The program is a reimbursement program. Payment of the grant award will be made after the work is completed and City staff has inspected and approved the work and paid invoices have been submitted.

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, or is located within the OTSPA.
3. Proposed activity will obtain Certificate of Appropriateness.
4. Property complies 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.



The OTSPA consists of three character areas as follows:

- **Commercial Character Area**
- **Transitional Character Area**
- **Residential Character Area**

Any properties located within these areas are eligible to submit an application.

Application Guidelines

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

1. 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.

2. 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.

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 advised to consult with the Community Development Department prior to applying for the Historic Preservation Small Grant Program by submitting a Pre-Application meeting request. The purpose of this meeting is to discuss application requirements, the scope of work, and the eligibility of the property and proposed work. Please contact Tina Hayden at (928) 634-5505 ext.3320 to schedule a meeting.

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 determined incomplete or 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

Application Guidelines

determined, will 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.

SCORING CRITERIA

Applications will be reviewed based on a scoring criterion and ranked according to the number of points the applications receive. A maximum of 80 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, the Historic Preservation Commission will review the tied applications to determine which application will receive the full award or if each will be funded with a proportional share of the available grant funds.

AWARD AND PROJECT IMPLEMENTATION

Notice of Grant Award: City staff will issue a Notice of Grant Award to successful applicants. Work cannot begin until the applicant has received a copy of the Notice of Grant Award, and funding agreement. The awardee 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, Certificate of Appropriateness, building permits, right-of-way use permits and planning approvals.

Disbursement of Funds: HPC Small Grant Program funds will 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 awardee 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 awardee 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 commence within 180 days of the issue date of the Building Permit unless an extension is granted by the Chief Building Official for an additional 180 days. Failure to complete the project within the timeframe specified will result in the loss of the grant and the awardee will be ineligible to apply during the next grant cycle. The awardee 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 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. Project or design work must be initiated within sixty days of the date that the fully executed Grant Agreement is sent to the awardee.

[Application Guidelines](#)

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 awardee, 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 application must be received on or before the time and date listed on the cover page of this document. The application may be submitted in a sealed envelope clearly marked "Application – FY2026 HPC Small Grant Funding Program" or in the email subject line if submitting via email and directed to:

Attention: Lisa Lau, Contract/Purchasing Administrator
821 North Main Street
Cottonwood, Arizona 86326
llau@cottonwoodaz.gov

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 should be directed to:

Lisa Lau
Contract/Purchasing Administrator
821 North Main Street
Cottonwood, Arizona 86326
(928) 634-0060 ext.2752
llau@cottonwoodaz.gov



"Inspiring a Vibrant Community"

CITY OF COTTONWOOD

HPC SMALL GRANT FUNDING APPLICATION COVER SHEET FISCAL YEAR 2026

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

Due Date: **October 31, 2025**

Due Time: **10:00 a.m., local Arizona time**

Due to: **Lisa Lau, Contract/Purchasing Administrator @ llau@cottonwoodaz.gov or**

Purchasing Division
City of Cottonwood
821 N. Main Street
Cottonwood, AZ 86326

Applicant contact information:

Name: _____

Title: _____

Address (if different from the legal property): _____

Phone: _____

Email: _____

Property Owner/s Legal Name: _____

Property Legal Address: _____

Has the identified property participated in the Historic Property Tour within the last three years?

Yes No If yes, please check the year(s): 2024 2023 2022

Application Form

Property Eligibility Criteria: (check all that apply)

- Property located within the city limits of the City of Cottonwood
- Property listed in the Cottonwood Historic Landmark Registry
- Property listed in the National Register of Historic Places
- Property located in the Cottonwood Commercial Historic District
- Property located within the Old Town Special Planning Area (OTSPA)

Certifications:

- I understand that by checking this box that, if awarded, an approved Certificate of Appropriateness is required prior to the start of any work.
- I understand that by checking this box that the proposed activities comply with all City Code requirements.

By signing this application, I understand that, I certify that I am the legal owner of the property listed above or have the legal authority to sign for the owner. I certify that the information provided on this application is true and correct to the best of my knowledge.

Signature

Date

Printed Name

Application Checklist and Outline Guidelines

Application Checklist:

- Sealed Envelope for Application Submittal, if submitting hard copy
- Application Coversheet (pages 8 &9)
- Project Narrative Proposal Letter (see outline)
- Construction Cost Estimates
- Construction Plans

Additional material or data may be requested as necessary to assist in the evaluation of the application.

Project Narrative Proposals will be attached to this application sheet. See preferred outline below:

-  **General & Historic Property Information.** Identify the property, briefly describe the standard information provided for properties listed on the National Register and/or Historic Landmark Register.
-  **Historic Significance.** Based on National Register criteria, the historical significance section documents information on one or more of the following aspects of the property's 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 will describe all related activity with emphasis on historic rehabilitation, preservation, and/or restoration. All materials will 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 will show total costs, including labor and materials.