



**Arizona Habitat  
Partnership  
Committee**

**Habitat Enhancement and Wildlife Management  
Project Proposal Instruction Manual**

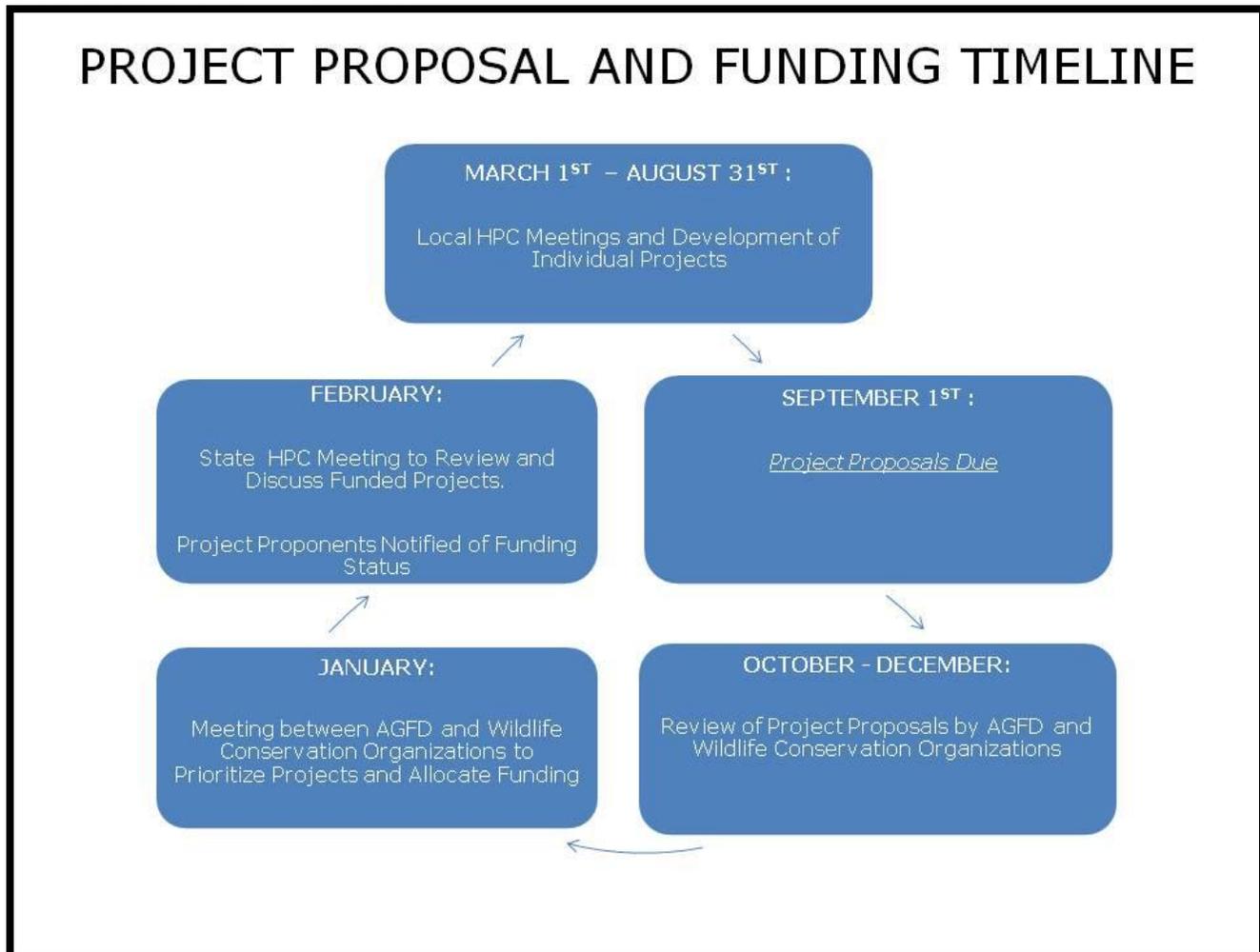
*(Updated June 2015)*

## Introduction

The Arizona Habitat Partnership Committee (AHPC) has evolved from its initial establishment by the Arizona Game and Fish Commission (Commission) in 1992. While originally established to address and reduce elk-livestock conflicts, the AHPC now collaborates on 70–100 projects annually that are intended to benefit many wildlife species, while still obtaining most of the funding through the Special Big Game License Tags (SBGLT) sold or auctioned by sponsoring wildlife conservation organizations (WCOs).

The intent of this Project Proposal Instructional Manual is identify the process for seeking funding and delineate steps that will assist in successfully funding quality projects that are of importance to the project proponents, AHPC, Arizona Game and Fish Department (Department), Commission, and sponsoring WCOs. This manual supplements the Charter of the AHPC, but does not supersede that document.

## Overview of the HPC Process



The graphic above depicts the major milestone dates in the HPC funding process. Below are interim steps:

- Project funding priority guidelines identification and coordination between the Department, WCOs, and Local Habitat Partnership Committees (LHPC) in May (AHPC Coordinator)
- Release project funding priority guidelines within 30 days following priorities establishment and coordination (AHPC Coordinator)

- *Project proposals submitted to the AHPC Coordinator by September 1 (Project Proponent)*
- Department project proposal funding priority identification and communication to WCOs by November (AHPC Coordinator)
- Project proposal funding meeting held between Department, WCOs, and interested parties in January (AHPC Coordinator)
- AHPC meeting to review project funding allocations in February (AHPC Chair)
- Project funding notification to successful applicants by March (AHPC Coordinator)

## **Suggestions for Proposal Success**

As the AHPC program has developed and expanded, the competition for funding has increased substantially. Below are several suggestions that may increase the likelihood of having a project selected for funding.

- (OPTIONAL) Submit a project pre-proposal to the AHPC Coordinator, appropriate WCOs, or interested parties for review and comment prior to September 1 deadline. If submitted directly to the AHPC Coordinator, please allow a minimum of 2 weeks for review and comment.
- Involve the appropriate land management agency early in the concept development phase of your proposed project and ensure they are supportive of your project.
- Ensure that administrative requirements, such as archeological clearances and National Environmental Policy Act (NEPA) compliance have been met and project is ready for implementation prior to project submission; if it is not completed, a projected timeline for completion of environmental compliance is valuable.
- Coordinate with the appropriate Department personnel during concept development, seek supportive comments, and keep them involved in the process.
- Coordinate with the appropriate WCOs during project development and arrange for site visits to answer questions and seek input on implementation and design. (Note: Project funding is determined in a collaborative process between the Department and the WCOs. WCO support for a project in the planning stage is not necessarily a guarantee that the project will actually be funded).
- Remain open to suggestions and comments regarding the project components.
- Identify how the project fits into landscape scale plans and where possible, how it complements other projects or improvements, planned or completed.
- Seek additional sources of funding to maximize cost share opportunities. While important to overall implementation of a project, administrative costs incurred by agencies or landowners are generally viewed as a less valuable cost share than are actual on the ground implementation expenses.
- Plan to complete projects within 2 years of approval whenever possible. Funding notification generally occurs in March. If the project will take more than 2 years to complete, consider breaking the project down into multiple segments or phases. The reason for this is to not tie up Special Big Game License Tag funds by obligating funding to a project that is not ready to be implemented.

- Be sure to use the most recent AHPC project proposal forms and carefully read requirements and instructions, which are available at: [http://www.azgfd.gov/w\\_c/hpc\\_projInstructForms.shtml](http://www.azgfd.gov/w_c/hpc_projInstructForms.shtml) .
- When appropriate, provide photos that illustrate project needs.
- Whenever possible, prepare a quality presentation for the Local Habitat Partnership Committee (LHPC) and seek consensus on proposal merits; when this is not possible, at a minimum, share the proposal with the LHPC Chair and Department representative.
- Provide at least 2 maps, 1 large scale showing general location and 1 more detailed showing specific project site; if possible, include GPS coordinates of the project site.
- Prepare a detailed and accurate budget, using the latest available cost estimates. For water development projects, contact the Department's Special Services Development Branch for current pricing.
- Ensure that your complete project proposal is submitted on or before **September 1**.

## **Funding Priorities**

Project funding priorities are developed through a variety of inputs. These inputs can be from landscape habitat or wildlife planning documents, management focus area plans, regional needs assessments, district plans, critical water identification, or landowner assessments to name just a few. The objective of the funding priority guidelines coordination during May is to jointly establish a list of priorities for which proposals may be solicited. This does not exclude project proposal submission on other priorities, nor does it preclude funding of projects that focus on other priorities. It is designed to provide a focused effort at seeking the types of projects for which the Department, WCOs, LHPCs, or other interested parties identify as priority needs.

## **Funding Decisions**

Final funding decisions are the responsibility of the Department in coordination with the Wildlife Conservation Organizations. The Department will assemble a review committee which will consist of the AHPC Coordinator, Special Tag Coordinator, two Wildlife Managers from different regions, Development Branch, Landowner Relations, and a Game Specialist. This review committee will rank each project from high to low priority and present these findings to the Wildlife Conservation Organizations at the annual funding coordination meeting. The goal of the funding coordination meeting is for the Department and Wildlife Conservation Organizations to establish funding recommendation for all submitted proposals. This recommendation will be formally approved at the Winter State HPC Meeting. If the Department and Wildlife Conservation Organizations cannot come to an agreement on funding decisions, the final decision will be made by the Director or the Commission.

## **Out-Of-Cycle Application Process**

The Habitat Partnership Committee Program is not a formal grant process, this allows for the flexibility to expend special big game license tag funds on projects outside of the standard HPC cycle and standard deadline of September 1<sup>st</sup>. A request to fund a project "out-of-cycle" will need justification as to why the proposal should be considered for funding outside of the normal cycle. Simply missing the annual September 1<sup>st</sup> deadline does not qualify for justification. Examples of justifiable "out-of-cycle" proposals includes but is not limited to emergency repair of a critical water, or the opportunity to take advantage of a substantial funding match opportunity that provides great benefit to wildlife. Along with the justification, a fully developed proposal needs to be submitted on the most current HPC proposal form. All "out-of-cycle" proposal will be reviewed by the AHPC Coordinator, Big Game Management Supervisor, and appropriate Wildlife Conservation

Organizations.

## **Designated Out-Of-Cycle Process**

In rare and extreme circumstances, the Department may **request** “out-of-cycle” project proposals to combat certain concerns such as but not limited to high unobligated balances in any single special big game license tag fund. This “designated out-of-cycle” request will be communicated via email to the HPC distribution email list and a proposal deadline will be established. Proposal need to be fully developed and submitted on the most current HPC proposal form. All “designated out-of-cycle” proposal will be reviewed by the AHPC Coordinator, Big Game Management Supervisor, and appropriate Wildlife Conservation Organizations.

## **Block Funding**

The Department and WCOs can mutually agree to establish block funding proposals for a variety of purposes. Examples of this type of funding proposal include, but are not limited to emergency water hauling for bighorn sheep (i.e., a projected budget amount for a specific activity with no specific allocation of how or where the dollars would be spent, only spent as needed), aerial wildlife surveys (i.e., a projected budget and series of units for a specific species), or as set aside for outside grants (i.e., match for outside funding that requires rapid commitment of 1:1 match dollars). Commission Rule still prescribes that the SBGLT funds must be spent to benefit the species for which the money was raised. There are a number of grant programs available to conduct natural resource programs such as habitat improvement, research and management activities, and wildlife inventories. Currently, about 50 such programs are available for activities in Arizona. The majority of these programs require some level of matching funds. As an example, the National Forest Foundation has funded several projects in Arizona and requires a 1:1 match ratio. The sponsors for these grant programs range widely and include federal and state agencies and private foundations. Each of these programs has the potential to amplify existing program funding and achieve greater programs than would be available without the matching funds. SBGLT funds are considered state dollars, which is an important consideration for federal match eligibility.

### ***Example Approach for Matching Dollar Allocation:***

To achieve the goal of making match funds available for project proponents that are preparing grant applications for external (non-Department grant funds), a proportion or amount may be set aside at the beginning of the HPC grant cycle and maintained as approved annually.

Set aside specific amounts by species (e.g., \$25,000 elk, \$25,000 bighorn sheep, \$25,000 mule deer, or \$15,000 pronghorn) or proportions (e.g., 10%/species). These funds would then be allocated with no additional due dates, excepting the due date for the grant program being pursued. To obtain approval to submit a proposal to an exterior grant program that would use HPC funds as match, proponents will submit a request to the Department AHPC Coordinator providing the following information:

- Amount requested
- Grant program targeted
- Grant award ratio
- Grant timeframes
- Brief project description
- Species to be benefited
- Implementation schedule
- Status of NEPA and archaeological resources clearance
- Responsible party for the submission

Upon receipt of a complete request for use of SBGLT funding as match money for an external grant, the AHPC Coordinator will send copies to an evaluation committee including:

- the President of the appropriate species-oriented wildlife conservation organization
- the HPC Committee where the project is proposed

- the Regional Supervisor in the region where the project will be conducted
- Department LIP Coordinator
- Department AHPC Coordinator

The review period will be 2 weeks after which time the AHPC Coordinator will schedule a conference call where the project will be evaluated with a funding decision based on project merit and feasibility. If a project is approved, the proponent will be advised that the match amount requested is available for the grant request.

Requests for the match program will be limited to the current unobligated balance in the species fund. Applications for this fund pool will be accepted when the match ratio is at least 1:1.

If a proponent is successful, that person shall notify the Department AHPC Coordinator as soon as practical so a collection agreement or other appropriate funding agreement can be developed. In most cases, an existing Memorandum of Understanding (MOU) will need to be in place before the collection agreement can be developed. It is important to note that development of an MOU may take about 6 months to prepare.

### **My Project Was Selected for Funding - Now What?**

Special Big Game Tag License Tag funds are public funds, and as such, expenditures of these funds are subject to all requirements of compliance including, but not limited to: state procurement law, registration of vendors into the state procurement system, use of state contracted vendors where applicable, and landowner, stewardship or collection agreements. When you receive notification that your project was funded, contact the Game Branch for information on how to proceed. All administrative and environmental compliance requirements need to be fulfilled BEFORE work begins on the project. Please be advised that this process can sometimes take several weeks. It's never too early to begin this process, so please plan accordingly.

**NOTE: Projects approved for funding, on which no action has been taken within 24 months of funding approval must be closed out and resubmitted, if desired. It is not necessary to complete the project within 24 months; however, any projects should at least be started within 24 months.**

# FORMS

The following pages are provided as a reference for the various forms available when submitting a project proposal through the HPC Process.

Electronic versions of these forms are available on the Department's website at:

<https://azgfdportal.az.gov/Wildlife/HPC>

# INSTRUCTIONS FOR COMPLETING HABITAT PARTNERSHIP COMMITTEE PROJECT PROPOSAL FORM

*(To increase your chances of funding, please read and follow these instructions!)*

All habitat enhancement and wildlife management project proposals should be submitted to the Game Branch on the Project Proposal form by **September 1**.

## PROJECT INFORMATION

Game Branch / HPC Project Number: DO NOT FILL IN. A project administration number will be assigned by the Game Branch.

Project Title: A brief title describing the project. Include local names in the title, rather than generic terms.

Region and Game Management Unit: Indicate the Arizona Game and Fish Department (AGFD) Region(s) and Game Management Unit(s) where the project will take place.

Local Habitat Partnership Committee (LHPC): List the LHPC boundary the project falls within, and indicate if this project was presented to the LHPC.

Previous Project Proposal: Indicate if this particular project has been previously submitted for funding through the Habitat Partnership Committee (HPC) process.

Project Type: Examples: Water development, mechanical thinning, prescribed burn, revegetation, predator control, or transplant. If more than one project type, list components.

Brief Project Summary: A brief description of the habitat enhancement or wildlife management project.

Big Game Wildlife Species to Benefit: List big game species targeted. Also indicate what percentage of the project benefits each species, e.g., 50% mule deer, 50% elk.

Implementation Schedule: List month and year when project is expected to be initiated and completed.

### Environmental Compliance:

- National Environmental Policy Act (NEPA) - Indicate whether compliance has been completed for this project. NEPA compliance is necessary when there is a federal action or nexus (land, funds, actions, permits) to the project.
- Arizona Historic Preservation Act / Archaeological Clearance – Per Arizona Revised Statute 41-863, all state actions or assistance (including financial assistance) must ensure that cultural resources will not be impacted/altered. If your project is taking place on lands managed by a Federal entity, i.e., US Forest Service, Bureau of Land Management, National Park Service or the Arizona State Land Department, coordinate the project activities with the appropriate federal or state land management authorities to ensure that any ground disturbing activities are in compliance with the National Historic Preservation Act and/or the Arizona Historic Preservation Act. For projects or actions being assisted by the State of Arizona such as funding, personnel, or equipment on privately owned lands that involve ground disturbing activities or actions that may impact cultural resources, consultation with the State Historic Preservation Office will be necessary. Please provide documentation from land management agency showing cultural resources have

been accounted for.

- Arizona Game and Fish Department Environmental Assessment Checklist (EA Checklist) – Required for projects implemented by Arizona Game and Fish Department staff. The EA Checklist is a standardized analysis and documentation process that enables the Department to ensure project impacts are fully analyzed based on environmental laws and Department Policies (i.e., NEPA, Endangered Species Act, Cultural and Historic Resources, Water Rights, Clean Water Act).

## PROJECT FUNDING

Special Big Game License Tag (SBGLT) Funds Requested: Provide itemized list of SBGLT funds requested. For multi-year funding requests, show annual amounts and grand total.

Cost Share or Matching Funds: List total of cost share funding to be included. List detailed description of cost share funding in the Itemized Use of Funds section of the proposal. List all matching funds and their source. In-kind, volunteer labor, hunter access all count. Projects that show some type of commitment from all parties that benefit have a better chance of being funded. ORIGINAL COST OF EXISTING PROJECT DOES NOT QUALIFY AS MATCH! Use the attached worksheet to assist in calculating volunteer labor hours.

Total Project Cost: Total of SBGLT funds and all matching/partner funds.

*NOTE: SBGLT funds cannot be used to fund AGFD personnel time, apart from interns assigned to the specific project.*

## PARTICIPANT INFORMATION

Applicant: Identify the specific contact person (the person most familiar with the project). Include address and telephone number, and e-mail address. This individual must be authorized by his or her agency to receive and administer project money. **If a private individual, a Cooperative Big Game Stewardship or Landowner Agreement with the Arizona Game and Fish Department will be required.** Applications may also be signed or submitted electronically.

AGFD Contact: If the applicant is not AGFD personnel, the proposal should be coordinated with a representative of the AGFD.

Project has been coordinated with: List land management agency personnel, private landowner(s), and/or other entities consulted with when developing the proposal. The expectation is that coordination with other entities occurs prior to project proposal submission.

## DETAILED PROJECT INFORMATION

Need Statement - Problem Analysis: What resource problems will be addressed by this project? What are the anticipated benefits to the wildlife resource?

Project Objective:

List specific objectives. Examples:

- a) Improve water availability for antelope-elk-mule deer on critical winter range.

- b) Improve forage quality and quantity on mule deer winter range.
- c) Improve antelope fawn survival.
- d) Establish bighorn sheep populations in unoccupied sheep habitat.

Project Strategies: List specific actions that will be taken to achieve the project objective. Give as much detail as possible. Brief examples:

- a) Remove sediment and seal existing dirt tank with bentonite to improve water holding capability.
- b) Use agra axe to thin junipers on 500 acres of winter range.
- c) Remove coyotes from antelope fawning areas prior to fawn drop with the use of aerial gunning.
- d) Transplant 25 bighorn sheep with use of helicopter and transport trailer.

Project Location: Please provide lat/long in decimal degrees of project area using datum WGS84. If project is larger than one point, please add multiple lat/long points so the Department can create a polygon or provide an existing shapefile. Provide legal description (township, range, section). It is advisable to attach a map with project site clearly marked. Include size, in acres, of habitat enhancement project, and land ownership at project site.

Land Ownership at Project Site: *Very important!* List landowner's name if private property. Private property projects require a Stewardship agreement and may also be eligible to receive funding from the Landowner Incentive Program.

Habitat Description: What are the major vegetative types and associations? Include average elevation.

Itemized Use of Funds: Important! Identify specifically how SBG funds will be used (helicopter \$5,000; Agra-Axe \$15,000; guzzler \$2,500) and provide an itemized breakdown of costs. Also include an itemized break down of cost share funding. Who will request payment, for what amounts, and for which project components? It is advisable to consult with possible vendors for accurate estimates of project costs.

List Cooperators and Describe Potential Participation: List cooperators who may provide materials, equipment, or labor.

Would Implementation of This Project Assist in Providing, Maintaining, or Facilitating Recreational Access? Identify if the project or action has an associated recreational access component, or if its implementation would provide a benefit to issues related to recreational access.

Project Monitoring Plan: Identify what monitoring program exists or will be implemented to assess and quantify the results achieved by the project. Include both short term and long term monitoring.

Project Maintenance: If needed, identify who will provide the long term maintenance for this project.

Project Completion Report to be Filed By: Identify who is responsible for the submitting the Project Completion Report. Reports are due 30 days following the completion of the project.

Water Development Projects: Water Development Worksheet is to be completed and included only with water projects. List the individual in Development Branch through which this project has been coordinated. **Water development projects must be coordinated with the Department's Development Branch (Ed Jahrke 623-236-7482 or Joe Currie 623-236-7867) prior to proposal submission.**

Tree Shear (Agra-axe) Projects: Costs vary from site to site. Terrain features such as excessive slope or rockiness will influence the overall cost. There are vendors currently on contract with AGFD, and they are typically willing to

visit the site and assist in determining cost. However, please note these entities can vary from year to year.

*NOTE: If there are vendors on state contract who can provide the necessary goods and services to complete the project, the Department is required by State procurement law to use them.*

## **PROJECT REPORTING PROCEDURES**

Annual Project Status Reports: A status report for all funded projects is due by **March 1** of the year following funding approval. This step also facilitates reporting to the funding partners. If a project proponent misses this deadline, their subsequent proposals will be immediately denied.

Project Completion Reports: A Project Completion Report must be submitted within **30 days of project completion**. This is a requirement for all funded projects. As applicable, photos or other graphic material may be requested. If a project proponent misses this deadline, their subsequent proposals will be immediately denied.

Please submit all Annual and Project Completion Reports to:

Arizona Game and Fish Department  
Attn: Habitat Partnership Committee Coordinator  
5000 W. Carefree Highway  
Phoenix, AZ 85086  
(623) 236-7349 – Office  
(623) 236-7929 – Fax  
[hpc@azgfd.gov](mailto:hpc@azgfd.gov)

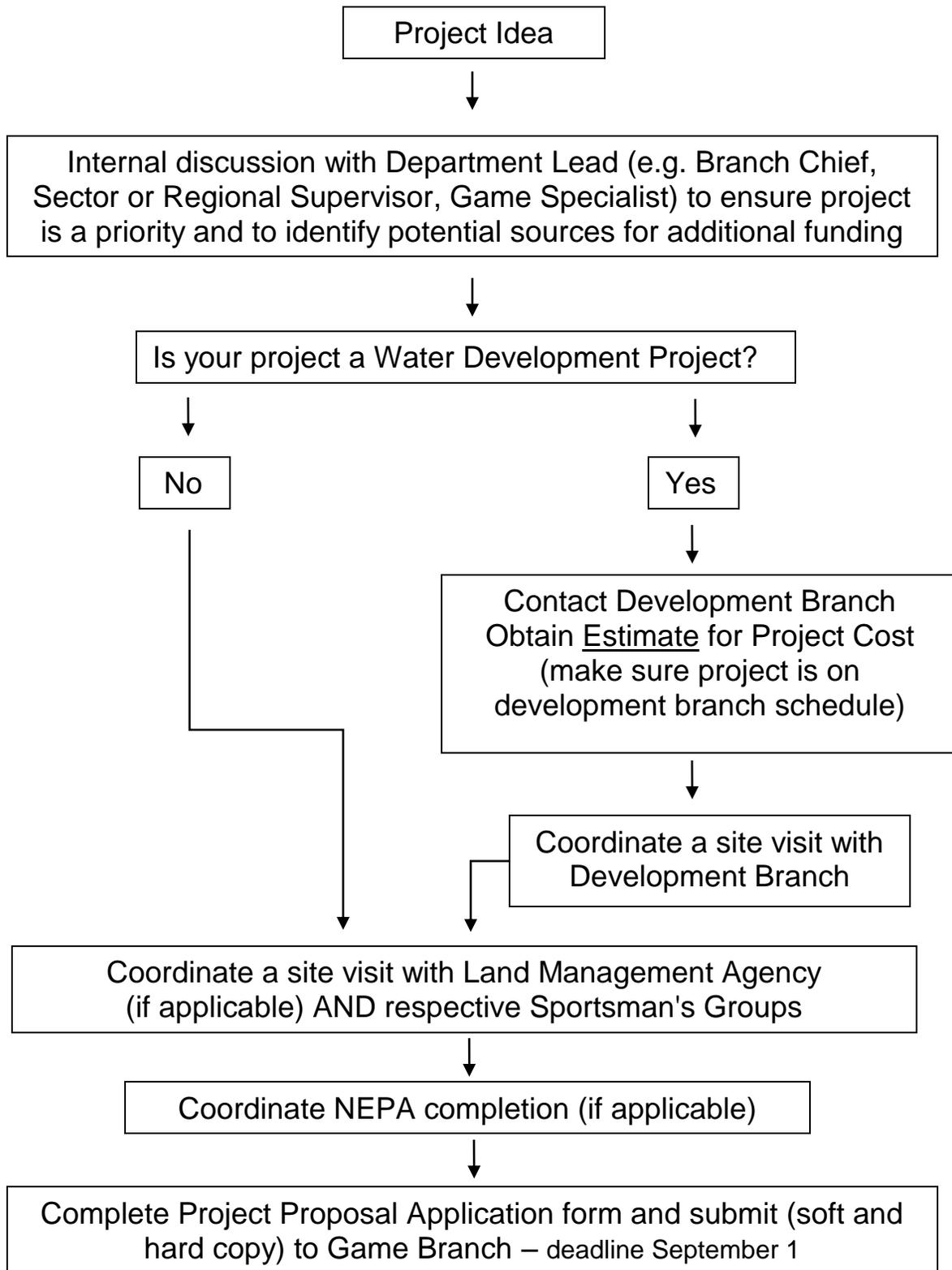
## **PROCEDURE FOR SUBMITTING PROPOSALS**

*Plan to complete projects within 2 years of approval whenever possible. Funding notification generally occurs in March. If the project will take more than 2 years to complete, consider breaking the project down into multiple segments or phases.*

Proposals should be submitted to the Game Branch on or before **September 1**. Electronic copies are preferred.

**SEND COMPLETED APPLICATIONS TO:**  
**AZ Game and Fish Department**  
**Attn: Habitat Partnership Committee Coordinator**  
**5000 W. Carefree Highway**  
**Phoenix, AZ 85086**  
**Or**  
**E-mail electronic copies to HPC at:**  
**[hpc@azgfd.gov](mailto:hpc@azgfd.gov)**

# Project Flow Chart for proposals submitted through the Habitat Partnership Committee Process



**ARIZONA GAME AND FISH DEPARTMENT  
HABITAT PARTNERSHIP COMMITTEE  
HABITAT ENHANCEMENT AND WILDLIFE MANAGEMENT PROPOSAL**

Game Branch / HPC Project Number:	
-----------------------------------	--

<b>PROJECT INFORMATION</b>
----------------------------

<b>Project Title:</b>	
<b>Region and Game Management Unit:</b>	
<b>Local Habitat Partnership Committee (LHPC):</b> •	<b>Was the project presented to the LHPC?</b> YES <input type="checkbox"/> NO <input type="checkbox"/>
<b>Has this project been submitted in previous years? YES <input type="checkbox"/> NO <input type="checkbox"/></b> <b>If Yes, was it funded? YES <input type="checkbox"/> NO <input type="checkbox"/> → Funded HPC Project #(s):</b>	
<b>Project Type:</b>	
<b>Brief Project Summary:</b>	
<b>Big Game Wildlife Species to Benefit (% benefit per species) :</b>	
<b>Implementation Schedule (Month/Day/Year):</b>  <u>Project Start Date:</u>    <u>Project End Date:</u>	<b>Environmental Compliance:</b> NEPA Completed: Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Projected Completion Date: _____  State Historic Preservation Office - Archaeological Clearance: (Provide Attachment) Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Projected Completion Date: _____  Arizona Game and Fish Department EA Checklist: N/A <input type="checkbox"/> To be Completed by: _____ Projected Completion Date: _____

<b>PROJECT FUNDING</b>
------------------------

<b>Special Big Game License Tag Funds Requested:</b>	\$
<b>Cost Share or Matching Funds:</b>	\$
<b>Total Project Costs:</b>	\$

<b>PARTICIPANT INFORMATION</b>
--------------------------------

<b>Applicant</b> (please print):	<b>Address:</b>	<b>E-mail:</b>
<b>Telephone:</b>		<b>Date:</b>

<b>AGFD Contact and Phone No.</b> (If applicant is not AGFD personnel):
---

**Project has been coordinated with:**

**NEED STATEMENT – PROBLEM ANALYSIS:**

**PROJECT OBJECTIVES:**

**PROJECT DESCRIPTION AND STRATEGIES:**

(How will you implement project)

**PROJECT LOCATION**

(Please provide lat/long in decimal degrees of project area using datum WGS84. If project is larger than one point, please provide multiple lat/long points or an existing shapefile of the project area)

**LAND OWNERSHIP AT THE PROJECT SITE(S):**

(If the project area is private property, please state specifically and provide the landowner's name)

•

*IF PRIVATE PROPERTY, IS THERE A COOPERATIVE BIG GAME STEWARDSHIP or LANDOWNER AGREEMENT BETWEEN THE LANDOWNER AND THE DEPARTMENT?*

YES[] NO[] N/A[]

**HABITAT DESCRIPTION:**

**ITEMIZED USE OF FUNDS:**

Special Big Game License Tag Funds

Cost Share or Matching Funds (for volunteer labor rates please refer to the worksheet below)

**LIST COOPERATORS AND DESCRIBE POTENTIAL PARTICIPATION:**

**WOULD IMPLEMENTATION OF THIS PROJECT ASSIST IN PROVIDING, MAINTAINING, OR FACILITATING RECREATIONAL ACCESS?**

YES[] NO[] N/A[]

**PROJECT MONITORING PLAN:**

**PROJECT MAINTENANCE:**

**PROJECT COMPLETION REPORT TO BE FILED BY:**

**WATER DEVELOPMENT PROJECTS** (please use the worksheet below):

**TREE CLEARING/REMOVAL PROJECTS** (please use the worksheet below):

**ATTACHMENTS:**

(Please provide cultural clearance documentation from land management agency, e.g., FONSI, Inventory Standards, etc. Also attach any project pictures)

**ARIZONA GAME AND FISH DEPARTMENT**  
**WATER DEVELOPMENT WORKSHEET**

**PROJECT TITLE:** \_\_\_\_\_

- 1) **Is the water development listed as a priority in the most recent “Wildlife Water Development Annual Implementation Schedule?”**
- 2) **Please list the Development Branch personnel and date coordinated with for this project.**
- 3) **What is the estimated annual inches of precipitation for the area? (mark one)**  
2-4   4-6   6-8   8-10   10-12   12-14   14-16    >16
- 4) **Is there a perennial water source available to big game within four miles of this project?**

YES  (please complete #5 below)   NO  (skip #5 below)

- 5) **For the accessible, perennial water source nearest this project:**  
Name of water source:  
Type of water source (catchment, spring, dirt tank):  
Ownership of water source:  
Distance in miles from project:
- 6) **Is the target wildlife species a result of transplant efforts? YES  NO**
- 7) **Please list any special land management status for the project site (i.e. Wilderness, National Park, National Monument). If private land, list landowner.**
- 8) **Please provide the following information about access to the proposed site:**  
Type of access (mark one): 2x4 vehicles   4x4 only   foot only\*\*  
  
\*\*If foot access only: Distance in miles: \_\_\_\_\_   Approximate hiking time: \_\_\_\_\_  
  
-- Does access to this site require crossing private or tribal lands? YES  NO   
  
-- Please describe any restrictions to public access:
- 9) **Please list below (or on a separate sheet) the material type and dimensions of each component proposed to be added, modified, or repaired.**
- 10) **Was a site visit completed? Yes  No**   
If Yes, please list personnel that attended and date.

**ARIZONA GAME AND FISH DEPARTMENT**  
**TREE CLEARING/REMOVAL WORKSHEET**

**PROJECT TITLE:** \_\_\_\_\_

- 1) **What is the estimated acreage of the project?**
- 2) **How are the trees going to be cleared? (agra axe, chain saw, grubbing, push, chaining):**
- 3) **What is the estimated number of trees per acre?**
- 4) **Describe trees to be cleared (species, estimated diameter, single stem, multi-stem):**
- 5) **Describe terrain (slope, soil type, rocks)**
- 6) **Please list any special land management status for the project site (e.g. Wilderness, National Park, National Monument). If private land, list landowner.**
- 7) **Please provide the following information about access to the proposed site:**  
Type of access (mark one): 2x4 vehicles 4x4 only Foot only\*\*

\*\*If foot access only: Distance in miles:    Approx. hiking time:

Does access to this site require crossing private or tribal lands? YES[] NO[]

Is the site relatively accessible for tree removal equipment? YES[] NO[]

Please describe any restrictions to public access:

## **ARIZONA GAME AND FISH DEPARTMENT VOLUNTEER HOURLY RATES AND CLASSIFICATIONS WORKSHEET**

**PROJECT TITLE:** \_\_\_\_\_

The value of volunteer labor should be calculated at the hourly rate of an employee doing similar work, or using hourly rates from the Arizona Department of Administration’s Human Resource web site, plus a standard ERE rate of 35%. [http://www.hr.state.az.us/ClassComp/CC\\_Job\\_Titles\\_with\\_Ranges.asp](http://www.hr.state.az.us/ClassComp/CC_Job_Titles_with_Ranges.asp)

\$0.445/mile should be the calculation used for mileage.

<b>Water Development</b>	<b>Volunteer Hours</b>	<b>Volunteer Miles</b>	<b>Hourly Rate</b>	<b>Estimated Value</b>
			\$14.14	
<b>Habitat Restoration and Clean Up</b>	<b>Volunteer Hours</b>	<b>Volunteer Miles</b>	<b>Hourly Rate</b>	<b>Estimated Value</b>
			\$14.14	
<b>Fisheries</b>	<b>Volunteer Hours</b>	<b>Volunteer Miles</b>	<b>Hourly Rate</b>	<b>Estimated Value</b>
			\$14.14	
<b>Nongame Branch Project</b>	<b>Volunteer Hours</b>	<b>Volunteer Miles</b>	<b>Hourly Rate</b>	<b>Estimated Value</b>
			\$14.14	
<b>Misc/office work</b>	<b>Volunteer Hours</b>	<b>Volunteer Miles</b>	<b>Hourly Rate</b>	<b>Estimated Value</b>
			varies	
<b>Community Services</b>	<b>Volunteer Hours</b>	<b>Volunteer Miles</b>	<b>Hourly Rate</b>	<b>Estimated Value</b>
			\$7.44	
<b>Events and Other</b>	<b>Volunteer Hours</b>	<b>Volunteer Miles</b>	<b>Hourly Rate</b>	<b>Estimated Value</b>
			\$14.14	
<b>Research Branch</b>	<b>Volunteer Hours</b>	<b>Volunteer Miles</b>	<b>Hourly Rate</b>	<b>Estimated Value</b>
			\$14.14	
<b>Wildlife Area Hosts</b>	<b>Volunteer Hours</b>	<b>Volunteer Miles</b>	<b>Hourly Rate</b>	<b>Estimated Value</b>
			\$17.44	
<b>Education Programs</b>	<b>Volunteer Hours</b>	<b>Volunteer Miles</b>	<b>Hourly Rate</b>	<b>Estimated Value</b>
			\$16.07	
<b>Totals</b>				

Habitat Partnership Committee  
 5000 W Carefree Highway, Phoenix, AZ 85086  
 Tel 623-236-7350 Email [hpc@azgfd.gov](mailto:hpc@azgfd.gov)



## PROJECT COMPLETION REPORT

### CONTACT INFORMATION

PROJECT CONTACT	PHONE	EMAIL	AGENCY
[Click to type]	[Click to type]	[Click to type]	[Click to type]

### PROJECT SUMMARY

COMPLETION DATE	PROJECT NAME	HPC PROJECT #	GMU #
[Select date]	[Click to type]	[Click to type]	[Click to type]

### GPS COORDINATES OF PROJECT SITE

[Please provide [lat/long](#) in decimal degrees of project area using datum WGS84. If project is larger than one point, please provide multiple lat/long points or an existing shapefile of the project area.]

### COOPERATING AGENCIES, CONSERVATION GROUPS, LANDOWNERS, ETC

[CLICK TO ADD TEXT.]

### PROJECT ACCOMPLISHMENTS

[CLICK TO ADD TEXT. DESCRIBE WHAT WORK WAS ACTUALLY COMPLETED ON THE GROUND AND INCLUDE ANY CHANGES MADE FROM THE ORIGINAL PROPOSAL.]

### PROJECT RESULT ACTIONS

[Click to add text. List practices implemented as a result of project implementation; i.e. area rested from grazing for 2 years, new unused habitat now available to wildlife, data received from project, etc.]

TOTAL ACRES OF HABITAT RESTORED OR ENHANCED

[Click to add text. A single water catchment benefits 4480 acres based on a 1.5 mile radius around the water catchment. ]

BUDGET OVERVIEW (LEAVE BLANK IF UNAVAILABLE)

HPC DOLLARS SPENT

TOTAL PROJECT COST

[Click to type]

[Click to type]

MAINTENANCE/MONITORING SCHEDULE

[Click to add text. Who will monitor this project after completion and how often? ]

COMMENTS OR CONCERNS

[Click to add text. Please list updates, reports, concerns or suggestions. ]

PHOTOS