

The Arizona Game and Fish Department
Heritage Grant Application Manual

SEPTEMBER, 2019



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ARIZONA GAME AND FISH DEPARTMENT MISSION

“TO CONSERVE ARIZONA’S DIVERSE WILDLIFE RESOURCES AND MANAGE FOR SAFE, COMPATIBLE OUTDOOR RECREATION OPPORTUNITIES FOR CURRENT AND FUTURE GENERATIONS”

THE ARIZONA GAME AND FISH DEPARTMENT
The Heritage Fund “Grants” Application Manual – Introduction

This manual prescribes application guidelines and materials necessary to apply for an Arizona Game and Fish Department (Department) Heritage Grant (HG). Funding for this program is made available to the Department through an annual allocation of Arizona lottery funds.

This manual contains all revised administrative and application process changes related to the 2020 Heritage Fund grant cycle. The **2020 HG application window** opens **Friday, September 13th, 2019** and **closes at 5:00 p.m. on Thursday, October 31st, 2019.**

The HG sub-categories the Department offers are:

- Schoolyard Habitats (SCHOOLYARD)
- Urban Wildlife / Urban Wildlife Habitat (URBAN)
- Public Access (ACCESS)
- Identification, Inventory, Acquisition, Protection and Management of Sensitive Habitats (IIAPM)

The Department anticipates \$380,000 available to support the 2020 HG cycle as follows:

Schoolyard Habitats	\$30,000
Urban Wildlife/Urban Wildlife Habitat	\$100,000
Public Access	\$50,000
IIAPM	\$200,000
Total Available	\$380,000

Application requirements for the 2020 HG cycle are as follows:

1. All grant applicants **are required** to submit a **full-application proposal including all required supporting documents** by the published deadline date to be considered. **The Department will reject incomplete applications.**
2. To be eligible, a proposal **must meet** one or more of the **Eligibility CRITERION** listed within the respective Funding Window (FW).
3. The Department uses one application form that covers all of the HG sub-categories.

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.

HG ELIGIBILITY & FUND SPECIFIC INFORMATION

GENERAL INFORMATION. The following information applies to all HG program funds addressed in this manual. The Department's four HG **sub-categories** are designated as:

Schoolyard Habitats (SCHOOLYARD)

Urban Wildlife / Urban Wildlife Habitat (URBAN)

Public Access (ACCESS)

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

ELIGIBLE APPLICANTS AND PROPOSALS. Eligible applicants include the federal government or any federal department or agency; Indian tribes; this state; all state departments, agencies, boards, and commissions; counties; school districts; public charter schools; cities; towns; all municipal corporations; administrative subunits; any non-profit group which meets the Internal Revenue Service definition of a 501(c) organization, and any other political subdivision.

HG's can only be awarded for projects that occur on **publicly held lands** as defined in Arizona Game and Fish Commission Rule R12-4-701; **Publicly Held Lands** means federal, public, and reserved land, State Trust Land, and other lands within Arizona that are owned, controlled, or managed by the federal government, a state agency, or political subdivision.

If a HG is awarded, the **applicant becomes a grant Participant (AKA the Grantee)**. The Participant must acquire and maintain valid permits (such as an Arizona Scientific Collecting License) prior to project implementation (if applicable). Required permits will be detailed in the grant agreement, and persons working on the project must meet permit requirements.

Participants must deposit HG funds into a dedicated account carrying the name and number of the project. If funds are deposited into an interest-bearing account, any interest earned must be used for furthering the project with prior approval from the Department; or remitted to the Department upon completion of the project.

A grant applicant must not have an out-of-compliance HG project or a HG project in extension. Applicants must certify that: the proposed projects shall be in compliance with all State, Federal or local regulations, rules, or laws; the proposed project will be undertaken if a grant is awarded; and provide documented evidence of control and tenure of the project site.

PRE-AGREEMENT COSTS. Costs incurred prior to the effective date of the Grant Agreement (pre-agreement costs) are only allowed as **match or donation**, and must be documented and specified in the project proposal. Pre-agreement costs are not an allowable HG expenditure.

OVERHEAD AND/OR INDIRECT COSTS. Overhead and/or indirect costs are **not eligible** for HG funds. Overhead and/or indirect costs **can be included as match**, if properly documented.

PROJECT INFORMATION. The funding minimum for all sub-categories is \$500. **SCHOOLYARD** grants have a maximum funding level of \$10,000. **URBAN WILDLIFE/URBAN WILDLIFE HABITAT** grants have a maximum funding level of \$100,000. **PUBLIC ACCESS** grants have a maximum funding level of \$50,000 and **IIAPM** grants have a maximum funding level of \$200,000.

PROJECT GRANT AGREEMENT. Projects cannot begin until the Grant Agreement has been signed by both the applicant and the Department Director (known as the project effective date). Awarded applicants have **120 calendar days** from Grant Agreement receipt, to sign the Grant Agreement or the grant award will be rescinded. Once the project effective date has been established, a HG Participant **must** request awarded funds within **120 calendar days** or less of the Grant Agreement effective date, or the grant award will be terminated.

PROJECT PERIOD. All grant Participants must complete their project (including all project business, project deliverables, and closure certification) within **36 months** from the grant agreement effective date.

TERM OF PUBLIC USE. The Department will assign a “**useful-life period**” for HG projects that require an extended “**term of public use**” as a condition of the grant awarded. The term of public use for some projects will extend beyond project close-out as determined by the Department. At the beginning of the grant award process, if the Department determines that a project requires an extended term of public use, it will be defined within the “**Special Conditions**” section of the Grant Agreement. Special conditions are considered when the agreement is executed. Examples of projects that might require an extended useful-life and term of public use are as follows:

- Concrete/metal structures (i.e., ramps, habitat features, benches, tables, ponds, fencing, etc.): 10 years
- Wooden buildings & structures (i.e., kiosks, benches, tables, fencing, floating boat docks, etc.): 5 years
- Equipment (i.e., computers, microscopes, binoculars, scientific monitoring, etc.): 5 years

Projects should result in a discrete product, e.g., facility, property feature, written report, or program available to the public, or used for public benefit. Properties, facilities, and services funded by a HG must be operated and maintained for the “term of public use” 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 the useful life of the project. When the project involves development or renovation, a permanent sign will be installed which credits the Department’s Heritage Fund. The cost of 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 Department’s Heritage Fund (e.g., on pamphlets, videos, published reports, educational materials, announcements, technical reports, publications, social media, or other products resulting from the project).

APPEAL PROCESS. After applicants are notified and grant awards announced at a public forum (a scheduled Arizona Game and Fish Commission Meeting), an unsuccessful eligible applicant may submit an appeal regarding a grant award within thirty (30) calendar days of the announcement at the Commission meeting in accordance with A.R.S. Title 41, Chapter 6, Article 10, Uniform Administrative Hearing Procedures. This should be done by submitting a letter to the Arizona Game and Fish Department, Director’s Office, Attn: Heritage Fund and Grants Administrator, 5000 W. Carefree Highway, Phoenix, Arizona 85086.

HERITAGE GRANT SUB-CATEGORIES

The following describes the four HG sub-categories. Please refer to the HG Funding Window (FW) for specific activities eligible for each sub-category.

SCHOOLYARD HABITATS (SCHOOLYARD) \$30,000 AVAILABLE. Fund Description – SCHOOLYARD grants are for projects that encourage wildlife education on school sites through the development or improvements of schoolyard wildlife habitats. Grant applicants can request from **\$500 to \$10,000** under Schoolyard. Please refer to the **SCHOOLYARD FW**.

URBAN WILDLIFE AND URBAN WILDLIFE HABITAT (URBAN) \$100,000 AVAILABLE. Fund Description – URBAN grants are for projects that conserve, enhance and establish wildlife habitats and populations in harmony with urban environments. Grant applicants can request from **\$500 to \$100,000** under Urban. Please refer to the **URBAN FW**.

PUBLIC ACCESS (ACCESS) \$50,000 AVAILABLE. Fund Description – ACCESS grants are for projects that increase or maintain public access for recreational use that aligns with the Department’s Mission. Grant applicants can request from **\$500 to \$50,000**. Please refer to the **ACCESS FW**.

IDENTIFICATION, INVENTORY, ACQUISITION, PROTECTION AND MANAGEMENT OF SENSITIVE HABITAT (IIAPM) \$200,000 AVAILABLE. Fund Description – IIAPM grants are for projects that preserve and enhance Arizona's natural biological diversity. Grant applicants can request from **\$500 to \$200,000**. Please refer to the **IIAPM FW**.

HERITAGE – GRANT CYCLE PROCESS

Announcement of the 2020 Grant Cycle. On **Friday, September 13th, 2019**, the Department’s HG application window is open for the 2020 HG cycle. All Grant application materials for each HG sub-category have been posted to the Department’s website at **<https://www.azgfd.com/Wildlife/HeritageFund/grantapply>**

Grant Application Window. This year, grant applicants will have until **Thursday, October 31st, 2019** to apply. Grant applicants must submit a full application with all required and/or applicable supporting documents, and application must be received at the Department’s Headquarters building by **5:00 p.m. on Thursday, October 31st, 2019**.

Application Review Process. HG’s are awarded through a competitive process. Proposals are evaluated and scored on the basis of their compatibility with eligibility criteria within the applicable FW. The Department’s HG review process consists of three distinct steps; the pre-screening of all applications received to determine eligibility; a technical review of eligible proposals by a Department subject matter expert (SME); and the evaluation and scoring of proposals. The assigned SME will conduct a technical review and compare stated goals, objectives and outcomes of the proposal against the FW. The SME will offer a recommendation on how closely the proposal meets the Department’s selected FW.

Grant Evaluation & Scoring Criteria

URBAN, ACCESS and IIAPM grant proposals will be scored using the questions listed below:

1. Does the project proposal address a high priority need listed within the FW criteria?
2. Does the project proposal effectively address this need?
3. Are project goals, objectives, milestones, methods/measures clearly articulated in the proposal?
4. Are methods/measures sufficiently rigorous enough to accomplish these goals/objectives?
5. Does the applicant or partners identified have experience with projects of this type?
6. Is a reasonable and planned approach outlined in the proposal to realistically accomplish project goals and objectives?
7. Is the proposed budget and timeline reasonable and clearly itemized so that the project has a high probability of successful completion on time and within budget?
8. Does proposed budget include any match dollars or donations that directly support the project?
9. Will results of the completed project lead to better management of wildlife, habitats, or species; or provide critical information to the Department that has been lacking prior to completion of the project; or provide improved access to a resource by or for the public?

SCHOOLYARD grant proposals will be scored using the questions listed below:

1. Does the project proposal address a high priority need listed within the FW eligibility criteria?
2. Does the project proposal effectively address this need?
3. Does the project proposal help to develop students' inquiry and problem solving skills?
4. Are wildlife and/or wildlife habitats a primary focus of student learning throughout project?
5. Does the project tie in with other classroom instruction?
6. Does the project include any pre and post-activities with student involvement during each phase of the project?
7. Is the proposed budget and timeline reasonable and clearly itemized so that the project has a high probability of successful completion on time and within budget?
8. Does proposed budget include any match dollars or donations that directly support the project?
9. Will results of the completed project lead to an enhanced awareness, appreciation and understanding of wildlife and wildlife habitats by students, educators and the public?

Heritage Grant Agreement Process

The HG Agreement is a binding legal contract once fully executed. Projects cannot begin until the Grant Agreement has been signed by both the applicant and the Department Director. An applicant awarded a HG (Participant or Grantee) must complete the project (including all project business, project deliverables, and closure certification) within 36 months of the grant agreement effective date. **Note: The Department WILL ACCEPT Electronic Signatures on the Heritage Grant Agreement.**

Grant Funding

Once the grant agreement is signed, the Participant has **120 days** from the effective date of the contract agreement to request awarded project funds, or the grant will automatically terminate. Only 90% of the awarded funds can initially be requested by the Participant. The final 10% can be requested when the project is finalized and completed. A Participant can submit a request for 100% of the awarded funds, but must provide documentation explaining why 90% is insufficient; the Department will consider the request. If approved by the Department, 100% of awarded funds will be transferred to the Participant.

HERITAGE GRANT APPLICATION PROCESS

GRANT APPLICATION – Where, How, When to Submit. Schoolyard, Urban, IIAPM, Access Grant proposals can be **mailed**, **hand delivered** or **emailed** to the Department’s Wildlife Grant Administrator. Each applicant must submit one (1) complete copy of the Heritage Grant application proposal on letter size paper (8.5 x 11 in) along with all required supporting documents. All applications must be received by the Wildlife Grant Administrator at the Arizona Game and Fish Department Phoenix Headquarters, by **5:00 p.m. on Thursday, October 31st, 2019**. The Department will reject the following: 1) faxed copies; 2) any application delivered to any other Department location; 3) applications post-marked on the deadline date but not physically received at AZGFD Phoenix Headquarters by 5:00 p.m.; 4) emailed applications received after 5:00 p.m. per time stamp on the Department’s email; or 5) any applications hand-delivered after 5:00 p.m.

Mail or Hand Deliver:

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

Email:

Heritage Fund and Grants Administrator
ldhart@azgfd.gov

ALL Heritage Grant Applicants must submit a full Heritage Grant application proposal including all required supporting documents specified within the respective FW, to be considered for a Heritage Grant award. For the **2020** Heritage Fund grant cycle, applicants can submit grant applications from **Friday, September 13th, 2019** through **October 31st, 2019**. Applicants are **encouraged to apply** as early as possible. If the Department receives an incomplete application proposal with sufficient time prior to the deadline, the Department may attempt to notify the applicant and advise them of any actions needed to correct the proposal and still submit by the deadline date and time. **Proposals that are incomplete as of the published deadline date and time will be rejected.**

A telephone confirmation to ensure receipt is highly recommended by the applicant for any application submitted. You may call LouAnn DeHart at (623) 236-7530.

GLOSSARY OF TERMS

Administrative subunit means a branch, chapter, department, division, section, school, or other similar divisional entity of an eligible applicant. 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.

Authorized signature: refers to the person acting on behalf of the applicant who **has authority to bind the applicant** to the terms of the Grant Agreement.

Candidate species: refers to 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 historic levels have not been documented.

Commission: refers to the Arizona Game and Fish Commission.

Department: refers to the Arizona Game and Fish Department.

Effective date: refers to the signature date the Department Director signs the HG Agreement.

Eligible applicant: refers to any public agency, non-governmental organization, or non-profit organization that meets the applicable requirements of this program and does not have a HG Funded project in extension.

Endangered species: refers to a species or subspecies of native Arizona wildlife whose population has been reduced due to any cause whatsoever 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: refers to items purchased for more than \$500 with Heritage funds. This equipment shall be used for a public purpose for the useful life of the equipment, or surrendered to the Department upon completion of the project, whichever comes first.

Facilities: refers to any structure or site improvements.

Funding Window (FW): refers to a document approved by the Department's Executive Staff based upon the Department's mission, strategic plan, etc.; which define the Department's priorities and listed as Eligibility CRITERIA within each of the four established HG sub-category FWs.

Grant Agreement: Refers to the legal, binding contract document initiated by the Department and signed by the HG award Participant/Grantee and AZGFD Director that serves as the effective date of grant.

Grantee: refers to an eligible applicant who has been awarded a HG (**AKA the Participant**).

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

IIAPM: refers to the identification, inventory, acquisition, protection and management of sensitive habitat for projects that preserve and enhance Arizona’s natural biological diversity.

Non-Profit Organization: “Non-profit organization refers to any 501(c) organization. Section 501(c) of the United States Internal Revenue Code (26 U.S.C. § 501(c)) provides that 29 types of nonprofit organizations are exempt from some federal income taxes.”

Participant: refers to an eligible applicant who has been awarded a HG (AKA the Grantee).

Primary Contact: refers to the individual associated with the project proposal that will have day-to-day knowledge of the project. This should be someone the Department can contact regarding questions pertaining to the project proposal submitted and/or the individual responsible for completion of the project, if awarded.

Project: refers to an activity or series of related activities, or services described in the specific project proposal scope of work, and results in a specific product or service.

Project period: begins on the grant effective date and continues for up to three (3) 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): refers to ACCESS projects that provide entry to publicly-held lands or waterways for recreational use where such entry is consistent with the provisions establishing those lands.

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

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

Schoolyard Habitat (SCHOOLYARD): refers to SCHOOLYARD habitat projects that encourage wildlife education on school sites or adjacent sites through the development, enhancement, or maintenance of wildlife habitats.

Sensitive Habitat: refers to 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 considerations.

Term of Public Use: refers to the projects' useful-life time period during which the project or facility is expected to be maintained for public use and access as determined by the Department, and specified within the "Special Conditions" section of the project Grant Agreement.

Threatened species: refers to 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/Habitat (URBAN): refers to **URBAN** projects that conserve, enhance and establish wildlife habitats and populations in harmony with urban environments; projects which mitigate human-wildlife conflicts and increase the public's awareness of and support for urban wildlife resources; projects that occur within the incorporated limits of a city or town, is within five (5) miles (straight-line distance) of the boundary of an incorporated area, or in an area that receives significant impact from residential development as determined by the Department.

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

HERITAGE GRANT FORMS & APPLICATION MATERIALS

In addition to the Heritage Grant application manual, all additional application materials listed below, revised and dated September, 2019 can be found on the Department's website at: <https://www.azgfd.com/Wildlife/HeritageFund/grantapply>

A hard copy of any of the application materials listed below can also be mailed or emailed if requested by contacting LouAnn DeHart, Heritage Fund and Grants Administrator at (623) 236-7530 or ldehart@azgfd.gov.

Heritage Grant Application Form

Heritage Grant Funding Windows

Heritage Grant Frequently Asked Questions (F.A.Q.s) Sheet

Heritage Grant Score Form

Heritage Grant Agreement – SAMPLE

DEPARTMENT HERITAGE GRANTS CONTACT PERSONNEL

LouAnn DeHart, Heritage Fund and Grants Administrator, 623-236-7530, ldehart@azgfd.gov for any questions related to the **Heritage Grant Application Process** or **Heritage Grant Program Administration**

Sherry Crouch, Funds & Planning Chief, 623-236-7528, scrouch@azgfd.gov for any questions related to the **Heritage Fund Program**