



# LIVESTOCK & CROP CONSERVATION GRANT PROGRAM

*Helping Preserve Arizona's Open Spaces*

## GRANT MANUAL and APPLICATION PACKAGE

Fiscal Year 2011 Funding Cycle

**APPLICATION DUE DATE:  
5:00 P.M., FRIDAY, SEPTEMBER 10, 2010**

**All forms necessary to complete an application are available in this manual.  
Additional copies of this publication may be obtained from our web site:**

**<http://www.azda.gov/Main/LiveCropGrantProgram.htm>**



# Arizona Department of Agriculture

1688 W. Adams Street, Phoenix, Arizona 85007  
(602) 542-0972 FAX (602) 364-0830

July 21, 2010

Dear Grant Applicant,

The Arizona Department of Agriculture is pleased to announce the Fiscal Year 2011 grant cycle of the Livestock & Crop Conservation Grant Program (LCCGP) and provide you with the current Grant Manual & Application Package. The LCCGP is a specialized grant program that provides funding for conservation projects on Arizona ranches and farms. In the Fiscal Year 2009 grant cycle the LCCGP awarded 63 grants totaling approximately \$4.1 million in grant funding.

It is the intent of the LCCGP to reduce the fragmentation of open spaces in rural areas. As the public continues to demand more benefits from open spaces in rural areas, the pressure for ranching and farming families to sell privately held land to a multitude of buyers can eventually become their most feasible option for financial relief. The LCCGP is designed to offer some relief to this pressure by assisting ranching and farming families with the implementation of conservation practices that ultimately provide for the preservation of open space.

The most important thing to keep in mind while writing your grant application is that the purpose of the LCCGP is to fund projects that "implement conservation based management alternatives using livestock or crop production practices, or reduce livestock or crop production, to provide wildlife habitat or other public benefits that preserve open space." **You must demonstrate through your project proposal how your conservation project will provide some sort of public benefit that preserves open space.**

Please take the time to read this grant manual carefully. In addition, the Department strongly encourages all grant applicants to attend one of the grant application workshops. The grant application workshop schedule is provided in this manual.

Thank you for your interest in this important program and we look forward to receiving your application.

Sincerely,

A handwritten signature in cursive script that reads "Donald Butler".

Donald Butler  
Director

**Livestock and Crop Conservation Grant Program  
FY 2011 Grant Manual & Application Package**

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This manual is designed to assist applicants with the preparation of applications for grant monies from the Livestock & Crop Conservation Grant Program (LCCGP) Fiscal Year 2011 funding cycle. Section I of the grant manual provides general information on the Arizona Department of Agriculture's LCCGP granting process. Section II contains information describing how to complete a grant application. Section III contains information on the process of grant awards and contracts. Section IV contains all necessary grant application forms and instructions. Section V contains appendices A – D. Solicitation and award of LCCGP grants shall be pursuant to A.R.S. §41-2701 *et seq.*

## **I. General Application Information**

### **I. A. Purpose of the Livestock & Crop Conservation Grant Program**

The Livestock & Crop Conservation Fund was established by the Arizona Legislature in 2003 (A.R.S. § 41-511.23(G)(1)). As a result of the creation of the Livestock & Crop Conservation Fund, the Arizona Department of Agriculture is required to develop, implement and administer the LCCGP. The primary purpose of the LCCGP is to provide a source of funding through at least FY 2011 to individual landowners and grazing and agricultural lessees of State or Federal land who desire to implement conservation based management alternatives using livestock or crop production practices, or reduce livestock or crop production, to provide wildlife habitat or other public benefits that preserve open space.

The Arizona Department of Agriculture is required to provide the public with notice and the opportunity to comment on the annual grant program guidelines and criteria through a sixty (60) day public comment period which may include public hearings. The guidelines and criteria contained within this manual underwent this public process and were drafted in response to public input, research of similar conservation grant programs, and meetings with representatives from the agricultural, natural resource, land management and conservation communities. As a result, the LCCGP may be adjusted as the Department refines the grant program to meet the needs of the constituents of the State of Arizona.

### **I. B. Funding Source and Available Funds**

Two sources of funding support the Livestock & Crop Conservation Fund: (1) the public conservation account and (2) the conservation donation account. The public conservation account consists of monies appropriated to the account from the state general fund and monies from any other designated source. The conservation donation account consists of monies received as donations. Both the public conservation account and the conservation donation account are housed in the Land Conservation Fund administered by Arizona State Parks.

By Arizona statute, the Livestock & Crop Conservation Fund shall receive two million dollars each fiscal year for program implementation and administration. As a result, approximately \$1.8 million is available in grant awards for the FY 2011 funding cycle. Multiple grants will be awarded during each funding cycle. However, no more than 50% of the grant funds may be awarded with respect to projects in any one county per each fiscal year of funding.

### **I. C. Eligible Applicants**

Eligible applicants include:

- Individual Landowners
- Grazing or agricultural lessees of State or Federal land

In light of the intent of the legislation that authorizes the LCCGP, ADA strongly encourages those applicants with the greatest need for these funds to apply. Applicants with the greatest need would include (but are not limited to) those who are considering subdividing their private property as a last resort to financially maintain their operation and/or applicants running smaller operations.

#### **I. D. Eligible Projects**

During the FY 2011 funding cycle, the following types of projects will be considered eligible for funding:

**1. Use of LCCGP funds as matching funds to other conservation grant/financial assistance programs.** For example, if the applicant is participating in or plans to apply for USDA-NRCS EQIP, LCCGP funds could be awarded for use as matching funds to the EQIP agreement. Other examples of conservation grant programs that require or encourage matching funds include (but are not limited to):

- Arizona Game & Fish Department, Landowner Incentive Program
- Arizona Water Protection Fund
- Arizona Department of Environmental Quality, Water Quality Improvement Grant Program
- US Fish and Wildlife Service, Partners for Fish and Wildlife Program

LCCGP grant funding for this type of proposal can be made retroactive to July 1, 2009. For example, **if the applicant has an existing agreement with USDA-NRCS EQIP** that began before July 1, 2009, only those matching funds that have been required since July 1, 2009, will be eligible for funding under the LCCGP.

**NOTE:** *Retroactive funding is only available for matching funds to another existing conservation grant or agreement.*

LCCGP grant funding for this type of proposal may be awarded for future conservation grant contracts. For example, **if the applicant will be applying for USDA-NRCS EQIP funding**, the applicant could show awarded LCCGP funds as the source of required match on the EQIP application. However, in this situation, no points will be awarded in the general rating criteria for using LCCGP funds as matching funds because it is not guaranteed that the LCCGP funds will be used for match.

- 2. Use of LCCGP funds to cover the costs of livestock deferment related to conservation management practices related to the agricultural operation.** For example, if the applicant chooses to implement a conservation management practice such as prescribed burning or herbicide application that requires the livestock to be removed from a pasture or allotment, the applicant may apply for LCCGP funds to cover the costs associated with keeping the livestock elsewhere (ie leasing a field or space in a feedlot while the project is completed).
- 3. LCCGP funds may be used for on the ground projects related to conservation management associated with the agricultural operation.** For example, the applicant may choose to install a fence to protect a riparian area or may extend pipeline and install additional troughs to provide water

to wildlife and cattle. LCCGP funds may also be used to have a Threatened and Endangered Species Survey completed.

**NOTE:** *T&E Surveys must be done by a Qualified Biologist. A qualified biologist must have at least a bachelor's degree in a wildlife science or a closely related field from an accredited college or university; OR two years of field experience knowledge of experimental and scientific research concepts and be able to follow standardized field protocols. They will also have an understanding of and experience with wildlife survey, report writing and data summaries.*

**NOTE:** *Funding may not be used for construction or repair of buildings, corrals, holding/shipping pens and roads. Funding may not be used for purchasing equipment or tools. In addition, Evaluators may deem other projects inappropriate for funding during the evaluation process.*

Eligible applicants must submit a project proposal that clearly describes the implementation of conservation based management alternatives using livestock or crop production or reduction practices.

- LCCGP funds are available for funding projects that take place on private, State and/or Federal land.
- Only one application per applicant will be accepted.

**NOTE:** *Projects that are part of an enforcement action required by a regulatory agency are **ineligible** for funding. For example, if a reduction of livestock on an allotment has been required due to a violation of permit terms, no funding will be awarded to off-set the costs of deferring that livestock. In addition, projects required to rectify the violation of other regulations, such as air quality or water quality rules, will not be eligible for funding.*

## **I. E. Permitting Requirements**

LCCGP funded projects may involve conducting work that requires permits and clearances from various agencies. The Arizona Department of Agriculture does not determine which, if any, permits are required for specific projects, nor does it review permits for accuracy or appropriateness. Applicants are responsible for determining that all necessary permits that apply to their project are identified and obtained. For a brief summary of some of the permits that may be required, see Appendix C: Permit Summary on page 34 of this manual. To obtain more detailed information about specific permits, contact the regulatory authority. **The list of permits provided in this manual is not meant to be all inclusive**, and it is the responsibility of the applicant to address all permit issues with regard to their project. Applicants are encouraged to arrange pre-application meetings with appropriate federal, state and local government agencies to determine costs, requirements, processes, time schedules and documentation required for proposed permit applications.

If you will be implementing a project on State or Federal land, be sure to review your project proposal with the appropriate land management agency prior to submitting your application, and be sure to gain the approval of the land management agency to go forward with the project. **If you are awarded funds for a project that will take place on State or Federal land that cannot be implemented due to the disapproval of your land management agency, you will be required to repay all grant funds that you have received.**

**NOTE:** *Some permits and clearances, such as NEPA, can take a significant amount of time to obtain. Please take this into consideration when applying for a grant.*

**NOTE: State Historic Preservation Office (SHPO) clearance is required for all projects funded by the State of Arizona.** If applicable, the Applicant shall obtain SHPO clearance prior to any ground disturbing work. See the SHPO Certification Form on page 29 of this manual. The Applicant certifies by signing the SHPO Certification Form that all necessary steps to comply with SHPO will be taken. For questions about SHPO, please contact an LCCGP Coordinator.

**I. F. Grant Application Workshops**

ADA staff will conduct LCCGP workshops for potential applicants throughout the state to present the grant program and provide information on how to apply for grant funds. You are strongly encouraged to attend as it will help assure that you have the most up-to-date information available.

**NOTE:** If we do not have at least five (5) people signed up to attend a grant workshop, the workshop will be cancelled. We can only notify and reschedule a meeting with those who have contacted us. Please RSVP to an LCCGP Coordinator at least one week prior to the workshop you plan to attend.

The dates, times and locations of the workshops are as follows:

<b>WORKSHOP DATE</b>	<b>TIME</b>	<b>LOCATION</b>
July 27, 2010	10:00 AM – 12:00 PM	Benson, AZ
July 27, 2010	2:00 PM – 4:00 PM	Safford, AZ
July 28, 2010	10:00 AM – 12:00 PM	Globe, AZ
July 28, 2010	3:00 PM – 5:00 PM	Show Low, AZ
July 29, 2010	10:00 AM – 12:00 PM	Phoenix, AZ
August 3, 2010	1:00 PM – 3:00 PM	Kingman, AZ
August 4, 2010	10:00 AM – 12:00 PM	Chino Valley, AZ

**NOTE:** Please call to RSVP and for the specific location address for the workshop you are interested in attending.

**I. G. Application Due Date and General Instructions**

Applicants must submit their application package, including all necessary forms and documents, to the Phoenix office of the Arizona Department of Agriculture by:

**5:00 p.m. Friday, September 10, 2010**

**LATE APPLICATIONS WILL NOT BE ACCEPTED.**

Submit one (1) original grant application and three (3) copies of the applicant and project information form and project proposal to:

**The Arizona Department of Agriculture  
Livestock & Crop Conservation Grant Program  
1688 W. Adams St.  
Phoenix, AZ 85007**

Your application package must be physically submitted or mailed in a sealed envelope or package. ADA cannot accept applications via fax or e-mail. The original copy of the application should be clearly labeled “original” and must include all required forms with original ink signatures by the person who is legally authorized to enter into an agreement on behalf of the applicant. The three copies must include the applicant and project information form and the project proposal form. **Failure to include all required information will result in the rejection of your application.**

You may submit your application early to be reviewed for completeness by ADA staff. All applications being submitted for review must be received by **3:00 p.m. Monday, August 16, 2010**. This will allow staff time to review the application and alert the applicant if any required information is missing. The applicant will then have the opportunity to submit the missing information. **Remember, ALL information MUST be submitted by 5:00 p.m. Friday, September 10, 2010. Failure to include all required information will result in the rejection of your application.**

## **I. H. Application Evaluation & Selection Process**

All application packages will be evaluated by the LCCGP staff and/or the LCCGP Evaluation Team after the grant application submittal deadline. The Evaluation Team will be made up of at least three individuals with the appropriate background and expertise necessary to evaluate project proposals. The Evaluation Team may include individuals representing stakeholder groups such as land management agencies (USFS, BLM, ASLD), USDA-NRCS, the universities, the conservation community and the agriculture community.

The Original Application and General Rating Criteria will be reviewed and ranked by LCCGP staff. Applications must meet a minimum score according to the General Rating Criteria in order to be passed on to the evaluators for further evaluation. After the initial review, specific evaluators will use the FY 2011 LCCGP Project Proposal Rating Criteria to rank applications based on the Project Proposal (see page 27). **Grant award recommendations will be made based on the application ranking and the strength of the project proposal as determined by the Evaluation Team.** During the evaluation process, the Evaluation Team will be guided by the information you provide. It is important that you provide supporting information to give the Evaluators a clear idea of what you are planning to do. However, do not include excess information that is not necessary or pertinent to the application. You may be requested to supply additional information and may also be asked to revise your application based on new information submitted.

The LCCGP Evaluation Team may adjust monetary grant requests, project proposal scopes of work and/or project budgets. **The Evaluation Team may deny funding in whole or part to any project, regardless of its ranking, if the Evaluation Team believes all or part of the project is inconsistent with the statutorily mandated objective of preserving open space, such as projects on land planned for future development and the installation of wells with much more capacity than necessary for agricultural purposes.** Once the Evaluation Team has completed their ranking of applications and project proposal review, they will make grant award recommendations to the ADA Director.

**NOTE:** *ADA may place a per applicant cap on grant awards.*

Applicants will be notified by mail as to whether or not they received a grant award after the evaluation process is completed. Following notification of grant award monies, the ADA grant coordinator will be in contact with the grantee to establish the Grant Award Agreement (contract) (See Appendix D: Grant

Contract Template, Page 36). **ADA anticipates that grant award notifications will be made in December 2010.**

**NOTE: *Individuals awarded funding will be required to provide proof of lawful presence in the United States before a Grant Award Agreement will be executed. Pursuant to state and federal law, an individual cannot receive grant funding without meeting this proof requirement. Additionally, proof of participation in E-verify will be required.***

After grant awards have been made, all applications and the associated evaluations will be made available to the public. ADA may determine that trade secrets or proprietary information may continue to be held confidential. **If you believe that any of the information contained in your application should be held confidential you must designate that information as “confidential” in your application, and provide an explanation as to why it should be held confidential.**

**PROTESTS:** Applicants have the right to protest the grant manual and grant awards. A protest of an award or proposed award of a grant and any appeal shall be resolved in accordance with the rules of procedure adopted pursuant to A.R.S. § 41-2611. See A.A.C. R2-7-A901 et seq. An interested party shall file a protest in writing with the Director of the Department of Agriculture, with a copy to the State Procurement Administrator. A protest of the grant manual shall be filed before the due date and time for grant applications. A protest of a proposed award or of an award shall be filed within 10 days after the grant applications are open for public inspection. A protest shall include the following information:

1. The name, address and telephone number of the protesting party;
2. The signature of the protesting party or its representative;
3. Identification of the agency soliciting grant applications and the name and year of the grant program;
4. A detailed statement of the legal and factual grounds of the protest, including copies of relevant documents; and
5. The form of relief requested.

## **I. I. FY 2011 Application Rating Criteria**

All grant applications submitted during the FY 2011 LCCGP funding cycle will be ranked according to the General Rating Criteria and the Project Proposal Rating Criteria. The General Rating Criteria will take into consideration Conservation Management, Livestock Management, Crop Management, Wildlife and Habitat, Open Space Preservation and Partnerships. The Project Proposal Rating Criteria will take into consideration Open Space Preservation, Public Benefit, Conservation Management, Project Longevity and Budget. For a more detailed description of the rating criteria and to view the point values associated with the above rating criteria, see the General Rating Criteria Questionnaire on page 17 and the Project Proposal Criteria on page 27 of this manual.

## **II. How to Submit an Application**

### **II. A. Application Guidelines**

Complete the LCCGP Application Package that is included in this manual (begins on page 11). An electronic copy of the Application Package is available on the Arizona Department of Agriculture website (<http://www.azda.gov/Main/LiveCropGrantProgram.htm>). Make sure to respond to all items and include all required forms and certifications. You must use the forms provided. All pages of your

application must be typed using a 12 point font size. Whenever possible, project maps should be 8.5” x 11”. However, if you feel a larger map better illustrates your project, you may include it, but please keep all maps a reasonable size.

All application forms included in this manual must be completely filled out and submitted with the grant application package.

**\*\*\*FAILURE TO INCLUDE ALL REQUIRED INFORMATION OR FOLLOW APPLICATION INSTRUCTIONS WILL RESULT IN THE REJECTION OF YOUR APPLICATION.\*\*\***

## **II. B. Planning and Writing Your Project Proposal**

Before filling out the Project Proposal Form, you should pre-plan your project and know:

- ❖ How the project needs to be structured
- ❖ What the project components are
- ❖ When and what personnel are needed
- ❖ How much it will cost to complete (detailed budget – see example in Project Proposal Form Instructions).

Read and familiarize yourself with all sections of this manual. Make sure your proposed project addresses all the described requirements of the Project Proposal Form.

Grant awards are implemented through contracts, which may extend several years in duration depending on the type of project. **ADA staff will write your contract based on your application, so it is important that you carefully complete the application forms.**

**Matching Funds** are not required for projects in this grant program, but they are encouraged. If you intend to provide matching funds (including in-kind match), your project budget should reflect the value of the matching funds you intend to provide. Applicants that provide matching funds or cost efficiency savings may receive additional points on the project proposal rating criteria.

**Project Cash Flow:** Be aware of the timing and amount of money (cash flow) needed to complete the project specified within your application. If you are selected for a grant award, **payments are generally made on a reimbursable basis.** Grantees must provide assurance that the work has been completed (receipts, invoices, etc.) in order to receive reimbursement.

**If you are an individual that will have a difficult time waiting for reimbursement, be sure to specify in your project proposal that you may need an advance payment and clearly state the reason(s) why an advance is needed.**

**NOTE:** *If you are selected for a grant award, you must account for your expenditures on an actual cost basis not to exceed the grant award amount. You may not request additional funds should you have cost overruns. If you have cost overruns, the ADA will not be responsible for reimbursement of those costs.*

## II. C. Contact Information for Questions

Please contact an LCCGP Coordinator if you have any questions:

Karol Hagman  
LCCGP Coordinator  
Arizona Department of Agriculture  
1688 West Adams Street  
Phoenix, Arizona 85007  
Phone: (602) 542-0972  
E-mail: [kbrill@azda.gov](mailto:kbrill@azda.gov)  
Toll Free Outside Maricopa County: (800) 294-0308  
Fax: (602) 364-0830

Lisa James  
LCCGP Coordinator  
Arizona Department of Agriculture  
1688 West Adams Street  
Phoenix, AZ 85007  
Phone: (602) 542-3262  
E-mail: [ljames@azda.gov](mailto:ljames@azda.gov)

## III. Grant Awards & Reporting

### III. A. Notification of Award and Grant Agreement

Applicants will be notified in writing as to whether or not they received a grant award after the evaluation process is completed. Following notification of grant awards, grant recipients will be sent original Grant Agreements (contracts). **Grant Agreements must be signed and returned to ADA within 30 days of receipt. Failure to submit an executed copy of the Grant Agreement within 30 days of receipt will result in the loss of awarded grant funds, unless the delay was caused by circumstances outside of the control of the grant recipient.**

**The Grant Agreement will include language regarding the subdivision of private property affiliated with the ranch/farm\*. To review this language, please refer to paragraph 19 in the Sample Contract located in Appendix D of this manual.**

\*“Ranch” or “Farm” means privately owned property and leased property of the Grantee that makes up the ranching/farming operation. **Any acreage included or referenced in the application will be considered part of the “Ranch” or “Farm.”**

**NOTE:** *Please do not contact the Arizona Department of Agriculture or any member of the Evaluation Team to check on the status of your application. All applicants will be notified in writing as to whether or not they received a grant award after the evaluation process is completed.*

### III. B. Records and Reporting Requirements

The grant recipient will be responsible for setting up and maintaining a project file that contains all records of correspondence with ADA, receipts, invoices and copies of all reports and documents associated with the project. These records must be maintained for five (5) years after the submission of the final report indicating project completion. The grant recipient will also be responsible for submitting reports and requests for reimbursement and/or funding advances as appropriate throughout the duration of the grant contract. For a complete description of required reports, please see the Deliverables section in the Scope of Work in the Sample Contract (Appendix D, page 36).

### **III. C. General Indemnification**

To the extent permitted by A.R.S. § 41-621 and § 35-154, the ADA, its employees, advisory council members, and contractors shall be indemnified and held harmless by the applicant and all persons hired by and associated with the applicant for any liability as a result of work performed due to the filing of this application or as a result of enforcement or monitoring undertaken due to the grant.

### **IV. Application Package**

All forms necessary to complete a LCCGP Application Package are contained in this section. Instructions on how to fill out each application form are also contained in this section. The application forms are in the following order:

- A. Grant Application Cover Letter**
- B. Applicant and Project Information Form Instructions**  
**Applicant and Project Information Form**
- C. Rating Criteria Questionnaire – Definition of Terms**  
**Rating Criteria Questionnaire**
- D. Land Management Agency Verification Form**
- E. Project Proposal Form Instructions**  
**Project Proposal Form**  
**Project Proposal Criteria**
- F. Map of Arizona**
- G. SHPO Certification Form**
- H. Group Application Instructions and Checklist**
- I. Application Package Checklist**

**Livestock and Crop Conservation Grant Program  
FY 2011 Grant Application Package  
GRANT APPLICATION COVER LETTER**

Include a cover letter as the first page of your application. In no more than one page, address the following points:

1. Reason(s) for applying to the LCCGP.
2. A short summary of your proposed project, including what problem(s) will be addressed, what the project will accomplish, what public benefit(s) the project will provide and how it will preserve open space.

**Livestock and Crop Conservation Grant Program  
FY 2011 Grant Application Package  
APPLICANT AND PROJECT INFORMATION FORM - INSTRUCTIONS**

1. **Project Title** – Using five to seven words, title your project in a way that is clear and descriptive.
2. **Project Summary** – In one paragraph or less, sum up the overall project (why is it needed/important, what will be accomplished and how). Include whether you are applying for matching funds.
3. **Type of Project** – Check the box that applies to the appropriate type of project. For descriptions of project types, reference ‘Eligible Projects’ on page 3 of this manual. NOTE: In this section, “Matching Funds” indicates that the applicant is applying for matching funds to be put toward a contract with another Agency. This is NOT a reference to an “In-Kind” match being provided by the applicant.
4. **Proposed Project Will Take Place On** – Check all boxes that apply to the land type where the project will take place. For example, if the project will take place partially on your private land and partially on State land, check both the private property and State Trust Land boxes.
5. **Project Start / End Date** – Enter the date you intend to begin the project and the date you anticipate the project will be completed. It is anticipated that grants will be awarded in December 2010 with grant contract being developed after that with recipients. Please do not put a project start date prior to January 2011 unless you are applying for matching funds to be put toward a contract with another Agency.
6. **Location of Project** – Enter the section, township and range coordinates of the **project location**.
7. **Applicant Information**
  - Applicant Name* – Exact name of entity/individual receiving funds and reporting funds on their tax return.
  - Ranch/Farm Name*
  - Address* – Mailing address of the applicant.
  - County* – County where the project is being done.
  - State Legislative District* – If you do not know your Legislative District, this information can be obtained from your County Recorder’s office.
  - Congressional District* - If you do not know your Congressional District, this information can be obtained from your County Recorder’s office.
8. **Project Manager / Contact Person** – Enter the applicable information for the person that will have day to day knowledge of the project. This is the person that will be contacted if project clarification is required.
9. **Project Costs**
  - LCCGP Funds Requested* – Enter the amount of your grant request.
  - Matching Funds* – Enter the amount (if any) that another Agency will provide.
  - In-Kind Match* – Enter the amount (if any) that the applicant will provide (an In-Kind match includes any time/labor, supplies, or equipment use that the applicant will contribute and not receive reimbursement for).
  - Total Project Cost* – Enter the total project cost, which equals the grant request plus the match amount.
10. **Applicant Signature** – Must be the signature of the individual legally authorized to conduct all official business relating to the project.

**Livestock and Crop Conservation Grant Program  
FY 2011 Grant Application Package  
APPLICANT AND PROJECT INFORMATION FORM**

Fill in all information on this page.

**1. Project Title** – *Please limit the length of the title to five to seven words.*

**2. Project Summary** – *Sum up the overall project in a few sentences.*

**3. Type of Project:**

- Matching Funds to Other Conservation Grant/Financial Assistance Program
- On the Ground Conservation Project
- Deferment Funding in Relation to Other Conservation Project

**4. Proposed Project Will Take Place On** – *check all that apply:*

- Private Property      # of Acres \_\_\_\_\_
- State Trust Land      # of Acres \_\_\_\_\_
- Federal Land      # of Acres \_\_\_\_\_

**5. Project Start Date:** \_\_\_\_\_ **Project End Date:** \_\_\_\_\_

**6. Location of Project**

**Section:** \_\_\_\_\_ **Township:** \_\_\_\_\_ **Range:** \_\_\_\_\_

**7. Applicant Information:**

Applicant Name:

Ranch/Farm Name:

Address:

Address:

City:

State:

ZIP Code:

County:

Phone:

Fax:

Email:

State Legislative District:

Congressional District:

**8. Project Manager / Contact Person** – Individual who will have day to day knowledge of the project and should be contacted if clarification is required (if different than applicant name):

Name:

Title:

Address:

Address:

City:

State:

ZIP Code:

Phone:

Fax:

Email:

**9. Project Costs:**

LCCGP Funds Requested: \$ \_\_\_\_\_

Matching Funds from another Agency: \$ \_\_\_\_\_

In-Kind Match from Applicant: \$ \_\_\_\_\_

Total Project Costs \$ \_\_\_\_\_

(Total Project Costs must match the total on the budget sheet included in the application).

If the project is funded, does the Grantee intend to request a funding advance?

YES       NO

**10. Applicant Signature**

The LCCGP Applicant and Project Information Form must be signed by the individual legally authorized to conduct all official business relating to the project. Signing this form and submitting a grant application certifies that the applicant has read and understands the grant manual, including the sample contract, has authority to enter into an agreement with the Arizona Department of Agriculture, accept funding, and fulfill the terms of the proposed project if approved. Additionally, signature certifies that all information provided by the applicant is true and accurate. The Arizona Department of Agriculture may approve Grant Awards with modifications to the scope of the project and/or budget.

\_\_\_\_\_  
Authorized Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Typed or Printed Name of Applicant  
or Applicant's Authorized Representative

\_\_\_\_\_  
Title

**Arizona Department of Agriculture  
Livestock & Crop Conservation Grant Program  
GENERAL RATING CRITERIA QUESTIONNAIRE – DEFINITIONS**

**1. Conservation Management**

- a. Ranch/Farm Management Plan** – a written program of action that addresses protection and enhancement of rangeland natural resources. This plan should include a description of the current conditions of the operation, goals for improving the operation, a plan of how to achieve those goals and a plan for monitoring the conditions of the operation.  
\*\*This must be a plan that addresses the whole operation, not just a Forest Service Allotment Management Plan (AMP). If the operation consists solely of private land and a Forest Service Allotment, and only an AMP is used, explain how the private land is included in the AMP.
- b. Monitoring mechanism** – the orderly collection, analysis, and interpretation of rangeland ecological data over a period of time. Some examples of monitoring mechanisms are visual inspections, photo points, frequency, dry weight rank, line intercept step point and comparative yield.  
**Monitoring involving outside entity** – rancher involves/partners with an outside entity in conducting monitoring. An outside entity would be (but not limited to) university personnel, natural resource consultants, wildlife group members, etc.

**2. Livestock Management**

- a. Required reduction in livestock** – the land management agency that holds the lease/permit agreement associated with the ranch mandated a reduction in the number of livestock permitted on the leased allotment(s) – attach Land Management Agency Verification Form. (Reduction must not be due to a violation of permit terms).
- b. Voluntary reduction in livestock** – without any mandates from the land management agency that holds the lease/permit, the number of livestock permitted to graze on the private land and/or the allotment(s) has been reduced at the discretion of the owner/lessee/permittee for conservation purposes – attach Land Management Agency Verification Form.
- c. ‘Good Standing’ with Land Management Agency** – rancher has not had any permit/lease suspensions or cancellations within the last five years on their public land lease/permit(s) - attach Land Management Agency Verification Form.

**3. Crop Management**

- a. Pollutant reduction** – farmer has implemented practices or taken steps to reduce pollutants, such as nutrients, sediment, pesticides or salinity in surface or ground waters on the operation and the lands surrounding the operation.
- b. Best Management Practices (BMP’s)** – list of practices designed to reduce particulate matter (PM 10) pollution created by activities on the farm.
- c. Irrigation water management** – farmer uses a variety of methods to monitor and more efficiently and effectively manage irrigation water on the operation.

- d. **Soil improvement** – farmer uses high residue crops, such as small grains, corn or alfalfa, to improve soil quality on the operation.

#### 4. **Wildlife and Habitat**

- a. **Federally listed or proposed Threatened and Endangered (T & E) species or species of special concern or federally designated ‘Critical Habitat’** - designated T&E species or species of special concern and/or T&E critical habitat are present on the operation.
- b. **T & E Species Recovery Plan** – USFWS has designated any part of the operation as being encompassed within a T & E recovery plan.

#### 5. **Open Space Preservation**

- a. **Conservation Easement** – a voluntary, legally binding agreement that permanently limits certain types of uses of the land or prevents development in order to protect the land’s conservation value. The landowner continues to own and use the land and may sell it or pass it down to heirs. If you have a conservation easement on your property, include a verification letter from the organization that holds the easement.
- b. Self Explanatory.
- c. Self Explanatory.
- d. Self Explanatory.

#### 6. **Partnerships**

- a. **Public Agency or Private Conservation Entity** – any person, agency or organization that typically assists producers with conservation projects on private or public lands such as (but not limited to) USDA-NRCS, AGFD, ADWR, ASLD, USFWS, USFS and BLM. Private organizations can also be included in this criterion, and the validity of such organizations will be determined by the grant evaluation team.  
**Conservation Based Improvements** – any product of the expenditure of capital or labor made on the operation related to conservation management, such as riparian area restoration, riparian area fencing, pinion-juniper removal, prescribed burning, pipeline installation, etc.
- b. **Collaborative Partnership** – producers partnering with each other or with private or public entities as a cooperative to further specific land management, social and/or economic goals (for example: Diablo Trust, Malpai Borderlands Group, Altar Valley Alliance, Orme Ranch Strategic Team, etc.). Include a description of the partnership, including who is involved, what projects they have done and what their goals are for the future. Validity of ranch/farm cooperatives will be determined by the grant evaluation team. If you feel that your operation is part of a collaborative partnership, include a verification letter from the partnering entity.
- c. **Matching Funds** – producer has an existing contract or agreement for a grant/financial assistance from another entity (such as AZ Game & Fish Department, USDA-NRCS EQIP, AZ Water Protection Fund, etc.) that requires the producer to provide matching funds and, if awarded, the producer will be using LCCGP funds for the required match.

**Livestock & Crop Conservation Grant Program  
 FY 2011 Grant Application Package  
 GENERAL RATING CRITERIA QUESTIONNAIRE**

**INSTRUCTIONS:** Mark only one answer for each question. Be sure to attach any required information as indicated by your answer. You will only receive points if the required information is attached.

**NOTE:** "Operation" is defined as all private and public land holdings managed by applicant

GENERAL CRITERIA CATEGORY		YES	NO
<b>1 Land Management - 25 Points</b>			
a	Do you have a management plan that covers the entire ranch/farm, is up to date and currently in use? (up to 15 pts)		
	If your answer is "Yes" you will need to provide the following information:		
	<ul style="list-style-type: none"> <li>• Executive summary (not to exceed 2 pages) describing management plan</li> <li>• If plan consists of a state or federal agency lease, allotment or conservation plan, please describe</li> </ul>		
b	Do you have formal ranch/farm monitoring mechanism(s) in place ? (up to 10 pts)		
	If your answer is "Yes" you will need to provide the following information:		
	<ul style="list-style-type: none"> <li>• Description/copy of monitoring mechanism(s)</li> <li>• Describe how monitoring data is utilized to adjust the ranch/farm management plan</li> <li>• If applicable, describe any partnerships you have with any outside agency/entity to conduct monitoring</li> </ul>		
<b>2 Livestock Management - 35 points</b>			
a	Has any permit/lease associated with the operation been subject to required reductions in livestock numbers during the last 5 years? (10 pts)		
	If your answer is "Yes" you will need to provide the following information:		
	<ul style="list-style-type: none"> <li>• Applicable annual bills of collection (USFS, BLM)/annual grazing questionnaire and rent billing (ASLD) showing reduction</li> <li>• Land Management Agency Verification Form (page 20 of this manual)</li> </ul>		
b	Has any private land and/or permit/lease associated with the operation been subject to voluntary reductions in livestock numbers for conservation purposes during the last 5 years? (15 pts)		
	If your answer is "Yes" you will need to provide the following information:		
	<ul style="list-style-type: none"> <li>• Applicable annual bills of collection (USFS, BLM)/annual grazing questionnaire and rent billing (ASLD) showing reduction</li> <li>• Land Management Agency Verification Form (page 20 of this manual)</li> <li>• For Private land: brand inspections, sale barn receipts</li> <li>• Reason for voluntary reduction (was voluntary reduction related to general operation management, and/or related to a specific conservation project?)</li> </ul>		
c	Are you in 'good standing' with your public land management agency? (10 pts)		
	If your answer is "Yes" you will need to provide the following information:		
	<ul style="list-style-type: none"> <li>• Land Management Agency Verification Form (page 20 of this manual)</li> </ul>		
<b>3 Crop Management - 35 points</b>			
a	Have you taken steps to or implemented practices to reduce pollutants, such as nutrients, sediment, pesticides or salinity in surface or ground waters on the farm and the surrounding lands? (10 pts)		
	If your answer is "Yes" you will need to provide the following information:		
	<ul style="list-style-type: none"> <li>• Describe the steps/practices you have implemented</li> </ul>		

	<ul style="list-style-type: none"> <li>Describe (or include records of) any decrease in pollutants that resulted from the practices you implemented</li> </ul>		
b	Have you implemented Best Management Practices (BMPs) on the operation to reduce Particulate Matter (PM10 or air) pollution? (10 pts)		
	If your answer is "Yes" you will need to provide the following information:		
	<ul style="list-style-type: none"> <li>Copy of your Agricultural Best Management Practices General Permit Record</li> </ul>		
c	Is irrigation water managed on the operation through monitoring inflow (flowmeters), limiting tailwater, irrigation scheduling, soil moisture monitoring and record keeping? (10 pts)		
	If your answer is "Yes" you will need to provide the following information:		
	<ul style="list-style-type: none"> <li>Describe water management practices and how you adjust irrigation based on them</li> </ul>		
d	Do you use high residue soil improving crops (small grains, corn, alfalfa) in your crop rotation? (5 pts)		
	If your answer is "Yes" you will need to provide the following information:		
	<ul style="list-style-type: none"> <li>Describe crop rotation schedule and highlight soil improving crops used</li> </ul>		
<b>4 Wildlife and Habitat - 30 points</b>			
a	Is there an established presence of federally listed or proposed threatened or endangered (T & E) species, species of special concern, or federally designated 'critical habitat' present on the operation? (up to 20 pts, 10 pts per species or critical habitat)		
	If your answer is "Yes" you will need to provide the following information:		
	<ul style="list-style-type: none"> <li>List T &amp; E species</li> <li>Letter from state or federal agency validating presence of T &amp; E species or species of special concern</li> <li>Describe measures taken in response to presence of T &amp; E species/critical habitat</li> </ul>		
b	Is there a T & E Species Recovery Plan that has species range or critical habitat that overlaps your operation? (10 pts)		
	If your answer is "Yes" you will need to provide the following information:		
	<ul style="list-style-type: none"> <li>Describe any work done in consultation with a state or federal agency to aid in the recovery of T &amp; E species on your operation</li> <li>Letter from an agency participating with recovery actions describing the plan and verifying measures you have taken towards meeting recovery plan goals</li> </ul>		
<b>5 Open Space Preservation - 25 points</b>			
a	Do you have a conservation easement on the operation (or are you in the process of implementing a conservation easement)? (10 pts)		
b	Will your proposed project take place on State property? (5 pts)		
c	Will your proposed project take place on private property? (5 pts)		
d	Do you hold a State Land Lease as part of your operation? (5 pts)		
<b>6 Partnerships - 30 points</b>			
a	Have you worked with any public agency or private conservation entity in the last 5 years to implement conservation based practices on the operation? (up to 10 pts, 5 pts per practice/project)		
	If your answer is "Yes" you will need to provide the following information:		
	<ul style="list-style-type: none"> <li>List of entities and brief descriptions of projects</li> </ul>		
b	Is the operation part of a 'collaborative partnership' with any private, local, state or federal entity? (10 pts)		
	If your answer is "Yes" you will need to provide the following information:		
	<ul style="list-style-type: none"> <li>Name and signed letter(s) of support from the partnering entity</li> </ul>		
c	Will the producer use these grant funds as matching funds to another grant/financial assistance program? (10 pts)		

If your answer is "Yes" you will need to provide the following information:	
<ul style="list-style-type: none"><li>• Name and contact person of grant/financial assistance program</li><li>• Copy of contract/agreement with other financial assistance program</li></ul>	

**Arizona Department of Agriculture  
Livestock & Crop Conservation Grant Program  
LAND MANAGEMENT AGENCY VERIFICATION FORM**

**DIRECTIONS:** An authorized representative of the land management agency holding your public land permit/lease must fill out and sign this form. If you have more than one permit/lease that is associated with your operation, you must attach one form per permit/lease agreement (you may make copies of this form).

**LAND MANAGEMENT AGENCY:** \_\_\_\_\_

**NAME OF PERMITEE/LESSEE:** \_\_\_\_\_

**PERMIT/LEASE NUMBER:** \_\_\_\_\_

---

**1. Required Reduction in Herd Size**

Has the permit/lease associated with the operation been subject to a required reduction in livestock numbers during the last five years?

Mark appropriate box

Yes	
No	

If yes, attach applicable Annual Bills of Collection (USFS, BLM) or Annual Grazing Questionnaire and Rent Billing (ASLD) demonstrating reduction between 2005 and 2009.

---

**2. Voluntary Reduction in Herd Size**

Has the permit/lease associated with the operation been subject to a voluntary reduction in livestock numbers during the last five years?

Mark appropriate box

Yes	
No	

If yes, attach applicable Annual Bills of Collection (USFS, BLM) or Annual Grazing Questionnaire and Rent Billing (ASLD) demonstrating reduction between 2005 and 2009.

---

**3. Permittee/Lessee Compliance Status**

Has the above named permittee/lessee had any adverse actions on their permit within the last five years? If yes, please briefly describe the reason for the adverse action.

Mark appropriate box

Yes	
No	

---

I hereby certify that all information on this form is accurate and can be verified by land management agency records.

\_\_\_\_\_  
Printed Name of Land Management Agency Representative

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature of Land Management Agency Representative

\_\_\_\_\_  
Date

**Livestock and Crop Conservation Grant Program  
FY 2011 Grant Application Package  
PROJECT PROPOSAL FORM - INSTRUCTIONS**

**The following provides instructions on how to fill out the Project Proposal Form. Be sure to provide information for each category.**

*NOTE: If you are awarded funding, only the project(s) included in your project proposal will be eligible for inclusion in your Grant Contract.*

**1. Project Title:** Enter the same project title you assigned to your project on your Applicant and Project Information Form.

**2. Project Purpose:** In no more than 2 pages, describe why the project is necessary/important and address the following questions:

- What problem is addressed by the project?
- What will the project accomplish?
- What conservation management issues will be addressed by the project?
- What public benefit(s) will be provided by the project?
- What benefit(s) will be provided to wildlife by the project?
- How does the project provide for the preservation of open space?
- What threat to open space exists in the area (ie. if the operation is at significant risk of real estate development or other urbanization pressure).
- How have you worked with other agencies to promote conservation on your operation (other than receiving funding)?
- Is the operation part of a contiguous, unfragmented landscape or wildlife habitat (explain)?
- How many acres of private land are affiliated with the operation?

**3. Scope of Work:** In no more than 2 pages, describe in detailed steps how you will accomplish what you have described in the Project Purpose. Include the following:

- **Project Location** – Outline where the project will take place on the map(s) included with your application and provide section/township/range coordinates. Include maps that are appropriate to your project so the grant evaluators will be able to clearly understand where your project is located on the ranch/farm, the surrounding topography, the type of rangeland and what's around the project site (i.e. is it close to a town, next to a USFS allotment, nearby a highway etc.). Make sure your maps precisely illustrate the project to give the evaluators a clear understanding of what you are planning to do. (You may contact your local Natural Resources Conservation Service (NRCS), Forest Service or University of Arizona Cooperative Extension offices to obtain maps. You may also use the websites listed in Appendix B to help you with maps. The project/topographical map should be in a 1:24,000 scale). Include state or federal permit/lease allotment maps. Also indicate on the included map of Arizona where in the State your operation is located. You are encouraged to provide additional drawings

and/or photographs describing the project site. Please also indicate if the project will take place on private, state or federal land.

- **Project Size** – How many acres will be impacted/improved by the project? (Please include the acres affected by the project, not just the acres the project takes place on. For example, putting in a well may take place on one or less acres, but the availability of water may impact an entire allotment or several hundred acres.) Additionally, if installing pipeline or fencing, include how many feet will be installed in addition to how many acres are impacted. (Please address both questions if applicable).
- **Expected Outcomes** – What do you expect the final outcome(s) of the project will be? Relate the expected outcomes to how the project will provide public benefit and preserve open space.
- **Monitoring** – How will you monitor your project to determine if you have achieved your expected outcomes? Describe any data collection methods you will employ.
- **Key Personnel** - Who will be doing the work? If work is being contracted, include the name of the contractor if known or state “fence contractor” or “pipeline contractor,” etc.
- **Project Success and Longevity** – Has the project already been approved by the necessary agencies? How long will the expected outcome(s) of the project last? What is your level of commitment to maintenance of project benefits and/or capital improvements? What is your plan for maintaining the project?
- **Schedule of Tasks, Deliverables and Payments (see example below), including:**
  - **Timeline** - When will the work be done? Include a detailed schedule of **project milestones** with estimated completion dates. Milestones are significant events or tasks which will occur throughout the implementation of the project.
  - **Action Plan** - How will the work be completed? Who will be doing the work?

**SAMPLE - Schedule of Tasks, Deliverables and Payments**

No.	Task	Deliverable	Expected Date of Completion	LCCGP Cost
1	Obtain fencing supplies and materials.	Fencing supplies obtained.	4/11	5,000.00
2	Contract labor/equipment to install fence.	Fence installed.	7/11	7,500.00
3	Purchase supplies/equipment for new well.	Supplies purchased.	10/11	12,500.00
4	Contract well drilling.	Well drilled.	1/12	17,400.00
5	On a quarterly basis as appropriate, request reimbursement from ADA.	ADA Reimbursement Request Form(s) submitted.	3/11 - 6/12	-
6	Write and submit annual report(s) to ADA on progress of projects and disposition of grant funds to date.	Annual Report(s) submitted.	3/12	-

7	Write and submit Final Report to ADA to close out grant.	Final Report submitted.	6/12	-
<b>TOTAL GRANT AMOUNT:</b>				<b>\$42,400.00</b>

**4. Project Budget:** Estimate the total cost of implementing the project. Include numeric values for requested LCCGP funds and matching funds for the following categories:

- **Personnel Costs** – costs associated with personnel (employees of the operation) who are involved in the proposed project. List salary costs by job classification (e.g. laborer, project scientist, foreman, volunteer, etc.). Job classification cost per hour multiplied by the total number of hours worked equals the salary cost.
- **Equipment** – cost of any equipment which may be leased or purchased.\*
- **Supplies** – cost of supplies, materials, rock, cement, etc.\*
- **Other** – specific costs for outside services, subcontractors, and any other costs associated with the project that do not fit into the above categories.

Include supporting documentation, such as quotes for supplies, equipment rental, installation, etc, whenever applicable. Explain differences in costs for similar projects. Also, explain the need for specific items in the budget (for example, explain why a 20,000 gallon storage tank is necessary for the project instead of a 5,000 gallon tank).

\* Equipment and supplies that can be used for general ranch operations outside of the scope of the project(s) being applied for are not eligible for LCCGP funding. For example, office supplies, tools, generators, large equipment, GPS equipment, rain gauge equipment, etc. are ineligible for LCCGP funding.

**Matching Funds** or In-Kind contributions are not required for most projects in this grant program, but are encouraged. However, if you intend to provide matching funds and/or in-kind contributions, your project budget should reflect the value of matching funds/in-kind contributions you intend to provide. Matching Funds include monetary matches, and In-Kind matches include labor, supplies and personal equipment use that the applicant **will not be reimbursed for**. Applicants that provide matching funds, in-kind contributions or cost efficiency savings may receive additional points through the rating criteria (see page 27, Project Proposal Rating Criteria #5). Please indicate if In-Kind contributions or cost efficiency savings will be as part of a partnership or the sole contribution of the applicant.

**Livestock and Crop Conservation Grant Program  
FY 2011 Grant Application Package  
PROJECT PROPOSAL FORM**

Please complete each of the following sections of the Project Proposal. For the project purpose and scope of work, you may use up to **2 pages each (up to 4 pages total – not including the project budget), double spaced, 12 point font with standard margins** (1.25” right and left and 1” top and bottom). Failure to abide by these guidelines may make your application ineligible. Clearly title each section.

**1. Project Title:**

**2. Project Purpose:**

**Please address the following questions in no more than 2 pages:**

- What problem is addressed by the project?
- What will the project accomplish?
- What conservation management issues will be addressed by the project?
- What public benefit(s) will be provided by the project?
- What benefit(s) will be provided to wildlife by the project?
- How does the project provide for the preservation of open space?
- What is the threat to open space in the area?
- How have you worked with other agencies to promote conservation on your operation (other than receiving funding)?
- Is the operation part of a contiguous, unfragmented landscape or wildlife habitat (explain)?
- How many acres of private land are affiliated with the operation?

### **3. Scope of Work:**

**Please address the following points in no more than 2 pages:**

- Project location (including type of land project will take place on)
- Size of project (how many acres impacted and how many feet of fence or pipeline)
- Expected outcome(s) – relate outcome(s) to public benefit and preservation of open space
- How the project will be monitored
- Key personnel – who will be doing the work
- Longevity – has the project been approved, how long will outcome(s) last, commitment to maintenance and maintenance plan
- Schedule of Tasks, Deliverables and Payments (see page 22 of this manual for instructions and sample Schedule of Tasks)

**4. Project Budget** – provide line items as needed under each budget category

BUDGET CATEGORY	LCCGP FUNDS	MATCHING FUNDS – OTHER AGENCY	IN-KIND CONTRIBUTION
Personnel Costs			
Equipment			
Supplies			
Other			
<b>TOTAL</b>			

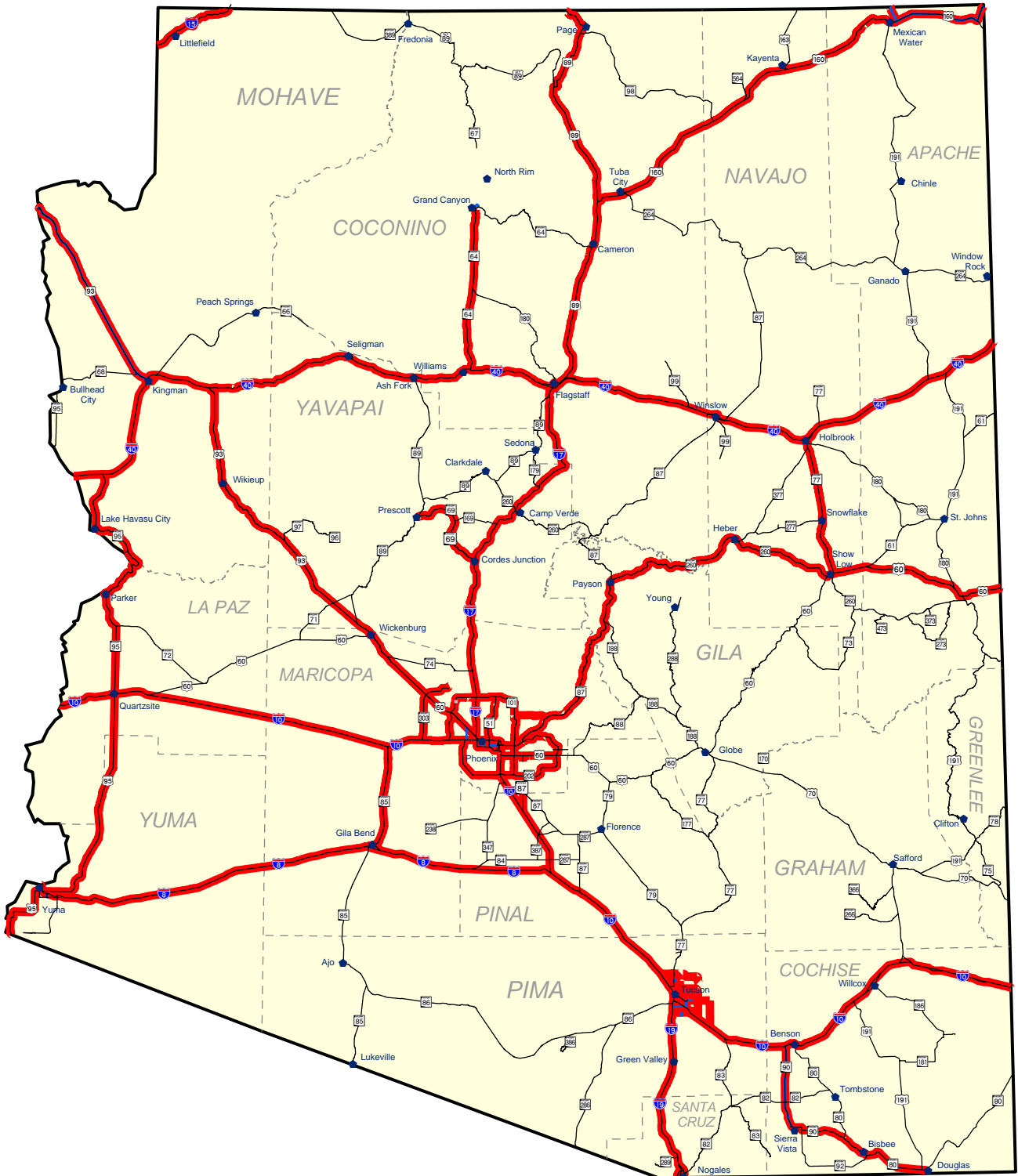
**Project Budget Details** – provide written explanation of anything included in your budget above that you feel may need clarification.

**Arizona Department of Agriculture  
Livestock & Crop Conservation Grant Program  
FY 2011 Funding Cycle - Grant Evaluation  
Project Proposal Rating Criteria**


**NOTE: This form is included to inform you of what the Evaluators will be looking for in the project proposal. You do not need to turn it in with your application.**

<b>PROJECT PROPOSAL CRITERIA CATEGORY</b>	
<b>1</b>	<b>Open Space Preservation</b>
	<ul style="list-style-type: none"> <li>● Development pressure or threat present</li> <li>● Amount of private land affiliated with operation</li> <li>● Private land part of contiguous, unfragmented landscape</li> </ul>
<b>2</b>	<b>Public Benefit</b>
	<ul style="list-style-type: none"> <li>● Benefit to wildlife and/or threatened and endangered species and species of special concern</li> <li>● Benefit to health of rangeland</li> <li>● Preservation of natural resources (ie. riparian areas, etc)</li> <li>● Total acres impacted by project</li> </ul>
<b>3</b>	<b>Conservation Management</b>
	<ul style="list-style-type: none"> <li>● Conservation management issues addressed by proposed project</li> <li>● Applicant is working with other agencies or partners to implement conservation practices</li> <li>● Methods of monitoring project</li> </ul>
<b>4</b>	<b>Project Success and Maintenance</b>
	<ul style="list-style-type: none"> <li>● Has applicant already received approval from necessary agencies to implement project</li> <li>● Life of the project (How long the final product of the project will last, impact of the project, etc.)</li> <li>● Applicant's commitment to maintaining the project</li> <li>● Applicant's plan for maintaining the project</li> </ul>
<b>5</b>	<b>Budget</b>
	<ul style="list-style-type: none"> <li>● Detailed, complete, reasonable</li> <li>● Amount of in-kind contribution</li> <li>● Supporting documentation included (quotes, estimates, etc)</li> <li>● Explanations for need for supplies, equipment, etc.</li> <li>● Explanation for cost variance on items in budget</li> </ul>

# National Highway System



- City
- Highways
- Connectors
- NHS Route


 Prepared by the Arizona Department of Transportation  
 Transportation Planning Division - GIS Section  
 (602) 712-7335  
 June 2005

0      25      50      100 Miles

## State Historic Preservation Office (SHPO) Certification Form

This certification is required by regulations implementing the State Historic Preservation Act (A.R.S. 41-861 *et seq.*), effective July 24, 1982. It is understood that **recipients of state funds are required to comply with this law throughout the project period.** The State Historic Preservation Act mandates that all State agencies consider the potential of activities or projects to impact significant cultural resources. **All projects that affect the ground-surface that are funded by the LCCGP require SHPO clearance, including those on private and federal lands.**

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

Please answer the following questions, which provide information about the potential of the project to impact cultural resources:

1. Does the project have the potential to disturb the surface and/or subsurface of the ground?  
 YES    NO
2. Are there any buildings or structures (including mines, bridges, dams, canals, etc.) which are 50 years old or older within the project area that have the potential to be disturbed by the proposed activity?  
 YES    NO
3. Are there any known prehistoric and/or historic archaeological sites within the project area?  
 YES    NO
4. Are you aware of any archaeological investigations that have been performed within one (1) mile of the project area?  
 YES    NO

If you answered “**NO**” to all of the above questions, please sign on the line below certifying that the activity or project is in compliance (and will remain in compliance throughout the project period) with the State Historic Preservation Act. **YOU MUST SUBMIT THIS FORM WITH YOUR COMPLETED APPLICATION.**

\_\_\_\_\_  
Authorized Applicant Signature

\_\_\_\_\_  
Date

**If you answered “YES” to any of the above questions, please answer the questions on the following page.**

## SHPO Certification Form (continued)

If you answered yes to question #1, specifically identify any surface or subsurface impacts that are expected.

If you answered yes to question #1, describe the current ground surface condition within the entire project area boundary (i.e. is the ground in natural undisturbed condition, or has it been bladed, paved, graded, used for agriculture, etc.).

If you answered yes to question #2, list the sites and their names, and provide a brief description of the sites.

Has the project area been previously surveyed for cultural resources by a qualified Archaeologist?

- YES    NO  
 DON'T KNOW

If you answered any questions on this page, please sign on the line below certifying that you will take all of the necessary steps to comply with the State Historic Preservation Act for all project activities and will remain in compliance throughout the project period. **YOU MUST SUBMIT THIS FORM WITH YOUR COMPLETED APPLICATION.**

\_\_\_\_\_  
Authorized Applicant Signature

\_\_\_\_\_  
Date

**Livestock and Crop Conservation Grant Program  
FY 2011 Grant Application Package  
APPLICATION PACKAGE CHECK LIST**

This Check List is provided to assist you in submitting your application and does not need to be submitted. Carefully read the entire LCCGP manual to be sure you understand all grant program requirements.

**ORIGINAL APPLICATION:** Complete and submit the following items and supply the requested information in the original application. Please keep all items in the order they are found in the grant manual.

- Application Cover Letter
- Application and Project Information Form
- General Rating Criteria Questionnaire (including all supporting documentation)
- Land Management Agency Verification Form
- Project Proposal Form
- SHPO Certification Form

**COPIES:** In addition to the Original Application, please also submit three copies of the following documents:

- Applicant and Project Information Form
- Project Proposal Form

**Submit one (1) complete original application and three (3) copies of the Applicant and Project Information Form and the Project Proposal Form by:**

**5:00 p.m. Friday, September 10, 2010, to:**

**The Arizona Department of Agriculture  
Livestock & Crop Conservation Grant Program  
1688 W. Adams St.  
Phoenix, AZ 85007**

**\*\*REMEMBER: Failure to include any required information will result in the rejection of your application.\*\***

\*\* You may submit your application early to be reviewed for completeness by ADA staff. All applications being submitted for review must be received by **3:00 p.m. Friday, August 16, 2010.**

## **APPENDIX A: ABBREVIATIONS / ACRONYMS USED IN THIS MANUAL**

<b>ADA</b>	<b>Arizona Department of Agriculture</b>
<b>ADEQ</b>	<b>Arizona Department of Environmental Quality</b>
<b>ADWR</b>	<b>Arizona Department of Water Resources</b>
<b>AGFD</b>	<b>Arizona Game &amp; Fish Department</b>
<b>A.R.S.</b>	<b>Arizona Revised Statute</b>
<b>ASLD</b>	<b>Arizona State Land Department</b>
<b>BLM</b>	<b>Bureau of Land Management</b>
<b>COE</b>	<b>United States Army Corps of Engineers</b>
<b>EQIP</b>	<b>Environmental Quality Incentives Program</b>
<b>FY</b>	<b>State Fiscal Year</b>
<b>GIS</b>	<b>Geographic Information System</b>
<b>LCCGP</b>	<b>Livestock &amp; Crop Conservation Grant Program</b>
<b>NRCS</b>	<b>Natural Resources Conservation Service</b>
<b>SHPO</b>	<b>State Historic Preservation Office</b>
<b>T&amp;E</b>	<b>Threatened and Endangered Species</b>
<b>USDA</b>	<b>United States Department of Agriculture</b>
<b>USDI</b>	<b>United States Department of the Interior</b>
<b>USFS</b>	<b>United States Forest Service</b>
<b>USFWS</b>	<b>United States Fish &amp; Wildlife Service</b>
<b>USGS</b>	<b>United States Geological Survey</b>

**APPENDIX B: LIST OF AGENCY ADDRESSES AND TELEPHONE NUMBERS**

<p><b>Arizona Department of Agriculture</b>          1688 W. Adams St.          Phoenix, AZ 85007          (602) 542-4373          (800) 294-0308 – outside Maricopa County</p>	<p><b>Arizona Department of Environmental Quality</b>          1110 W. Washington St.          Phoenix, AZ 85007          (602) 771-2300</p>
<p><b>Arizona Department of Water Resources</b>          3550 N. Central Ave.          Phoenix, AZ 85012          (602) 771-8500</p>	<p><b>Arizona Game &amp; Fish Department</b>          5000 W. Carefree Highway          Phoenix, AZ 85086          (602) 942-3000</p>
<p><b>Arizona State Land Department</b>          1616 W. Adams St.          Phoenix, AZ 85007          (602) 542-4621</p>	<p><b>Arizona State Parks          State Historic Preservation Office</b>          1300 W. Washington St.          Phoenix, AZ 85007          (602) 542-4009</p>
<p><b>Bureau of Land Management</b>          Arizona State Office          One North Central Avenue, Suite 800          Phoenix, AZ 85004          (602) 417-9200</p>	<p><b>U.S. Army Corps of Engineers</b>          3636 N. Central Ave., Suite 900          Phoenix, AZ 85012          (602) 640-5385</p>
<p><b>U.S. Fish &amp; Wildlife Service</b>          AZ Ecological Services Field Office          2321 W. Royal Palm Rd., Suite 103          Phoenix, AZ 85021          (602) 242-0210</p>	<p><b>U.S. Forest Service</b>          Contact the specific forest office (USFS phone numbers are listed in the blue government pages of your phone book).</p>
<p><b>University of Arizona Cooperative Extension</b>          Contact your local county office:          Apache: 928-871-7406          Cochise: 520-384-3594          Coconino: 928-774-1868          Gila: 928-425-7179          Graham: 928-428-2611          Greenlee: 928-359-2261          La Paz: 928-669-9843          Maricopa: 602-827-8200          Mohave: 928-753-3788          Navajo: 928-524-6271          Pima: 520-626-5161          Pinal: 520-836-5221          Santa Cruz: 520-281-2994          Yavapai: 928-445-6590          Yuma: 928-726-3904</p>	<p><b>Natural Resources Conservation Service</b>          230 N. First Avenue, Suite 509          Phoenix, AZ 85003          (602) 280-8801</p>

**Websites for maps:**

[www.usgs.gov](http://www.usgs.gov)

[www.topozone.com](http://www.topozone.com)

## **APPENDIX C: PERMIT SUMMARY**

**NOTE: This is a general overview of permits. This list is not meant to be all-inclusive. Applicant is responsible for ensuring that all necessary permits are obtained.**

### **Local:**

Local permits may relate to such things as floodplain, planning or zoning ordinances. Since these ordinances may be unique to a particular city or county, you will have to contact the respective entity for information. Contact the Planning, Engineering or Flood Control departments of the relevant city or county.

### **State:**

**Floodplain Use Permits** are required for doing almost any type of work within the designated 100-year floodplain. This is normally defined by the Federal Emergency Management Agency (FEMA) and is managed by a local floodplain administrator. If you do not know who your floodplain administrator is, contact the Arizona Department of Water Resources (ADWR).

**Water Quality Certification** (Section 401) is required for any project with federal involvement that results in a discharge into waters of the State. Such involvement could include use of federal land, use of federal funds, the requirement of a federal permit (such as Section 404), a federal license, or federal approval for the project. Contact the Arizona Department of Environmental Quality (ADEQ) to determine if this certificate is required.

**Aquifer Protection Permits** (APP) are required for any "discharging facilities", where "discharge" means a direct or indirect addition of any pollutant (defined broadly) from a facility either directly to an aquifer or to the land surface in such a manner that there is reasonable probability the pollutant will reach an aquifer. "Facilities" may include surface impoundments (e.g. ponds and lagoons), injection wells, groundwater recharge projects, etc. Contact ADEQ to determine if this permit is required for your project.

**Wastewater Reuse Permits** are required for the operators of wastewater treatment facilities, so that the reclaimed and treated water can be reused for such activities as irrigation or artificial recharge. Contact ADEQ to determine if this permit is required.

**Groundwater Withdrawals** may involve several types of permits and notices, depending on the location. Groundwater withdrawal is regulated in Active Management Areas (AMA's) and the party must have a right or authority to withdraw the water. Well construction is regulated statewide. **If your project involves the use of groundwater, including modifying or drilling any type of well, you should contact ADWR for the relevant requirements.**

**Surface Water Use** requires a permit or Certificate of Water Right from ADWR. If your project involves the diversion of surface water, contact ADWR for the relevant requirements. Water pumped from a well *may* include surface water.

**Artificial Groundwater Recharge** projects also require permits from ADWR. These may include an underground storage facility, water storage and/or recovery well permits.

**Constructed Wetlands** projects may require permits from ADEQ. If your project involves the use of effluent, contact ADEQ for the relevant requirements.

**State Historic Preservation Act** deals with impacts to significant cultural resources. If your project involves the potential to disturb the surface and/or subsurface of the ground, you must ensure that no prehistoric and/or historic archaeological sites, or any buildings or structures that are 50 years or older, will be disturbed. The National Historic Preservation Act and Arizona laws regarding human remains and objects of cultural heritage also may apply on federal lands.

**Special Use Permits** may apply if your project is located on State-owned land. Your project may be classified as a "special use" of the land. Contact the Arizona State Land Department (ASLD) to determine whether your project may require a special use permit.

**Arizona Native Plant Law** is administered by the Arizona Department of Agriculture (ADA). The ADA has compiled a list of protected plants and placed them in one of four categories of varying degrees of protection. Depending on the category, there are certain restrictions on the removal, transfer and/or destruction of the plant. This law applies to both private and State-owned lands. Contact the ADA at (602) 364-0907 for information about notices or permits that must be obtained for your specific project.

### **Federal:**

**Dredge and Fill Permits (CWA Section 404)** are required for any project that will result in the discharge of dredged or fill material into waters of the United States (i.e. almost any stream bed or drainage). There are both individual (covers one specific project) and general (covers a broad project class) permits. Applicants should also review the list of exemptions from this 404 requirement. Contact the U.S. Army Corps of Engineers (COE) to determine whether or not your project requires a 404 permit. If a 404 permit is required, you will also need to obtain a 401 certificate from ADEQ.

**Clean Water Act (CWA), Section 10** is only applicable if your project involves the Colorado River. Contact the COE for more information.

**Endangered Species Act (ESA)** may apply if your project area includes habitat that supports an endangered species. Contact the Arizona Game and Fish Department (AGFD) to find out about the probability of an endangered species being present in your locale. The U.S. Fish and Wildlife Service is actually responsible for enforcing the ESA, and should be contacted after you obtain a response from the AGFD.

**National Environmental Policy Act (NEPA)** may be applicable to projects having a federal connection, such as projects on federal lands and those that will use federal funds. This may involve the preparation of an Environmental Assessment (E.A.) or an Environmental Impact Statement (E.I.S.). Contact the appropriate federal agency involved with your project (BLM, USFS, National Park Service, etc.) to see if any part of NEPA applies to your project. (Please see note on Page 4 of grant manual).

**Special Use Permits** may apply if your project is on federal lands. Contact the appropriate agency (USFS, BLM, National Parks, etc.) and find out if any special use permits are required for your specific project.

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**COVER PAGE**

<b>Project Title:</b>	
<b>Livestock &amp; Crop Conservation Grant Award Amount: \$</b>	
<b>This Agreement shall become effective:</b> Upon the date it is executed by both parties.	
<b>Termination Date:</b> <i>(THIS IS THE ESTIMATED PROJECT COMPLETION DATE)</i>	
<b>TERMS OF AGREEMENT</b>	
<p>This Grant Award Contract is entered into by <b>(ENTER GRANTEE NAME) (GRANTEE)</b>, and the <b>ARIZONA DEPARTMENT OF AGRICULTURE (DEPARTMENT)</b>, through its Director pursuant to authority granted to the Department by A.R.S. § 41-511.23(G)(1) and in accordance with A.R.S. § 41-2701 <i>et seq.</i> The parties agree to the terms and conditions of this Grant Award Contract and agree to abide by all laws governing the expenditure of LCCGP funds.</p>	
Each signatory certifies it has authority to enter into this Grant Award Contract.	
<b>GRANTEE</b>	<b>DEPARTMENT</b>
<b>Signature of Authorized Individual</b> <b>Date</b>	<b>Signature of Authorized Individual</b> <b>Date</b>
	Donald Butler
<b>Printed Name</b>	<b>Typed Name</b>
	Director
<b>Printed Title</b>	<b>Typed Title</b>

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**GENERAL PROVISIONS**

**1. DEFINITIONS**

As used throughout this Contract, including the General Provisions and the Scope of Work, the following terms shall have the meaning set forth below:

- a. "Director" means the agency head of the Arizona Department of Agriculture or a person duly authorized by the Director to act on the Director's behalf.
- b. "Deliverables" means the reports, documentation, and other materials developed for submission to the Program Coordinator by the Grantee in the course of the Grantee's performance under this Contract.
- c. "Department" means the Arizona Department of Agriculture.
- d. "Equipment" means one or more tools, implements, or instruments purchased or leased with Grant funds pursuant to this Contract that is intended to be used to carry out the purposes of this Contract.
- e. "Farm" means privately owned property and leased property of the Grantee that make up the operation and function of the farming operation.
- f. "Grantee" means the person, firm, or organization performing the work or delivering the items described in this Contract.
- g. "Grant Agreement" or "Contract" means this Livestock & Crop Conservation Grant Award Contract between the Department and Grantee.
- h. "Grant Agreement Amendment" means a written document, signed by an authorized representative of both parties for the purpose of making changes to the Grant Agreement.
- i. "Grant Application" means the application filed by the Grantee upon which this Contract was awarded.
- j. "Grant-assisted Improvement" means any physical improvement to the operation made by the Grantee that was funded in whole or in part through this Contract.
- k. "Operation and Maintenance Period" means the period of time during which Grant-assisted Improvements shall be operated and maintained.
- l. "Project" means the total of all work to be performed by the Grantee as set forth in this Contract.
- m. "Project Location" means the physical location of the Project.
- n. "Program Coordinator" means the Arizona Department of Agriculture staff person delegated by the Director to administer this Contract.

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- o. "Ranch" means privately owned property and leased property of the Grantee that make up the operation and function of the ranching operation.
- p. "Records" means all books, accounts, reports, files and other records relating to this Contract.
- q. "Scope of Work" means that part of this Contract that describes the work to be performed by the Grantee to accomplish the Project purpose. If the Scope of Work conflicts with the General Provisions, the terms of the Scope of Work shall govern.
- r. "Shall" means what is mandatory.
- s. "State" means the State of Arizona, including the Department of Agriculture.
- t. "Subdivision" means any division of land into two or more parcels. Subdivision includes without limitation land for which a vicinity plan, preliminary plat, final plat or similar document has been approved by a municipality, or county body in which it is filed, such as a Planning and Zoning Commission.
- u. "Task" means the specific provisions in the Scope of Work of this Contract that describe the nature and manner of the specific work to be performed and the Deliverables to be submitted to the Program Coordinator by the Grantee.

**2. GENERAL REQUIREMENTS**

- a. This Contract shall be governed by and construed in accordance with the laws of the State of Arizona.
- b. The Grantee shall obtain and maintain all licenses, permits, and authorizations necessary to perform its obligations under this Contract. The Grantee is responsible for compliance with all applicable local, state, and federal laws.

**3. RELATIONSHIP OF THE PARTIES**

The parties agree that the Grantee shall not be considered an employee, associate, partner, officer, joint venturer, or agent of the State as a result of this Contract. The Grantee is solely responsible for the planning, design, scope, and implementation of the Project funded through this Contract. The State is not responsible for any liabilities resulting from the Grantee's planning, design, scope and implementation or performance of the Project funded through this Contract.

**4. NO WAIVER**

Either party's failure to insist on strict performance of any term or condition of this Contract shall not be deemed a waiver of that term or condition even if the party accepting or acquiescing in the nonconforming performance knows of the nature of the performance and fails to object to it.

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**5. AUDIT OF RECORDS**

Pursuant to A.R.S. § 35-214, the Grantee shall retain and shall contractually require each subcontractor to retain all Records relating to this Contract for a period of five years after completion of the Contract and until any litigation, claim, negotiation, audit, cost recovery, or action involving the records has been completed. All Records shall be subject to inspection and audit by the State at reasonable times. Upon request, the Grantee shall produce the original of any or all such Records.

**6. INDEMNIFICATION**

The Grantee shall indemnify, defend, save, and hold harmless the State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees (hereinafter referred to as "Indemnitee") from and against any and all claims, actions, liabilities, damages, losses, or expenses (including court costs, attorneys' fees, and costs of claim processing, investigation and litigation) (hereinafter referred to as "Claims") for bodily injury or personal injury (including death), or loss or damage to tangible or intangible property caused, or alleged to be caused, in whole or in part, by the negligent or willful acts or omissions of the Grantee or any of its owners, officers, directors, agents, employees or subcontractors. This indemnity includes any claim or amount arising out of or recovered under the Workers' Compensation Law or arising out of the failure of the Grantee to conform to any federal, state or local law, statute, ordinance, rule, regulation or court decree. It is the specific intention of the parties that the Indemnitee shall, in all instances, except for Claims arising solely from the negligent or willful acts or omissions of the Indemnitee, be indemnified by the Grantee from and against any and all claims. It is agreed that the Grantee will be responsible for primary loss investigation, defense and judgment costs where this indemnification is applicable. In consideration of the award of this Contract, the Grantee agrees to waive all rights of subrogation against the State of Arizona, its officers, officials, agents and employees for losses arising from the work performed by the Grantee for the Department.

This indemnity shall not apply if the Grantee or sub-contractor(s) is/are an agency, board, commission or university of the State of Arizona.

The Grantee shall indemnify and hold harmless the State against any liability, including costs and expenses, for infringement of any patent, trademark or copyright arising out of Contract performance or use by the State of materials furnished or work performed under this Contract. The State shall reasonably notify the Grantee of any claim for which it may be liable under this paragraph.

**7. RESOLUTION OF DIFFERENCES**

- a. Disputes arising during the performance of this Contract will be resolved to the maximum extent possible through cooperation and coordination of the Grantee and the Program Coordinator. If the Grantee and the Program Coordinator are unable to resolve the differences or circumstances require an immediate decision, the Program Coordinator will refer the dispute to the Director for resolution. Appeals to decisions made by the Director may be taken in accordance with A.R.S. § 41-1092.03(B).

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- b. To the extent required by A.R.S. § 12-133 and § 12-1518, the Department and Grantee agree to use arbitration to resolve any disputes arising out of this Contract, with each to bear its own attorneys' fees and costs.
- c. Disputes arising out of this Contract are subject to the jurisdiction of the Superior Court of the State of Arizona.

**8. STOP WORK NOTICE**

In the event of unapproved changes in the Scope of Work, performance outside the scope of the Contract, illegal or unpermitted activities, or other material discrepancies between the Contract and the Grantee's activities, the Department reserves the right to issue notice to the Grantee to stop work. The notice will further specify that the Department will not approve resumption of performance or further payments until the issue or issues identified in the stop work notice have been resolved to the satisfaction of the Department.

**9. PROJECT PERIOD**

The Department agrees to reimburse Grantees for work activities performed during the project period as described in this Contract. The Department is not required to reimburse Grantee for any work activities initiated prior to execution of this Contract or after the project period has elapsed. The Department may extend the project period, if requested by the Grantee, by executing a Contract Amendment (see paragraph 17, Amendments).

**10. TERMINATION OF CONTRACT**

- a. Suspension or Debarment. The State may, by written notice to the Grantee, immediately terminate this Grant Agreement if the State determines that the Grantee has been debarred, suspended or otherwise lawfully prohibited from participating in any public procurement activity, including but not limited to, being disapproved as a subcontractor of any public procurement unit or other governmental body. Execution of this Contract shall attest that the Grantee is not currently suspended or debarred. If the Grantee becomes suspended or debarred, the Grantee shall immediately notify the Department.
- b. Termination for Convenience. The Department reserves the right to terminate this Contract in whole or in part at any time, when in the best interests of the State of Arizona, without penalty or recourse. Upon receipt of written notice of termination, the Grantee shall stop all work, as directed in the notice, notify all subcontractors of the effective date of the termination and minimize all further costs to the Department. In the event of termination under this paragraph, all documents, data and reports prepared by the Grantee under this Contract shall become the property of and be delivered to the Department. The Grantee shall be entitled to receive reimbursement for work completed and materials accepted before notification of termination. The Department is under no obligation to continue reimbursement for any work activities undertaken after notification of termination.
- c. Termination for Default. The Department reserves the right to terminate this Contract in whole or in part due to the failure of the Grantee to comply with any term or condition of this

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Contract or to acquire and maintain all required insurance policies, bonds, licenses and permits. The Department shall provide written notice of the termination and the reasons for it to the Grantee.

- d. Non-Availability of Funds. Every payment obligation of the State under this Contract is conditioned upon the availability of funds appropriated or allocated for the payment of such obligation. If funds are not allocated and available for the continuance of this Contract, this Contract may be terminated by the State at the end of the period for which funds are available. No liability shall accrue to the State in the event this provision is exercised, and the State shall not be obligated or liable for any future payments or for any damages as a result of termination under this paragraph.
- e. Continuation of Work Activities After Termination. Termination of this Contract does not prohibit the Grantee from independently continuing work on the project, but any such independent continuation is solely the responsibility of the Grantee.

### **11. CONFLICT OF INTEREST**

Pursuant to A.R.S. § 38-511, the State may cancel this Grant Agreement within 3 years after Grant Agreement execution without penalty or further obligation if any person significantly involved in initiating, negotiating, securing, drafting or creating the Grant Agreement on behalf of the State is or becomes at any time while the Grant Agreement or an extension of the Grant Agreement is in effect an employee of or a consultant to any other party to this Grant Agreement with respect to the subject matter of the Grant Agreement. The cancellation shall be effective when the Grantee receives written notice of the cancellation unless the notice specifies a later time. If the Grantee is a political subdivision of the State of Arizona, it may also cancel this Grant Agreement as provided in A.R.S. § 38-511.

### **12. NON-DISCRIMINATION**

The Grantee shall comply with Executive Order 99-4, incorporated herein by reference, which mandates that all persons, regardless of race, creed, color, religion, sex, age, national origin or political affiliation, shall have equal access to employment opportunities, and all other applicable State and Federal employment laws, rules, and regulations, including the Americans with Disabilities Act. The Grantee shall take affirmative action to ensure that applicants for employment and employees are not discriminated against due to race, creed, color, religion, sex, national origin or disability.

### **13. PAYMENTS**

- a. Use of Grant Funds. Awarded grant funds shall be used solely for eligible purposes as approved by the Department. Line item fundings are considered estimates of costs, however, the total project cost is considered exact and shall not be exceeded by the Grantee unless otherwise amended.
- b. Actual cost, reimbursement and advance.

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- 1) Payments under the Contract shall be by actual cost and reimbursement. The Grantee is eligible for reimbursement of actual expenses incurred that are necessary to complete Tasks as specified in the Scope of Work.
  - 2) The Grantee may request advance payment of partial grant funds. The Grantee shall submit written justification to the Program Coordinator explaining the need for a funding advance and detailed documentation justifying the amount of the advance requested. Funding advances will be subject to Program Coordinator approval. If advance payment is made, the Grantee shall demonstrate that all advanced monies have been expended prior to requesting reimbursement for other allowable expenses.
- c. Each Payment is conditioned upon receipt and approval by the Program Coordinator of the Deliverable(s) specified in the Scope of Work and shall be accompanied by reasonable assurance (documentation, receipts, invoices, etc.) that the goods and services for which payment is requested were actually received and performed. The Department has the right to disallow expenses determined inappropriate or unreasonable. The Program Coordinator shall have a minimum of thirty (30) working days to approve the Deliverable(s) and payment request forms.
  - d. If the Program Coordinator determines that the Grantee is in default in the performance of any obligation under this Contract, the Program Coordinator may either adjust the amount of payment or withhold payment until satisfactory resolution of the default.
  - e. In order to receive payment under this Contract, the Grantee shall have a current IRS-W9 Form on file with the Department.

**14. RECOUPMENT OF PAYMENTS**

The Grantee shall reimburse the Department for all grant funds determined by the Department not to have been spent in accordance with the terms of this Contract.

**15. PERMITTING REQUIREMENT**

The Department does not determine which, if any, permits are required for the Project nor does it review permits for accuracy or appropriateness. The Grantee is responsible for determining that all necessary permits that apply to the Project are identified and obtained.

State Historic Preservation Office (SHPO) clearance is required for all projects funded by the State of Arizona. If applicable, the Grantee shall obtain SHPO clearance prior to any ground disturbing work. The Grantee certified by signing the SHPO Certification Form included in the Grant Application that all necessary steps to comply with SHPO will be taken by the Grantee. If the Grantee is unsure as to whether or not SHPO clearance is necessary, the Grantee shall contact the Program Coordinator.

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**16. NOTICES**

Whenever notice is required pursuant to this Contract, such notice shall be in writing and shall be directed to the persons and addresses specified for such purpose in the Scope of Work, or to such other persons and addresses as either party may designate to the other party in writing. Unless otherwise set forth in this Contract, notice shall be delivered in person or by certified mail, return receipt requested.

**17. AMENDMENTS**

The Grant Agreement shall be modified only through a Grant Agreement Amendment by mutual written consent executed by the Department and the Grantee. Unauthorized changes to this Grant Agreement shall be void and without effect, and the Grantee shall not be entitled to any claim under this Grant Agreement based on those changes.

**18. SUBCONTRACTS**

- a. Subcontractors or consultants may be used in the performance of Tasks described in the Scope of Work of this Contract. The Grantee shall not enter into any Subcontract under this Grant Agreement without consideration for impact on the project. The Grantee shall report any Subcontract awards or changes as part of that calendar year's narrative report (see Scope of Work, section D. 3).
- b. Any subcontractor or consultant participating in this Contract shall comply with the terms and conditions of this Contract, as set forth in the General Provisions and Scope of Work.

**19. ASSIGNMENTS**

- a. The Grantee shall not assign any obligations under this Contract to another party without prior written approval of the Department.
- b. In the event that the Grantee transfers control of the Project Location through sale of the Ranch/Farm, this Contract and related grant funds may be transferable to the new owner provided that the new owner maintains the ranching/farming operation intact and there is no subdivision of the private property affiliated with the Ranch/Farm prior to or as part of the sale. If the Grantee sells the Ranch/Farm, the Grantee shall immediately notify the Department of the sale and provide the Department with the new owner contact information and verification that private property sold was not subdivided. If any subdivision of private property affiliated with the Ranch/Farm took place prior to or as part of the sale, the Grantee shall repay all grant funds allocated under this Contract to the Department.
- c. Except as provided in subsection b, the Grantee shall not subdivide or sell any private property affiliated with the Ranch/Farm during the term of this Contract. After the completion of this Contract, the Grantee shall not subdivide or sell more than 20 percent of the private property affiliated with the Ranch/Farm for five (5) years. If the Grantee subdivides or sells private property affiliated with the Ranch/Farm prior to the completion of this Contract or subdivides or sells more than 20 percent of the private property affiliated

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with the Ranch/Farm within five years after the completion of this Contract, the Grantee shall immediately notify the Department and repay all grant funds allocated under this Contract to the Department.

- d. Notwithstanding the foregoing, during the five (5) years following completion of the Contract, if a Grantee transfers control of the Project Location through sale of the Ranch/Farm and the new owner maintains the ranching/farming operation intact and there is no subdivision of the private property affiliated with the Ranch/Farm prior to or as part of the sale or by the new owner or any subsequent owner prior to the expiration of those five (5) years, the Grantee shall not be required to repay the grant funds pursuant to this section.

**20. SEVERABILITY**

The provisions of this Grant Agreement are severable. Any term or condition deemed illegal or invalid shall not affect any other term or condition of the Grant Agreement.

**21. INCORPORATION OF GRANT APPLICATION**

The Grantee's approved Grant Application is incorporated by reference as part of this Contract; however, the terms of this Contract shall take precedence over the terms of the approved Grant Application in the event of conflict or ambiguity.

**22. OPERATION AND MAINTENANCE**

- a. Any Grant-assisted Improvements implemented through the Project must be properly operated and maintained for the intended purposes and duration as stated in the Grant Application. Operation includes the administration, management, and performance of non-maintenance actions needed to keep the completed improvements safe and functioning as intended. Maintenance includes work to prevent deterioration of the improvement, repairing damage, or replacement of the improvement to its original condition if one or more components fail.
- b. If, during the term of this Contract, a major flood, fire, or other force majeure causes substantial damage to the ranching or farming operation, or to any Grant-assisted Improvement, the Grantee shall notify the Program Coordinator in writing within fifteen (15) calendar days of discovering the damage. The parties shall assess the damage and determine whether to continue the Project and/or operation and maintenance responsibilities.

**23. EQUIPMENT**

- a. The Grantee shall not purchase or lease Equipment without the prior approval of the Program Coordinator.
- b. Equipment approved for purchase shall be the property of the Grantee, and the Grantee shall be responsible for maintenance and safekeeping of such Equipment.
- c. Equipment shall be used only for the purposes of this Contract.

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**24. OWNERSHIP OF INFORMATION**

Title to all documents, reports and other materials prepared by the Grantee in performance of this Grant Agreement shall rest in the Department, except for copyrighted material prepared in advance of this Grant Agreement by the Grantee at the expense of the Grantee. The Department shall have full and complete rights to reproduce, duplicate, disclose, publish, advertise, perform and otherwise use all documents, reports and other materials prepared under this Grant Agreement, except for copyrighted material. The Grantee shall have full and complete rights to reproduce, duplicate, disclose, publish, advertise, perform and otherwise use all documents, reports and other materials prepared under this Grant Agreement.

**25. IMMIGRATION**

The Grantee warrants, in accordance with A.R.S. § 41-4401, that it is in compliance with all federal immigration laws and regulations and A.R.S. § 23-214(A) and agrees to require all subcontractors to execute a similar warranty. The Parties agree that the breach of such warranty, including by any sub-contractor, shall be deemed a material breach of this Contract subject to penalties up to and including termination of the Contract. The Department retains the right to inspect the papers of any employee who works on the Contract to ensure compliance with such warranty.

**26. INTEGRATION**

This Contract constitutes the entire agreement between the Department and Grantee pertaining to the subject matter herein and accurately sets forth their rights, duties and obligations. All prior or contemporaneous agreements and understandings, oral or written, are hereby superseded and merged herein.

**27. SURVIVABILITY**

Notwithstanding anything herein to the contrary, the parties understand and agree that all representations and warranties made by the Grantee and all terms and conditions of this Contract that may require continued performance, compliance, or effect beyond the termination date of this Contract shall survive the expiration or termination of this Contract.

**28. THIRD PARTY ANTI-TRUST VIOLATIONS**

The Grantee assigns to the State any claims for overcharges resulting from antitrust violations to the extent that such violations concern materials or services supplied by third parties to the Grantee toward fulfillment of this Contract.

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**SCOPE OF WORK**

**A. EFFECTIVE DATE:**

This Contract shall become effective upon the date it is executed by both parties.

**B. TERM:**

This Contract shall terminate on (ENTER TERMINATION DATE-SAME AS ON COVER PAGE-IS ESTIMATED PROJECT END DATE)

**C. NOTICES, CORRESPONDENCE, REPORTS AND PAYMENTS:**

1. Notices, correspondence and payments on behalf of the Department to the Grantee shall be sent to (list name, mailing address, phone, fax and email address):
  
2. Notices, correspondence, data, analyses, inquiries, invoices, technical reports and other information, including all Deliverables from the Grantee to the Department shall be sent to:

Program Coordinator:

Karol Brill  
Arizona Department of Agriculture  
1688 W. Adams St.  
Phoenix, Arizona 85007  
Phone: (602) 542-0972  
Fax: (602) 364-0830  
e-mail: kbrill@azda.gov

**D. DELIVERABLES**

1. Included with every reimbursement request, the Grantee shall submit to the Program Coordinator a budget report and a brief narrative report. A paper copy of the budget and narrative reports shall be mailed to the Department. The reports shall include, but are not limited to, budget expenditures, in-kind expenditures, and a brief narrative of the project's progress, as applicable. Grantee must obtain Program Coordinator pre-approval before any funds are relocated within the original/approved budget in the Grant Application. The Grantee is responsible for responding to any inquiries from the Department.
2. The Grantee shall identify the Grant Contract Number and Task Number(s) completed in all reports submitted to the Program Coordinator.
3. On an annual basis, until the project is completed and the Contract is terminated, the Grantee shall submit to the Program Coordinator a budget report and narrative report. The reports shall include, but are not limited to, budget expenditures, in-kind expenditures and a narrative detailing how grant funds were used to achieve project objectives to date as outlined by the

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Grantee in the Grant Application. **Reports must be sent to ADA by July 31 of each year following the execution of the contract.**

4. At the end of the project, a final budget and final narrative report must be submitted and approved by the Department. The final narrative report shall include at a minimum: a summary of the project goals and objectives, project results or outcomes (including any data or photos), aspects of the project that worked well and things that did not work well, any public involvement and coordination, how the project has preserved open space, and how the project has benefited the State of Arizona. The Department will not disburse final payment until the final report and all requirements of the Grant Agreement have been fulfilled. All remaining grant funds or outstanding grant funds must be reconciled.

**NOTE:** The Grantee shall be required to schedule a monitoring visit with their grant coordinator prior to final payment.

5. The Grantee shall include the following language in all reports prepared for this Contract and in any publication of reports or results generated with the financial support of the Arizona Department of Agriculture:

- a) "The Arizona Department of Agriculture has funded all or a portion of this Project."
- b) "The views or findings presented are the Grantee's and do not necessarily represent those of the State, or the Arizona Department of Agriculture."

**E. PROJECT SUMMARY:**

(This section will be project specific and will outline the project purpose)

**F. PROJECT BUDGET**

Budget Category	LCCGP Funds
<b>TOTAL LCCGP BUDGET</b>	<b>\$0.00</b>

**G. SCHEDULE OF TASKS, DELIVERABLES AND PAYMENTS:**

Task	Deliverable	Due Date	Cost
1:			
2:			
3:			
4:			
5:			
6:			
7:			
8:			
9:			
10:			
<b>Total Grant Amount:</b>			\$