



ARIZONA GAME AND FISH DEPARTMENT

Arizona Boating Access Program



Appendix A: Application Forms

- AGFD Form B1:** Application Checklist
- AGFD Form B2:** Memorandum of Understanding (Example of)
- AGFD Form B3:** Arizona Game and Fish Department Application Packet
- AGFD Form B4:** Project Evaluation Form
- AGFD Form B5:** AGFD SHPO Certification
- AGFD Form B6:** Collection Agreement (Example of)
- AGFD Form B7:** Amendment to Collection Agreement (Example of)
- AGFD Form B8:** Bid Award Letter (Example of)
- AGFD Form B9:** Grant Payment Request
- AGFD Form B10:** Quarterly Construction Progress Report
- AGFD Form B11:** Project Expenditure Record
- AGFD Form B12:** Site Inspection Form (Example of)



Application Checklist



Project Title _____

This checklist is provided to assist the subgrantee during the application process to identify the order in which the documents are to be completed and which documents are required. Check each box as each document is completed. Each box must have either a checkmark indicating the document has been completed and submitted, or initials indicating that the document is not applicable to the project. If you are unsure of any item on the checklist, please contact the Arizona Game and Fish Department, Boating Facilities Program Manager in sufficient time to resolve or answer a question. All forms are provided on the following pages, describing how to develop all requested documents.

DEADLINE FOR APPLICATIONS: 5:00 pm on the last business day in November

MANDATORY DOCUMENTATION FOR COMPETITIVE GRANT PROCESS

AGFD Form B2	Memorandum of Understanding (if applicable)	
AGFD Form B3	Arizona Game & Fish Grant Application Packet (all mandatory)	
	Project Application Form	
	Exhibit "A" Project Site Information	
	Exhibit "B" Project Proposal Information Sheet	
	Exhibit "C" Boating Access Project Information Sheet	
	Exhibit "D" Itemized Cost Estimate, Vicinity Map, Schematic Site Plan, Photos	
AGFD Form B4	Project Evaluation Form (form provided)	
AGFD Form B5	AGFD SHPO Certification (form provided)	

MANDATORY DOCUMENTATION AFTER PROJECT HAS BEEN AWARDED

AGFD Form B6	Collection Agreement provided by the Department (sent by Department)	
AGFD Form B7	Amendment of Collection Agreement (if applicable – sent by Department)	

MANDATORY DOCUMENTATION AFTER COLLECTION AGREEMENT HAS BEEN SIGNED BY BOTH PARTIES AND APPROVED BY THE DEPARTMENT

AGFD Form B8	Bid Award Letter (form provided)	
From Applicant	NEPA Documentation (EIS, EA, or Categorical Exclusion – if applicable)	
From Applicant	Endangered Species Act Section 7 Determination (BA&E or BO – if applicable)	
From Applicant	SHPO Documentation (if applicable)	
From Applicant	Clean Water Act Permits (Section 404 & 401 - if applicable)	
From Applicant	Arizona Department of Agriculture (Protected Native Plants – if applicable)	

MANDATORY DOCUMENTATION FOR REIMBURSEMENT

AGFD Form B9	Grant Payment Request (form provided)	
AGFD Form B10	Quarterly Construction Progress Report (form provided)	
AGFD Form B11	A Project Expenditure Record (form provided)	

MANDATORY DOCUMENTATION FOR CLOSURE OF PROJECT

AGFD Form B9	Grant Payment Request (form provided)	
AGFD Form B11	A Project Expenditure Record (form provided)	
From Applicant	Letter to the Department certifying the project is complete	
From Applicant	Letter to the Department certifying (YOU) have complied with the Single Audit Act of 1984, concerning the expenditures on the project (if applicable)	
From Applicant	A qualified engineer must furnish a written report of final inspection (if applicable)	



MEMORANDUM OF UNDERSTANDING
With the
Arizona Game and Fish Commission
For
Construction and Maintenance of
Boating Access Facilities



THIS AGREEMENT, made and entered into this _____ day of _____, _____, between the Arizona Game and Fish Commission, hereinafter referred to as the COMMISSION, acting through its administrative agency, the Arizona Game and Fish Department, hereinafter referred to as the DEPARTMENT, pursuant to A.R.S. 17-231.B.7., and _____ hereinafter referred to as the SUBGRANTEE, acting pursuant to _____, is for the purpose of providing public boating access facilities on waters administered by the _____ in the state of Arizona.

WITNESSETH:

WHEREAS, funding for boating access facilities was created pursuant to the Federal Aid (FA) in Sport Fish Restoration Act (16 U.S.C. 777), as amended, and

WHEREAS, the COMMISSION and the SUBGRANTEE desire public boating access facilities to be constructed at lakes in Arizona administered by the SUBGRANTEE.

NOW, THEREFORE, the parties hereto agree as follows:

A. THE COMMISSION SHALL:

1. Provide boating access funds for the SUBGRANTEE to develop boating access projects by taking all necessary steps to make application, prepare justification statements, and provide any other information or data required to perfect grant application to the U.S. Fish and Wildlife Service (USFWS) for boating access facilities and related improvements at lakes administered by the SUBGRANTEE.
2. Upon request by the SUBGRANTEE, transfer Boating Access grant funds to the SUBGRANTEE for deposit in the SUBGRANTEE account for the subject facilities. Such grant funds to be expended by the SUBGRANTEE to pay the cost of said construction, including related indirect expenses. Each project approved for funding will be identified by an individual contract.

B. THE SUBGRANTEE SHALL:

1. Provide assurance of ownership or control of lands at lake sites on which to construct the boating access facilities and related improvements.
2. Expend funds for the purposes shown in site-specific projects, which are derived from FA Agreements entered into between the DEPARTMENT and the USFWS.
3. Provide the DEPARTMENT with grant payment request, quarterly construction progress reports and statements of expenses incurred under this agreement.

4. Make available to the DEPARTMENT for purposes of periodic and final audit or review those records pertaining to approved projects which are needed for audit.
5. Obtain or provide all clearances needed, including Army Corps of Engineers permits and coordination with other agencies as necessary.
6. Operate and maintain the facilities constructed under a Collection Agreement as public boat launching facilities.
7. Upon the availability of appropriated funds operate and maintain the facilities. If no longer able to operate and maintain the facilities under any circumstances, provide the DEPARTMENT with the authority to assume operational and maintenance responsibilities thereafter.
8. Have the prerogative at some future date to add to or modify these facilities as may be needed to meet current laws, regulations, or public need. Such changes may be made with or without DEPARTMENT participation.

C. IT IS MUTUALLY AGREED AND UNDERSTOOD BY AND BETWEEN THE SAID PARTIES THAT:

1. Joint meetings will be held as necessary relating to individual projects and recommendations for development, administration, and funding needs of boating access facilities.
2. The SUBGRANTEE shall approve all plans or be responsible for the preparation and execution of plans necessary to carry out this agreement. It is understood that all construction will be carried out pursuant to standards and specifications after the DEPARTMENT has reviewed and approved the plans.
3. If funds approved for development by the SUBGRANTEE of facilities described in the FA agreements are not sufficient, the SUBGRANTEE will submit requests to the DEPARTMENT for modifications to the projects to bring the scope of the projects in line with available funds or provide from other sources, funding for costs in excess of those approved under the projects.
4. No contribution to the cooperative fund herein provided for shall entitle the DEPARTMENT to any share or interest in the facilities and improvements constructed under this agreement, other than the right to use the same under regulations of the SUBGRANTEE. All improvements shall be the property of the SUBGRANTEE.
5. Nothing in this agreement shall be construed as obligating the SUBGRANTEE or the DEPARTMENT or the COMMISSION to expend, or as involving the United States or the State of Arizona in any contract or other obligation for the future payment of money in excess of appropriation authorized by law. This agreement may be supplemented or amended at any time by mutual agreement, provided such supplements and amendments have been reviewed and approved by USFWS.
6. No member of or delegate to Congress shall be admitted to share any or part of this agreement or to any benefit that may arise therefrom unless it is made with a corporation for its general benefit.
7. All parties hereby are put on notice that this agreement is subject to cancellation by the Governor pursuant to A.R.S. 38-511.

8. Where not in conflict with Federal law, all parties agree to use arbitration, after exhausting applicable administrative reviews to solve disputes arising out of this agreement where the sole relief sought is monetary damages of \$15,000.00, or less, exclusive of interest and costs.
9. This agreement is subject to Arizona Executive Order 99-4, pertaining to discrimination in employment, which by reference is made a part hereof.
10. This agreement shall become effective upon execution by the last signatory and shall continue in force until terminated after thirty days written notice by either party.
11. Pursuant to A.R.S. 35-214 and 35-215, and Section 41-1279.04 as amended, all books, accounts, reports, files and other records relating to the contract shall be subject at all reasonable times to inspection and audit by the State for five (5) years after completion of the contract. Such records shall be reproduced as designated by the State of Arizona.

IN WITNESS WHEREOF, the parties have executed this agreement on the dates shown below:

ARIZONA GAME AND FISH DEPARTMENT

SUBGRANTEE

By: _____
Secretary to the Commission

By: _____

Date: _____

Date: _____

This document is subject to revision prior to and up to the time of execution



**ARIZONA BOATING ACCESS PROGRAM (ABAP)
STATE TRUST FUND GRANT F-19-D**



PROJECT APPLICATION FORM

(Please Type All Requested Information)

1. Subgrantee:	2. Land Owner (If Not Participant):
3. Subgrantee Address:	
4. Project Title:	
5. Brief Description of Project:	
6. Estimated Project Period: Beginning: _____ Ending: _____	7. ABAP Funds Requested: 8. Additional Federal Money (if any): _____ 9. Additional Non-Federal Money (if any): _____ Total Project Cost: _____
10. Contact Person Name: _____ Title: _____ Telephone No.: _____	
11. Authorized Signature: _____	Date: _____

12. REQUIRED ATTACHMENTS:

- Exhibit "A" Project Site Information (form provided)
- Exhibit "B" Project Proposal Information Sheet (answer questions)
- Exhibit "C" Boating Access Project Information Sheet (answer questions)
- Exhibit "D" Itemized Cost Estimates, Vicinity Map and Schematic Site Plan (form provided)

Submit 1 original and 4 copies of entire application package



ARIZONA BOATING ACCESS PROGRAM (ABAP) PROJECT SELECTION INFORMATION



Exhibit A

Project Title:

1. Name of Site: _____ Elevation: _____

Site Address or Location:

Legal Description: Township _____ Range _____ Section _____

2. Current Average Daily Use of Site:

Current Annual Use of Site:

3. Describe Vehicle/Pedestrian Access to the Site:

4. Lake Surface Acres _____ Maximum Depth _____ (ft.) Average Depth _____ (ft.)

5. Lake Fluctuations: Typical Year High _____ (ft.) Typical Year Low _____ (ft.)

6. Inlet(s): Name Location

7. Outlet(s): Name Location

8. Describe the Water Level Control (Type and Extent):

9. Describe the Upstream Land Uses:

10. Describe the Present Shoreline Development (Include Other Boating Access Facilities):

Project Proposal Information Sheet

(Attach sheets as necessary)

Exhibit B

1. Give a schedule of project accomplishments and deliverables (scope of items). Detail what the end products and deliverables are and when they will be accomplished.
2. List any long-term costs associated with the proposed project or methods that must be considered to provide long-term sustainability for the project. Describe and document how they will be provided for. This may include operation and maintenance costs, future reprinting costs, etc.
3. How will Arizona wildlife, habitat and/or the Arizona Game & Fish Department be able to utilize and/or benefit directly from the project's end products? (Does the project proposal support, supplement or enhance an ongoing job or project?)
4. Briefly describe why this project should be funded now versus sometime in the future. (Does it address current issues and/or concerns, what if funding is not granted?)
5. Please list, and then attach any supportive documentation demonstrating that the public, other organizations and/or agencies have reviewed **this proposal**. Examples would include: any media coverage, a bond action, a master plan, an environmental assessment, documents showing organizations have been contacted/involved and/or have endorsed this project proposal.
6. What publicity do you have planned for the project? Describe how you will give credit to the funding source if your project proposal is awarded.
7. Compare the costs of the proposed project and the expected benefits.
8. Please describe any potential negative side effects this project may create. (Will it degrade the boating experience or threaten the carrying capacity of the lake or degrade the quality of the outdoor experience)?

Boating Access Information Sheet

(Attach sheets as necessary)

Exhibit C

1. Is the site suitable for the design, construction and maintenance of the project?
2. How does this project proposal integrate into the management objectives for this body of water?
3. Upon completion of this project, will the new access (previously unavailable) be available for more than one user group?
4. Will access be available 24 hours per day, 365 days a year, notwithstanding temporary closures to protect the project from damage due to wet weather, fire danger, or other unforeseen conditions?
5. If applicable, how will long-term maintenance issues be addressed?
6. Is the enhancement expected to result in an increase in gasoline powered boating recreation opportunities?
7. Will the enhancement encourage new users? (other types of watercrafts, recreation, watchable wildlife, etc.)
8. To what degree are the drawings and permits necessary to start and complete this project proposal completed and submitted? These documents could include engineering/architectural drawings, Environmental Assessments, SHPO, Archaeological Clearances, 404, etc.

Itemized Cost Estimates, Vicinity Map, Schematic Site Plan, and Photos

(Attach sheets as necessary)

Exhibit D

1. Itemized Cost Estimates:

Scope	Item Description	Total Cost	Subgrantee	ABAP
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2. Vicinity Maps and Schematic Site Plan
(Attach maps)

3. Project Photographs

Four (4) 4" x 6" color photographs of the proposed project site/facilities. The photos should be placed on two separate pieces of paper (two photos per paper), if digitalized. Each photo must be labeled with a description of the photo. If sending separate photos, please put description on the back of the photo and encase them in an envelope or plastic photo folder for easy access.



PROJECT EVALUATION FORM



This form is designed to inform the subgrantee of the documents and permits necessary for the proposed project. The subgrantee is responsible for obtaining all necessary documentation and/or permits for construction of boating access facilities. As the funds to be awarded by the Arizona Game and Fish Department (Department) are State Trust Funds Grant funds, NEPA and ESA, among others, is necessary for every grant recipient. The types of documentation/permits necessary by subgrantees are dependent upon whether the action involves a Federal nexus, in addition to the use of State Trust Funds Grant funding. Such an additional Federal nexus exists if the subgrantee is a federal agency, if the project is to be done on federal land, through the use of additional federal funding, or if the project requires a federal permit. In the event that the proposed project does not have an additional federal nexus (i.e. the subgrantee is a State agency, a county, or a tribe, etc.; with no additional federal funding or permits involved) the Department, will complete the necessary NEPA/ESA documentation. If a Federal nexus in addition to the use of Federal Aid funding exists, the subgrantee must submit all the necessary additional documentation and permits to the Department for review and approval.

Documentation is to be submitted upon notification of awarded grant funds, at which point, the Department will review the documentation. If the status of any of the documents or permits is known at this time, please note the status to the right of each in the space provided. Additional information on the italicized terms can be found in the glossary. Please contact the Boating Facilities Program Manager if there are questions.

***Arizona Game and Fish Department Habitat Branch Chief and U.S. Fish and Wildlife Service Division of Federal Aid must approve all project documentation/permits prior to project construction.**

_____ **Federal Agency Action (involves federal lands, funds, and/or permit)**

Required documentation:

- NEPA compliance documentation (e.g., EIS, EA, Categorical Exclusion) _____
- ESA determination (e.g., BA&E, BO) _____
- Clean Water Act permits (e.g., nationwide permit, Section 404 individual permit, Section 401 certification, correspondence stating no permit required) _____

If applicable, provide:

- Cultural resource survey/determination (AGFD Form B5: AGFD SHPO Certification) _____
- Coordination with the Arizona Department of Agriculture regarding vegetation clearing (*Protected Native Plants*) _____
- Burn information (e.g., burn plan, burn permit) _____

OR

_____ **Non-Federal Agency Action**

Requires an *Arizona Game and Fish Environmental Assessment Checklist* to be completed by Boating Facilities Program Manager.

Required documentation, if applicable:

- Clean Water Act (e.g., nationwide permit, Section 404 individual permit, Section 401 certification, correspondence stating no permit required) _____
- Cultural resource survey/determination (AGFD Form B5: AGFD SHPO Certification) _____
- Coordination with the Arizona Department of Agriculture regarding vegetation clearing (*Protected Native Plants*) _____



AGFD SHPO Certification

This certification is required by regulations implementing the State Preservation Act (A.R.S. § 41-861 through 42-864), 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. Each State agency is required to consult with the State Historic Preservation Officer with regard to those activities or projects that may impact cultural resources.

PROJECT TITLE _____

APPLICANT _____

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

Does the proposed project have the potential to disturb the surface and/or subsurface of the ground?

_____ **YES** _____ **NO**

Are there any known prehistoric and/or historic archaeological sites within the project area that have the potential to be disturbed by the proposed activity?

_____ **YES** _____ **NO**

Are there any buildings or structures (including mines, bridges, dams, canals, etc.) which are 50 years or older within the project area that have the potential to be disturbed by the proposed activity?

_____ **YES** _____ **NO**

If you have 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.

Authorized Signature/Date

Printed Name

Phone Number

If you have answered "YES" to any of the above questions you must complete the "SHPO Information Form" and follow the directions on the back of this certification. Forward copies of all information requested to the Arizona Game and Fish Department. **All original copies should be submitted with the application to the Arizona Game and Fish Department. DO NOT FORWARD THIS FORM TO SHPO!**

SHPO Information Sheet

If you answered “yes” to question #1 on the SHPO Certification page, please provide a brief description of the proposed project and specifically identify any surface or subsurface impacts that are expected. Attach extra sheets if more space is needed.

Please comment on the condition of the current ground surface within the entire project boundary area (i.e., is the ground in a natural undisturbed condition, or has it been bladed, paved, graded, etc.). Attach extra sheets if more space is needed.

Has a qualified archaeologist previously surveyed the project area for cultural resources?

_____ yes _____ no

If yes, applicant must submit a copy of the Archaeologist’s report.

Identify the Landowner (Note: if a Federal Agency is involved, they must consult with SHPO pursuant to the National Historic Preservation Act).

Identify the total project area acreage involved: _____

Please submit a copy of both sides of this sheet (SHPO Certification and SHPO Information Sheet) with your grant application package.

If awarded and the collection agreement has been signed...**In addition to the forms needed for application, submit one extra copy of the completed form B5 along with one extra copy of the location map/drawings to be used for SHPO clearance.** The Arizona Game and Fish Department will forward forms from successful grant applicants to the State Historic Preservation Office for their approval. Arizona Game and Fish Department must receive a signed SHPO Certification form or letter from the State Historic Preservation Officer before funds can be released.



Collection Agreement
With the
Arizona Game and Fish Department
For the
CONSTRUCTION OF BOATING ACCESS FACILITIES



This collection agreement is entered into pursuant to the Memorandum of Understanding, dated _____, by and between the Arizona Game and Fish Department, hereinafter called DEPARTMENT, and the _____, hereinafter called SUBGRANTEE.

Authority: Arizona Game and Fish Department: ARS 17-231.B.7.

SUBGRANTEE: _____

Agreement Number: _____ Direct Project \$ _____

Project Number: F 19 D _____ - _____ Total Amount \$ _____

Project Period for Costs Eligibility Starts: _____ Eligibility Ends: _____

Project Title: _____

Project Scope: _____

In consideration of the mutual promises and benefits to the parties, the parties agree to the following special conditions:

PART I - PERFORMANCE

A. ADMINISTRATION

- 1. Conditions - All terms and conditions of the Master Memorandum of Understanding of _____ are by reference incorporated herein. The SUBGRANTEE will perform all work under this Agreement in compliance with all federal, state and local laws, rules, regulations and guidelines applicable to this project.

Access by the DEPARTMENT, the SUBGRANTEE, the Federal grantor agency, the Comptroller General of the United States, or any of their duly authorized representative, to any books, documents, papers, and records of the contractor which are directly pertinent to that specific contract for the purpose of making audit, examination, excerpts, and transcriptions related to this Agreement.

Pursuant to Section 22, Title 41, U.S. Code, no member of, or delegate to, Congress shall be admitted to any share or part of this agreement, or to any benefits that may arise therefrom.

- 2. Incorporation of Application - The SUBGRANTEE'S approved application for grant funds is incorporated by reference as part of the Agreement; however, the terms of this Agreement shall govern over the terms of the approved application in the event of conflict or ambiguity.

3. **Use of Grant Funds** – Awarded grant funds shall be used solely for eligible purposes of the funding program Dingell-Johnson Sportfish Restoration Act, as amended through P.L. 106-580, December 29, 2000 (CFDA no. 15.605) - Federal Aid in Sportfish Restoration – Fish and Wildlife Service, Department of the Interior as defined by statute (43 CFR Part 12 and 50 CFR Part 80) and as approved by the DEPARTMENT.
4. **Transfer of Grant Funds** – Awarded grant funds shall be transferred to the SUBGRANTEE through reimbursement of approved expenditures and through advances, on a case-by-case basis.
5. **Grant Accountability** – Transferred grant funds shall be deposited separately within the SUBGRANTEE'S accounting system, which identifies the name and number of the project. The funds shall be expended only as authorized under the terms of this Agreement.
6. **Accomplishment of Project** – The project shall be accomplished according to the terms of this Agreement and applicable State and Federal laws.
7. **Amendments** – The Agreement may be amended in writing by the parties of the Agreement upon written request of the SUBGRANTEE and good cause shown, to adjust the project period, project costs, specific project scope items, or other specified adjustments to the Agreement.
8. **Use of Project** – Project accomplishments shall be open or available to the public as specified in this Agreement.
9. **Special Conditions** – Special conditions to this Agreement shall be binding upon and inure to the benefit of the successors and assigns of each of the parties to this Agreement. Breach of any condition shall be enforceable by specific performance or shall justify the DEPARTMENT to seek recovery of all funds granted costs and associated attorney fees.
10. **Operation and Maintenance** - The SUBGRANTEE is responsible for operation and maintenance of all capital improvements acquired or constructed with State Trust Fund Grant funds throughout the useful life of each improvement. Should the grant funded capital improvements be unavailable for public use or enjoyment during the Term of Public Use, the DEPARTMENT shall pursue appropriate remedies. Remedies may include a declaration of obsolete facilities, a conversion, or repayment of funds.

The SUBGRANTEE, in accordance with 43 CFR Part 12.65 and 50 CFR Part 80.14 (c), any income incurred from user fees may only be used to offset operation and maintenance costs and prohibits uses of the facility that may conflict with its intended purpose.
11. **Land** - Improvements placed on SUBGRANTEE land at the direction of either of the parties, shall thereupon become the property of the SUBGRANTEE, and shall be subject to the same regulations and administration of the SUBGRANTEE, as other SUBGRANTEE improvements of a similar nature.
12. **Construction** – The SUBGRANTEE shall agree if the construction costing is more than \$100,000, a qualified engineer must approve engineering plans and specifications, approve the feasibility determination, supervise the construction, and furnish a report of final inspection.

B. RESPONSIBILITY FOR THIRD PARTY AGREEMENTS

The SUBGRANTEE sponsoring a third party or subcontractors to this Agreement shall be responsible for compliance with provisions of this Agreement in the event of third party default or subcontractor for the remainder of the term, or shall reimburse the Fund.

C. PROJECT COSTS AND THE PROJECT PERIOD

Except for pre-agreement costs approved by the DEPARTMENT, only those costs associated with approved project work incurred during the project period shall be eligible for reimbursement according to the terms of this agreement. Combined pre-agreement and design & engineering costs shall not exceed 10% of the approved grant award.

The project period is designated to be two (2) years from the effective date of this Agreement. A project extension may be requested through an amendment (see AGFD Form B7).

D. SUB-CONTRACTS

1. Sub-contracts awarded to accomplish approved project work shall incorporate by reference in each sub-contract the provisions of this agreement. The SUBGRANTEE shall bear full responsibility for acceptable performance under each sub-contract.
2. The SUBGRANTEE shall pay any claim of a sub-contractor or other employed individual performing work on this project for services pursuant to this Agreement when due, and unless the SUBGRANTEE is a State agency, shall indemnify and hold the State of Arizona and the DEPARTMENT harmless from any such claim or damages relating thereto.
3. Any sub-contract for employment by the SUBGRANTEE shall be in writing and shall contain a provision whereby a person so employed, or with whom a sub-contract has been entered, acknowledges that the State of Arizona and the DEPARTMENT shall not be liable for any cost, claims, damages, reimbursement, or payment of any kind relating to such sub-contract.

E. PROJECT REPORTING, REVIEWS, AND ON-SITE INSPECTIONS

1. The SUBGRANTEE agrees to submit a quarterly project status report to the DEPARTMENT within 30 days after the end of each quarter. This report will include at a minimum the following: (1) progress in completing the approved scope of work and (2) any problems encountered and solutions to problems regarding completion of the project. Failure to submit the reports will result in delays in grant reimbursement or advance processing. Failure to submit reports may also affect eligibility for additional grants.
2. The SUBGRANTEE agrees to consult with the DEPARTMENT, as needed, to review progress. The DEPARTMENT reserves the right to review project progress and to conduct on-site inspections, as applicable and as needed, at any reasonable time during the project period or required Term of Public Use to assure compliance with the terms of this Agreement.
3. The SUBGRANTEE agrees to provide the DEPARTMENT, upon completion of the project, a completed final Grant Payment Request, a letter stating the project is complete, a letter stating compliance with the Single Audit Act Amendment of 1996, a signed expenditure record that itemizes all expenditures, a final inspection report signed by a qualified engineer, and if requested by the DEPARTMENT, a copy of all documents in support of all approved costs incurred.

F. PROGRAM INCOME AND EARNED INTEREST

Funds shall not be used for the purpose of producing income. Income and/or interest generated from funds transferred to the SUBGRANTEE during the project period shall be used to further the purposes, or income and/or interest shall be returned to the original funding source, as approved by the DEPARTMENT. Income generated after the project period may be retained by the SUBGRANTEE for allowable capital or operating expenses, or returned to the original funding source, as approved by the DEPARTMENT.

G. FUND SOURCE RECOGNITION

The SUBGRANTEE agrees to permanently and publicly acknowledge grant program fund used to assist project accomplishments (including, but not limited to, project sign) at the location of the project. At a minimum, this acknowledgment should include the following: "This project was financed in part (or in full) by a grant from the Sport Fish Restoration Program funded by your purchase of fishing equipment and motor boat fuels, administered by the Arizona Game and Fish Department."

H. TRANSFER OF CONTRACTUAL RESPONSIBILITY

The SUBGRANTEE may transfer contracted responsibilities under the terms of this Agreement to another eligible SUBGRANTEE provided that the DEPARTMENT prior to transfer has granted approval.

I. MATCHING FUNDS OR CONTRIBUTIONS

No contribution provided herein or donation or gift of any kind shall entitle the contributors or donors to any share of interest in the said improvements other than the right to use and enjoy the same under existing regulations of the SUBGRANTEE. All improvements in whole or in part from contributed funds shall be and will remain the property of the SUBGRANTEE.

PART II – PERMITS REQUIRED

The SUBGRANTEE agrees to meet the requirements and acquire all necessary permits for construction of the facility. The SUBGRANTEE must submit the following documentation/permit, if applicable, that is required by the DEPARTMENT and needs to be approved by the DEPARTMENT before construction can occur. Once the documentation/permits have been received and approved, the DEPARTMENT will notify the SUBGRANTEE that construction can occur.

The following are the required documentation/permits, if applicable, from various state and federal agencies:

1. State Historic Preservation Act;
2. U.S. Army Corp of Engineers;
 - a. Clean Water Act - Section 404
 - b. Rivers and Harbors Act of 1899- Section 10
3. Arizona Department of Environmental Quality – Section 401;
4. National Environmental Protection Act of 1969; and
5. Endangered Species Act

Failure to submit required documentation/permits may affect eligibility for additional grants.

PART III – COMPLIANCE

A. ANTI-TRUST

Vendor and purchaser recognize that, in actual economic practice, overcharges from anti-trust violations are borne by purchaser. Therefore, the SUBGRANTEE hereby assigns to DEPARTMENT any and all claims for such overcharges.

B. ARBITRATION

To the extent required pursuant to A.R.S. § 12-1518 and any successor statute, the parties agree to use arbitration, after exhausting applicable administrative remedies, to resolve disputes arising out of this Agreement where the sole relief sought is monetary damages of \$15,000 or less, exclusive of interest and costs.

C. INDEMNIFICATIONS AND CLAIMS AGAINST THE STATE

Unless the SUBGRANTEE is a State agency, or an agency of the United States of America, the SUBGRANTEE shall indemnify, save and hold harmless the DEPARTMENT, and the State of Arizona, its agents, departments, officers and employees from any claim, loss, damage, liability, expense, costs, and charges incident to or resulting in any way from any injuries or damage to any person or any damage to any property caused by or resulting from the issuance of or the performance of services rendered as part of this Agreement.

D. NON-DISCRIMINATION

1. Employment – The SUBGRANTEE agrees to comply with the provisions of Executive Order Number 99-4, amending 75-5, entitled “Prohibition of discrimination in State Contracts – Non-Discrimination in Employment by Government Contractors and Subcontractors” issued by the Governor of the State of Arizona, which by reference is incorporated herein and becomes a part to this Agreement.
2. Handicapped Access – The SUBGRANTEE agrees to construct facilities and to provide access to such facilities in accordance with the Americans with Disabilities Act of 1990 (28 CFR Part 35), and A.R.S. § 41-1492 through 41-1492.12, Structure of Buildings.

E. AMERICANS WITH DISABILITIES ACT

The SUBGRANTEE shall comply with all applicable provisions of the Americans with Disabilities Act, (Public Law 101-336, 42 U.S.C. 12101-12213 and 47 U.S.C. §225 and 611), and applicable state rules and federal regulations under the Acts (28 CFR Parts 35 and 36).

F. RECORDS RETENTION

1. Pursuant to the provisions of 43 CFR Part 12.82, Subpart C and Title 35, Chapter 1. Article 6 A.R.S. § 35-214 and § 35-215, and Section § 41-1279.04 as amended, each SUBGRANTEE shall retain, and shall contractually require each subcontractor to retain all books, accounts, reports, files and other records relating to the acquisition and performance of the contract for a period of five (5) years after completion of the contract. All such documents shall be subject to inspection and audit at reasonable times. Upon request, a legible copy of any or all such documents shall be produced at the offices of the Auditor General, the Attorney General, the State Purchasing Office or any agency doing business under this contract.
2. The SUBGRANTEE may substitute microfilm copies in place of original records, but only after project costs have been verified.
3. Unless the SUBGRANTEE is a Federal agency, the SUBGRANTEE shall comply with U.S. Office of Management and Budget (OMB) circular A-133. Annual audit reports shall be sent to Arizona Game and Fish Department, ATTN: Internal Auditor, Rules and Risk Management, 2222 W. Greenway Rd., Phoenix, Arizona, 85023.

G. STATE CONTRACT CANCELLATION

Pursuant to A.R.S. § 38-511 and any successor statute, the State or its political subdivision or the DEPARTMENT may cancel this Agreement, without penalty or further obligation, if any person significantly involved in initiating, negotiating, securing, drafting or creating the Agreement on behalf of either party or any of its departments or agencies is, at any time while the contract or any extension of the contract is in effect, an employee of any other party to the contract in any capacity or a consultant to any other party of the contract with respect to the subject matter of the contract. Such cancellation shall become effective upon written notification from either party.

H. REMEDIES

1. The DEPARTMENT may temporarily suspend grant assistance under the project pending required corrective action by the SUBGRANTEE or pending a decision to terminate the grant by the DEPARTMENT by notifying the SUBGRANTEE in writing. Whenever one party to this Agreement in good faith has reason to question the other party's intent to perform, he or she may demand that the other party give a written assurance of this intent to perform. In the event that a demand is made and no written assurance is given within fifteen (15) days, the demanding party may treat this failure as anticipatory repudiation of the Agreement.
2. The DEPARTMENT may terminate the Agreement in whole, or in part, at any time before the date of completion, whenever it is determined that the SUBGRANTEE has failed to comply with the terms or condition of the grant. In case of default, the DEPARTMENT will provide written notification. The SUBGRANTEE will have fifteen (15) days to correct the default or show cause. The DEPARTMENT will promptly notify the SUBGRANTEE in writing of the determination and the reasons for the termination, together with the effective date. All payments made to the SUBGRANTEE shall be recoverable by the DEPARTMENT under the Agreement terminated for cause.
3. The DEPARTMENT or SUBGRANTEE may terminate grants in whole, or in part, at any time before the date of completion, when both parties agree that the continuation of the Project would not produce beneficial results commensurate with the further expenditure of funds. The two parties shall agree upon the termination conditions, including the effective date and, in the case of partial termination, the portion to be terminated. The SUBGRANTEE shall not incur new obligations for the terminated portion after the effective date, and shall cancel as many outstanding obligations as possible. The DEPARTMENT may allow full credit to the SUBGRANTEE for the grant share of obligations properly incurred by the SUBGRANTEE before effective termination date and which cannot be canceled.
4. The DEPARTMENT may require specific performance of the terms of the Agreement or take legal steps necessary to recover the funds granted if the SUBGRANTEE fails to comply with the terms of the grant or breaches any condition or special condition of the grant Agreement.

5. The remedies expressed in this Agreement are not intended to limit the rights of the DEPARTMENT. This Agreement shall not in any way abridge, defer, or limit the DEPARTMENT'S right or remedy under law or equity that might otherwise be available to the DEPARTMENT.
6. Nothing in this Agreement shall be construed as obligating the DEPARTMENT in the expenditure of funds or as involving the DEPARTMENT in any contract or other obligation for the future payment of money in excess of appropriations authorized by law and budgeted and approved by the DEPARTMENT.
7. Nothing in this Agreement shall be construed as obligating the SUBGRANTEE to expend or as involving the United States in any contract or other obligation for the future payment of money in excess of appropriations authorized by law and administratively allocated for this work.
8. If the SUBGRANTEE violates state law or this Agreement, the DEPARTMENT may seek recovery of all funds granted and classify the SUBGRANTEE as ineligible for Boating Access Fund grants for a period not to exceed five (5) years.
9. Unless terminated by written notice, this Agreement will remain in force until completion of the work but in no case shall it extend beyond _____.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed as of the day and year last written below.

SUBGRANTEE

ARIZONA GAME AND FISH DEPARTMENT

By: _____

By: _____

Date: _____

Date: _____

This document is subject to revision prior to and up to the time of execution



**ARIZONA GAME AND FISH DEPARTMENT
ARIZONA BOATING ACCESS PROGRAM (ABAP)**



AMENDMENT TO COLLECTION AGREEMENT

Subgrantee:		
Collection Agreement #:	Project #: F-19-D _____ - _____	
Agreement Period: From: To:		
Project Title:		
Project Scope:		
<p>The above state Collection Agreement is amended as set forth below. The parties agree that all other terms and conditions as set forth in the Memorandum of Understanding and any amendments thereto shall remain in force.</p>		
<p>Purpose of Amendment:</p> <p><input type="checkbox"/> Extend Agreement Period To: _____ <input type="checkbox"/> Adding or deleting a project</p> <p><input type="checkbox"/> Other:</p> <p>Describe reason for amendment:</p>		
Subgrantee (Name and Address):		
Signature:	Title:	Date:
Special Grant Conditions:		
Signature:	Title:	Date:

AGFD Form B8

SAMPLE BID AWARD LETTER

Address the Bid Award Letter to Arizona Game and Fish Department on the subgrantee's letterhead.

Date

Name of Manager

Boating Facilities Program Manager
Arizona Game and Fish Department
2221 W. Greenway Rd.
Phoenix, AZ 85023

Dear *Name of Manager*:

A bid proposal has been reviewed and found to be acceptable for the grant project numbered: _____ and titled: _____.

An award has been made to:

Vendor's Name:
Address:
Award Amount:
Scope of Work:

Documents attached to this report include:

1. Certified list of bids received,
2. Completed and signed copy of the successful bid proposal, and
3. A justification statement if an award is to a vendor other than the low bidder.

A copy of the signed contract will be mailed to the Arizona Game and Fish Department after it has been fully executed with the vendor.

Sincerely,

Type Name

Signature

Title



**ARIZONA GAME AND FISH DEPARTMENT
ARIZONA BOATING ACCESS PROGRAM (ABAP)**



GRANT PAYMENT REQUEST

(Instruction on reverse)

1. Project Number F 19 D - _____ - _____ Project Title: Subgrantee:	2. Contact Name/Phone/Fax:
3. Mailing Address:	4. Type of Payment: <input type="checkbox"/> Reimbursement <input type="checkbox"/> Advance <input type="checkbox"/> Partial <input type="checkbox"/> Final *Detailed expenditure record must be attached.
5. Payment Request #:	6. Period Covered by this Request (mm,dd,yy):

7. Approved Scope Items:	\$ Amount this Request
TOTAL:	\$

CERTIFICATION

I certify that this request is correct and is based upon actual commitments /obligations of the Subgrantee; that payment from the State has not yet been made or received; that the work and services are in accordance with the project as approved, including amendments thereto; and progress of the work and services under the project is acceptable and is consistent with the amount requested.

Signature: _____ **Date:** _____

FOR DEPARTMENT USE ONLY

Grant Award: \$ _____
 Payments to Date: \$ _____
 Amount this Payment: \$ _____
 Balance: \$ _____

 Program Coordinator Approval Date

 Accounting Approval Date

Instructions for Completing the Grant Payment Request Form

- Item 1: Enter the project number, project title and subgrantee name as shown on the Collection Agreement.
- Item 2: Enter the name, phone, and fax numbers of the grant contact person.
- Item 3: Enter the mailing address of the grant contact person.
- Item 4: Check the appropriate box. (Advances are considered on a case-by-case basis).
- Item 5: Indicate the payment request number. Payment requests are numbered consecutively, beginning with #1.
- Item 6: Enter the month, day, and year for the beginning and ending of the period for which request is prepared. The dates inserted must fall within the "Project Period" indicated on the Collection Agreement.
- Item 7: List the approved scope items as specified on eligible projects (page 13 of the Manual) to the collection agreement. Costs entered in the "Expenditures this Request" column must equal the total cost expended by the participant for reimbursement projects.
- Certification: The individual authorized in the Collection Agreement shall sign and date the payment request.



ARIZONA GAME AND FISH DEPARTMENT
ARIZONA BOATING ACCESS PROGRAM (ABAP)



QUARTERLY CONSTRUCTION
PROGRESS REPORT

Date: _____

Project Number: F19 D - _____ - _____

Subgrantee: _____

Project Name: _____

Prepared By: _____

Quarter: July - September October - December January - March April-June

Approved Project Scope Items:	% of Work Completed

Comments (Problems, Solutions, etc.)



**ARIZONA GAME AND FISH DEPARTMENT
ARIZONA BOATING ACCESS PROGRAM (ABAP)**



PROJECT EXPENDITURE RECORD

(Instructions on reverse)

Project Number: F 19 D - _____ - _____

Project Title: _____ Record Preparation
 Subgrantee Name: _____ Date: _____
 Payment Request: _____ By: _____
 Signature: _____ Phone: _____

Date	Invoice #	Vendor	Item Description	Related Scope Item	Amount Paid	Check Number
Total must equal amount claimed on the Grant Payment Request.					\$	

Attach additional page(s) if necessary

Instruction for Completing the Project Expenditure Record

A complete and accurate record of information must be provided in each column of this form for every listed expenditure. A copy of the completed Expenditure Record must be attached to each Grant Payment Request (AGFD Form B9) submitted to the Arizona Game and Fish Department. Instructions for specific entries are described below:

- **Project Number:** Enter the project number as it appears on the Collection Agreement.
- **Project Title:** Enter the name of the project as it appears on the Collection Agreement.
- **Sub-grantee Name:** Enter the participant name as it appears on the Collection Agreement.
- **Payment Request:** Enter the number of the pay request attached to the Grant Payment Request.
- **Record Preparation:** Enter the date the record was prepared, by whom (print name and sign name), and the telephone number of the preparer.
- **Date:** List all expenditures in chronological order and indicate the date shown on each expenditure.
- **Invoice Number:** Enter the number shown on the invoice as assigned by the vendor. In the case of a contractor's statement, enter the number of the statement as assigned by the contractor.
- **Vendor:** For each invoice or cost item, provide the name of the individual or company from whom the goods or services were purchased.
- **Item Description:** This should briefly, but accurately, describe what was purchased and/or donated. This description may be taken directly from the invoice.
- **Related Scope Item:** Enter the name of the scope item from AGFD Project Application – Itemized Cost Estimates for which the ITEM DESCRIPTION relates. If an invoice contains a list of materials, which were used to construct several approved scope items, each item should be listed. Items not shown in the Collection Agreement or acknowledgement or project cost schedule or in amendments thereto, are not eligible for reimbursement. Ineligible projects need not be listed on the Project Expenditure Record.
- **Amount Paid:** Enter the amount of the actual cost or expenditure, which is eligible for reimbursement. If a portion of the invoice was paid and reimbursed under a previous payment request, list only the amount for which you are now seeking reimbursement.
- **Check Number:** List the corresponding check, work order, or requisition number, which was used to pay each cost item listed. If more than one check, work order, or requisition was used, include all appropriate numbers.

***NOTE:** You may use the Project Expenditure Record as a cover sheet and attach any type of billing records and/or financial spreadsheets to the cover sheet. Please make sure the same information requested on the Project Expenditure Record is given in the billing records and/or financial spreadsheets.



**ARIZONA GAME AND FISH DEPARTMENT
ARIZONA BOATING ACCESS PROGRAM (ABAP)**



SITE INSPECTION FORM

PROJECT #: _____	FY: _____	REGION: _____	MGMT UNIT: _____
AGENCY: _____	COUNTY: _____		
WATERWAY: _____	PROJECT SITE: _____		
APPROVED SCOPE ITEMS: _____			
T/R/SEC #: _____	DIRECTIONS: _____		

1. Is there a sign displayed which makes the site identifiable as a public area? Yes No
 If yes, where _____ If no, please explain _____

2. Are the approved scope items being maintained?

A. PARKING AREA, ROADS AND WALKWAYS:

General conditions: ___ Excellent ___ Good ___ Fair ___ Poor ___ N/A

Comments: _____

B. DOCKS:

General condition: ___ Excellent ___ Good ___ Fair ___ Poor ___ N/A

Comments: _____

C. LAUNCH RAMPS:

General condition: ___ Excellent ___ Good ___ Fair ___ Poor ___ N/A

Comments: _____

D. RESTROOMS:

General condition: ___ Excellent ___ Good ___ Fair ___ Poor ___ N/A

Comments: _____

E. SIGNS:

General condition: ___ Excellent ___ Good ___ Fair ___ Poor ___ N/A

Comments: _____

F. OTHER: _____

General condition: ___ Excellent ___ Good ___ Fair ___ Poor ___ N/A

Comments: _____

3. Has the site been developed and maintained to provide for ADA access? Yes No
 If no, please explain _____

4. Is there a sign displaying the funding source for project? Yes No
 If no, please explain _____

ADDITIONS/IMPROVEMENTS SINCE LAST INSPECTION: _____

Inspected by: _____	Date: _____
Project complies: <input type="checkbox"/>	Does not comply: <input type="checkbox"/>
Repairs needed? Yes <input type="checkbox"/> No <input type="checkbox"/>	Photos taken? Yes <input type="checkbox"/> No <input type="checkbox"/>
Agency contacted? Yes <input type="checkbox"/> No <input type="checkbox"/>	Contact Name: _____ Date: _____
Comments: _____	

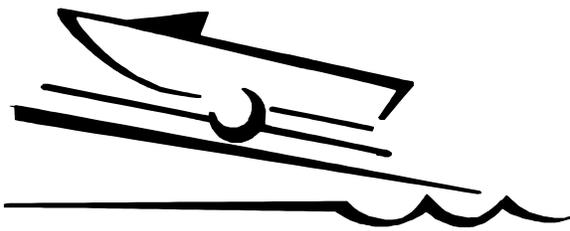
APPENDIX B:

The Arizona Game and Fish Department's *Prioritization Process Manual*



Heritage Fund

The Arizona Game and Fish Department's
Prioritization Process Manual



June 2004

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THE PRIORITIZATION PROCESS

This manual covers the Department's prioritization processes for grants and funding support, including Arizona Game and Fish Heritage Fund grants, Federal-aid enhancements, and Boater Access grants. The overall prioritization process and general scoring are addressed in Section I of this manual. Specific evaluation questions and scoring involving the Grant Prioritization Process for Heritage grants are addressed in Section II. Specific evaluation questions and scoring involving the Budget Prioritization Process for Boater Access and Federal-aid enhancements are presented in Section III.

I. Prioritization Process: Applies to both grant and budget prioritization processes.

Rating Resources and Rating Department Activities

Resources (wildlife resources that the Department manages) and Department Activities (tasks and activities that the Department does) are rated by the five Commissioners, the Director, the Deputy Director, and the four Assistant Directors.

Resources are evaluated in four individual areas: biological needs, political impacts, sociological desires, and economic impacts. The scores resulting from each of the eleven scorers in the four areas are averaged for each resource.

The Activity scores from the eleven scorers are averaged.

The Resource and the Activity scores are each worth up to 200 weighted points on each application. The scores are included in the final scoring of the application (refer to the Final Score Sheet discussed below).

Strategic Objectives Comparison

Each resource (refer to page 10) is evaluated in comparison to Strategic Objectives. The scores are based on input from the Department Branches with the primary management responsibility for each resource. The resource score for Strategic Objectives is worth up to 100 points for each application (refer to page 9).

The above steps are completed annually, usually in the months of December and January.

The following steps apply to the review and scoring of the submitted applications.

In-Processing

The Funds/Planning Section receives all applications. Late, incomplete (missing major components), or those applications ineligible for funding are rejected at this time. Copies of all eligible applications are sent to the appropriate Project Leader, and the appropriate Regional Supervisors for review. The original copy of the application is kept in Funds/Planning.

During the review process, if a project proposal is found to be inappropriate or in conflict with the Program or Department Missions; the Project Leader identifies the issue and contacts the fund administrator. These applications may be rejected. The fund administrator will process all rejections for the Director's signature.

The Project Leader will develop a summary and review package. The Project Leader summary and review package should include: 1) A copy of all submitted reviews of the application and 2) to what degree the proposal supports the goals, objectives and mission of the Program and/or Department. The summary and review package is submitted to Funds/Planning. All applications and respective summary and review packages are sorted and assembled for each

funding focus so that the convening Prioritization Committee can evaluate and score only those applications belonging to the funding focus.

The Prioritization Committee is responsible for assessing each proposal of the eligible set of proposals being evaluated in the funding-focus based on its Feasibility, Benefits, Merit and the Cost. The Committee can seek additional information/clarification from internal or external sources to assist in its evaluation of proposals. The Committee may recommend that portions of any proposal not be funded in its entirety. This Committee may also recommend rejecting a proposal which is determined not to fit the funding focus, or which may directly conflict with the Mission of the Department.

The scoring components of the prioritization process that augment the base scoring (discussed above) pertain directly to the submitted application. These components include technical review and scoring conducted by Department staff and evaluation and scoring for feasibility and benefits, merit, and cost conducted by the Prioritization Committee.

Technical Review

Applications are reviewed for benefit, feasibility, and merit. The scores are based on input from Department staff with expertise and experience in technical subjects identified with the proposal. This is worth a maximum 100 points and is included in the composite score when the Prioritization Process Committee evaluates applications. The step is completed in the months of February, March, and April.

Feasibility and Benefits

The score for feasibility and benefits is worth up to 150 points. Each proposal is evaluated based on several feasibility questions. A series of specific funding source questions is asked of each proposal to determine the expected benefits (refer to Section II for Heritage grant questions and Section III for Boater Access and Federal enhancement questions).

Merit

Each proposal is evaluated based on several questions of the proposal's merit. Merit is worth up to 150 points.

Cost

A series of specific funding source questions is asked of each proposal on 1) requested funding in relation to expected benefit, 2) match and in-kind contribution funding in the total project cost, and 3) percent share of funding requested compared to the amount of available funds. The score for cost is worth up to 100 points.

Final Score-Sheet

In addition to the Rating Resources and Rating Department Activities and Strategic Plan Comparison scores discussed above, specific Technical Review scores, Feasibility and Benefit scores, and Cost scores are compiled and included on the final score sheet.

As scoring proceeds the scores are entered on the Final Score-Sheet. The total prioritization score is computed as the summation of weighted scores as the final scoring task. Any special considerations developed by the Prioritization Committee are also entered on the final score sheet. Each committee member confirms the final score and signs the sheet.

The Prioritization Committee

The prioritization committees are made up of the following members:

Grant prioritization committees	Budget prioritization committees
<ul style="list-style-type: none">• Heritage Fund Administrator (and/or) Heritage Grant Coordinator (and/or) Planning Coordinator• Field Operations - (1 representative)• Division - (1 representative)• Optional – Heritage Fund Public Advisory Committee (1 member)	<ul style="list-style-type: none">• Planning Coordinator (and/or) Federal-Aid Funds Coordinator• Field Operations - (1 representative)• Division(s) - (1-2 representatives, 1 per appropriate Division)

Based on the outcome of the review and scoring, the Funds/Planning Section prepares a prioritized list of all proposals by funding source. This information is presented to the Director, Deputy Director, and the Assistant Directors, who have the final authorization to approve those applications that will receive funding.

TEST OF RESOURCE ISSUES

Please rate based on your perception of the **BIOLOGICAL NEEDS** of these animals.

RATE EACH GROUP FROM A SCORE OF 0 TO 100. A SCORE OF 0 MEANS THE RESOURCE IS IN NO NEED OF ADDITIONAL BIOLOGICAL WORK AND A SCORE OF 100 MEANS THE RESOURCE IS IN NEED OF AN EXTREME AMOUNT OF ADDITIONAL BIOLOGICAL WORK.

RESOURCE	POINTS
Big Game (All big game animals (Title 17))	
Waterfowl/Migratory Sport Birds (waterfowl, sandhill crane, dove, band-tail pigeon, etc.)	
Small Game Birds (all types of quail, grouse and pheasant)	
Small Game Mammals (Tree squirrels and cotton-tail rabbits)	
Predator/Furbearers (skunks, bobcats, raccoons, coyote, etc.)	
Aquatic Resources (All fish and amphibians)	
Sportfish (native and non-native fishes)	
General Wildlife (Everything)	
Terrestrial Wildlife (Birds, mammals, most reptiles, etc.)	
Wildlife Of Special Concern (Animals listed by AGFD as Wildlife of Special Concern)	
Federally Threatened Species (Spikedace, Mexican spotted owl, etc.)	
Federally Endangered Species (Condor, Black-footed ferrets, Gila trout, etc.)	
General Nongame (Every animal that is not a game animal)	
Terrestrial Nongame (Rodents, jack rabbits, most birds, etc.)	
Aquatic Nongame (nongame fish, amphibians, crayfish, mollusks, etc.)	

TEST OF RESOURCE ISSUES

Please rate based on your perception of the **POLITICAL ENVIRONMENT** surrounding these animals.

RATE EACH GROUP FROM A SCORE OF 0 TO 100. A SCORE OF 0 MEANS THE RESOURCE IS NOT AT ALL POLITICALLY SIGNIFICANT - A SCORE OF 100 MEANS THE RESOURCE IS EXTREMELY POLITICALLY SIGNIFICANT.

RESOURCE	POINTS
Big Game (All big game animals (Title 17))	
Waterfowl/Migratory Sport Birds (waterfowl, sandhill crane, dove, band-tail pigeon, etc.)	
Small Game Birds (all types of quail, grouse and pheasant)	
Small Game Mammals (Tree squirrels and cotton-tail rabbits)	
Predator/Furbearers (skunks, bobcats, raccoons, coyote, etc.)	
Aquatic Resources (All fish and amphibians)	
Sportfish (native and non-native fishes)	
General Wildlife (Everything)	
Terrestrial Wildlife (Birds, mammals, most reptiles, etc.)	
Wildlife Of Special Concern (Animals listed by AGFD as Wildlife of Special Concern)	
Federally Threatened Species (Spikedace, Mexican spotted owl, etc.)	
Federally Endangered Species (Condor, Black-footed ferrets, Gila trout, etc.)	
General Nongame (Every animal that is not a game animal)	
Terrestrial Nongame (Rodents, jack rabbits, most birds, etc.)	
Aquatic Nongame (nongame fish, amphibians, crayfish, mollusks, etc.)	

TEST OF RESOURCE ISSUES

Please rate based on your perception of what the GENERAL PUBLIC THINKS about the importance of these animals.

RATE EACH GROUP FROM A SCORE OF 0 TO 100. A SCORE OF 0 MEANS THE RESOURCE IS NOT AT ALL IMPORTANT- A SCORE OF 100 MEANS THE RESOURCE IS EXTREMELY IMPORTANT.

RESOURCE	POINTS
Big Game (All big game animals (Title 17))	
Waterfowl/Migratory Sport Birds (waterfowl, sandhill crane, dove, band-tail pigeon, etc.)	
Small Game Birds (all types of quail, grouse and pheasant)	
Small Game Mammals (Tree squirrels and cotton-tail rabbits)	
Predator/Furbearers (skunks, bobcats, raccoons, coyote, etc.)	
Aquatic Resources (All fish and amphibians)	
Sportfish (native and non-native fishes)	
General Wildlife (Everything)	
Terrestrial Wildlife (Birds, mammals, most reptiles, etc.)	
Wildlife Of Special Concern (Animals listed by AGFD as Wildlife of Special Concern)	
Federally Threatened Species (Spikedace, Mexican spotted owl, etc.)	
Federally Endangered Species (Condor, Black-footed ferrets, Gila trout, etc.)	
General Nongame (Every animal that is not a game animal)	
Terrestrial Nongame (Rodents, jack rabbits, most birds, etc.)	
Aquatic Nongame (nongame fish, amphibians, crayfish, mollusks, etc.)	

TEST OF RESOURCE ISSUES

Please rate based on your perception of the **ECONOMIC IMPACT** these animals are likely to have on Arizona.

RATE EACH GROUP FROM A SCORE OF 0 TO 100. A SCORE OF 0 MEANS THE RESOURCE HAS NO ECONOMIC SIGNIFICANCE - A SCORE OF 100 MEANS THE RESOURCE IS EXTREMELY ECONOMICALLY SIGNIFICANT.

RESOURCE	POINTS
Big Game (All big game animals (Title 17))	
Waterfowl/Migratory Sport Birds (waterfowl, sandhill crane, dove, band-tail pigeon, etc.)	
Small Game Birds (all types of quail, grouse and pheasant)	
Small Game Mammals (Tree squirrels and cotton-tail rabbits)	
Predator/Furbearers (skunks, bobcats, raccoons, coyote, etc.)	
Aquatic Resources (All fish and amphibians)	
Sportfish (native and non-native fishes)	
General Wildlife (Everything)	
Terrestrial Wildlife (Birds, mammals, most reptiles, etc.)	
Wildlife Of Special Concern (Animals listed by AGFD as Wildlife of Special Concern)	
Federally Threatened Species (Spikedace, Mexican spotted owl, etc.)	
Federally Endangered Species (Condor, Black-footed ferrets, Gila trout, etc.)	
General Nongame (Every animal that is not a game animal)	
Terrestrial Nongame (Rodents, jack rabbits, most birds, etc.)	
Aquatic Nongame (nongame fish, amphibians, crayfish, mollusks, etc.)	

Rating Department Activities

Rate each activity from a score of 0 to 100. A score of 0 means the activity is not at all important; a score of 100 means the activity is extremely important.

	Score	Department Activity
1		Conduct fish or wildlife population surveys to acquire management data. (Deer and elk surveys etc.)
2		Conduct fish or wildlife research to acquire management information. (Glen Canyon Environmental Studies, turkey research project, DNA analysis, etc.)
3		Minimize fish or wildlife conflicts that result in economic loss to private property. (elk or predator depredation)
4		Manipulate habitat (waterholes, clearing, seeding, artificial reefs) for fish or wildlife.
5		Protect fish or wildlife habitat (fencing, road closures, does NOT include land acquisition).
6		Conduct harvest surveys to acquire management information. (hunter questionnaires and creel surveys)
7		Conduct fish or wildlife law enforcement activities. (Patrol, investigations, etc.)
8		Conduct public opinion research to acquire management information. (customer surveys, focus groups, responsive management)
9		Inform the public about Arizona's fish or wildlife resources. (presentations, publications, etc.)
10		Educate the public about Arizona's fish or wildlife resources. (Project Wild, Fishing Workshops, educational classes)
11		Enhance access into areas that are blocked to public access. (Respect Program, create new roads, improve roads/trails, etc.)
12		Acquire property rights for fish or wildlife management purposes. (Sipe – Wenima, Whitewater Draw, Conservation Agreements, etc.)
13		Enhance recreation by propagating, rearing and stocking fish or wildlife species. (Hatcheries – trout rearing and stocking, etc.)
14		Increase recreational use of fish or wildlife resources. (ADA fishing piers, etc.)
15		Provide or support wildlife rehabilitation services.
16		Restore, where feasible and provident, extirpated Threatened or Endangered fish or wildlife species into Arizona (Re-introducing animals no longer occur in AZ and are Federally listed: Condors, Mexican Wolves, black-footed ferrets, Gila trout, etc.)
17		Enhance existing fish or wildlife populations through transplants. (Transplanting antelope from another state into AZ, moving animals from one AZ population to another, etc.)
18		Re-establish (re-introduce) where feasible and provident fish or wildlife species into their historic range. (These animals still occur in Arizona, but have been eliminated from some areas. An example would be when we re-introduced bighorn sheep into the Superstition Mountains.)
19		Improve or increase boater access and recreation (fish cleaning stations, restrooms, new boat ramps, improvement to existing boat ramps, etc)

Strategic Objectives

Answer all questions either yes or no.

	Y	N	Questions for species with both specific population objectives and consumptive use objectives
1			Is the estimated population for this resource below the range of the strategic plan population objective?
2			Is the estimated annual harvest for this resource below the range of the strategic plan objective?
3			Are the estimated recreation user days for this resource below the range of the strategic plan objective?

	Y	N	Questions for species with consumptive use objectives, but with no population objectives
1			Has the estimated recreation use for this resource declined over the past two years?
2			Is the estimated harvest or success rate for this resource below the strategic plan objective?
3			Are the estimated recreational user days for this resource below the range of the strategic plan objective for user days

	Y	N	Questions for ALL wildlife resources (excluding listed or candidate sensitive species*)
Has the status of this resource group been negatively affected over the last two years by:			
4			The lack of information required to maintain existing management programs, or to answer questions resulting from higher than normal public or political concerns? And/or
5			Changes to habitat conditions resulting from land or water management practices or unusual and abnormal weather conditions?
6			Over the last two years has there been a documented increase in interest about this resource group?

* Listed or candidate sensitive species receive the maximum points.

Scoring Matrix**

Yes	Yes	Yes	Yes
Yes	No	Yes	No
Yes	Yes	No	No
50 points	40 points	35 points	25 points
No	No	No	No
Yes	No	Yes	No
Yes	Yes	No	No
25 points	15 points	10 points	0 points

** Scoring for consumptive resources includes questions 1 through 3 and questions 4 through 6 for a maximum of 100 points. Scoring for non-consumptive resources apply to questions 4 through 6; thus scores where only questions 4 through 6 are rated, the scores are doubled to comply with the 100-point scoring scale.

List of Wildlife Resource Categories for Strategic Objective Questions

Resource	Q1	Q2	Q3	Q4	Q5	Q6
MULE DEER						
WHITE-TAILED DEER						
ELK						
JAVELINA						
BIGHORN SHEEP						
ANTELOPE						
TURKEY						
BEAR						
MOUNTAIN LION						
BUFFALO						
GAMBEL & SCALED QUAIL						
MEARNS QUAIL						
DOVES						
TREE SQUIRRELS						
COTTONTAIL RABBIT						
BLUE GROUSE						
BAND-TAILED PIGEON						
WATERFOWL						
SANDHILL CRANE						
PREDATOR/FURBEARER						
BOBCAT						
AQUATIC RESOURCES						
COLDWATER FISHERIES						
WARM WATER FISHERIES						
NONGAME FISH						
RAPTORS						
NONGAME BIRDS						
NONGAME MAMMALS						
REPTILES & AMPHIBIANS						
CRUSTACEANS & MOLLUSKS						

II. Grant Prioritization Process

The grant prioritization process includes the general prioritization scoring (the Rating Resource Issues, Department Activities, and Strategic Objectives, discussed in Section I of this manual) and specific scoring involving technical review and Prioritization Committee evaluation and scoring of applications for Heritage Grant-in-Aid funding.

Technical Review

Technical Review scores are based on input from Department staff with expertise and experience in technical subjects identified with the proposal. Applications are reviewed for Benefit, Feasibility, and Merit, using the Heritage grants Proposal Review Form (refer to pages 12 and 13) for a maximum 100 points, scored in 25-point increments. An average of the reviewer scores is included in the composite score when the Prioritization Process Committee evaluates applications. The staff review is completed in the months of February, March, and April; thereafter the applications of each funding focus are evaluated and scored by the respective Grant Prioritization Committee. The committee scoring is as follows:

Feasibility and Benefits

Each application is evaluated based on several feasibility and benefit questions. The score for feasibility and benefits is worth up to 150 points of the application's score. There are four questions that apply to all project areas that are worth 80 points (refer to page 14). The remaining 70 points apply to each of the specific project areas: Public Access (refer to page 15); Environmental Education and Schoolyard Habitat (refer to page 16); Urban Wildlife (refer to page 17), and Identification, Inventory, Protection and Management (IIAPM) (refer to page 18).

The prioritization process and scoring for Merit, Cost, and Final Score Sheet are described in Section I of this manual.

Merit

Each proposal is evaluated based on several questions of the proposal's merit. Merit is worth up to 150 points of the applications score (refer to page 19).

Cost

A series of specific funding source questions is asked of each proposal on 1) requested funding in relation to expected benefit, 2) match and in-kind contribution funding in the total project cost, and 3) percent share of funding requested compared to the amount of available funds (refer to page 20). The score for cost is worth up to 100 points.

Final Score-Sheet

In addition to the Rating Resources and Rating Department Activities and Strategic Plan Comparison scores discussed above, specific Technical Review scores, Feasibility and Benefit scores, and Cost scores are compiled and included on the final score sheet (refer to page 21).

Proposal Review Form

Please review and comment on the proposal. Submit your input to the appropriate Project Leader.

Name of Reviewer:

Proposal Title:

Your comments should represent your perspective, your work unit's perspective and/or the local perspective. Comments may discuss the importance of the proposal, the support (or lack of support) from the local community, the key personnel, the funding, or any information you believe would help the Prioritization Committee score the proposal. Additional guidance may be found in the Feasibility, Merit, and Cost/Benefit questions of the Prioritization Process (Pages 14 - 20).

COMMENTS:

Note: Include the General Summary of Technical Reviewer Conclusions Form with the review comments.

For **Heritage Grant applications**, rate summary recommendations on the General Summary of Technical Reviewers Conclusion form from a score of 0 to 100.

General Summary of Technical Reviewer Conclusions Form

WHAT IS YOUR RECOMMENDATION CONCERNING FUNDING THIS PROJECT? In explaining your position (for or against), please refer the reader to previous comments rather than repeating them here. Add any additional comments and/or synthesis. Score your recommendation by the value of points indicated, e.g., strongly support equals 100 points, as written 75 points.

Check one:

_____ I strongly support funding this project as written. (Please explain). **100 points**

_____ I support funding this project as written. (Please explain). **75 points**

_____ I support funding this project with reservations. (Please explain). **50 points**

_____ I support funding this project only if the following stipulations are applied (listed below). **25 points**

_____ I recommend against funding this project. (Please explain). **0 points**

FEASIBILITY - Maximum points - 150 (i.e., 80 points for questions 1 through 4, 70 points total for each subprogram fund). Use score values in the range as shown in the question (or item) with reference to the criteria presented, and then refer to the appropriate subprogram fund questions for scoring the remaining points.

1. Are the project accomplishments and deliverables stated clearly? **0 – 15 points**

- 15 clearly stated and realistic
- 0 unclear

2. As stated, could the project be completed within the time allotted? **0 – 15 points**

- 15 realistic time schedule
- 0 time schedule not realistic

3. Are key project personnel/managers adequately qualified? **0 – 30 points**

- 30 well qualified
- 15 qualifications insufficiently stated
- 0 no evidence of qualified personnel

4. Evaluate the applicant's track record. **0 – 20 points**

- 20 in good standing or new applicant
- 10 minor out-of-compliance record or minor delinquent reporting
- 0 evidence of failure to terms of agreement

HERITAGE - PUBLIC ACCESS -- maximum 70 points Use score values in the range as shown in the question (or item) with reference to the criteria presented.

1. Define the access issue (including the cause) this project proposes to address. Has the applicant conferred with private landowners, the land management agency and/or the Department to resolve the issue?

0 – 15 points

15 yes

0 no

2. Are all the drawings and permits necessary to start and complete this project proposal complete and submitted? These documents should include engineering/architectural drawings, Environmental Assessments, SHPO, Archeological Clearances, 404, etc. **0 – 10 points**

10 yes

0 no

3. Upon completion of this project, will the new access (previously unavailable) be available for more than one user group? **0 – 10 points**

10 yes, with ADA-compliant availability for limited mobility persons

5 yes, but not handicap accessible

0 no, limited access

4. Will this become a permanent access route once the project is completed (i.e. right-of-way, easement, or equivalent)? **0 – 15 points**

15 permanent

10 at least 10 years

5 5 to 9 years

0 less than 5 years

5. Will access be available 24 hours per day, 365 days a year, notwithstanding temporary closures to protect the project from damage due to wet weather, fire danger, or other unforeseen conditions? **0 – 10 points**

10 year around access

5 seasonal closures

0 not addressed

6. If applicable, are long-term maintenance issues adequately addressed? **0 – 10 points**

10 yes or not applicable

5 not thoroughly

0 not addressed

HERITAGE - ENVIRONMENTAL EDUCATION/SCHOOLYARD GRANTS -- maximum 70 points
Use score values in the range as shown in the question (or item) with reference to the criteria presented.

1. Are learning goals and objectives clearly defined? **0 - 20 points**
 - 20 learner outcomes are clearly defined
 - 10 learner outcomes are somewhat defined
 - 0 learner outcomes are poorly defined or missing entirely

2. Are project components integrated into appropriate disciplines across the curriculum? **0 – 15 points**
 - 15 fully integrated into several appropriate disciplines
 - 5 project limited to narrow discipline focus
 - 0 project focuses upon single discipline

3. Are wildlife and habitat the primary focus for this project? **0 – 15 points**
 - 15 major focus of project
 - 5 integrated into project, but not primary focus
 - 0 little or no emphasis on wildlife and/or habitat

4. Is the community directly involved with the project from inception to completion?
0 – 20 points
 - 20 strong involvement of students, staff, administration, and community partners at all (appropriate) project phases
 - 15 good community involvement in most portions of project
 - 5 little community involvement across the project life
 - 0 no community involvement

HERITAGE - URBAN WILDLIFE -- maximum 70 points Use score values in the range as shown in the question (or item) with reference to the criteria presented.

1. Are the purposes and objectives of this project clearly related to urban wildlife? **0 – 30 points**

- 30 yes, clearly related
- 15 somewhat related
- 0 not related

2. Is the project methodology and planning appropriate and adequate? **0 – 30 points**

- 30 yes, both methodology and planning appropriate and adequate
- 15 somewhat
- 0 no, neither methodology or planning appropriate or adequate; or no evidence of such is presented in the proposal

3. How involved will the community be in the implementation of this project? **0 – 10 points**

- 10 very involved
- 5 somewhat involved
- 0 no apparent community involvement

HERITAGE – IIAPM -- maximum 70 points Use score values in the range as shown in the question (or item) with reference to the criteria presented.

1. Are the purposes and objectives of this project clearly addressed? **0 – 40 points**

- 40 clearly addressed
- 20 moderately addressed
- 0 not addressed

2. Will the proposal provide information on more than one species or habitat identified as a sensitive element on this year’s AGFD list, and does the proposal describe eligibility objectives for the additional species or habitats addressed? **0 – 30 points**

- 30 yes; for three or more additional species or habitat objectives
- 10 yes; for two additional species or habitat objectives
- 5 yes; for one additional species or habitat objective
- 0 no; one species or habitat objective addressed

MERIT - Total Points – 150 Use score values in the range as shown in the question (or item) with reference to the criteria presented.

1. Will Arizona wildlife habitat and or Department be able to utilize or benefit directly from the project's end products? **0 – 20 points**
 - 20 strongly benefits
 - 10 somewhat benefits
 - 0 no apparent benefits

2. Does the project proposal support, supplement, or enhance an ongoing Department or grant project? **0 – 20 points**
 - 20 strongly aligns
 - 10 somewhat aligns
 - 0 no apparent alignment

3. Does the project address a preferred project list or sensitive element objective? **0 – 30 points**
 - 30 strongly correlates to a preferred project list or sensitive elements list
 - 15 somewhat correlates
 - 0 no apparent correlation

4. Is the publicity plan adequate? **0 – 30 points**
 - 30 gives credit to funding source(s) and provides high visibility for AGFD
 - 15 credits funding source or AGFD, but visibility not adequate
 - 0 inadequate publicity plan

5. Has the applicant provided documentation that the proposal has been reviewed? **0 – 30 points**
 - 30 thoroughly reviewed and documentation of strong support
 - 15 evidence of review and/or community support
 - 0 no review or support indicated

6. Are potential negative side effects (e.g. public safety, resource impact or planning conflicts) recognized? **0 – 20 points**
 - 20 thoroughly identified a range of effects
 - 10 inadequately evaluated potential effects
 - 0 none identified

COST - Total Points – 100 Use score values in the range as shown in the question (or item) with reference to the criteria presented.

1. Is the amount of the funding requested justified by direct benefits to Arizona wildlife, habitat and/or the Department? **0 – 40 points**
 - 40 expected benefits exceed requested funding (benefit greater than 200 percent)
 - 20 expected benefits exceed requested funding (benefit greater than 150 to 200 percent)
 - 10 expected benefits justify requested funding (100 to 150 percent benefit)
 - 0 requested funding excessive with very little, if any, expected benefits (less than 100 percent benefit)

2. Evaluate cost sharing by percentage of total project cost. Compare match and substantiated donation (Columns B plus C) to total estimated project cost on Estimated Project Cost Sheet.
0 – 30 points
 - 30 match plus donation greater than 75 percent of total project cost
 - 20 match plus donation 50 to 75 percent of total project cost
 - 10 match plus donation greater than 25 but less than 50 percent of total project cost
 - 5 match plus donation greater than zero to 25 percent of total project cost
 - 0 requested funding only, no match or donation

3. Percent of the cost of the project compared to the available funds for the grant funding-focus.
0 – 30 points
 - 30 requested funds 0 to 20 percent of funds available
 - 20 requested funds 21 to 40 percent of funds available
 - 10 requested funds 41 to 50 percent of funds available
 - 0 requested funds more than 50 percent of funds available

Project Title:			
Proposal Number:		Applicant:	
Funding Source:		Available Funds:	
Amount of funding requested:			
Rating Criteria	Points	Weight	Weighted Points
Resource Issue (up to 200 weighted points) List Resource:		2.0	
Department Activities (up to 200 weighted points) list activity:		2.0	
Strategic Plan Objectives (up to 100 points)		1.0	
Technical Review (up to 100 points)		1.0	
Feasibility/Benefits (up to 150 points)		1.0	
Merit (up to 150 points)		1.0	
Cost (up to 100 points)		1.0	
Total score			

This proposal was scored by: (Please sign and date)

Name:	date

Remarks or Special Consideration

III. Budget Prioritization Process

The budget prioritization process includes the general prioritization scoring (the Rating Resource Issues, Department Activities, and Strategic Objectives, discussed in Section I of this manual) and specific scoring involving technical review and Prioritization Committee evaluation and scoring of applications for Boater Access and Federal enhancement funding.

Technical Review

Technical Review scores are based on input from Department staff with expertise and experience in technical subjects identified with the proposal. Applications are reviewed for Benefit, Feasibility, and Merit, using the Federal-Aid Enhancement Review Form (refer to page 23) for a maximum 100 points, scored in 25-point increments. An average of the reviewer scores is included in the composite score when the Prioritization Process Committee evaluates applications. The staff review is completed in the months of February, March, and April; thereafter the applications evaluated and scored by the respective Budget Prioritization Committee. The committee scoring is as follows:

Feasibility and Benefits

Each application is evaluated based on several feasibility and benefit questions. The score for feasibility and benefits is worth up to 150 points of the application's score. There are four questions that apply to all project areas that are worth 80 points (refer to page 24). The remaining 70 points apply to Boater Access (refer to page 25) and to AGFD Internal Federal-Aid Enhancement (refer to page 26).

The prioritization process and scoring for Merit, Cost, and Final Score Sheet are described in Section I of this manual.

Merit

Each proposal is evaluated based on several questions of the proposal's merit. Merit is worth up to 150 points of the applications score (refer to page 27).

Cost

A series of specific funding source questions is asked of each proposal on 1) requested funding in relation to expected benefit, 2) match and in-kind contribution funding in the total project cost, and 3) percent share of funding requested compared to the amount of available funds (refer to page 28). The score for cost is worth up to 100 points.

Final Score-Sheet

In addition to the Rating Resources and Rating Department Activities and Strategic Plan Comparison scores discussed above, specific Technical Review scores, Feasibility and Benefit scores, and Cost scores are compiled and included on the final score sheet (refer to page 29).

FEDERAL-AID ENHANCEMENT REVIEW FORM

REGIONAL, ENGINEERING, NONGAME AND HABITAT PROJECT PROPOSAL TECHNICAL REVIEW

Please provide comments on this proposed project consistent with your area of expertise. Comments may discuss the importance of the proposal, the support (or lack of) from the local community, the key personnel, the funding, or any information you believe would help the Prioritization Committee score the application. The Boating Facilities Section will address general administrative review matters per Federal Aid Guidelines and Department Policy.

You may write or type on this hard copy form or you can access the form by: U:/Development Branch/Boating Access/TM Comment Form.

Please return the review by inter-office mail or e-mail to Sherry Crouch, DOFP and MariAnn Koloszar, SSDV, DUE DATE will be announced.

Project Title:	Person(s) Commenting:
Region No. _____ Engineering _____ Nongame _____ Habitat _____	Date: _____
CHECK ONE: <input type="checkbox"/> I strongly support funding this project as written. (Please explain) <input type="checkbox"/> I support funding this project as written. (Please explain) <input type="checkbox"/> I support funding this project with reservations. (Please explain) <input type="checkbox"/> I support funding this project only if the following stipulations are applied. (List) <input type="checkbox"/> I recommend against funding this project. (Please explain)	VALUE: 100 Points 75 Points 50 Points 25 Points 0 Points

Comments: (Attach additional sheets, if necessary)

Feasibility -- maximum 150 points (i.e., 80 points for questions 1 through 4, 70 points total for each project fund.) Use score values in the range as shown in the question (or item) with reference to the criteria presented.

1. Are the project accomplishments and deliverables stated clearly? **0 – 15 points**

- 15 clearly stated and realistic
- 0 unclear

2. As stated, could the project be completed within the time allotted? **0 – 15 points**

- 15 realistic time schedule
- 0 time schedule not realistic

3. Are key project personnel/managers adequately qualified? **0 – 30 points**

- 30 well qualified
- 15 qualifications insufficiently stated
- 0 no evidence of qualified personnel

4. Evaluate the applicant's track record. **0 – 20 points**

- 20 in good standing or new applicant
- 10 minor out-of-compliance record or minor delinquent reporting
- 0 evidence of failure to terms of agreement

BOATING ACCESS -- maximum 70 points

1. Does the proposed project meet the criteria of the management objectives for this body of water?
0 – 10 points

10 yes
0 no

2. Is the site suitable for the design, construction and maintenance of the project as proposed? **0 – 10 points**

10 yes
0 no

3. Upon completion of this project, will the new access (previously unavailable) be available for more than one user group? **0 – 10 points**

10 yes, with ADA-compliant availability for limited mobility persons
5 yes, but not handicap accessible
0 no, limited access

4. Will access be available 24 hours per day, 365 days a year, notwithstanding temporary closures to protect the project from damage due to wet weather, fire danger, or other unforeseen conditions? **0 – 10 points**

10 year around access
5 seasonal closures
0 not addressed

5. If applicable, are long-term maintenance issues adequately addressed? **0 – 10 points**

10 yes or not applicable
5 not thoroughly
0 not addressed

6. Is the enhancement expected to result in an increase in gasoline powered boating recreation opportunities? **0 – 10 points**

10 yes
0 no

7. Will the enhancement encourage new users? (other types of watercrafts, recreation, watchable wildlife, etc.) **0 – 10 points**

10 yes
0 no

AGFD INTERNAL FEDERAL-AID ENHANCEMENT - maximum 70 points

1. Will the enhancement result in a desirable increase in species' population or distribution OR help alleviate a wildlife conflict? **0 – 20 points**

20 yes
0 no

2. Is the enhancement expected to result in an increase in fish and/or wildlife recreation opportunities? **0 – 10 points**

10 yes
0 no

3. Will the enhancement encourage new users? **0 – 10 points**

10 yes
0 no

4. Is the enhancement within 50 miles of an urban center (population greater than 50,000)? **0 – 10 points**

10 yes
0 no

5. Will the enhancement benefit (Additive): **0 – 20 points**

Wildlife habitat 0 –10 points
The Public 0 –10 points

MERIT Total Points – 150 Use score values in the range as shown in the question (or item) with reference to the criteria presented.

1. Will Arizona wildlife and/or habitat be able to utilize and/or benefit directly from the project's end products? **0 – 20 points**
 - 20 strongly benefits wildlife and/or habitats
 - 10 somewhat benefits wildlife and/or wildlife
 - 0 no apparent benefits
2. Does the project proposal support, supplement, or enhance an ongoing job or project? **0 – 20 points**
 - 20 strongly aligns with job(s) or project(s)
 - 10 somewhat aligns with job(s) or project(s)
 - 0 no apparent alignment
3. Does the project address a preferred project list or sensitive element objective? **0 – 30 points**
 - 30 strongly correlates to a preferred project list or sensitive elements list
 - 15 somewhat correlates
 - 0 no apparent correlation
4. Is the publicity plan adequate? **0 – 30 points**
 - 30 gives credit to funding source(s) and provides high visibility for AGFD
 - 15 credits funding source or AGFD, but visibility not adequate
 - 0 inadequate publicity plan
5. Has the applicant provided documentation that the proposal has been reviewed? **0 – 30 points**
 - 30 thoroughly reviewed and documentation of strong support
 - 15 evidence of review and/or community support
 - 0 no review or support indicated
6. Are potential negative side effects (e.g. public safety, resource impact or planning conflicts) recognized? **0 – 20 points**
 - 20 thoroughly identified a range of effects
 - 10 inadequately evaluated potential effects
 - 0 none identified

COST Total Points – 100 Use score values in the range as shown in the question (or item) with reference to the criteria presented.

1. Is the amount of the funding requested justified by direct benefits to Arizona wildlife, habitat and/or the Department? **0 – 40 points**
 - 40 expected benefits exceed requested funding (benefit greater than 200 percent)
 - 20 expected benefits exceed requested funding (benefit greater than 150 to 200 percent)
 - 10 expected benefits justify requested funding (100 to 150 percent benefit)
 - 0 requested funding excessive with very little, if any, expected benefits (less than 100 percent benefit)

2. Evaluate cost sharing by percentage of total project cost. Compare requested dollar amount to match and substantiated donation on Estimated Project Cost Sheet.
0 – 30 points
 - 30 match plus donation greater than 75 percent of total project cost
 - 20 match plus donation 50 to 75 percent of total project cost
 - 10 match plus donation greater than 25 but less than 50 percent of total project cost
 - 5 match plus donation greater than zero to 25 percent of total project cost
 - 0 requested funding only, no match or donation

3. Percent of the cost of the project compared to the available funds.
0 – 30 points
 - 30 requested funds 0 to 20 percent of funds available
 - 20 requested funds 21 to 40 percent of funds available
 - 10 requested funds 41 to 50 percent of funds available
 - 0 requested funds more than 50 percent of funds available

Project Title:			
Proposal Number:		Applicant:	
Funding Source:		Available Funds:	
Amount of funding requested:			
Rating Criteria	Points	Weight	Weighted Points
Resource Issue (up to 200 weighted points) List Resource:		2.0	
Department Activities (up to 200 weighted points) list activity:		2.0	
Strategic Plan Objectives (up to 100 points)		1.0	
Technical Review (up to 100 points)		1.0	
Feasibility/Benefits (up to 150 points)		1.0	
Merit (up to 150 points)		1.0	
Cost (up to 100 points)		1.0	
Total score			

This proposal was scored by: (Please sign and date)

Name:	date

Remarks or Special Consideration(s).

APPENDIX C:

Glossary of Terms and Acronyms

&

Definitions

Glossary of Terms and Acronyms

Arizona Game and Fish Department (Department) Environmental Assessment Checklist (EA Checklist) – The EA Checklist ensures that Department Federal Aid activities comply with the NEPA according to Department Policy I2.2. Policy I2.2 further states that the Department will meet the objectives of NEPA on any other project or program that may have an effect on the environment. The EA Checklist provides a systematic process for identifying issues and evaluating effects associated with proposed projects or programs. Projects that are addressed in five-year plans, other programmatic or strategic plans, or Federal agency environmental compliance documentation, may, in some cases, be "tiered" to existing NEPA documentation to avoid repetitive paperwork.

Biological Assessment and Evaluation (BA&E) – Information prepared by, or under the direction of, a Federal agency to determine whether a proposed action is likely to: (1) adversely affect listed species or designated critical habitat; (2) jeopardize the continued existence of species that are proposed for listing; or (3) adversely modify proposed critical habitat.

Biological assessments must be prepared for "major construction activities." See 50 CFR §402.02. The outcome of this biological assessment determines whether formal section 7 consultation or a conference is necessary. [50 CFR §402.02, 50 CFR §402.12]

Biological evaluations are a more thorough analysis of the effects of the action.

Biological Opinion (BO) – A document which includes: (1) the opinion of the Fish and Wildlife Service or the National Marine Fisheries Service as to whether or not a Federal action is likely to jeopardize the continued existence of listed species, or result in the destruction or adverse modification of designated critical habitat; (2) a summary of the information on which the opinion is based; and (3) a detailed discussion of the effects of the action on listed species or designated critical habitat.

Categorical Exclusion – A category of actions that do not individually or cumulatively have a significant effect on the human environment and have been found to have no such effect in procedures adopted by a Federal agency pursuant to NEPA.

Clean Water Act (CWA) – The U.S. Army Corps of Engineers (ACOE), under the CWA, issues two types of permits to regulate discharges of dredged or fill material into waters of the U.S.: 1) individual permits and, 2) general permits which include nationwide, programmatic and regional permits. Actions that result in a discharge of dredged or fill material into waters of the U.S., including wetlands, most likely will require a Section 404 permit. Actions that result in activities that could affect navigable waters of the U.S. will most likely require a Section 10 permit.

The Arizona Department of Environmental Quality (ADEQ) is responsible for the quality of water in the State of Arizona, except on tribal lands. Any actions that require a federal permit, license, or approval that results in a discharge into waters of the U.S. may require a Section 401 permit from ADEQ. Section 402 permits regulates discharge of waste into waters of the U.S., are also issued by ADEQ.

Environmental Assessment (EA) – A concise public document, prepared in compliance with NEPA, that briefly discusses the purpose and need for an action, alternatives to such action, and provides sufficient evidence and analysis of impacts to determine whether to prepare an environmental impact statement (EIS) or finding of no significant impact.

Environmental Impact Statement (EIS) – A detailed written statement required by section 102(2)(C) of NEPA, analyzing the environmental impacts of a proposed action, adverse effects if the project cannot be avoided, alternative courses of action, short-term uses of the environment versus the maintenance and enhancement of long-term productivity, and any irreversible and irretrievable commitment of resources.

ESA – The Endangered Species Act of 1973.

NEPA – The National Environmental Policy Act of 1969, as amended. NEPA is an Act to establish a national policy for the environment, to provide for the establishment of a Council on Environmental Quality (CEQ), and for other purposes.

Protected Native Plants – According to the Arizona Revised Statutes (A.R.S.) Section 3-904 & 3-905, the Arizona Department of Agriculture is required to oversee the destruction of protected native plants on both public and private land by the landowner or landowner’s agent. When an individual, organization or state agencies wish to clear land, they must take into consideration the presence of protected native plants.

State Historic Preservation Office (SHPO) – A division of Arizona State Parks. SHPO is responsible for the identification, evaluation, and protection of Arizona’s prehistoric and historic cultural resources.

(Adopted from the U.S. Fish and Wildlife Service and National Marine Fisheries Service, Final ESA Section 7 Consultation Handbook, March 1998; U.S. Fish and Wildlife Service, NEPA Guidance to States Participating in the Federal Aid Program, October 2000; State Historic Preservation Office; U.S. Army Corps of Engineers, A Guide to Watercourse Permitting in Arizona, October 1993; Jones & Stokes, Section 404 and Waters of the Arid West, March 2002; and Arizona Department of Agriculture)

DEFINITIONS

For purposes of this manual and agreement,

- A. **Approved application** means the subgrantee's application including any changes, exceptions, deletions, or additions made by the Department prior to and for the purposes of approval.
- B. **Authorized signature** means the person on behalf of the applicant has authority to bind the applicant to the terms of the agreement.
- C. **Budget Prioritization Process** means a document approved by the Game and Fish Commission based upon the Department mission statement, strategic plans, and current guiding statements, which define the Department's priorities. This process is also used for prioritizing grant applications.
- D. **Commission** means the Game and Fish Commission.
- E. **Department** means the Game and Fish Department.
- F. **Director** means the Chief Executive Officer for the Department.
- G. **Facilities** means capital improvements.
- H. **Grant** means an award of financial assistance, including cooperative agreements, in the form of money, or property in lieu of money, by the Federal Government to an eligible grantee.
- I. **Grantee** means the government to which a grant is awarded and which is accountable for the use of the funds provided. The grantee is the entire legal entity even if only a particular component of the entity is designated in the grant award document.
- J. **Local government** means a county, municipality, city, town, township, or local public authority (including any public and Indian housing agency under the United States Housing Act of 1937).
- K. **Program Fund** means a granting source from the Federal Aid in Sport Fish Restoration Act of 1950, as amended, Dingell-Johnson (43 CFR Part 12 and 50 CFR Part 80).
- L. **Project** means an activity, or series of related activities, which are described in the specific project scope of work and which results in specific products or services.
- M. **Project period** means the period of time during which all approved work and related expenditures associated with an approved project are to be accomplished by the subgrantee.
- N. **Scope of work** means the units of work to be accomplished by an approved project.

- O. **State Trust Fund Grant** means a Federal Aid project.
- P. **Subgrant** means an award of financial assistance in the form of money, or property in lieu of money, made under a grant by a grantee to an eligible subgrantee.
- Q. **Subgrant agreement** means the Collection Agreement.
- R. **Subgrantee** means the government or other legal entity to which a subgrant is awarded and which is accountable to the grantee for the use of the funds provided.
- S. **Terms of Public Use** means the time required for public use.
- T. **Terms of subgrant** means all requirements of the subgrant, whether in statute, regulation, or the award document.
- U. **Third party in-kind contributions** means property or services which benefit a federally assisted project or program and which are contributed by non-Federal third parties without charge to the grantee, or a cost-type contractor under the grant agreement.