

The Arizona Game and Fish Department



Heritage Fund

Heritage Grants Program Process Manual

July 2011

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Arizona Game and Fish Department

The Heritage Fund “Grants” Program Process Manual

July 2011

INTRODUCTION

This manual describes procedures and materials necessary to apply for funds available through the Arizona Game and Fish Department's (AZGFD) Heritage Fund Grant Program. Funding for this program is made available to the Arizona Game and Fish Department through an annual allotment of Arizona lottery funds.

In general terms, Heritage Grant project proposals should:

- satisfy a need identified in State Statute under the relevant funding source;
- support the Arizona Game and Fish Department's Mission;
- demonstrate acceptable fish and wildlife conservation and management principles, sound design and appropriate procedures;
- yield public benefits at a level commensurate with project costs.

Section I describes general Heritage Grant eligibility requirements and fund-specific information

Section II describes the Department's Heritage Grant cycle process

Section III describes the Department's Heritage Grant Application process

Section IV contains a sample of the Department's **Grant-In-Aid Participant Agreement**. If the grant proposal is awarded funding, a completed agreement will be forwarded to the successful applicant. **It is important that all prospective applicants review this agreement as it describes contract obligations associated with Heritage grant program award.**

Section V contains the Glossary of Terms associated with this manual

If there are any questions or comments regarding this manual or the application process please contact the **Department's Heritage Grants Coordinator at (623) 236-7530.**

ALL proposals and projects must comply with provisions of Title VI of the 1964 Civil Rights Act and Section 504 of the Rehabilitation Act of 1973.

SECTION I

GENERAL GRANT INFORMATION

The following information applies to all five Heritage Grant Program Funds addressed in this manual. Heritage grant **funding sub-categories** are listed as:

Environment Education

Schoolyard Habitats

Urban Wildlife / Urban Habitat

Public Access

IIAPM (Identification, Inventory, Acquisition, Protection and Management of Sensitive Habitat)

ELIGIBLE APPLICANTS

Eligible applicants include the federal government or any federal department or agency; Indian tribes; all departments, agencies, boards and commissions of the state of Arizona; counties; school districts; cities; towns; all municipal corporations; and any other political subdivisions of the state of Arizona.

In addition, eligible applicants may sponsor an application, through an Inter-Governmental Agreement (IGA) or a Memorandum of Understanding (MOU), on behalf of a private or not-for-profit organization. For example, a club identifies an urban lake where they would like to improve fish habitat. They can approach the city and request sponsorship on a grant application under the Urban Wildlife and Urban Wildlife Habitat program fund. If the city agrees to be the sponsor in the project, an MOU and/or IGA is developed between the club and the city, and the city signs and submits the application to the Arizona Game and Fish Department. The sponsor (in this case, the city) takes responsibility for the project and fulfillment of the Grant-in-Aid Participant Agreement and **must submit an MOU and/or IGA with the grant application.**

If a private or not-for-profit organization needs assistance obtaining a sponsor, the Department may be able to identify a public agency that can serve as a sponsor. Applicants are encouraged to review previously funded projects (listed on Department's website; www.azgfd.gov/heritage) for project ideas and to help determine project eligibility. The applicant should contact the Heritage Grants Coordinator (623) 236-7530 if more information is needed.

If a grant is awarded, the Participant (if applicable) must acquire and maintain valid applicable special permits (e.g., an Arizona Game and Fish Department scientific collecting permit) prior to project work. All persons working on the project must meet the same requirement.

A grant applicant must not have an out-of-compliance Heritage Grant project or a Heritage grant project in extension. Applicants must certify that proposed projects shall be in compliance with all State regulations (including barrier-free construction), as any applicable Federal or local rules, laws or regulations; certify that proposed projects will be undertaken if a grant is awarded; and show evidence of control and tenure of the project site.

PROJECT INFORMATION

Project proposals should be for a minimum of \$1,000. Environmental Education and Schoolyard Habitat grants have a maximum level of requested funding set at \$10,000.

Each grant project must be completed with the initial award of funds; incremental or additional funding will not be approved. Applicants should request the entire amount of money needed to complete the project in the original application. Applicants are encouraged to seek additional funding and support from other sources and to identify these other sources on their application. Although a match of dollars or in-kind labor is not a requirement, it definitely enhances a project's consideration during the evaluation and scoring process.

Projects cannot begin until the Grant-in-Aid Participant Agreement has been signed by the applicant and the Department. This includes appraisal work and negotiations for land acquisition projects, contractor selection and site work for development projects. An applicant who is awarded a grant must request the awarded funds within 12 months of the effective date of the Grant-in-Aid Participant Agreement (i.e., the signature date of the Department Director), and must complete the project (including all project business, project deliverables, and closure certification) within 36 months from the agreement effective date, unless the project period has been extended through formal written amendment to the agreement.

Projects should result in a discrete product (e.g., facility, report, program), which is available to the public, or is utilized for the benefit of the public. Properties, facilities, and services funded by a Heritage Grant must be operated and maintained by the applicant for the useful life of the project.

The applicant must control land or waters on which capital improvements are made (through fee title, lease, easement, or agreement). Control must be adequate for protection, maintenance, and use of the improvement throughout its useful life.

The applicant must give suitable public acknowledgment to the Arizona Game and Fish Heritage Fund for grant assistance, for the life of the project. When the project involves acquisition, development or renovation, a permanent sign will be installed which describes the funding sources of all State, Federal and/or local funds. The cost of this signage is an allowable expense as part of the initial project, but the applicant is responsible for maintenance and/or replacement of the signage, as needed. All other project types must also include funding acknowledgment of the Arizona Game and Fish Heritage Fund (e.g., on pamphlets, videos, published reports, educational materials, announcements, technical reports, publications, or other products resulting from the project).

New This Grant Cycle! The Department is pleased to announce a new **Outreach Education Initiative** that hopes to enhance awareness and involvement in any conservation, ecological or biological wildlife or wildlife habitat related "field trip" and/or "professional development" activity. This outreach initiative is aimed at getting more school aged children; teachers, administrators and parents involved with Heritage Fund wildlife related activities statewide. The application submission and review process is refined in such a way to accommodate a simplified request, eligibility and grant approval process to support this new outreach initiative.

Applicants interested in applying for a grant opportunity using this new initiative will simply fill out and submit an application proposal request and check the “Environmental Education” box on the application form. The goals and objectives of this new outreach initiative are located within the Environmental Education Funding Window.

Interested applicants must still meet the initial Heritage Fund grant requirements as an eligible grant applicant. Eligible grant applicants can request from **\$1,000 to \$2,500** to support application requests under this new outreach education initiative.

ELIGIBLE COSTS

Costs incurred prior to the effective date of the Grant-in-Aid Participant Agreement (pre-agreement costs) are allowed only as match or donation and must be specifically provided for in the application proposal. All pre-agreement costs must be supported by source documents or other records to substantiate the expenditure of funds.

Grant recipients may purchase project equipment with grant funds. Equipment purchased for more than \$500 with grant funds shall be used for the purposes intended and for a public purpose for the useful life of the equipment, or shall be surrendered to the Department upon completion of the project, whichever comes first. If the equipment is sold, the Participant shall pay the Department the amount of any resulting proceeds in the ratio equivalent to the funds provided for the purchase.

Operation and maintenance costs (which can include cost of reprinting publications or other media) are considered the responsibility of the applicant and are not normally an eligible cost.

PROPOSAL REVIEW

Grants are awarded through a competitive process. Proposals are reviewed and judged on the basis of their compatibility with goals, needs, and priorities of the Arizona Game and Fish Department, project feasibility, merit, and usefulness of results consistent with the conservation and management of fish and wildlife.

APPEAL PROCESS

After all applicants have been notified and grant awards have been announced at a public forum (the Arizona Game and Fish Commission Meeting), any unsuccessful applicant may submit an appeal within thirty (30) calendar days of the Commission meeting in accordance with R12-4-702 (C). This should be done by submitting a letter to the Heritage Grants Coordinator, Arizona Game and Fish Department, Director’s Office, 5000 W. Carefree Highway, Phoenix, Arizona 85086.

FUNDING WINDOW’s (Very Important!)

The Heritage grant “Funding Window” is one of the most essential elements of the overall grant cycle process. Annual funding windows depict the goals and objectives specific for each Heritage grant funding sub-category. This ensures grants awarded provide the Department efficient and effective use of the limited Heritage Fund resources available in any given grant cycle year.

Funding windows provide assurance that the Department's priorities are supported with available Heritage grant funding in support of the overall Department mission. In order to be eligible and receive a reasonable consideration for a grant award, applicants must meet one or more of the annual Funding Window Goals and Objectives established within the sub-category for which they are applying for.

At the start of each grant cycle year, the Department conducts an internal objective review of each sub-category Funding Window and makes necessary revisions to support changes in Commission direction or Department priorities. Once this objective review is completed and approved, a revised funding window will be distributed by the Department for each funding sub-category. This will coincide with announcement of application timelines and the anticipated funding levels available to support the upcoming Heritage Fund grant cycle year.

HERITAGE FUND SUB-CATEGORIES

The following descriptions of the five Heritage Grant funding sources include information about special eligibility requirements. In addition, please refer to the grant FUNDING WINDOW Goals and Objectives for each funding sub-category to determine which funding window supports the project proposal submitted.

ENVIRONMENTAL EDUCATION

Fund Description – Environmental Education grants are for projects that develop awareness, appreciation and understanding of Arizona's wildlife and its environment and to increase responsible actions toward wildlife and their habitat. Project proposals should request a **minimum of \$1,000 and a maximum of \$10,000**.

Applicants interested in the **New Outreach Education Initiative** must still meet the initial Heritage Fund grant requirements as an eligible grant applicant. Eligible grant applicants can request from **\$1,000 to \$2,500** to support application requests under this new outreach education opportunity.

For an example of eligible projects, refer to Environmental Education FUNDING WINDOW Goals and Objectives.

SCHOOLYARD HABITAT

Fund Description - Schoolyard Habitat grants are for projects that encourage wildlife education on school sites or adjacent sites through the development or enhancement of urban wildlife habitats. Project proposals should request a **minimum of \$1,000 and a maximum of \$10,000**. For an example of eligible projects, refer to the Schoolyard Habitat FUNDING WINDOW Goals and Objectives.

URBAN WILDLIFE AND URBAN WILDLIFE HABITAT

Fund Description - Urban Wildlife/Urban Wildlife Habitat grants are for projects that conserve, enhance and establish wildlife habitats and populations in harmony with urban environments, and increase public awareness of and support for urban wildlife resources for an example of eligible projects, refer to Urban Wildlife/Habitat FUNDING WINDOW Goals and Objectives.

PUBLIC ACCESS

Fund Description - Public Access grants are for projects that increase, maintain or reduce public access for recreational use in cooperation with Federal land managers, local and State governments, private landowners and public users. For an example of eligible projects, refer to the Public Access FUNDING WINDOW Goals and Objectives.

IIAPM (IDENTIFICATION, INVENTORY, ACQUISITION, PROTECTION AND MANAGEMENT OF SENSITIVE HABITAT)

Fund Description - Heritage IIAPM grants are for projects that preserve and enhance Arizona's natural biological diversity. There are many ongoing projects at the Arizona Game and Fish Department and applicants are strongly encouraged to contact the Heritage Grant Coordinator to avoid duplication, verify eligibility and to identify other potential sources of funding.

Sensitive Habitat refers to the specific areas within the geographical area historically or currently occupied by a species or community of species in which are found those physical or biological features essential to the establishment or continued existence of the species and which may require special management, conservation or protection consideration.

Habitat Protection is the process of protecting the quality, diversity, abundance, and serviceability of habitats for the purposes of maintaining or recovering populations of Arizona wildlife.

Project Eligibility - Proposals must incorporate at least one of the sensitive element objectives listed in the Funding Window to be considered eligible under this fund. For an example of eligible projects, refer to the IIAPM FUNDING WINDOW Goals and Objectives.

SECTION II

HERITAGE FUND GRANT CYCLE PROCESS

The Department's newly revised Heritage Fund grant cycle process consists of the following process steps that occur each year:

Development of Heritage Grant Cycle. The Department determines the funding breakout of the five Heritage Fund grant sub-categories for the subsequent grant cycle year. Concurrently, the Department also conducts an objective review and refines the "Funding Window's" applicable for each of the Heritage fund grant sub-categories. The funding window for each sub-category will contain "Goals and Objectives" the Department wants to focus its priorities towards during the subsequent grant cycle year.

Announcement of Heritage Grant Cycle. Annually and normally by July 31st, the Department announces anticipated Heritage grant application timelines and funding levels available to support grants in each of the program sub-categories. The Department will also post for distribution, "Funding Window's" for each of the Heritage Fund grant sub-categories. The timeline will depict all applicable application and supporting document deadline and funding milestone dates.

Application Pre-Proposal Process (New Process). The Department is pleased to announce the Heritage Grant Pre-Proposal process as a new addition to the overall grant application process. The pre-proposal process is aimed at making it much easier for applicants to understand, navigate and apply for a Heritage grant; and easier for Department staff to administer Heritage grants.

ALL interested grant applicants must submit an application as part of the pre-proposal process in order to be considered for any Heritage grant award. Applicants will be required to submit an application by a pre-determined deadline date normally at least 6-weeks from grant cycle announcement. The initial application submitted during the pre-proposal process will contain basic grant proposal information about the project. Initial application proposals will not require applicants to provide supporting documents required for a full-proposal application at this time.

Application Pre-Screening Process. All applications received by the pre-proposal deadline date will undergo an initial pre-screening process by Department staff as they are received. The Department will perform a preliminary review to determine if the applicant meets eligibility as a grant applicant and whether the grant pre-proposal meets one or more of the goals and objectives within the respective funding window of the sub-category applied for. Proposals **must meet both** of the initial screening criteria in order to proceed further for Heritage grant consideration.

Application Review and Scoring Process (Process Change). All applications that make it through the initial pre-screening process will transition to the grant proposal review and scoring process. This process contains the following steps:

Breakout of Applications. Once the deadline date is reached, all application proposals that met the pre-screening process will proceed forward. The Department will divide applications into the respective Heritage fund sub-category for which the applicant applied for.

Establishment of Review and Scoring Teams. The Department establishes five evaluation and scoring teams that will score each application within each sub-category. A grant scoring team is comprised of 3 or 5 of the following scoring team members:

AZGFD Heritage Fund Administrator (and/or) other Department Staff Member **or**
AZGFD Heritage Grant Coordinator (and/or) other Department Staff Member
AZGFD Field Operations - (1-2 technical expert representative) **or**
AZGFD Division - (1-2 technical expert rep's) depending on applicable funding sub-category
AZGFD Heritage Fund Public Advisory Committee (up to two members per sub-category)

Application Review and Scoring. Review and Scoring Team's will score each individual packet within the fund sub-category. Scoring Teams score each proposal based on its own merit as a stand-alone grant application packet. Each Scoring Team member is required to review and assign a score to each individual proposal. Team members must remain fair, consistent and impartial based on their best judgment of how each packet rates against established Heritage grant evaluation criteria and not against other applicant proposals. Once all applications are scored, the individual packets with scores are provided to the Heritage Grant Coordinator.

The Department's Heritage Fund Staff is responsible to compile, average and rank-order packets. A final rank-order list (by score) of packets from highest to lowest is compiled for each funding sub-category. Based on available funding for each funding sub-category, a funding line is drawn to determine how many grant proposals fall above-the-fund line and move forward for grant recommendation and award approval. Below-the-fund line packets remain rank-ordered in case any above-the-fund line applicant withdraws or is unable to provide additional required documents or complete requirements associated with the Department's Grant-In-Aid Participant Agreement requirements.

Based on the final outcome of scoring, a final prioritized rank-order list of proposals by fund sub-category is compiled. This information is presented to the Director, Deputy Directors, and the Assistant Directors for review and approval. The Director has the final authorization to approve the prioritized rank-order lists that will be used for subsequent Heritage grant's awarded.

Once the Director or his designee approves the grant applicants awarded, announcement of all successful grant awardees is made. The Heritage Grant Coordinator will contact each above-the-fund line applicant and request they initiate all additional document requirements. Grant applicants notified, have sixty (60) days to submit all required documents associated with the full application process, i.e.; Environmental Assessment Checklist, Project Maps, etc.

Once all required documents are submitted and received by the Department, a Department Grant-in-Aid Participant Agreement is initiated by the Department's Heritage Grant Coordinator. SECTION-IV of this manual provides detailed guidance for completion of this agreement.

Concurrently, all below-the-line funding applicants are also notified that their project application proposals were unsuccessful for grant award for the current grant award cycle. The Department waits sixty days in case any above-the-fund line applicants withdraw or do not meet requirements for completion of the Grant-In-Aid Participant Agreement. If any above-the-fund line applicants drop out for whatever reason, the top below the line applicant is then considered by rank order if grant funds are still available to support their grant application proposal.

HERITAGE GRANT EVALUATION & SCORING CRITERIA. All Heritage grant applications that make it through the initial pre-screening process will be reviewed and scored using the following evaluation criteria as part of the following Evaluation & Scoring criteria Rubric:

<u>Evaluation & Scoring Criteria Rubric:</u>	<u>Maximum Score:</u>
Project Summary	25
Project Objectives	25
Project Management	25
Project Budget/Funding Plan	25
Project Match (Bonus Points)	<u>05</u>
MAXIMUM POINTS POSSIBLE	105

Project Summary (25-Points)

- Is the need described consistent with the Funding Window objective?
- Is each need documented with specific evidence?
- Does the solution address the need described?
- Is the solution adequately defined and focused on the Funding Window objective(s)?
- Are the benefits realized by the solution(s) consistent with the Funding Window objectives?

Project Objectives (25-Points)

- Do project objective(s) directly address the Funding Window priorities (i.e. Goals and Objectives)?
- Does the Action Plan further the Funding Window purpose(s)?
- Is each milestone a logical progression within the context of time and task?
- Is the Action Plan and timeline realistic?
- Is the measurement of the Action Plan’s progress clear?

Project Management (25-Points)

- Does the person conducting the project have the proper credentials for success?
- Does the job description(s) address the skills that are needed for the project?
- Does the dissemination plan include promotion/advertisement of the AZGFD Heritage Fund Program?
- Does the data gathered reflect a valid and reliable evaluation of the project objectives?
- Does the project evaluation substantiate an impact on the target audience; the project partners; and/or the volunteers?

Project Budget / Funding Plan (25-Points)

- Is the budget adequate to advance the goals and objectives as described and linked to the Funding Windows?
- Are all costs necessary and appropriate for the success of the action plan?
- Does the Organizational match directly benefit the project objectives?
- Are all budget items sufficiently justified and reasonable?
- Is the total cost of the project shown to be cost efficient?

Project Match (5 – Bonus Points) A match is not required but is strongly encouraged.

Section III

The Arizona Game and Fish Department

Heritage Grant Application Process

HERITAGE GRANT APPLICATION – Where & How to Submit. Grant proposals can either be mailed, hand delivered or emailed to the Department’s Heritage Grants Coordinator. If the applicant chooses to mail or hand deliver the application, three complete copies of the Heritage Grant application proposal must be submitted (1 original and 2 copies) on letter size paper (8.5 x 11 in). If the applicant emails the application proposal only one copy of the application is required. All applications must be received by the Heritage Grants Coordinator at the Arizona Game and Fish Department Headquarters office, by 5:00 p.m. on Friday, September 30th. An application delivered to any other location will not be accepted. Faxed copies will not be accepted. Applications post-marked on the deadline date, but not physically received at AZGFD Phoenix Headquarters by 5:00 p.m. will not be accepted.

Mail or Hand Deliver:

Arizona Game and Fish Department
Attn: Heritage Grants Coordinator
5000 W. Carefree Highway
Phoenix, Arizona 85086

Email:

Heritage Grants Coordinator
Rbeck@azgfd.gov

ALL Grant Applicants must submit the four page application as part of the **New** pre-proposal process in order to be considered for a Heritage grant award. This is the first step in the overall process for submitting an application for a Heritage Fund grant award.

The eligible applicant must also submit an “Application Checklist” that lists all items included within the application packet. The eligible applicant shall check off an item if it is included within the application and initial each item that is not applicable.

HERITAGE GRANT APPLICATION FORMAT & INSTRUCTIONS

The following instructions prescribe the mandatory format and approach for the development and presentation of the Heritage grant application. Application format instructions must be followed, all questions answered, and all requested data provided. Applicants are expected to utilize the forms provided, narrative format (where indicated), and the Funding Window Goals and Objectives Specification to prepare the project application proposal.

PAGE – 1. Complete the Heritage Grant Application Form (*Heritage grant forms may be downloaded to fill in the appropriate text electronically. If a form other than the one provided is submitted, the application will be rejected.*)

- a. The *Date Received* and *Date Awarded* will be completed by Heritage Fund Staff.

b. Applicant Information: Enter the Organizational Name followed by the name of the person submitting the application with identifying title and contact information.

c. Check the appropriate box for the Heritage grant sub-category you are applying for. **CHECK ONLY ONE BOX.**

d. **Project Title.** Provide a one line title that best describes the project proposal. The Project Title should be a concise description of the project.

e. **Project Location.** Describe proposed project location with as brief and concise description you can, (e.g., legal description, intersection of two streets, GPS coordinate, etc). If the Project Location needs maps or other descriptive documents, please indicate that the items are attached.

f. **Legislative District & County:** List the legislative district(s) and county(s) where the project will have an impact. Please use the current legislative district maps (i.e., 2004 legislative districts) which are available on the Arizona Independent Redistricting Commission web page: <http://www.azredistricting.org/>.

g. **The Project Summary** should simply and concisely summarize the entire project in less than 600 characters and must not exceed the space allowed. Included must be statements on the objectives, procedures, expected contribution or impact on the funding priorities of the Funding Window, and resulting deliverables (products/services/outcomes).

h. Complete the Authorized Signature section of the Application Face Sheet. **Obtain the signature of the organization's chief executive officer (or legally authorized designee). All mailed or hand-delivered application signatures must be in blue or red ink. Applicants that email their applications must sign, scan and email their applications or submit their applications with an electronic signature. Applications received via email that do not contain a signature will not be accepted.**

Note: The Grant Application Form must be signed by an authorized agent of the public agency applying for the grant, and by signing, the authorized agent represents the applicant, having authority to enter into agreements, accept funding, and fulfill the terms of the proposed project. This person on behalf of the applicant has authority to bind the applicant to the terms of the Grant-in-Aid Participant Agreement. Applicant is required to read the SAMPLE Grant-in-Aid Participant Agreement referenced in Section IV of this manual.

PAGE – 2. Narrative (The narrative area will expand as needed.)

In this section, you will provide a narrative detailing your proposed project. Additionally, you will summarize your plan of operation and describe your proposed action plan deemed necessary and appropriate for the success of the project.

a. Concisely describe and document the problem being addressed and/or the need for the project. The need must:

- Relate to the appropriate Funding Window Goals and Objectives. **Applications that are not related to the** appropriate Funding Window Specification **will be rejected** during the initial grant application pre-screening process.

- Describe the scope of the problem being addressed: local, regional and/or statewide. This should relate to one or more of the Funding Window priorities.

- Describe the target group(s) to be served.

b. In response to the needs/problems identified describe the outcomes you expect to achieve and the anticipated duration of the project. This list should include milestones that are:

- Numbered, measurable, and performance driven, i.e., stated in terms of change expected.

- Describe the specific procedures/activities that will be employed to achieve each of the project objectives.

- Describe the rationale for choosing the selected procedures/ activities and the feasibility of the proposed solutions/strategies.

c. Describe how you will measure the progress and success of the project.

- Provide a management plan for operating the project including a description of the skills required and the credentials of those involved in the project.

- Provide an explanation of expected cost and benefits of the funding requested.

d. How will your Organization promote/advertise this project and the AZGFD Heritage Fund (Public Relations Plan)?

- Describe the steps that will be taken to disseminate project findings and work products to others likely to benefit from the results. Project staff is encouraged to disseminate their findings and work products through State and regional conferences.

- Documents, reports, materials or grant products produced as a result of the grant are public documents. Describe how you will distribute grant materials or products to other organizations.

e. List any partners with contact information that will assist you with planning, resourcing or any other aspect for completion of the project?

Note: In item “d.” above, please identify how your organization will promote and highlight the use of Heritage Funds and your partnership with the Department. This could include a Public Relations Plan or list of activities where you will actively promote the Arizona Game and Fish Department’s Heritage Fund.

PAGE – 3. Project Budget Worksheet

The purpose of the budget worksheet is to indicate whether the project is well planned and reasonable in scope. Technical errors in the budget will not necessarily result in a lower score if minor assistance from the Heritage Fund Staff can correct the error. Source of Funds vary in purpose and could include the amount of Heritage funds you are requesting, the amount of match you may be providing and a breakdown of the overall cost of the proposed project.

a. Complete the **Project Budget Worksheet using the** expenditure classifications. When entering dollar amounts, round off to the nearest dollar. **Do Not Include Cents.**

To substantiate the Project Budget list the cost breakdown of each budget classification amount requested. Indicate specific rates and amounts attributed to requested project funds, unrestricted general fund matching, or other sources of funding. You **must complete** the Project Budget Worksheet and record associated expenditures by expense codes listed below:

Personnel Costs: List the personnel by Title (or Name), and Agency or Organization affiliation, who would accomplish the project objectives and receive benefit from this grant. Estimate the number of hours, and/or rate of pay, and dollar amount.

Development Project Costs: Under "Scope Items," list all estimated development costs (include construction costs, equipment or labor charges, the value of donated materials or services, and purchase price of items procured) for all eligible scope items to be completed as a part of the project. Scope items should be shown in priority order with highest priority items listed first, and should define the facilities to be constructed, unit measurements and total costs.

Other Costs: List any costs not defined in the previous categories. Per diem listed as travel costs should not exceed state or local requirements. In an effort to deliver project dollars to as many projects as possible, no grant dollars will be expended on Indirect Costs. Indirect costs may be utilized as match, if properly documented.

For publications, itemize costs of design/layout, artwork, photos, color separations, and printing. Include the number of copies to be printed and how the publication will be disseminated.

Funds awarded for grants may not be used for purposes of construction, remodeling, or lease of facilities, nor for student financial aid, or for programs and activities not eligible for state apportionment. Overhead or indirect costs may be included in a proposal only as part of the Match (financial participation), provided by applicant.

b. Although not a requirement, applicants are encouraged to seek match opportunities with a match ratio of one-to-one or greater, however, a match less than 1:1 will still earn points.

c. Failure to provide complete budget information in the format required may result in an application not being seriously reviewed for grant funding consideration.

NOTE: The State is not liable for any costs incurred by Grantees prior to the issuance of a Grant and receipt of all necessary approvals and signed Grant-In-Aid Participant Agreement.

d. For travel, state travel and reimbursement policies apply. Only travel necessary to the project is allowed. List travel purpose and estimated cost.

Technical reviewers will make a judgment as to whether the project is realistically capable of attaining the required and proposed outcomes.

Note: List the appropriate funding amounts that will be utilized to accomplish the project, including the Heritage "Grant Dollars" being requested and any other secured local match or donation dollars anticipated, including salaries, or other contributions. These Dollars must equal the total amounts from AZGFD project budget sheets submitted.

PAGE – 4. Complete the Primary Contact List

Note: The first contact listed on the form is the “Application Writer/Process Contact.” If a grant is awarded, it is imperative for Office staff processing the award to have someone they can contact regarding questions pertaining to the application material. Each of the contacts listed should be actively involved in the project. If no one is available, the approval process will be held up and the initial payment may be delayed. **All of the primary contact information should be kept current at all times during the project duration.**

APPLICATION FULL PROPOSAL REQUIREMENTS (As Applicable)

Heritage Grant Full Application Refinement Process. Once the Heritage fund grant prioritized rank-order lists are approved, above-the-fund line applicants are notified and transition into the full-application process.

Notification of Applicants. The Heritage Grants Coordinator will make contact with all above-the-fund line applicants and instruct them to submit all remaining applicable document requirements required for a full application packet. Applicants have **sixty (60) days** to complete and submit all remaining full application documents required.

All above-the-fund line applicants will also be assigned a technical reviewer who will assist the applicant through the full proposal process. Technical reviewers are responsible to make contact with the applicant and to assist applicants to further refine and complete project requirements associated with a full application packet to enhance the quality of the final project proposal and the project.

Technical reviewers will discuss specifics of the project and any additional information or clarification needed from the applicant. An open communication dialogue between the applicant and technical reviewer is essential to the technical refinement process as a means to enhance the applicant’s project proposal and subsequent grant award. If an above-the-fund line applicant does not meet the deadline for full application document submittal, they drop from any further consideration of grant award.

All below-the-fund line applicants are also notified by the Heritage Grants Coordinator to let them know where they fell out in comparison to other applicants within their respective sub-category. The top one or two below-the-line applicants in each fund sub-category are instructed to be prepared to submit a full application packet, just in case any above-the-fund line applicants drop out from further grant consideration.

The Department's Heritage Fund staff and technical reviewers assigned will assist applicant's with the administrative progress of each packet to complete all requirements leading towards successful grant award and subsequent implementation of the project.

Additional Full Proposal Requirements. Once Grant Award Notification is received by an applicant, the following additional information could be required (If Applicable) for some proposals in order to complete all requirements associated with completion of the Grant-In-Aid Participant Agreement Contract. Please read the information provided below to help determine if any of these requirements apply.

Note: Some projects (if applicable) require more specific information be provided. Examples of these additional requirements are listed below:

LOCATION MAP/DRAWINGS

If applicable, Project Proposal must submit a Location Map clearly identifying project locations or project proposal areas.

General Requirements for all Project Maps

All maps should be on 8½ X 11 paper, if possible. Each map **must** include the project title, scale of the map, a north arrow, and the date the map was created or modified. Applications will be rejected if staff cannot locate the project, and/or project proposal area with the information provided by the applicant. Please submit more than one map as necessary and attach any additional information for clarification.

Construction Projects

These proposals would include roads, trails, piers, habitat development (including schoolyard habitats), habitat restoration, etc. It is important that the **location** includes any streets, access roads, trails, or other terms of locations (Section, Township and Range). Additionally, a **Site Plan and Floor Plans** must be submitted if applicable.

Site Plan - A site plan must be submitted if site development is part of the project proposal. It must define any existing, proposed, or future development (if known) as well as surrounding land uses. In the case of habitat development/restoration, these plans must include lists and locations of species to be planted, **and any** other habitat components of the landscape plan.

Floor Plans - Floor Plans (including Architectural, Engineering and/or Construction plans) must be submitted for proposed structures such as piers or interpretive kiosks. If plans are not completed, an estimated date of completion must be noted on the plan.

Acquisition Projects

The following additional items must be included with the **location map**: legal description (examples would include deed reference, dedicated right of ways, water bodies, surveys, or measurements from permanent locator points at the site), property lines, parcel numbers and parcel sizes, any existing developments, surrounding land uses, and the mode of access to property (public road, right of way,

easement, etc.). If the access is under lease, please state the remaining term of the lease. If this information is unavailable, contact the Heritage Grant Coordinator listed in the Introduction to this manual, **before the date the Grant-In-Aid Participant Agreement must be signed.**

Research Projects

Provide a map(s) that defines the general location(s) where the field work and data analysis will occur. Attach documentation or letter of intent from the land owner (if other than the applicant) granting permission for the research to occur on the property.

Class, Workshop, and Event Projects

Provide a map(s) that shows where the majority of the project development would be done. Additionally, define the location of these project activities.

Media Publications-Projects

Provide a map(s) that locates where the majority of the publication will be developed and define(s) the distribution locations.

Urban Projects

Provide a map(s) that shows location(s) of project. If the project is located near the limits of an incorporated area, or within 5 miles of the incorporated area, show the incorporated boundary and the 5-mile limit boundary on the map along with the project location.

EVIDENCE OF CONTROL AND TENURE OF PROJECT SITE

Proposed facilities to be developed with awarded funds must be located on land and/or water, which the applicant owns or manages. If the project site is **owned** by the applicant, a **copy of the appropriate legal document showing title in the name of the applicant and the legal description of the property** must be attached to the application.

If the proposed development site is **managed** by the applicant, a copy of the **lease, special use permit, intergovernmental agreement**, or other appropriate official instrument must be attached to the application. The terms and provisions of the applicant's management or control rights to the proposed site must be commensurate with the proposed investment in at least one of the following three respects:

1. The time remaining on the use agreement must be a term sufficient, in the judgment of the Arizona Game and Fish Department, to ensure a period of public use commensurate with the expenditure of awarded funds.

2. The use agreement cannot be revocable at will by the property owner and should provide for the option to renew by the managing agency.

3. Applicant must show evidence that public access exists to the proposed project site where (unless the purpose of the project proposal is to specifically create or limit such access).

If the proposed project is a **research project** and the proposal relates to sites **not controlled** by the applicant, a copy of the permit or agreement (or; at a minimum, a letter of intent from the land manager) allowing the research **must** be attached to the application.

Finally, if a project requires any type of ground disturbance an **AZGFD SHPO Certification** and **AZGFD Environmental Assessment Checklist** are required. If applicable, please contact the Heritage Grants Coordinator to discuss submission of these two documents.

HERITAGE GRANT-IN-AID PARTICIPANT AGREEMENT PROCESS.

As above-the-fund-line applicants complete full application requirements, the Heritage Grant Coordinator initiates an AZGFD Heritage **Grant-In-Aid Participant Agreement** and sends it to the applicant. This agreement is the binding legal grant contract and is considered approved once it is signed by the Director, Arizona Game and Fish Department. **Note:** Electronic Signatures will not be accepted as part of the Grant-In-Aid Participant Agreement only original signatures. This agreement is covered in detail in **Section-IV** of this manual.

Grant Funding. Once the grant contract is approved, the grant participant requests project funds within 12-months from the effective date of the contract agreement. A funding request is requested through and processed by the Heritage Grant Coordinator and the participant has three years to complete the project. Normally, ninety percent of the project's funds are transferred at the beginning of the project and the final 10% is transferred when the project is ready to close. The Department can transfer 100% of the grant award at the beginning of the project if requested and approved.

Grant Cycle Close-Out. Grant close-out process requirements for Heritage grants awarded and funded must be met and completed per project timeline or three year project period whichever occurs first. If it looks like a grant participant will not complete the project within the three year timeframe, they can request an extension of the project. Requests for extension must be in writing either mailed in or emailed and must arrive to the Heritage Grant Coordinator with at least thirty days notice.

SECTION IV

Note: The sample Grant-in-Aid Participant Agreement is provided below for informational purposes only. Prospective applicants should review and understand the agreement prior to submitting an application; however, applicants should not sign and return the agreement at the time of application. Should the applicant be awarded a grant, a signed agreement will be initiated by the Department and required prior to project initiation.

HERITAGE GRANT PROGRAM
GRANT-IN-AID PARTICIPANT AGREEMENT
SAMPLE

BETWEEN THE ARIZONA GAME AND FISH COMMISSION
AND **[INSERT NAME OF GRANTEE]**

This Heritage Fund Grant-in-Aid Participant Agreement (“Agreement”) is entered into between the Arizona Game and Fish Commission (“Commission”) and **[INSERT NAME OF GRANTEE]** (“Grantee”) (collectively “Parties” and singularly “Party”) pursuant to A.R.S. § 17-231 (B)(7). The terms “Department” and “Director” refer to the Arizona Game and Fish Department and its Director, acting as administrative agent for the Commission.

WHEREAS, the Commission believes it is important to partner with other agencies or organizations in conserving Arizona’s wildlife and preserving Arizona’s wildlife heritage;

WHEREAS, the Commission wishes to foster this valuable partnership by granting funds to the Grantee to carry out the project(s) set forth in the Grantee’s approved grant application (“Application”), which is incorporated herein and attached as Exhibit A, in accordance with the terms of this Agreement;

NOW, THEREFORE, in consideration of the above premises, the Parties hereto agree as follows:

II. The Department shall:

1. The Department shall provide to the Grantee **\$(INSERT AMOUNT OF AWARD)** to carry out the project(s) set forth in the Grantee’s Application. The Grantee shall place all grant monies received in a non-interest bearing account.

Payment shall be made as follows:

- a. 90 percent payable upon execution of this Agreement.
 - b. 10 percent, less any adjustment for actual expenditures, upon receipt of a written request and a certification of project completion from the Grantee.
2. The Department shall not reimburse the Grantee for items other than those defined in this Agreement.
3. The Department shall not make any grant payment on the remaining 10 percent until the Grantee has submitted all past due project status reports.

III. Grantee shall:

1. Deposit all amounts received under the terms of this Agreement to appropriate accounts for each project under the name and number of the project and use such non-interest bearing funds to fulfill the purposes set forth in the Grantee's Application. Should the Grantee use funds provided to it under this Agreement for purpose(s) other than those set forth in the Grantee's Application, this Agreement shall terminate automatically and the Grantee shall return to the Department all misappropriated and unused funds. The Grantee shall not use grant funds for the purpose of producing income. The Grantee shall not use grant funds to pay compensation in excess of the established salary for any permanent public employee. The funds shall be expended only for grant work as authorized under the terms of this agreement

2. Maintain full accounting of all actual expenses associated with completing this project and provide copies to the Department as requested.

3. Publicly acknowledge that Commission funds were used to assist project accomplishments. All materials prepared in the performance of this Agreement shall be acknowledged as having been funded by the Arizona Game and Fish Department and the Arizona Wildlife Conservation Fund.

4. Install a permanent sign that credits the Fund and contains the official Department logo and states that funding for the project(s) has been provided by the Commission at the project site, if a project involves acquisition of property, development of public access or renovation of a habitat site.

5. Submit semi-annual project status reports that include the following information: 1) Progress toward completing approved work; 2) An itemized, cumulative project expenditure sheet; 3) Any anticipated delays or other problems that may prevent on-time completion of the project; 4) Any additional information that the Department requests in accordance with this Agreement.

6. Operate and maintain grant-assisted capital improvements, provide reasonable protection of any project improvements, and ensure that reasonable public access is maintained as specified in this Agreement.

7. Return to the Department any unused monies upon completion of the awarded project. The Grantee may make a written request that the Department award the unused monies for an additional project that is consistent with the original scope of work.

IV. It is mutually agreed and understood that:

1. At its discretion, the Department may conduct periodic on-site inspections of the project(s) at all reasonable times. Before final payment is released, the Department may perform a completion inspection and review of an awarded project.

2. In the event of a conflict between the terms of this Agreement and the Grantee's Application, the terms of this Agreement shall govern.

3. This Agreement shall become effective upon the date of final signature and shall continue for a period not to exceed three (3) years. This Agreement may be amended at any time by mutual

agreement of the parties in writing. It may be terminated by either party upon thirty 30 days written notice to the other Party. Upon termination, the Grantee shall cease all work performed pursuant to this Agreement and return any unused funds to the Department.

4. The Parties may amend the terms of this Agreement by mutual written consent. The Department shall prepare any approved amendment in writing, and both the Department and the Grantee shall sign the amendment. An amendment lacking a required signature is invalid.

5. The DEPARTMENT may temporarily suspend grant assistance under the project pending required corrective action by the PARTICIPANT or pending a decision to terminate the grant by the DEPARTMENT by notifying the PARTICIPANT in writing. Whenever one party to this contract 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 ten (10) days, the demanding party may treat this failure as an anticipatory repudiation of the contract

6. The DEPARTMENT may terminate the project in whole or in part at any time before the date of completion, whenever it is determined that the PARTICIPANT has failed to comply with the terms or conditions of the grant. In case of default, the DEPARTMENT will provide written notification. The PARTICIPANT will have ten days to correct the default or show cause. The DEPARTMENT will promptly notify the PARTICIPANT in writing of the determination and the reasons for the termination, together with the effective date. All payments made to the PARTICIPANT shall be recoverable by the DEPARTMENT under the project terminated for cause.

7. The DEPARTMENT or PARTICIPANT 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 of the termination and, in the case of partial termination, the portion to be terminated. The PARTICIPANT 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 PARTICIPANT for the grant share of noncancelable obligations properly incurred by the PARTICIPANT before termination.

8. The DEPARTMENT may require specific performance of the terms of this agreement or take legal steps necessary to recover the funds granted if the PARTICIPANT fails to comply with the terms of the grant or breaches any condition or special condition of the grant agreement.

9. 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.

10. If the PARTICIPANT violates state law or this agreement, the DEPARTMENT may seek recovery of all funds granted and classify the PARTICIPANT as ineligible for heritage Funds grants for a period not to exceed five (5) years.

11. Remedies may include repayment of the grant if the PARTICIPANT fails to provide for operation and maintenance of the equipment, facilities or product of any Heritage grant funded project during the Term of Public Use. The PARTICIPANT shall reimburse the Heritage Fund as follows:

<u>Years maintained within term of Public Use</u>	<u>Grant Repayment Required</u>
0-20%	100%
21-40%	75%
41-60%	50%
61-80%	25%
81-100%	0%

12. All written notices concerning this Agreement shall be delivered in person or sent by certified mail, return receipt requested, to the Parties as follows:

A. For the Commission and Department:
Arizona Game and Fish Department
Heritage Grants Coordinator
5000 W. Carefree Highway
Phoenix, Arizona 85086

B. For the Grantee:

[INSERT NAME AND ADDRESS OF GRANTEE AND ITS REPRESENTATIVE]

13. In carrying out the terms of this Agreement, the Parties agree to comply with Executive Order 99-4 prohibiting discrimination in employment, the provisions of which are incorporated herein by reference.

14. Pursuant to A.R.S. § 35-214, all books, accounts, reports, files, electronic data, and other records relating to this Agreement shall be subject at all reasonable times to inspection and audit by the State of Arizona for five (5) years after completion of this Agreement.

15. The PARTICIPANT shall use equipment purchased with grant funds for a public purpose for the useful life of the equipment, or surrender the equipment to the DEPARTMENT upon completion of the project, whichever comes first, if the equipment purchased with grant funds has an acquisition cost of greater than \$500. If the equipment is sold, the PARTICIPANT shall pay the DEPARTMENT the amount of any resulting proceeds in the ratio equivalent to the funds provided for the purchase.

16. To the extent required under A.R.S. § 12-1518, the Parties agree to use arbitration to resolve any dispute arising under this Agreement, with each Party to bear its own attorneys' fees and costs.

17. Unless the PARTICIPANT is a State agency, or an agency of the United States of America, the PARTICIPANT shall indemnify, save and hold harmless the DEPARTMENT, and the State of Arizona, its agents, departments, officers and employees from all claims, 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

18. Assignment-Delegation: No right or interest in this contract shall be assigned by the PARTICIPANT without the prior written permission of the DEPARTMENT, and no delegation of any duty of the PARTICIPANT shall be made without the prior written permission of the DEPARTMENT.

19. This Agreement is subject to termination for conflict of interest pursuant to A.R.S. § 38-511.

20. This Agreement shall terminate automatically if funds necessary to carry out this Agreement are not allocated or available to the Commission or the Department. In the event of such termination, the Commission and the Department shall incur no obligation or liability to the Grantee under this Agreement.

21. This Agreement in no way restricts either Party from participating in similar activities with other public or private agencies, organizations, or individuals.

22. All work performed pursuant to this Agreement shall be in compliance with all applicable state and federal laws and regulations. If Grantee violates state or federal law or this Agreement, the Department shall seek recovery of all monies awarded and classify the Grantee as ineligible for grant monies for a period not to exceed five (5) years.

23. The attached Application and estimated cost sheet is hereby incorporated and becomes a part of this Agreement.

24. It is understood by the Parties that the Grantee is an independent contractor with respect to Arizona and not an employee of the Department. The Department will not provide fringe benefits, including health insurance benefits, paid vacation, or any other employee benefits to the Grantee.

25. Grantee's employees, if any, who perform services for the Department under this Agreement are bound by the provisions of this Agreement. At the request of the Department, the Grantee shall provide adequate evidence that such persons are the Grantee's employees.

26. Grantee acknowledges its obligation to obtain appropriate insurance coverage for the benefit of the Grantee (and Grantee's employees, if any). The Grantee waives any rights to recovery from the State of Arizona, the Commission or the Department for any injuries or property damage that the Grantee (and/or Grantee's employees) may sustain while performing services under this Agreement and that are a result of the negligence of the Grantee or Grantee's employees.

27. If Grantee contracts with a third party or subcontractor, the Grantee shall be responsible for ensuring said third party's or subcontractor's compliance with the terms of this Agreement, and Grantee shall be responsible to the state of Arizona, the Commission and the Department if the third party or subcontractor defaults or violates any terms or conditions of this Agreement.

28. If applicable, Grantee shall ensure that the value of real property purchased with grant assistance is appraised by a state certified appraiser within six (6) months before its acquisition, in

accordance with the Uniform Standards of Professional Appraisal Practice. The Department reserves the right to select an appraiser for an independent evaluation if the Department has evidence that the participant's appraised value of the real property is not accurate.

29. The Parties agree to comply with Executive Order 2005-30, "Ensuring Compliance with Federal Immigration Laws by State Employers and Contractors," the provisions of which are hereby incorporated by reference.

30. Any special terms and conditions attached hereto as Exhibit B are hereby incorporated into this Agreement.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement as of the date below:

[INSERT NAME OF GRANTEE]

[Name]

[Title]

[Date]

ARIZONA GAME AND FISH COMMISSION

Larry D. Voyles
Secretary to the Commission
Director, Arizona Game and Fish Department

[Date]

SECTION V

GLOSSARY OF TERMS

Administrative subunit means the branch, department, division, section, school, or other similar divisional entity of a public agency where a participant contact is directly employed, for example, an individual school, but not an entire school district; an individual field office or project office, but not an entire agency; or an individual administrative department, but not an entire city government.

Approved application: a participant's application including any changes, exceptions, deletions, or additions made by the Department prior to and for the purposes of approval.

Authorized signature: the person on behalf of the applicant who has authority to bind the applicant to the terms of the Grant-in-Aid Participant Agreement.

Candidate species: a species or subspecies of native Arizona wildlife for which habitat or population threats are known or suspected but for which substantial population declines from historical levels have not been documented.

Commission: refers to the Arizona Game and Fish Commission.

Department (Dept): refers to the Arizona Game and Fish Department.

Effective date: the signature date of the Arizona Game and Fish Department Director on the Grant-in-Aid Participation Agreement.

Eligible applicant: means any public agency or organization sponsored by a public agency that meets the applicable requirements of this program and does not have a Heritage Grant Funded project in extension.

Environmental Education (EE): educational programs dealing with basic ecological principles and the effects of natural and man related processes on natural and urban systems and programs to enhance public awareness of the importance of safeguarding natural resources. One of the five Heritage Fund grant sub-categories addressed in this manual.

Endangered species: a species or subspecies of native Arizona wildlife whose population has been reduced to such levels that it is in imminent danger of elimination from its range in Arizona, or has been eliminated from its range in Arizona.

Equipment: in this manual, refers to items purchased for more than \$500 with Heritage Grant-in-Aid funds. This equipment shall be used for a public purpose for the useful life of the equipment, or shall be surrendered to the Department upon completion of the project, whichever comes first. If the equipment is sold, the Participant shall pay the Department the amount of any resulting proceeds in the ratio equivalent to the funds provided for the purchase.

Facilities: refers to capital improvements.

Grant “Funding Window” Goals and Objectives Process means a document approved by the Arizona Game and Fish Department’s Executive Staff based upon Commission Guidance, the Department mission, strategic plans, and current guiding statements which define the Department's priorities. This process is used for prioritizing grant applications against defined Goals and Objectives.

Habitat evaluation: an assessment of the status, condition and ecological value of habitat and subsequent recommendations of management, conservation or other protection measures, or mitigation measures, including but not limited to, recommendation of reasonable alternatives for the proposed projects that might otherwise affect the habitat under assessment.

Habitat protection: the process of protecting the quality, diversity, abundance, and serviceability of habitats for the purposes of maintaining or recovering populations of Arizona wildlife.

IIAPM: Identification, Inventory, Acquisition, Protection and Management of sensitive habitat. One of the five Heritage Fund grant sub-categories addressed in this manual.

Participant: an eligible applicant that has been awarded a Heritage grant.

Primary Contact: the individual associated with the project that will have day-to-day knowledge of the project. This should be someone we can contact regarding questions pertaining to the application material. Each of the contacts listed on page 4 of the application should be actively involved in the project.

Project: means an activity or series of related activities described in the specific project scope of work and results in specific products or services.

Project period: means the period of time that begins on the grant effective date and continues for up to three calendar years, unless the Department grants an extension. All project business shall be completed in the project period, including all deliverable products and services, payments and/or reimbursements, and closure paperwork.

Public Access (Access): defined in A.R.S. § 17-296 as providing entry to publicly-held lands for recreational use where such entry is consistent with the provisions establishing those lands. One of the five Heritage Fund grant sub-categories addressed in this manual.

Public agency: means the federal government or any federal department or agency, and Indian tribe, this state, all state departments, agencies, boards, and commissions, counties, school districts, public charter schools, cities, towns, all municipal corporations, and any other political subdivision.

Publicly-held lands: federal, public and reserved lands, State Trust Lands, and other lands within Arizona that are owned, controlled or managed by the federal government or a state agency or political subdivision.

Sensitive element: a species (e.g., bald eagle), habitat type (e.g., plains grassland), or biological community (e.g., bat roost) that the Department has determined needs, or may need, special management (including conservation or protection) attention.

Schoolyard Habitat: one of the five Heritage Fund grant sub-categories addressed in this manual.

Term of Public Use: means the time period during which the project or/facility is expected to be maintained for public use.

Threatened species: a species or subspecies of native Arizona wildlife that, although not presently in imminent danger of being eliminated from its range in Arizona, is likely to become an endangered species in the foreseeable future.

Urban Wildlife and Urban Wildlife Habitat (Urban): one of the five Heritage Fund grant sub-categories addressed in this manual.

Urban wildlife project: project addressing wildlife that occurs within the corporate limits of an incorporated city or town or within 5 miles, straight-line distance, of the boundary of an incorporated area that receives significant impact from human use.

Wildlife: all wild mammals, wild birds, and the nests or eggs thereof; all reptiles, amphibians, mollusks, crustaceans, and fish, including their eggs or spawn.