



**Arizona Habitat
Partnership
Committee**

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

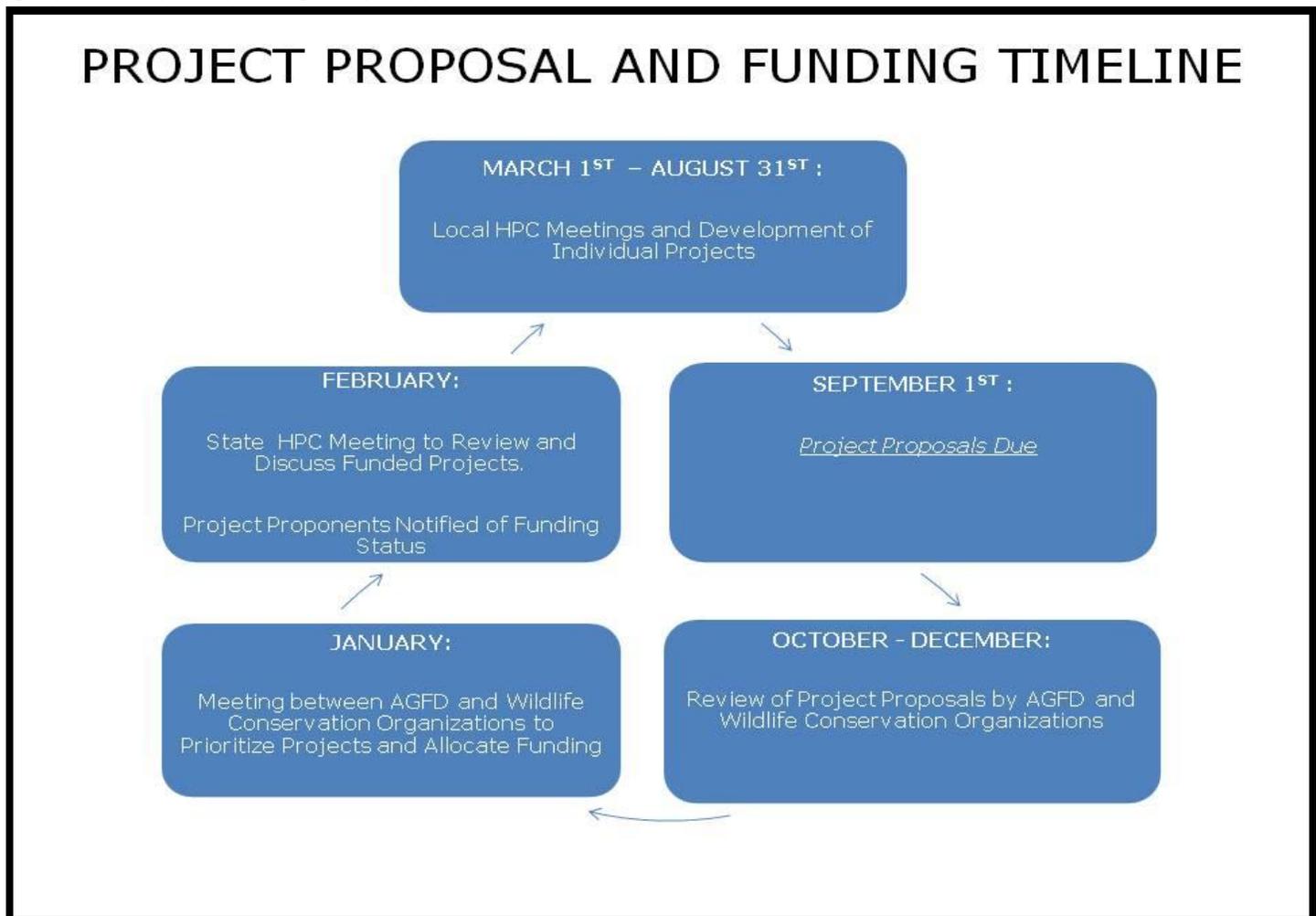
2011 Funding Cycle

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 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



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

- *Project proposals submitted to the AHPC Coordinator by September 1 (Project Proponent)*
- Department priority project identification and communication to WCOs by December 1 (AHPC Coordinator)
- Projects meeting held between Department, WCOs, and interested parties in January (AHPC Coordinator)
- Funding AHPC meeting held in February (AHPC Chair)
- Funding notification 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
- Remain open to suggestions and comments regarding the project components
- Identify how 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; administrative costs incurred by agencies or landowners are generally less viable as cost share than are actual 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.

- 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.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, regional needs assessments, district plans, critical water identification, or landowner assessments to name just a few. The objective of a funding priority meeting during May is to jointly establish, from the list of potential priorities, a list of primary 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, and other interested parties identify as priority needs.

Funding Decisions

Final funding decisions are the responsibility of the Department in coordination with the WCOs. In instances when the Department and the WCO cannot come to agreement on funding decisions, the final decision will be made by the Director or the Commission.

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 like National Forest Foundation grants that require 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/Arch 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.

Out-of-Cycle Funding Requests

Project proposals submitted for funding consideration are due September 1st. However, because the HPC Program is not a formal grant program, the process allows for the flexibility to use unexpended, unobligated special big game license tag funds, under extraordinary circumstances. A request to fund a project “out-of-cycle” should provide

justification why the project should be considered for funding outside the normal cycle. Any project proposal submitted will be reviewed and assessed on a **case-by-case** basis. In addition, the proposal will be sent to the appropriate Wildlife Conservation Organization(s) for review and funding consideration.

Examples of justifiable out of cycle proposals may include an emergency repair of a critical water catchment, or the opportunity to take advantage of a substantial funding match opportunity for a worthy, landscape level project. Simply missing the September 1st deadline is NOT justification. Note that it is approximately 5-6 months between the September 1st deadline to when funds become available, so a large-scale project may require requesting funds a year or more in advance. Please plan the implementation of your project accordingly.

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:

http://www.azgfd.gov/w_c/hpc.shtml

INSTRUCTIONS FOR COMPLETING HABITAT PARTNERSHIP COMMITTEE HABITAT ENHANCEMENT AND WILDLIFE MANAGEMENT PROJECT PROPOSAL FORMS

(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 "Project Proposal" forms 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.

Potential Funding Partners – DO NOT FILL IN. The Game Branch will determine what wildlife conservation organization(s) the proposal will be sent to for review and consideration.

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 and how they will benefit from the project.

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 (i.e. funding, personnel, 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.

- 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 - List amount 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!

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 Stewardship or Landowner Agreement with the Arizona Game and Fish Department will be required.** Applications may be and signed submitted electronically to save time.

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 personal, 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 into unoccupied sheep habitat.

Project Description and Strategies - List the details and specific actions that will be taken to achieve the project objective. 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.
- d) Transplant 25 bighorn sheep.

Project Location – 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). Also include 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.

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, who will provide maintenance for this project?

Project Completion Report to be Filed By – Who is responsible for the submitting the Project Completion Report?

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.

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 information may be requested.

Please submit all Annual and Project Completion Reports to:

Reuben S. Terán
Big Game Habitat Specialist
Habitat Partnership Committee Coordinator
Arizona Game and Fish Department
5000 W. Carefree Highway
Phoenix, AZ 85086
(623) 236-7350 – Office
(623) 236-7929 – Fax
rteran@azgfd.gov

PROCEDURE FOR SUBMITTING PROPOSALS

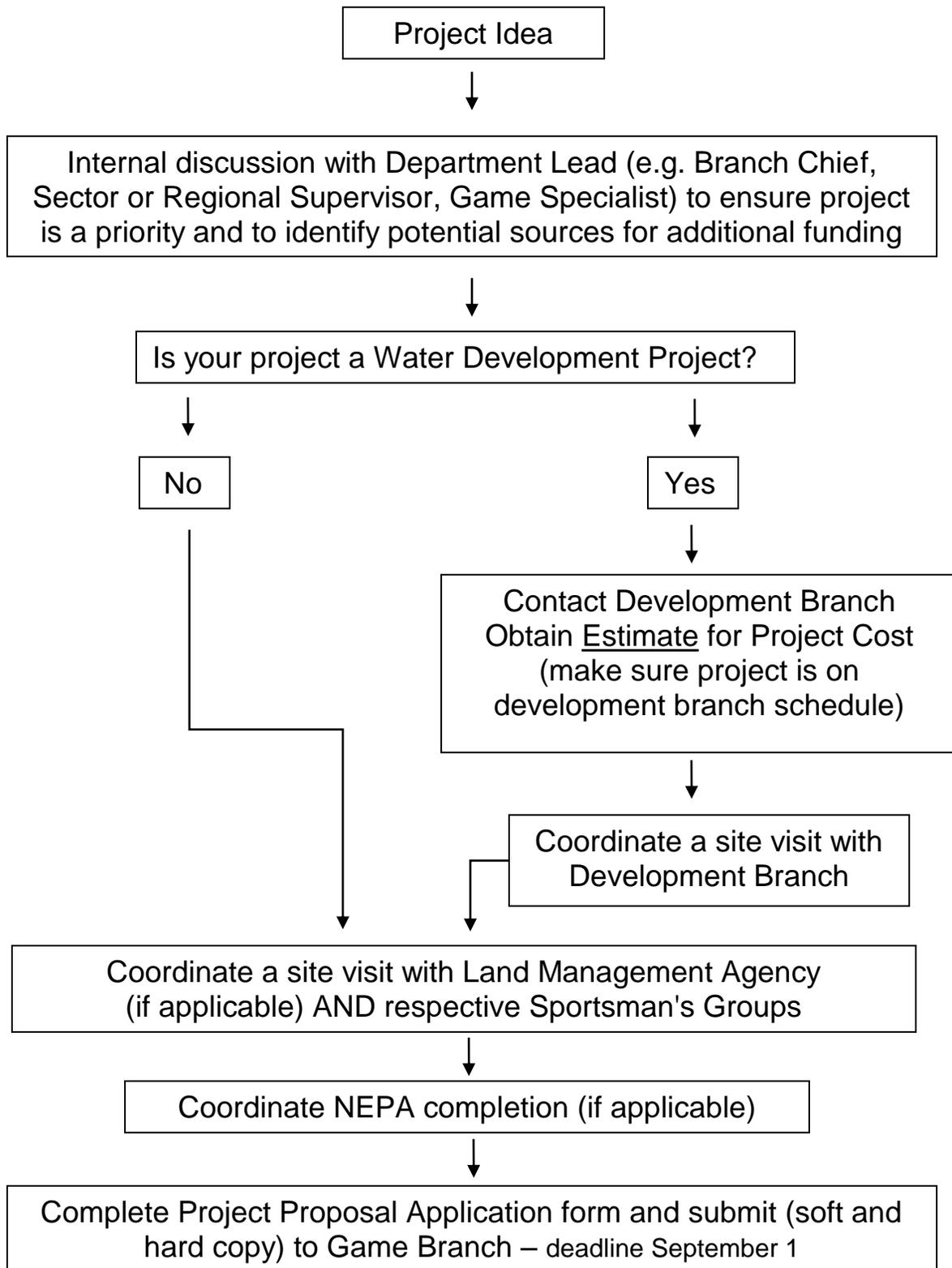
Plan to complete projects within 2 years of approval whenever possible. Funding notification generally occurs in March. If the project will take more than 2 years to complete, consider breaking the project down into multiple segments or phases.

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: Game Branch
5000 W. Carefree Highway
Phoenix, AZ 85086

E-mail electronic copies to Ruth Gregory at:
rgregory@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:	
Possible Funding Partners:	

PROJECT INFORMATION

Project Title:	
Region and Game Management Unit:	
Local Habitat Partnership Committee (LHPC): •	Was the project presented to the LHPC? YES <input type="checkbox"/> NO <input type="checkbox"/>
Has this project been submitted in previous years? YES <input type="checkbox"/> NO <input type="checkbox"/> If Yes, was it funded? YES <input type="checkbox"/> NO <input type="checkbox"/> → HPC Project #:	
Project Type:	
Brief Project Summary:	
Big Game Wildlife Species to Benefit:	
Implementation Schedule (Month/Day/Year): Project Start Date: Project End Date:	Environmental Compliance: NEPA Completed: YES <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Projected Completion Date: _____ Arizona Historic Preservation Act - Archaeological Clearance: 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: _____

PROJECT FUNDING

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

PARTICIPANT INFORMATION

Applicant (please print):	Address:	E-mail:
Telephone:		Date:
AGFD Contact and Phone No. (If applicant is not AGFD personnel):		
Project has been coordinated with:		

NEED STATEMENT – PROBLEM ANALYSIS:

PROJECT OBJECTIVES:

PROJECT DESCRIPTION AND STRATEGIES:

PROJECT LOCATION:

LAND OWNERSHIP AT PROJECT SITE (Please state specifically if PRIVATE PROPERTY and provide landowner's name):

IF PRIVATE PROPERTY, IS THERE A STEWARDSHIP or LANDOWNER AGREEMENT BETWEEN THE LANDOWNER AND THE DEPARTMENT? YES NO

HABITAT DESCRIPTION:

ITEMIZED USE OF FUNDS:

Special Big Game License Tag Funds

Cost Share or Matching Funds

LIST COOPERATORS AND DESCRIBE POTENTIAL PARTICIPATION:

PROJECT MONITORING PLAN:

PROJECT MAINTENANCE:

PROJECT COMPLETION REPORT TO BE FILED BY:

WATER DEVELOPMENT PROJECTS (*see attached worksheet*):

TREE SHEARING (AGRA-AXE, PUSH) PROJECTS (*see attached worksheet*):

ARIZONA GAME AND FISH DEPARTMENT
WATER DEVELOPMENT WORKSHEET

PROJECT NAME: _____

- 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: _____ Approx. 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 SHEARING 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, push):**

- 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 shearing equipment? YES NO

Please describe any restrictions to public access:

HABITAT PARTNERSHIP COMMITTEE PROJECT COMPLETION REPORT

(Please complete the report and submit to Game Branch within 30 days of the completion of the project.)

Project Title: _____

Project number: _____

GMU: _____

Project Coordinator (IF NOT APPLICANT): _____

Agency: _____

Address: _____

Phone: _____

Email: _____

Project Completion Date: _____

COOPERATING AGENCIES AND/OR CONSERVATION GROUPS, LANDOWNERS, ETC.:

PROJECT ACCOMPLISHMENTS:

PROJECT RESULT ACTIONS:

(List practices implemented as a result of project, i.e. area rested from grazing for 2 yrs., season recommendations revised based on new distributions, data received from project, etc.)

COMMENTS ABOUT THE PROJECT:

(Please list updates, reports, concerns, suggestions)

MAINTENANCE/MONITORING SCHEDULE (from this point on): WHO and WHEN?

PHOTO(s): (Please attach)

MAIL COMPLETED PROJECT COMPLETION FORM TO:

Arizona Game and Fish Department

Attn: Game Branch

5000 W. Carefree Highway

Phoenix, AZ 85086

rteran@azgfd.gov