



## **So, your HPC project was funded with Special Big Game License Tag Funds.....Congratulations!**

What you need to be aware of to get your funded project implemented:

- Funds can be used for any and all goods and services needed for your project, apart from AGFD personnel time. The only exception to this is for interns.
- Special Big Game Tag License Tag funds are state 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, Department environmental compliance (EA checklist where applicable), and landowner, stewardship or collection agreements.
- 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.
- Any vendor or entity receiving payments must register as a vendor with the State of Arizona in the state's procurement system, **Procure.az.gov**.
- When you receive notification that your project was funded, contact the Game Branch for information on how to proceed.

### **Projects in coordination with federal agencies (Forest Service, BLM, etc.):**

- These typically require a collection agreement or challenge cost share agreement.

### **Projects in coordination with a landowner or permittee who will be doing the work:**

- These typically require a landowner or stewardship agreement.

### **Projects that will be undertaken by the Development Branch:**

- Coordinate with Joe Currie or Ed Jahrke and they will handle the details and let you know what they will need from you.

### **Projects in which the Department is purchasing materials only for volunteer or permittee/landowner labor:**

- Goods and services required for the completion of your project must be purchased from state contracted vendors if we have one, or, the competitive bids process. Please call Ruth to get this process started as far in advance of actual project implementation as possible.

**Now, all that being said, the process is as follows:**

1. Secure any necessary agreements
2. Call the appropriate work unit to requisition money. This could either be Game Branch, Development Branch, Research Branch or the Regional office. The necessary agreements **MUST BE** in place in order to requisition the funds. Once a requisition is processed, a purchase order will be generated notifying the vendor that it's okay to proceed.
3. Once job is done, vendor will send AGFD an invoice to be paid. These should be sent to the work unit that requisitioned the funds, who will then process them for payment. The work unit that processes the payments will contact the project proponent and ask him or her to verify that the work was performed as proposed and is completed.
4. Proponent should then complete a project completion report and submit to the Game Branch.

**Under no circumstances should any work be undertaken, especially by private landowners or permittees until agreements are fully executed and the funds requisitioned.** This may require you to educate your customers about the procedures we are required to follow to remain in compliance with state laws. Skirting the process may result in delayed vendor payments and a lot of extra work on your part. It's also illegal.

At first blush, it seems like a bureaucratic nightmare to get this accomplished, but it really isn't. A little advanced planning and coordination is all that's necessary and Ruth Gregory is only a phone call or email away to get you started. (623) 236-7349 or [rgregory@azgfd.gov](mailto:rgregory@azgfd.gov)

Ruth Gregory	Game Branch	(623) 236-7349
Reuben Terán	Game Branch	(623) 236-7350
LouAnn DeHart	Funds Planning	(623) 236-7521
Al Eiden	Landowner Relations	(623) 236-7624
Ed Jahrke	Development Branch	(623) 236-7482
Joe Currie	Development Branch	(623) 236-7867
Barbara Corella	Support Services Procurement	(623) 236-7456

**THANK YOU FOR YOUR KIND ATTENTION AND BEST OF LUCK WITH YOUR PROJECTS!**