Application Checklist

Project Title _____

Instructions for Completing the Application Checklist Form

A copy of the completed Application Checklist must accompany the submittal of the Grant Application. Check each box as each document is completed. If a document requested on the Checklist is not considered applicable to the project proposal (e.g. Floor Plans are not necessary for a "research" project), the applicant should initial the box. Each box must have either a checkmark indicating the document has been completed and submitted, or initials indicating that the document is not applicable to the project. If you are unsure of any item on the checklist, please contact the Arizona Game and Fish Department in sufficient time to resolve or answer a question prior to the deadline. All forms are provided on the following pages, as well as instruction (Section II Grant Application Manual) describing how to develop all requested documents.

Remember the Deadline 5:00 pm,
Last Business Day in November

Each Application must include the following materials:

FORM #	ITEMS REQUIRED	CHECK-OFF AS COMPLETED OR INITIAL IF NOT APPLICABLE
AGFD Form G1	**Application Checklist** (this form) **(mandatory)**	
AGFD Form G2	**Arizona Game & Fish Grant Application Form (mandatory)** ***If applicable, attach copy of MOU/IGA***	
AGFD Form G3	**Estimated Project Cost Sheets (mandatory)**	
AGFD Form G4	**SHPO Certification (mandatory)**	
AGFD Form G5	Environmental Checklist	
AGFD Form G6	**Project Proposal Information Sheet (mandatory)**	
(Submit either G7, G8, G9, or G10 as appropriate to project funding focus)		
AGFD Form G7	Heritage – Public Access Information Sheet	
AGFD Form G8	Heritage – Environmental Education and Schoolyard Habitat Information Sheet	
AGFD Form G9	Heritage – Urban Wildlife and Urban Wildlife Habitat Information Sheet	
AGFD Form G10	Heritage – Identification, Inventory, Acquisition, Protection and Management (IIAPM) Information Sheet	
From Applicant	**Location Map/Drawings** (See instruction sheet) **(mandatory)**	
From Applicant	Site and/or Floor Plan for **construction** projects (See Map/Drawing instruction sheet)	
From Applicant	**Evidence of Control and Tenure (mandatory)**	
From Applicant	Obtained **Authorized Signature**	

Arizona Game and Fish Department
Grant Application

PARTICIPATION INFORMATION

Applicant (not an individual):

County (where project will be done):

Applicant Address:

Legislative District(s):
(List any districts impacted by proposed project):

Applicant Contact:
Name:
Title:
Organization/
Work Unit:
Telephone #: email:

Secondary Contact (if applicable):
Name:
Title:
Organization:
Telephone #
email:

PROJECT INFORMATION

Check Grant Program: Check only one.

Heritage – Urban Wildlife and Urban Wildlife Habitat

Heritage – Environmental Education

Heritage – Schoolyard Habitat

Heritage – Public Access

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

Project Title:

Brief Description of Project:

Duration of Project:
Beginning:
Ending:

Project Funding:
Total Grant Dollars Requested $ _____
Local Match and/or Donations (if any) $ _____
Total Project Costs $ _____

The undersigned hereby offers and agrees to perform in compliance with all terms, conditions, specifications and scope in the application. Signature certifies understanding and compliance with the application attached hereto. Arizona Game and Fish Department may approve grant award with modifications to scope items, methodology, schedule, final products, and/or budget.

Authorized Signature: _____ **Date:** _____

Printed Name: _____ **Title:** _____

Address: _____

Estimated Project Cost Sheet

Project Title _____

It is very important to refer to Section II of the Grant Application manual that describes how to complete this form.

PRE-AGREEMENT COSTS Scope Items (must include date incurred)	A Grant Dollars Requested	B Applicant Dollars (Match)*	C Dollars From Other Sources (Donations)*
	N/A		
	N/A		
	N/A		
	N/A		
Total Pre-Agreement Costs (A + B + C) $		$	$

DEVELOPMENT COSTS Scope Items (list in priority order). List units, number of items and unit costs, as applicable.	A	B	C
Total Development Costs (A + B + C) $	$	$	$

LAND ACQUISITION COSTS List Parcels and/or Total Acres:	A	B	C
Negotiated Purchase			
Donation (Land or ROW)			
Interchange of Lands			
Other Costs			
Total Acquisition Costs (A + B + C) $	$	$	$

Estimated Project Cost Sheet

PERSONNEL COSTS	**A** Grant Dollars Requested	**B** Applicant Dollars (Match)*	**C** Dollars From Other Sources (Donations)*
Title of Person (include rate of pay)			
Total Personnel Costs (A + B + C)	$	$	$	$

OTHER COSTS (List unit, unit cost and number of units, if applicable)

Travel:				
Supplies:				
Other Costs:				
Total Other Costs (A + B + C)	$	$	$	$

TOTAL COSTS

Total Grant Dollars Requested (Column A) $ _____

Total Match Dollars (Column B) $ _____

Total Donation Dollars (Column C) $ _____

Total Match and Donations (Column B + C) $ _____

Total Project Costs (Total Grant Dollars Requested + Total Match and Donations) $ _____

*All Dollars listed in Column B and C must be supported with documentation.

AGFD SHPO Certification

This certification is required by regulations implementing the State Preservation Act (A.R.S. § 41-861 through 42-864), effective July 24, 1982. It is understood that recipients of state funds are required to comply with this law throughout the project period. The State Historic Preservation Act mandates that all State agencies consider the potential of activities or projects to impact significant cultural resources. Each State agency is required to consult with the State Historic Preservation Officer with regard to those activities or projects that may impact cultural resources.

PROJECT TITLE _____

APPLICANT _____

Please answer the following questions which provide information on the potential of the project to impact cultural resources:

Does the proposed project have the potential to disturb the surface and/or subsurface of the ground?

_____ **YES** _____ **NO**

Are there any known prehistoric and/or historic archaeological sites within the project area that have the potential to be disturbed by the proposed activity?

_____ **YES** _____ **NO**

Are there any buildings or structures (including mines, bridges, dams, canals, etc.) which are 50 years or older within the project area that have the potential to be disturbed by the proposed activity?

_____ **YES** _____ **NO**

If you have answered "NO" to all of the above questions, please sign on the line below certifying that the activity or project is in compliance (and will remain in compliance throughout the project period) with the State Historic Preservation Act.

_____ Authorized Signature/Date

_____ Printed Name

_____ Phone Number

If you have answered "YES" to any of the above questions you must complete the "SHPO Information Form" and follow the directions on the back of this certification. Forward copies of all information requested to the Arizona Game and Fish Department. **All original copies should be submitted with the application to the Arizona Game and Fish Department. DO NOT FORWARD THIS FORM TO SHPO!**

SHPO Information Sheet

If you answered yes to question #1 on the SHPO Certification page, please provide a brief description of the proposed project and specifically identify any surface or subsurface impacts that are expected. Attach extra sheets if more space is needed.

_____
_____
_____
_____
_____
_____

Please comment on the condition of the current ground surface within the entire project boundary area (i.e., is the ground in a natural undisturbed condition, or has it been bladed, paved, graded, etc.). Attach extra sheets if more space is needed.

_____
_____
_____
_____
_____
_____

Has the project area been previously surveyed for cultural resources by a qualified Archaeologist?

_____ yes _____ no

If yes, applicant must submit a copy of the Archaeologist's report.

Identify the Landowner (Note: if a Federal Agency is involved, they must consult with SHPO pursuant to the National Historic Preservation Act).

_____
_____
_____
_____

Identify the total project area acreage involved: _____

Please submit a copy of both sides of this sheet (SHPO Certification and SHPO Information Sheet) with your grant application package. **In addition to the forms needed for application, submit one extra copy of the completed G2 and G4 forms along with one extra copy of the location map/drawings to be used for SHPO clearance.** The Arizona Game and Fish Department will forward forms from successful grant applicants to the State Historic Preservation Office for their approval. Arizona Game and Fish Department must receive a signed SHPO Certification form or letter from the State Historic Preservation Officer before funds can be released.

Environmental Checklist

The applicant is responsible to secure all necessary permits, licenses, clearances, and environmental analysis documentation necessary to comply with local, state, or federal law. Copies of any required compliance documents must be transmitted to the Department prior to project implementation.

The following worksheet is provided to assist the applicant in identifying some of the compliance documents that may be necessary to implement a project.

Y/N	Project Evaluation Criteria
	1. Project will take place on Federal lands or with Federal financial contribution
	1.a. Project will be carried out by a Federal agency or with Federal financial contribution
	YES - may require verification of compatibility with appropriate federal land management plan. - may require appropriate NEPA compliance decision document - may require appropriate cultural resource clearance
	1.b. Project will be carried out by a non-Federal entity and there is no Federal financial contribution
	YES - may require verification of compatibility with appropriate Federal land management plan (via consultation with Land Management Agency) - may require appropriate special use permit or permission as deemed appropriate by the Federal Land Management Agency
	2. Project may influence a Threatened or Endangered Species or its Critical Habitat, or a species of special concern (including protected plants)
	2.a. Project is being carried out or financed in part by a Federal agency
	YES - may need to confer and if necessary consult with USFWS under Section 7 of the Endangered Species Act. Evidence of conference and/or consultation may be required - must avoid illegal take of wildlife - should minimize effects on state protected plants. If the project requires transport or sale of protected native plants, evidence of coordination with Arizona Department of Agriculture may be necessary.
	2.b. Project is being carried out by a non-Federal entity and is not financed with Federal funds
	YES - may need to coordinate with the USFWS and provide documentation that unlawful take is not anticipated (Section 9) - must avoid illegal take of wildlife - if protected plants are to be destroyed on state or private lands, notification to the Arizona Department of Agriculture may be require. Projects that require the transport or sale of state protected plants may require evidence of coordination with the Arizona Department of Agriculture. - may require cultural resource clearance from the State Historic Preservation Office

Environmental Checklist

	3.	The project will take place in or result in a discharge to a wetland, stream, reservoir, or wash; or result in diversion or impoundment of water
	3.a.	Projects that include excavation or placing fill in wetlands, streams, reservoirs, or washes
	YES	- may require evidence of coordination with the US Army Corps of Engineers, and may require permitting under the Clean Water Act - may require water quality certification. Some activities that require permitting by the US Army Corps of Engineers may also require certification by the Arizona Department of Environmental Quality for compliance with State Water Quality Standards - must avoid illegal take of wildlife - should minimize effects on state protected plants. If the project requires transport or sale of protected native plants, evidence of coordination with Arizona Department of Agriculture may be necessary.
	3.b.	- Projects that affect the flow in a stream or impoundment of water
	YES	- may require evidence of coordination with and potential permitting with the Arizona Department of Water Resources - may require evidence of coordination with and potential permitting with county or local Flood Control Districts
	4.	The project will include the introduction or exportation of any species not presently or historically existing in the receiving location
	4.a.	- Federal and non-federal entities
	YES	- may require specific permitting from the Arizona Game and Fish Department (Title 17); Arizona Department of Agriculture (Title 3); US Fish and Wildlife Service under the Endangered Species Act (if the project includes a Federally Listed species)
	4.b.	- Federal Agencies
	YES	- may require evidence of compliance with Federal Executive Orders relating to exotic species and noxious aquatic species
	5.	The Project will include burning, planting, clearing, or modification of public use
	5.a.	- Projects that may affect a historic or cultural sites
	YES	- may require appropriate clearance by the State Historic Preservation Officer (see AGFD and SHPO Certification Form)
	5.b.	- Projects that include burning or clearing
	YES	- may require evidence of coordination and potentially permitting with the Arizona Department of Environmental Quality
	6.	The Project will directly necessitate the taking of wildlife, either intentionally or unintentionally
	YES	- may require permitting by the Arizona Game and Fish Department (Title 17) - may require permitting by the US Fish and Wildlife Service if it includes species or migratory birds (Endangered Species Act; Migratory Bird Treaty Act)
	7.	The Project may impact public health or public safety
	YES	- may require evidence of consultation, coordination, and potential permitting with the appropriate agency (local, county, state or federal)

Project Proposal Information Sheet
(All applications must answer these questions)
(Attach sheets as necessary)

1. Give a schedule of project accomplishments and deliverables (scope of items). Detail what the end products and deliverables are and when they will be accomplished.

2. Describe the qualifications of the key project manager and any other key personnel involved in the project. Focus on the skills and/or knowledge needed to accomplish all components of the project. If contract personnel will be hired, describe the minimum qualifications that will be required.

3. How will Arizona wildlife, habitat and/or the Arizona Game and Fish Department be able to utilize and/or benefit directly from the projects' end products?

4. Does the project proposal support, supplement or enhance a previously funded grant project or an ongoing Department program or project?

5. If applicable, describe how the project proposal addresses a preferred project or sensitive element objective.

6. What publicity do you have planned for the project? How will you give credit to the funding source if your project proposal is awarded?

7. Attach documentation that demonstrates that this proposal has been reviewed by the public, other organizations, and/or agencies. Consideration will be given to evidence of **both** support of the project and critical review of the proposal.

8. Please describe any potential negative side effects this project may create. (Examples of things to consider: could the project degrade the boating experience or threaten the carrying capacity of the lake, could it degrade the quality of the outdoor experience, could it inadvertently create hazards or conflict with other projects?)

9. Compare the costs of the project and the expected benefits. (Examples of things to consider: the amount of land affected by this project, public served (number of user days), longevity of project, customer access.)

Heritage – Public Access
Project Information Sheet

(Attach sheets as necessary)

1. Define the purposes and objectives of the proposed project. What access issue(s) (including the cause), does this project propose to address? (Examples could include development of new access, limiting inappropriate access, re-establishing access, etc.).

2. Please describe the project methodology, site plan, and/or study design that will be used to accomplish the project purpose(s) or objective(s) described above. This should include drawings and permits necessary to start and complete the proposed project.

3. List user groups that will benefit from the proposed project.

4. Will this project provide a permanent improvement to public access? Explain.

5. Will this access property be available 24 hours per day?

6. Will this project require future maintenance? If so, how do you propose to achieve this?

Heritage – Environmental Education and Schoolyard Habitat
Project Information Sheet

(Attach sheets as necessary)

1. What are the specific project learning goals and objectives?

2. Into which major curriculum area(s) will this project be integrated?

3. What basic wildlife or environmental concepts will be the project focus?

4. Identify how each of the following has been/will be directly involved with this project (be specific)
   a. Students
   b. Staff (school and district)
   c. Administration
   d. Community partners

Heritage – Urban Wildlife and Urban Wildlife Habitat
Project Information Sheet

(Attach sheets as necessary)

1. Describe the purpose and objectives of this project (why this work is needed and what urban wildlife issues or problems it will solve). If the project is a research proposal, define a hypothesis that will be tested.

2. Please describe the project methodology, site plan, and/or study design that will be used to accomplish the project purpose(s) or objective(s) described above. To assist you in developing your response, below is a description of the kind of information required for several different types of products:

   A. **Research, Inventory, Monitoring:** Provide a study design, including a detailed description of materials, equipment, methods, timing and amount of effort for field collection of data, sample sizes, data analysis procedures and any other information that describes how you plan to accomplish the project. Briefly describe how the data to be collected relate to the objectives and/or hypothesis listed in Question 1 of this form. Final survey and/or inventory data must include the following: Genus, species (and subspecies when appropriate), specific (exact) locality, exact date, who collected, who identified. The following additional information would be helpful (reported as appropriate to the project): sex, age, numbers, habitat, biotic community, any other **biological data deemed** appropriate.

   B. **Construction, Signage, Habitat Restoration:** Describe the structure(s) including size, type, major materials and/or components, methods of construction or manufacture, equipment to be used, expected service life of the structure, and any other information that describes how you plan to accomplish the project. You were requested to submit drawings to illustrate your project under the "Location/Drawings" section of this application. For signage, describe the information content of the signs.

   C. **Media Deliverables** (does not include research articles to be submitted to journals): Provide a detailed description of the product including type, size, number of pages (or length of video), type of artwork and/or photos, color or black and white, type of paper and cover, and number of copies. Describe the intended audience, how the product will be distributed, how long the initial printing is expected to last, and estimate the useful life of product if reprinted/duplicated (how long will it remain current).

   D. **Other:** Describe the methods, materials and equipment to be used, and provide any other information that describes how you plan to accomplish the project.

3. Describe any community involvement in the planning and implementation of this project.

4. Provide a map or description showing the project location being either within or a 5 mile radius from an incorporated city or the communities of Green Valley, Flowing Wells, Sun City, and Sun City West.

ARIZONA GAME AND FISH DEPARTMENT

HERITAGE GRANT APPLICATION MANUAL

Appendix A: Application Forms

AGFD Form G1: Application Checklist

AGFD Form G2: Arizona Game and Fish Department Application

AGFD Form G3: Estimated Project Cost Sheets

AGFD Form G4: SHPO Certification

AGFD Form G5: Environmental Checklist

AGFD Form G6: Project Proposal Information Sheet

AGFD Form G7: Heritage – Public Access Project Information Sheet

AGFD Form G8: Heritage – Environmental Education and Schoolyard Habitat Project Information Sheet

AGFD Form G9: Heritage – Urban Wildlife and Urban Wildlife Habitat Project Information Sheet

AGFD Form G10: Heritage – Identification, Inventory, Acquisition, Protection and Management (IIAPM) Project Information Sheet

NOTE: For heritage grant applications submitted in 2004, use <u>ONLY</u> forms with the 6/04 revision date. These forms supersede earlier versions. Earlier versions of these forms are outdated and applications having outdated forms will not be accepted.

Heritage – IIAPM
Project Information Sheet
(Attach Sheet as necessary)

1. Describe the purpose(s) and objective(s) of this project (why this work is needed and what issues or problems it will solve). If the project is a research project, define the hypothesis that will be tested. Identify the specific Sensitive Element objective(s) on which this proposal is based.

2. Discuss, in detail, the study design and methodology that will be used to meet the project objectives and/or test the project hypothesis. Please answer those questions listed below that apply to components of your project:

   A. Research, Inventory, Monitoring:
   Provide a study design, including a detailed description of materials, equipment, methods, timing and amount of effort for field collection of data, sample sizes, data analysis procedures and any other information that describes how you plan to accomplish the project. Briefly describe how the data to be collected relate to objectives listed in Question 1 of this form. Identify specifically what deliverables will result that address the eligibility objectives for the species or habitat type identified in the attached List of Sensitive Elements. **Proposals that do not identify such deliverables will not be eligible for consideration.** Final survey and/or inventory data must include the following: Genus, species (and subspecies when appropriate), specific (exact) locality, exact date, who collected, who identified. The following additional information would be helpful (reported as appropriate to the project): sex, age, numbers, habitat, biotic community, any other **biological data deemed** appropriate.

   B. Construction, Signage, Habitat Restoration:
   Describe the structure(s) including size, type, and major materials and/or components, methods of construction or manufacture, equipment to be used, expected service life of the structure, and any other information that describes how you plan to accomplish the project. You were requested to submit drawings to illustrate your project under the "Location/Drawings" section of this application. For signage, describe the information content of the signs.

   C. Media Deliverables (does not include research articles to be submitted to journals):
   Provide a detailed description of the product including type, size, number of pages (or length of video), type of artwork and/or photos, color or black and white, type of paper and cover, and number of copies. Describe the intended audience, how the product will be distributed, how long the initial printing is expected to last, and estimate the useful life of product if reprinted/duplicated (how long will it remain current).

   D. Other:
   Describe the methods, materials, and equipment to be used, and provide any other information that describes how you plan to accomplish the project.