

CONGRATULATIONS!

Your Habitat Partnership Committee (HPC) Project Proposal was funded with Special Big Game License Tag Funds.....

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, specifically archaeological clearances and NEPA 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 Gregory 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. Contact the appropriate AGFD work unit to requisition funds. 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 to verify that the work was performed as proposed and is completed.
4. Project progress reports are due March 1st of each year.
5. Proponent should then complete a project completion report and submit to the Game Branch within 30 days of project completion.

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.

While it may seem complicated, a little advanced planning and coordination is all that's necessary. Your first contact should be **Ruth Gregory** (rgregory@azgfd.gov) and she will help get you started.

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| Ruth Gregory | Game Branch | (623) 236-7349 |
| Dennis Fogle | 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 |
| Robert Schoepe | Support Services Procurement | (623) 236-7457 |

THANK YOU FOR YOUR ASSISTANCE AND BEST OF LUCK WITH YOUR PROJECTS!