



# LIVESTOCK & CROP CONSERVATION GRANT PROGRAM

*Helping Ranchers Protect Arizona's Wild Lands*

GRANT MANUAL  
and  
APPLICATION PACKAGE

Fiscal Year 2005 Funding Cycle

**APPLICATION DUE DATE:  
3:00 P.M., FRIDAY, MAY 13, 2005**

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

**<http://www.azda.gov/Main/lccgpManual.pdf>**



# Arizona Department of Agriculture

1688 W. Adams Street, Phoenix, Arizona 85007  
(602) 542-4373 [www.azda.gov](http://www.azda.gov)

March 29, 2005

Dear Grant Applicant,

The Arizona Department of Agriculture is pleased to announce the Fiscal Year 2005 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.

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.

Please take the time to read this grant manual carefully. In addition, the Department 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 black ink that reads "Donald Butler". The signature is written in a cursive style.

Donald Butler  
Director

**Livestock and Crop Conservation Grant Program  
FY 2005 Grant Manual & Application Package**

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## **I. General Application Information**

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 2005 funding cycle. Section I of the grant manual provides background information on the Arizona Department of Agriculture 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 – C. Solicitation and award of LCCGP grants shall be pursuant to A.R.S. §41-2701 *et seq.*

### **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 an annual source of funding through FY 2011 to landowners and lessees of State or Federal land who desire to implement conservation based management alternatives using livestock or crop production or reduction practices that provide wildlife habitat or other public benefits that preserve open space.

The LCCGP 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 includes 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 through meetings with representatives from the agricultural, natural resource, land management and conservation communities. As a result, the LCCGP may be adjusted on an annual basis 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; (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. Due to the need for program development, the Arizona Department of Agriculture did not offer a FY 2004 LCCGP funding cycle. As a result, approximately \$3.8 million is available in grant awards for the FY 2005 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

After listening to the public during the public comment period and in light of the intent of the legislation that authorizes the LCCGP, ADA strongly encourages only 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 ranch and/or applicants running smaller ranching operations.

## I. D. Eligible Projects

During the FY 2005 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 grant contract.

### **Please Note:**

The use of USDA-NRCS EQIP above is purely an example of a conservation grant program that requires matching funds from the applicant. Any conservation grant program that requires or encourages matching funds from the applicant will be considered. 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, 2004. Therefore, **if the applicant has an existing grant contract with USDA-NRCS EQIP** (for example) that began before July 1, 2004, only those matching funds that have been required since July 1, 2004, will be eligible for funding under the LCCGP.

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 a USDA-NRCS EQIP grant**, the applicant could show awarded LCCGP funds as the source of required match on the EQIP application. However, no LCCGP funds will be disbursed until the EQIP contract is fully executed.

- 2. Use of LCCGP funds to cover the costs of livestock deferment related to conservation management practices on the ranch.** For example, if the applicant chooses to implement a conservation management practice such as prescribed burning or herbicide application that requires the deferment of livestock, the applicant may apply for LCCGP funds to cover the costs associated with deferring livestock.

**3. LCCGP funds may be used for on the ground projects related to conservation management of the ranch.**

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.
- More than one project application per applicant may be submitted.

**NOTE:** *Projects that are part of an enforcement action required by a regulatory agency are **ineligible** 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. Below is a basic list of some permits that may be required.

<b>REGULATION / PERMIT</b>	<b>REGULATORY AUTHORITY</b>
<b>Local:</b>	
Floodplain Ordinances	County
Planning and Zoning Ordinances	City and County
<b>State:</b>	
Floodplain Use Permits	ADWR
Water Quality Certification (Section 401)	ADEQ
Aquifer Protection Permits	ADEQ
Wastewater Reuse Permits	ADEQ
Groundwater and Surface Water Laws	ADWR
State Historic Preservation Act	SHPO
Special Use Permits	ASLD
Arizona Native Plant Laws	ADA
<b>Federal:</b>	
Clean Water Act (CWA) (Section 404): Dredge and Fill	COE
CWA: Section 10 Rivers and Harbors Acts	COE
Wilderness or Wild and Scenic River Acts	BLM / USFS
Endangered Species Act	USFWS
National Environmental Policy Act	BLM / USFS
Special Use Permits	BLM / USFS

To obtain more detailed information about specific permits, contact the regulatory authority. Contact information for all the above listed regulatory authorities can be found on the List of Agency Addresses

and Telephone Numbers on page 28 of this manual. 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.

**NOTE:** *State Historic Preservation Office (SHPO) clearance is required for all projects funded by the State of Arizona. If your project is funded through the LCCGP, you will be required to obtain SHPO clearance, even if your project site is on private or federal land. See the SHPO Certification Form on page 24 of this manual.*

For a brief summary of the permits listed in the table above, see Appendix C: Permit Summary on page 29 of this manual.

### **I. F. Grant Application Workshops**

ADA staff will conduct LCCGP workshops for potential applicants throughout the state presenting the grant program and providing information on how to apply for grant funds. Workshops are optional, but will help assure that you have the most up-to-date information available. The dates, locations and times of the workshops are as follows:

<b>WORKSHOP DATE</b>	<b>TIME</b>	<b>LOCATION</b>
Monday April 4, 2005	10:30 AM – 12:30 PM	Cochise College Benson Center Room 113 1025 State Route 90 Benson, AZ (520) 586-1981
Tuesday April 5, 2005	10:30 AM – 12:30 PM	Gila Community College Gila Pueblo Campus 8274 Six Shooter Canyon Globe, AZ (928) 425-8481
Wednesday April 6, 2005	1:30 AM – 3:30 PM	Northland Pioneer College White Mountain Campus Ponderosa Center, Room 101 1001 W. Deuce of Clubs Ave. Show Low, AZ (928) 532-6111
Monday April 11, 2005	1:00 PM – 3:00 PM	Yavapai College Chino Valley Center 2275 Old Home Manor Dr. Chino Valley, AZ (928) 717-7720
Tuesday April 12, 2005	10:00 AM – 12:00 PM	City of Kingman Office City Council Chambers 310 N. 4 <sup>th</sup> St. Kingman, AZ (928) 753-8100

## **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:

**3:00 p.m. Friday, May 13, 2005**

**Late applications will not be accepted.**

**Submit one (1) original and (6) copies of the grant application package 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. Failure to include requested information may result in the rejection of your application or may have a negative impact on the evaluation of your application.

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

All application packages will be evaluated by 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 will include individuals representing several stakeholder groups such as land management agencies (USFS, BLM, ASLD), USDA-NRCS, the universities, the conservation community and the ranching community.

The Evaluation Team will use the FY 2005 LCCGP Application Rating Criteria to rank applications (see page 6). After the applications have been ranked, project proposals will be reviewed and 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. 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 scope of work and/or project budgets. Once the Evaluation Team has completed their ranking of applications and project proposal review, they will make grant award recommendations to the Director of the Arizona Department of Agriculture.

***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. Applicants approved by ADA for grant funding will also be sent a Grant Agreement (contract) to sign. **ADA anticipates that grant awards and notification will be made in June 2005.**

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.

## **I. I. FY 2005 Application Rating Criteria**

All grant applications submitted during the FY 2005 LCCGP funding cycle will be ranked according to the following criteria:

### **1. Conservation Management**

- Existence and utilization of a ranch management plan
- Utilization and application of ranch management plan monitoring mechanism(s)
- Past implementation of conservation based practices on ranch through partnerships with outside public or private entities

### **2. Livestock Management**

- Required reduction in livestock numbers during past five (5) years on State or Federal permit/lease
- Voluntary reduction in livestock numbers during past five (5) years on State or Federal permit/lease for conservation purposes
- Good standing/in compliance with State or Federal land management agency

### **3. Wildlife and Habitat**

- Federally listed or proposed threatened or endangered (T&E) species present on any part of the ranch, or the presence of critical habitat for T&E species
- Suitable habitat for threatened or endangered species present on any part of the ranch
- Conservation priority listing generated by an outside entity/agency includes ranch property

### **4. Open Space Preservation**

- Landowner has a conservation easement (or is in the process of obtaining one)
- Private property affiliated with the ranch is part of a contiguous, unfragmented landscape
- Landowner provides public access on or through private property
- Property type where proposed project will take place (private, state or federal)
- Ranch holdings include a State Land Lease

### **5. Partnerships**

- Ranch is part of a collaborative partnership with any private, local, state or federal entity
- Applicant will use grant funds as matching funds to another conservation grant program
- The applicant will provide in-kind labor or will reduce project expenses through partnering with another entity.

To view the point values associated with the above rating criteria, see the Rating Criteria Questionnaire on page 16 of this manual.

## **II. How To Submit An Application**

The following clearly describes how to submit an application for LCCGP funding. Please read this information carefully and follow all directions.

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

Complete the LCCGP Application Package that is included in this manual (begins on page 11). Make sure to respond to all items and include all required forms and certifications. You can use the forms provided or create your own using 8.5" x 11" size paper. If you create your own forms, they must contain the same information in the same order as the ones provided in this manual. All pages of your application must be typed (preferred) or clearly printed using a font size no smaller than 10 point. With the exception of USGS maps, all project maps should be 8.5" x 11". **If you choose to hand-print your application and the Evaluation Team is unable to read your writing, your application may be considered ineligible.**

**REMINDER:** *You must submit one (1) original and (6) copies of the grant application package.*

All application forms included in this manual must be completely filled out and submitted with the grant application package. Failure to include requested information may result in the rejection of your application or may have a negative impact on the evaluation 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

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. If you need more space than that provided on any application form, attach extra sheets as needed.

**NOTE:** *If you are applying for match/cost share funds for another grant agreement or financial assistance program, you may provide copies of information you have already provided to the other*

*grant program in lieu of re-writing all the information on the Project Proposal Form. However, the information you attach must address all the categories listed on the Project Proposal Form.*

**You are encouraged to provide attachments, maps, drawings and/or photographs to clarify and describe what you plan to do, where, and how you plan to do it.**

**Matching Funds** are not required by this grant program. However, if you intend to provide matching funds, 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 through the ranking criteria (see page 17, Rating Criteria Questionnaire #5E).

**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. Project Proposal and Application Preparation Hints**

- The most important thing to keep in mind while writing your project proposal is that the purpose of the LCCGP is to fund projects that ‘implement conservation based management alternatives utilizing livestock or crop production or reduction practices 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.** If you submit a project proposal that simply states that you need additional fencing to achieve better pasture rotation, it is unlikely that your project will be funded. You need to clearly connect the ‘conservation based management’ practice (such as fencing a riparian area) to the public benefit it provides (such as protecting/enhancing riparian habitat and/or water quality) and how this helps to preserve open space (allows you to have better pasture rotation resulting in better productivity, which allows you to keep your private property intact).
- 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.

- Be sure to include maps that are appropriate to your project so the grant evaluators will be able to clearly understand where your project is located, 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.). You should also include a general locator map so it will be easy for the evaluation team to determine where in the State your project is taking place.
- If the space supplied within a certain form or section is insufficient, please attach the information requested on a separate sheet of paper, but do not change the order of the application.
- The more information you provide in your project proposal, the better equipped the evaluation team will be when evaluating your project. It is recommended that you include drawings, photographs and any other additional information that you feel enhances the strength of your project proposal and makes it easy to understand.

## **II. D. Phone Numbers for Questions**

Please contact the LCCGP Coordinator if you have any questions.

Kathleen Ryan  
Livestock & Crop Conservation Grant Program Coordinator  
Arizona Department of Agriculture  
1688 West Adams Street  
Phoenix, Arizona 85007  
Phone: (602) 542-4494  
Toll Free Outside Maricopa County: (800) 294-0308  
Fax: (602) 364-0830  
E-mail: kryan@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. Grant recipients will be sent original Grant Agreements (contracts) to sign and return to ADA within 30 days of receipt.

***NOTE:** Please do not call ADA 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.*

The Grant Agreement will include language regarding the subdivision of private property. Grant recipients will be required to keep private property whole for the duration of the grant contract. The contract terms will provide that if private property is subdivided during the grant contract period, the grant recipient will be required to repay all funds allocated under the contract.

### **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.

Grant recipients are required to submit a report to ADA twelve (12) months after receiving grant funds detailing how grant monies were used to achieve project outcomes outlined in the project proposal submitted with the grant application. If the project lasts longer than one year, a written report must be submitted to ADA on an annual basis until the project is completed. Reports must be sent to ADA no later than thirty (30) calendar days after the close of each twelve month period. Written reports must also include a detailed budget report that tracks all expenditures against the project budget submitted with the grant proposal. If a project budget adjustment is needed during the project period, a written request may be made to ADA to reallocate budget funds between budget categories. However, the total budget amount as dictated by the approved grant award cannot be adjusted.

### **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. Applicant and Project Information Form Instructions**  
**Applicant and Project Information Form**
- B. Rating Criteria Questionnaire – Definition of Terms**  
**Rating Criteria Questionnaire**
- C. Land Management Agency Verification Form**
- D. Project Proposal Form Instructions**  
**Project Proposal Form**
- E. SHPO Certification Form**
- F. Application Package Checklist**

If the space supplied within a certain form or section is insufficient, please attach the information requested on a separate sheet of paper, but do not change the order of the application.

**Livestock and Crop Conservation Grant Program  
FY 2005 Grant Application Package  
APPLICANT AND PROJECT INFORMATION FORM - INSTRUCTIONS**

1. **Project Title** – Using one line or sentence, 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).
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 2 of this manual.
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.
6. **Location of Project** – enter the section, township and range coordinates of the project location. Also, attach appropriate maps showing where your project is located, 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.). You should also include a general locator map so it will be easy for the Evaluation Team to determine where in the State your project is taking place (all maps except USGS maps should be in 8 ½ x 11 size). Also include maps associated with your state or federal permit/lease if applicable.
7. **Applicant Information**
  - Applicant Name* – Name of the eligible applicant.
  - Address* – mailing address of the applicant.
  - Tax ID No.* – this is the tax ID No. assigned to the applicant. The Tax ID No. provided will be used on any/all applicable State tax forms.
  - 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**
  - Grant Request* – enter the amount of your grant request.
  - Match Amount* – enter the amount (if any) that the applicant or another entity will provide (this includes the value of any in-kind contributions provided by the applicant).
  - 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 2005 Grant Application Package  
APPLICANT AND PROJECT INFORMATION FORM**

Fill in all information on this page. Information should be typed or clearly printed.

**1. Project Title** – *Please limit the length of the title to one line.*

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

**3. Type of Project:**  
 Matching Funds to Other Conservation Project  
 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  
 State Trust Land  
 Federal Land

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

**6. Location of Project** – *attach maps, all maps (except USGS) should be in 8.5" x 11" size*  
Section: \_\_\_\_\_ Township: \_\_\_\_\_ Range: \_\_\_\_\_

**7. Applicant Information:**  
Applicant Name:  
Ranch Name:  
Address:  
Address:  
City:  
State:  
ZIP Code:  
County:  
Phone:  
Fax:  
Email:  
Tax ID No.:  
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:

Name:

Title:

Address:

Address:

City:

State:

ZIP Code:

Phone:

Fax:

Email:

**9. Project Costs:**

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

Matching Funds: \$ \_\_\_\_\_

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

If the project is funded, will 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 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 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  
RATING CRITERIA QUESTIONNAIRE – DEFINITIONS**

**1. Conservation Management**

- a. Ranch Management Plan** – a written program of action that addresses protection and enhancement of rangeland natural resources.
- 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.
- c. Public or Private Entity** – any person, agency or organization that typically assists ranchers with conservation projects on private or public lands such as (but not limited to) USDA-NRCS, AGFD, ADWR, ASLD, USFWS, USFS, BLM. Private organizations can also be included in this criteria and 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 ranch related to conservation management, such as riparian area restoration, riparian area fencing, juniper removal, prescribed burning, pipeline installation 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.
- 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 allotment(s) has been reduced at the discretion of the 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. Wildlife and Habitat**

- a. Federally listed or proposed Threatened and Endangered (T & E) species or Critical Habitat** - USFWS has designated that T&E and/or T&E critical habitat are present on the ranch.
- b. T & E Recovery Plan** – USFWS has designated any part of the ranch as being encompassed within a T & E recovery plan.

- c. **Priority Listing** – ranch property is identified by a private or public organization as being part of a conservation ‘priority area’. Priority areas could include (but are not limited to) important watersheds, biologically important areas due to native species/species diversity, native grassland areas, habitat conservation plan areas etc. Validity of priority areas and organizations listing priority areas will be determined by the grant evaluation team. If you feel that any part of your ranch is listed by a private or public organization as being part of a ‘priority area’, include a letter of support from the listing entity.

#### 4. **Open Space Preservation**

- a. Self explanatory.
- b. **Ranch is part of a ‘continuous, unfragmented landscape or wildlife habitat’** – describe if ranch private property borders/is adjacent to or in close proximity to protected land, which includes but is not limited to: State Trust land, USFS land, BLM land, Tribal land, National Park, private property that has a conservation easement etc. Describe any/all important open space features of your private property, such as (but not limited to) providing wildlife habitat, wildlife corridors, important viewsheds that are available to the public, etc. Describe anything about your private property that you feel makes it an important open space.
- c. Self explanatory.
- d. Self explanatory.
- e. Self explanatory.

#### 5. **Partnerships**

- a. **Collaborative Partnership** – ranchers 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.). Validity of ranch cooperatives will be determined by the grant evaluation team. If you feel that your ranch is part of a collaborative partnership, include a letter of support from the partnering entity.
- b. **Matching Funds** – rancher has applied or plans to apply for a grant/financial assistance from another entity (such as AZ Game & Fish Department, USDA-NRCS EQIP, AZ Water Protection Fund, etc.) that requires or encourages the rancher to provide matching funds. If awarded, *LCCGP funds will be used solely for the purpose of providing the matching funds to another grant/financial assistance program.*
- c. **In-kind labor / project expense reduction** – for the proposed project, the rancher will provide in-kind labor or reduced project costs through a partnership with another entity. Examples of this type of partnership could be (but are not limited to) utilizing the in-kind labor of a local wildlife organization, or partnering with other ranchers in a similar geographic area that are implementing projects that utilize similar resources resulting in a reduction in overall project costs through obtaining materials and/or labor in a cooperative fashion.

**Livestock & Crop Conservation Grant Program  
 FY 2005 Grant Application Package  
 RATING CRITERIA QUESTIONNAIRE**

**INSTRUCTIONS:** Mark only one answer for each question. Be sure to attach any requested information as indicated by your answer.

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

<b>CRITERIA CATEGORY</b>		<b>YES</b>	<b>NO</b>
<b>1 Conservation Management - 45 Points</b>			
a	Do you have a ranch management plan implemented or in development? (20 pts for whole ranch plan, 10 pts for partial ranch plan)		
	If your answer is "Yes" you will need to provide the following information: <ul style="list-style-type: none"> <li>• description/copy of ranch management plan</li> <li>• indicate if management plan applies to the whole ranch or only specific parts of the ranch (for example, you have a management plan for your federal allotment, but do not have one for your private property)</li> <li>• include expected date of implementation if plan is currently in development</li> </ul>		
b	Do you have formal ranch management plan monitoring mechanism(s) in place ? (10 pts for monitoring mechanism(s), 15 pts for monitoring involving outside entity)		
	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 ranch management plan</li> <li>• if applicable, describe any partnerships you have with any outside agency/entity to conduct monitoring</li> </ul>		
c	Have you worked with any public or private entity in the last 5 years to implement conservation based practices on the ranch? (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>2 Livestock Management - 45 points</b>			
a	Has the permit/lease associated with the ranch 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 18 of this manual)</li> </ul>		
b	Has the permit/lease associated with the ranch been subject to voluntary reductions in livestock numbers for conservation purposes during the last 5 years? (20 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 18 of this manual)</li> <li>• reason for voluntary reduction (was voluntary reduction related to general ranch management, and/or related to a specific conservation project?)</li> </ul>		
c	Are you in 'good standing' with your public land management agency? (15 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 18 of this manual)</li> </ul>		

CRITERIA CATEGORY		YES	NO
<b>3 Wildlife and Habitat - 45 points</b>			
a	Are federally listed or proposed threatened or endangered (T & E) species, or proposed or designated 'critical habitat' present on ranch? (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>provide section/township/range coordinates of the location on your ranch that contains the T &amp; E species or critical habitat</li> <li>describe measures taken in response to presence of T &amp; E species/critical habitat</li> </ul>		
b	Is 'suitable habitat' that is part of a T & E 'recovery plan' present on ranch? (10 pts)		
	If your answer is "Yes" you will need to provide the following information:		
	<ul style="list-style-type: none"> <li>provide section/township/range of the location that contains the suitable habitat</li> </ul>		
c	Is any part of the ranch included on a conservation 'priority listing' generated by an outside entity/agency? (15 pts, 5 pts per listing)		
	If your answer is "Yes" you will need to provide the following information:		
	<ul style="list-style-type: none"> <li>signed letter(s) of support from the listing entity</li> </ul>		
<b>4 Open Space Preservation - 45 points</b>			
a	Do you have a conservation easement on the ranch (or are you in the process of implementing a conservation easement)? (10 pts)		
b	Is private property affiliated with the ranch part of a 'contiguous, unfragmented landscape or wildlife habitat'? (20 pts)		
	If your answer is "Yes" you will need to provide the following information:		
	<ul style="list-style-type: none"> <li>proximity (in miles) to 'protected area'</li> <li>describe how your private property provides a continuous, unfragmented landscape or wildlife habitat</li> </ul>		
c	Does land owner grant public access on or through private property? (5 pts)		
d	Will your proposed project take place on State or Private property? (5 pts)		
e	Do you hold a State Land Lease as part of your ranch? (5 pts)		
<b>5 Partnerships - 45 points</b>			
a	Is the ranch part of a 'collaborative partnership' with any private, local, state or federal entity? (15 pts, 5 pts per partnership)		
	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>		
b	Will the rancher use these grant funds as matching funds to another grant/financial assistance program? (20 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> </ul>		
c	Will the rancher be providing in-kind labor or reducing other project expenses through partnering with another entity? (10 pts)		
	If your answer is "Yes" you will need to provide the following information:		
	<ul style="list-style-type: none"> <li>list the name of the partnering entity</li> <li>describe in-kind labor contribution and/or project expense reduction through partnership</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 ranch, 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 ranch 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 2000 and 2004.

---

**2. Voluntary Reduction in Herd Size**

Has the permit/lease associated with the ranch 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 2000 and 2004.

---

**3. Permittee/Lessee Compliance Status**

The above named permittee/lessee has not had any permit suspensions or cancellations within the last five years.

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 2005 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. You may add additional categories to your proposal if needed.**

*NOTE: If you are applying for match/cost share funds for another grant agreement/financial assistance program, you may provide copies of information you have already provided to the other grant program in lieu of re-writing all the information on the Project Proposal Form. However, the information you attach must address all categories listed on the Project Proposal Form.*

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

**2. Project Purpose:** 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 ranch management issues will be addressed by the project?
- What public benefit(s) will be provided by the project?
- How does the project provide for the preservation of open space?

**3. Scope of Work:** 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, 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.). Include state or federal permit/lease allotment maps. Also include a general locator map so it will be easy for the Evaluation Team to determine where in the State your project is taking place. You are encouraged to provide additional drawings and/or photographs describing the project site.
- **Project Size** – How big (in acres) is the project site location?
- **Action Plan** - How will the work be completed?
- **Expected Outcomes** – What do you expect the final outcome(s) of the project will be?
- **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?

- **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.
- **Project Longevity** – 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?

You are encouraged to provide attachments, maps, drawings and/or photographs to clarify and describe what you plan to do, where, and how you plan to do it.

**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 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 number of hours of total work equals the salary cost.
- **Equipment** – cost of any equipment which may be leased or purchased.
- **Supplies** – cost of supplies, materials, paper, pens, 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.

**Matching Funds** are not required by this grant program. However, if you intend to provide matching funds, your project budget should reflect the value of matching funds you intend to provide. Applicants that provide matching funds or cost efficiency savings may receive additional points through the ranking criteria (see page 17, Rating Criteria Questionnaire #5E).

**Livestock and Crop Conservation Grant Program  
FY 2005 Grant Application Package  
PROJECT PROPOSAL FORM**

You can use this form for your Project Proposal or you may create your own using 8.5" x 11" size paper. You may make copies of this form if you need more space. If you create your own Project Proposal Form, you must include all categories on this form in the same order as they are printed on this form. All pages of your application must be typed (preferred) or clearly printed using a font size no smaller than 10 point. Be sure to provide information for each category. You may add additional categories to your proposal if needed. **You are encouraged to provide attachments, maps, drawings and/or photographs to clarify and describe your project proposal in greater detail.**

**1. Project Title:**

**2. Project Purpose:**

**3. Scope of Work** – *you must include your project location, size of project, action plan, expected outcome(s), how the project will be monitored, key personnel, project timeline and longevity. See page 19 of this manual for instructions.*

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

<b>BUDGET CATEGORY</b>	<b>LCCGP FUNDS</b>	<b>MATCHING FUNDS</b>
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.

## 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, 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, including contacting the State Historic Preservation Office at (602) 542-4009, 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 2005 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.

Complete and submit the following items and supply the requested information.

- Application and Project Information Form
- Rating Criteria Questionnaire
- Land Management Agency Verification Form
- Project Proposal Form
- SHPO Certification Form

**Submit one (1) original and (6) copies of the LCCGP Application Package by  
3:00 p.m. Friday, May 13, 2005, to:**

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

## **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          Phoenix, AZ 85007          (602) 542-4494          (800) 294-0308 – outside Maricopa County</p>	<p><b>Arizona Department of Environmental Quality</b>          1110 W. Washington          Phoenix, AZ 85007          (602) 771-2300</p>
<p><b>Arizona Department of Water Resources</b>          500 N. Third St.          Phoenix, AZ 85004          (602) 417-2400</p>	<p><b>Arizona Game &amp; Fish Department</b>          2221 W. Greenway Rd.          Phoenix, AZ 85023          (602) 942-3000</p>
<p><b>Arizona State Land Department</b>          1616 W. Adams          Phoenix, AZ 85007          (602) 542-4621</p>	<p>Arizona State Parks  <b>State Historic Preservation Office</b>          1300 W. Washington          Phoenix, AZ 85007          (602) 542-4009</p>
<p><b>Bureau of Land Management</b>          Arizona State Office          222 North Central Avenue          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>Natural Resource Conservation Districts</b>          c/o Arizona State Land Department          1616 W. Adams          Phoenix, AZ 85007          (602) 542-2699</p>	<p><b>Natural Resources Conservation Service</b>          230 N. First Avenue, Suite 509          Phoenix, AZ 85003          (602) 280-8801</p>

## APPENDIX C: PERMIT SUMMARY

### 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 five 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)542-3578 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.

**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.