

ARIZONA WATER PROTECTION FUND COMMISSION

Business Meeting – March 21, 2023

Arizona Department of Water Resources

Thunder River Conference Room

1110 W. Washington St., Ste. 310

Phoenix, AZ 85007

&

Virtual Meeting via Cisco Webex

Meeting Number (Access Code): 2598 324 5465

Meeting Password: GCsiwUAr978

1-415-655-0001 US Toll

Final Meeting Minutes

ATTENDANCE

Commission Voting Members Present

Pat Jacobs – Chairman

Rodney Held – Vice-Chairman

Brian Biesemeyer

Shelley Blackmore

John Ladd

Frank Krentz

Stephen Turcotte

Arizona Water Protection Fund Staff

Kelly Brown

Lizette Fuentes

Reuben Teran

Commission Voting Members Absent

Tina Thompson

Commission Non-voting, Ex-Officio Members Present

None

CALL TO ORDER

Chairman Pat Jacobs called the meeting of the Arizona Water Protection Fund Commission to order at 10:00 a.m.

COMMISSION MEMBER ROLL CALL

Mr. Reuben Teran called the roll of the AWPFC Commission. Commissioners present at the time of roll call included Chairman Pat Jacobs (via Webex), Vice-Chairman Rodney Held (via Webex), Commissioner Brian Biesemeyer, Commissioner Shelley Blackmore, Commissioner Frank Krentz, Commissioner John Ladd (via telephone) and Commissioner Stephen Turcotte. A quorum of voting Commission members was present.

Mr. Teran also called the roll for non-voting, ex-officio members of the Commission. None were present, but Elizabeth Logan was in attendance on behalf of Commissioner Robyn Sahid.

ARIZONA WATER PROTECTION FUND PROGRAM UPDATES

Commission Membership Update

Chairman Jacobs requested this item be moved up in the agenda, and announced that there is 1 new voting member and 1 new non-voting ex-officio member on the Arizona Water Protection Fund Commission. Mr. Teran introduced Frank Krentz as the voting member who replaced Commissioner William Schock, and who is representing the State Association of Conservation Districts. Commissioner Krentz was appointed by former Governor Doug Ducey in December 2022.

CALL TO THE PUBLIC

Chairman Pat Jacobs made a call to the public. No public comments were made.

REVIEW AND APPROVAL OF THE NOVEMBER 15, 2022 & NOVEMBER 29, 2022 MEETING MINUTES

Chairman Jacobs asked for any comments or corrections on the meeting minutes from November 15th and November 29th, 2022. Vice-Chairman Rodney Held stated that he has forwarded minor, typo corrections to the Executive Director, but did not have any substantive comments. Mr. Teran stated that on the draft November 29, 2022 meeting minutes it was incorrectly stated that Commissioner Stephen Turcotte attended via Webex when in fact he attended in person. Commissioner Stephen Turcotte made a motion to accept the meeting minutes as corrected, with a second from Commissioner Frank Krentz. Chairman Jacobs called for a vote on the motion:

Pat Jacobs – Chairman	Aye
Rodney Held – Vice-Chairman	Aye
Brian Biesemeyer	Aye
Shelley Blackmore	Aye
John Ladd	Aye
Frank Krentz	Aye
Stephen Turcotte	Aye

The motion passed unanimously.

AWPF GRANT 22-214WPF – HABITAT RESTORATION IN THE GILA RIVER RIPARIAN CORRIDOR – GILA WATERSHED PARTNERSHIP OF ARIZONA

Mr. Teran introduced Sarah Sayles, Executive Director of the Gila Watershed Partnership of Arizona. Ms. Sayles provided a project update, explained the circumstances for the delays in implementing the project, and requested a 1-year contract extension. Vice-Chairman Held made a motion to approve a 1-year contract extension, with a second from Commissioner Turcotte. Chairman Jacobs asked for any questions or comments on the motion. Mr. Teran clarified that a 1-year extension would extend the term of the agreement to October 31, 2026. Chairman Jacobs called for a vote on the motion:

Pat Jacobs – Chairman	Aye
Rodney Held – Vice-Chairman	Aye

Brian Biesemeyer	Aye
Shelley Blackmore	Aye
John Ladd	Aye
Frank Krentz	Aye
Stephen Turcotte	Aye

The motion passed unanimously.

ARIZONA WATER PROTECTION FUND PROGRAM UPDATES (continued)

Commission Membership Update (continued)

Mr. Teran stated that Chairman Pat Jacobs has been re-appointed to the Arizona Water Protection Fund Commission through December 31, 2024 by the Central Arizona Water Conservation District Board.

Mr. Teran stated that Governor Katie Hobbs has appointed Robyn Sahid as the State Land Commissioner of the AZ State Land Department in January 2023. The Arizona State Land Commissioner serves as Ex-Officio member of the Water Protection Fund Commission, and Commissioner Sahid has replaced former State Land Commissioner Lisa Atkins.

Financial Update

Mr. Teran provided an update on Arizona Water Protection Fund activity from July 1, 2022 through February 28, 2023. The fund balance as of February 28, 2023 was \$3,760,387, with existing grant obligations of \$1,957,170, and an uncommitted fund balance of \$1,803,216. Mr. Teran also notified the Commission that that the fiscal year 2023 Legislative appropriation made to the Arizona Water Protection Fund under House Bill 2862 in the amount of \$1,250,000 has become a permanent appropriation.

Status Updates for Active Grant Award Contracts

Mr. Teran stated that a grant award contract update document was provided to Commission members in the meeting materials that identifies each active grant, grant award amount, funds expended to date, contract expiration date, and a summary of the project. Chairman Jacobs called for any questions or comments on the document. No questions or comments were made.

AWPF PROGRAM GRANT APPLICATION GUIDELINES TRIENNIAL REVIEW PROCESS

Mr. Teran reported on the actions taken by staff for this review process which included Sending out the public notice and request for comments letter to entities and stakeholders identified in Statute (183 letters mailed)

- Sending out the letter to the AWPf email distribution list (approximately 1,300+ email addresses)
- Public Notice and Request for Comments information posted on the AWPf website.
- Published a Legal Public Notice in the Arizona Republic.
- Held a public hearing at the ADWR office on February 15, 2023.
- 2 comment letters were received.

Chairman Jacobs requested staff read the summary of comments. Mr. Teran displayed the comments on the meeting screen and read the comments out loud. Chairman Jacobs called for any questions or comments from the Commission.

Vice-Chairman Held stated that in the past he recalls staff investigating a way to implement a pre-application process, but advice from legal counsel the Commission was not able to implement this type of process because AWPf statutes were not set up in a way that the Commission could directly invite applicants to submit a formal grant application. He suggested that AWPf legal staff investigate this process again to see if it would be feasible now. Mr. Teran stated that as part of the application process staff does offer pre-application consultations with interested applicants where staff does review and provide feedback on draft applications prior to the final grant application deadline.

Commissioner Shelly Blackmore commented about prior discussions of some grant applications being 100s of pages long, and inquired if the comments regarding removing the grant application presentations is part of that concern. Mr. Teran stated that grant applications presentations to the Commission are offered as part of the grant application process, but are not required. He also stated that overall, the core grant application required documents are not lengthy, but where those large number of pages come from are the supplemental information documents provided as part of the application which can include archaeological surveys and reports, environmental compliance documents, existing project plans, etc.

Vice-Chairman Held inquired if the Commission's intent today to incorporate any of the suggested changes into the upcoming grant application manual, or would these suggestions be incorporated into a future grant cycle. Commissioner Brain Biesemeyer supported Vice-Chairman Held's suggestion for AWPf legal staff to review the pre-application process, and stated that the public comments and suggestions made merit further discussion. Vice-Chairman Held stated he agreed with Commissioner Biesemeyer's statement that the Commission should take time to discuss the public comment made. He also stated that it would be good to take time to get feedback from constituents and allow legal staff to review the statutes, and make any changes in the fiscal year 2025 grant cycle.

Commissioner Biesemeyer made a motion for AWPf legal counsel to review the possibility of a pre-application process, and over the next year discuss possible changes to the grant application process based on the public comments received with the target to incorporate any changes into the fiscal year 2025 grant cycle process, with a second from Vice-Chairman Held.

Chairman Jacobs called for any questions or comments regarding the motion. Commissioner Frank Krentz inquired if the Commission should also get AWPf legal staff opinions on all other public comments suggestions submitted on both documents, instead of just the pre-application process.

Commissioner Biesemeyer amended his motion to include that AWPf legal counsel review the pre-application process as well as the other summarized suggestions as described under the summary of comments to determine if there are any contradictions to AWPf statutes, with a second from Vice-Chairman Held. Chairman Jacobs called for a vote on the amended motion:

Pat Jacobs – Chairman	Aye
Rodney Held – Vice-Chairman	Aye
Brian Biesemeyer	Aye
Shelley Blackmore	Aye
John Ladd	Aye
Frank Krentz	Aye
Stephen Turcotte	Aye

The motion passed unanimously.

GRANT CYCLE PLANNING

Mr. Teran presented a proposed fiscal year 2024 grant application process schedule. Chairman Jacobs called for comment or questions on the grant application process. Vice-Chairman Held inquired if the grant application manual will be discussed as well. Mr. Teran responded that staff will incorporate any suggested changes to the existing grant application manual, and a final version will be presented to the Commission for approval before the formal implementation of the grant cycle. Vice-Chairman Held suggested incorporating an additional bullet to the list of ineligible projects as listed on page 5 to include a reference to A.R.S. 45-2104.D regarding “...*to use this state’s right of eminent domain to acquire water or water rights or long-term storage credits using monies derived from the Arizona water protection fund...*”. Chairman Jacobs asked if there were any objections to including this Statutory reference. No objections were made.

Chairman Jacobs inquired if the Commission would still be able to review and discuss the grant application manual at the next meeting. Mr. Teran responded that he will update the grant application manual with general updates pertaining to the next grant cycle, and present the document for review and approval by the Commission. He further stated that he has not yet made any updates to the current version of the grant application manual provided to the Commission for this meeting.

Commissioner Biesemeyer inquired if Commission members have any suggested updates if they can send them to staff, and then have a discussion at the next meeting. Mr. Teran responded that any input provided will be incorporated via track changes and then presented to the Commission for a formal review and discussion.

Chairman Jacobs stated that this item will be on the agenda for the next meeting.

CALL FOR FUTURE AGENDA ITEMS

Chairman Jacobs called for future agenda items. No items were suggested.

CALL TO THE PUBLIC

Chairman Jacobs made a call to the public. No public comments were made.

FUTURE MEETING DATE(S)

Commissioner Shelly Blackmore made a motion to schedule the next meeting for June 13, 2023 at 10:00 a.m., with a second from Commissioner Stephen Turcotte. Chairman Jacob called for any discussion on the motion. No discussion was made. Chairman Jacobs called for a vote on the motion.

Pat Jacobs – Chairman	Aye
Rodney Held – Vice-Chairman	Aye
Brian Biesemeyer	Aye
Shelley Blackmore	Aye
John Ladd	Aye
Frank Krentz	Aye
Stephen Turcotte	Aye

The motion passed unanimously.

ADJOURN

Vice-chairman Held made a motion to adjourn the meeting, with a second from Commissioner Biesemeyer. Chairman Jacobs called for a vote on the motion.

Pat Jacobs – Chairman	Aye
Rodney Held – Vice-Chairman	Aye
Brian Biesemeyer	Aye
Shelley Blackmore	Aye
John Ladd	Aye
Frank Krentz	Aye
Stephen Turcotte	Aye

The motion passed unanimously.

Chairman Jacobs adjourned the meeting at 11:56 a.m.

Commission Members

Pat Jacobs, Chairman
 Rodney Held, Vice Chairman
 Brian Biesemeyer
 Shelley Blackmore
 John Ladd
 Frank Krentz
 Tina Thompson
 Stephen Turcotte

Executive Director

Reuben Teran

Arizona Water Protection Fund Commission

1110 West Washington, Suite 310, Phoenix, AZ 85007

Phone: (602) 771-8528

www.azwpf.gov

**Ex-Officio Members**

Thomas Buschatzke
 Director
 AZ Department of Water Resources

Robyn Sahid
 State Land Commissioner
 AZ State Land Department

Advisory Members

The Honorable Sine Kerr
 AZ State Senate

The Honorable David L. Cook
 AZ House of Representatives

NOTICE OF PUBLIC MEETING

Pursuant to A.R.S. § 38-431.02, notice is hereby given that there will be a meeting of the Arizona Water Protection Fund (AWPF) Commission on **Tuesday, March 21, 2023 at 10:00 a.m.** This meeting is open to the public, and in person or virtual attendance options are available. The meeting location and agenda are described below.

<u>Meeting Location:</u> Arizona Department of Water Resources Thunder River Conference Room 1110 W. Washington St., Ste. 310 Phoenix, AZ 85007	To ensure appropriate meeting space, please RSVP to lfuentes@azwater.gov if you would like to attend in person.
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Cisco Webex Meeting Information

Link: <https://adwr.info/3ZBaB7e>
 Meeting Number (Access Code): 2598 324 5465
 Meeting Password: GCsiwUAr978

or

Join by Phone

1-415-655-0001 US Toll	Access Code: 2598 324 5465
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Dated this 10th day of March 2023

**Arizona Water Protection Fund Commission
 Meeting Agenda**

- I. Call to Order –Chairman Pat Jacobs
- II. Commission Member Roll Call – Executive Director
- III. Call to the Public – Chairman Jacobs
 - Comments from the public will be limited to 3 minutes per speaker.
- IV. Review and Approval of the November 15, 2022 & November 29, 2022 Meeting Minutes – Chairman Pat Jacobs

Arizona Water Protection Fund Commission
Notice of Public Meeting and March 21, 2023 Meeting Agenda (continued)

- V. AWPB Grant 22-214WPF – Habitat Restoration in the Gila River Riparian Corridor – Gila Watershed Partnership of Arizona
 - The Commission will discuss and may approve a grant award contract extension.
 - VI. Arizona Water Protection Fund Program Updates – Executive Director
 - Commission Membership Update
 - Financial Update
 - Status Updates for Active Grant Award Contracts
 - VII. AWPB Program Grant Application Guidelines Triennial Review Process – Executive Director
 - The Commission will be updated on comments received during the public comment period, and may discuss and provide direction on updating Arizona Water Protection Fund program grant application guidelines and/or the grant application manual.
 - VIII. Grant Cycle Planning – Executive Director
 - The Commission will discuss and may provide direction on planning for a future grant cycle.
 - IX. Call to the Public – Chairman Jacobs
 - Comments from the public will be limited to 3 minutes per speaker.
 - X. Call for Future Agenda Items
 - XI. Future Meeting Date(s) – Chairman Jacobs
 - XII. Adjourn – Chairman Jacobs
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- *The Arizona Water Protection Fund Commission may elect to go into Executive Session for the purposes of obtaining legal advice from its attorney on any of the listed agenda items pursuant to A.R.S. § 38-431.03(A)(3). Executive sessions are not open to the public.*
 - *Agenda items may be taken out of order. No action may be taken on items unless specifically noted on the agenda.*
 - *Members of the Arizona Water Protection Fund Commission may appear by telephone.*
 - *Agenda and backup/supporting documents can be obtained by contacting Lizette Fuentes at 602-771-8472 or lfuentes@azwater.gov.*
 - *People with disabilities may request reasonable accommodations such as interpreters, alternate formats, or assistant with physical accessibility. If you require accommodations, please contact Jennifer Marteniez at (602) 771-8426 or by e-mailing jkmarteniez@azwater.gov. Please make requests as soon as possible to allow time to arrange the accommodation.*

ARIZONA WATER PROTECTION FUND COMMISSION

Business Meeting – November 15, 2022

Arizona Department of Water Resources

Thunder River Conference Room

1110 W. Washington St., Ste. 310

Phoenix, AZ 85007

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Virtual Meeting via Cisco Webex

Meeting Number (Access Code): 2597 065 9666

Meeting Password: kPrNRanq732

1-415-655-0001 US Toll

DRAFT Meeting Minutes

ATTENDANCE

Commission Voting Members Present

Pat Jacobs – Chairman

Rodney Held – Vice-Chairman

Brian Biesemeyer

John Ladd

Shelley Blackmore

William Schock

Tina Thompson

Stephen Turcotte

Arizona Water Protection Fund Staff

Lizette Fuentes

Sharon Scantlebury

Reuben Teran

Commission Voting Members Absent

None

Commission Non-voting, Ex-Officio Members Present

None

CALL TO ORDER

Chairman Pat Jacobs called the meeting of the Arizona Water Protection Fund Commission to order at 9:02 a.m.

COMMISSION MEMBER ROLL CALL

Mr. Reuben Teran called the roll of the AWPf Commission. Commissioners present at the time of roll call included Chairman Pat Jacobs, Vice-Chairman Rodney Held, Commissioner Brian Biesemeyer, Commissioner Shelley Blackmore, Commissioner William Schock (via Webex), and Commissioner Stephen Turcotte (via Webex). A quorum of voting Commission members was present.

Commissioner John Ladd (via telephone) and Commissioner Tina Thompson (via Webex) were also in attendance, but joined the meeting after the roll call.

Mr. Teran also called the roll for non-voting, ex-officio members of the Commission. None were present, but Ms. Liza Logan from the State Land Department stated she was in attendance on behalf of the State Land Department Commissioner.

CALL TO THE PUBLIC

Chairman Pat Jacobs made a call to the public. No public comments were made.

REVIEW AND APPROVAL OF THE JUNE 14, 2022 MEETING MINUTES

Vice-Chairman Rodney Held made a motion to approve the meeting minutes from June 14, 2022, with a second from Commissioner Blackmore. Chairman Jacobs called for a discussion on the motion. No comments were made. Chairman Jacobs called for a vote on the motion.

Pat Jacobs – Chairman	Aye
Rodney Held – Vice Chairman	Aye
Brian Biesemeyer	Aye
Shelley Blackmore	Aye
William Schock	Aye
Stephen Turcotte	Aye

The motion passed unanimously.

AWPF EXECUTIVE COMMITTEE MEETING UPDATE

Mr. Teran provided an update on actions taken by the AWPf Executive Committee held on October 13, 2022 meeting, which included 1) approval of the AWPf Executive Committee meeting minutes May 18, 2022, and 2) determination that grant application WPF2304: Energy-Underground Water Hub was not eligible for funding under the AWPf program. Mr. Teran also informed the Commission about public comments made during the two calls to the public during the meeting.

ARIZONA WATER PROTECTION FUND PROGRAM UPDATES

Financial Update

Mr. Teran provided an update on the Water Protection Fund activity and current fund balances from July 1, 2021 to October 31, 2022. The fund balance as of October 31, 2022 was \$3,518,430. Existing grant obligations total \$1,964,717. The current uncommitted fund balance as of October 31, 2022 is \$1,553,712.

Mr. Teran also responded to a question that was asked at the last June 14, 2022 Commission meeting regarding the accounting for the uncommitted balance for administration funds. Mr. Teran explained that the AWPf administration fund balance is committed but not officially documented as an encumbrance like the grant award contract amounts in the State Accounting system that is used to provide the data for this table. Program administration funds approved by the AWPf Commission each year are tracked through the State payroll system, which is different than the State accounting system, and reduced each pay period or when program related expenses are made. For reporting purposes, the AWPf fund balance sheet identifies the remaining amount in the administration account, and these funds are displayed as uncommitted funds since they are not specially identified as encumbered in the State accounting system.

AWPF Program Grant Application Guidelines Triennial Review Process

Mr. Teran explained that every three years the AWPFC Commission is required by law to gather public input and comments on the grant application guidelines for AWPFC funds which is to be the catalyst for making any significant changes to the grant application manual; outlined the criteria on which the public will be invited to provide comments and input; and described the public outreach efforts that staff intends to implement. Mr. Teran stated that the Commission will have the opportunity to review and comment on the draft public notice letter that is recommended to be discussed at the next Commission meeting.

FISCAL YEAR 2023 GRANT APPLICANT PRESENTATIONS

Chairman Jacobs reminded all presenters to identify themselves and what project they are presenting. He then thanked everyone for attending today's meeting. Mr. Teran stated that for the record he was notified that the applicant for agenda item d. WPF2303 - The Clyne Ranch Project will not be presenting today.

Catlow Shippek with Watershed Management Group provided a presentation on grant application WPF2306 - Protecting and Restoring Habitat and Surface Flow in Tanque Verde Creek.

Commissioner Shelly Blackmore, Commissioner Brian Biesemeyer, and Commissioner William Schock asked clarifying questions on the application and the project.

Skyler Hedden with the Arizona Game and Fish Department provided a presentation on grant application WPF2302 - Becker Lake Wildlife Area: Little Colorado River Habitat Improvement Project. Commissioner Blackmore, Commissioner Biesemeyer, and Commissioner Schock asked clarifying questions on the application and the project.

Rebecca Davidson with the National Forest Foundation, who introduced Kaitlyn Girtin with the National Forest Foundation and Angela Able from the Tonto National Forest, provided a presentation on grant application WPF2305 - Water Crossing Improvements on Unnamed Tributary at Chase Creek 2: East Verde Watershed Protection. Commissioner Blackmore, Commissioner Biesemeyer, and Commissioner Schock asked clarifying questions on the application and the project.

Daric Knight with the Apache Natural Resource Conservation District and Carey Dobson of the Timberline Ranch introduced themselves, and Mr. Knight provided a presentation on grant application WPF2301-Timberline - Upper Little Colorado River Watershed Improvement Project. Vice-Chairman Rodney Held, Commissioner Blackmore, Commissioner Tina Thompson, and Commissioner Schock asked clarifying questions on the application and the project.

Sarah Trube with Sky Island Alliance, who introduced Emily Burns with Sky Island Alliance, provided a presentation on grant application WPF2307 - Protecting Arizona Springs. Vice-Chairman Held, Commissioner Blackmore, Commissioner Thompson, Commissioner Schock and Chairman Jacobs asked clarifying questions on the application and the project.

CALL TO THE PUBLIC

Chairman Jacobs made a call to the public. No public comments were made.

CALL FOR FUTURE AGENDA ITEMS

Chairman Jacobs called for future agenda items. Mr. Teran suggested to include an agenda item for the Commission to discuss and take action on the Triennial Grant Application Review process.

Vice-Chairman Held recommended the Commission and staff review AWPf policies and any past comments or precedents set by the Commission on funding bridge or stream crossing structure related projects, and suggested that a discussion on this topic should be included as part of the grant application voting discussions at the next meeting.

FUTURE MEETING DATE(S)

Chairman Jacobs stated that next meeting date has been established:

- November 29, 2022 at 10:00 a.m. for grant application awards

ADJOURN

Chairman Jacobs adjourned the meeting at 11:55 a.m.

ARIZONA WATER PROTECTION FUND COMMISSION

Business Meeting – November 29, 2022

Arizona Department of Water Resources

Thunder River Conference Room

1110 W. Washington St., Ste. 310

Phoenix, AZ 85007

&

Virtual Meeting via Cisco Webex

Meeting Number (Access Code): 2599 961 3066

Meeting Password: XTin3N4qsJ5

1-415-655-0001 US Toll

DRAFT Meeting Minutes

ATTENDANCE

Commission Voting Members Present

Pat Jacobs – Chairman

Rodney Held – Vice-Chairman

Shelley Blackmore

John Ladd

William Schock

Tina Thompson

Stephen Turcotte

Arizona Water Protection Fund Staff

Lizette Fuentes

Sharon Scantlebury

Reuben Teran

Commission Voting Members Absent

Brian Biesemeyer

Commission Non-voting, Ex-Officio Members Present

None

CALL TO ORDER

Chairman Pat Jacobs called the meeting of the Arizona Water Protection Fund Commission to order at 10:00 a.m.

COMMISSION MEMBER ROLL CALL

Mr. Reuben Teran called the roll of the AWPFC Commission. Commissioners present at the time of roll call included Chairman Pat Jacobs, Vice-Chairman Rodney Held, Commissioner Shelley Blackmore, Commissioner John Ladd (via telephone) and Commissioner Stephen Turcotte (via Webex). A quorum of voting Commission members was present.

Commissioner William Schock (via Webex) and Commissioner Tina Thompson (via Webex) were also in attendance, but joined the meeting after the roll call.

Mr. Teran also called the roll for non-voting, ex-officio members of the Commission. None were present.

CALL TO THE PUBLIC

Chairman Pat Jacobs made a call to the public. No public comments were made.

AWPF GRANT 20-208WPF – PARIÁ BEACH RIPARIAN RESTORATION

Mr. Reuben Teran informed the Commission that they were provided a letter from the Grand Canyon Wildlands Council, and then introduced Kelly Burke with Grand Canyon Wildlands Council who provided a short presentation on the project and made the request for a grant award contract extension.

Vice-Chairman Rodney Held made a motion to approve a grant award contract extension to May 31, 2024, with a second from Commissioner Steve Turcotte. Chairman Jacobs called for questions or comments on the motion. No comments were made, and Chairman Jacobs called for a vote on the motion.

Pat Jacobs – Chairman	Aye
Rodney Held – Vice Chairman	Aye
Shelley Blackmore	Aye
John Ladd	Aye
Stephen Turcotte	Aye

The motion passed unanimously.

Commissioner William Schock and Commissioner Tina Thompson joined the meeting.

PROJECT CLOSEOUT PRESENTATION. AWPF GRANT 20-209WPF: FORT MCDOWELL YAVAPAI NATION LOWER VERDE RIVER RIPARIAN RESTORATION PROJECT

Mr. Teran introduced Melissa McMaster with Mariposa Ecological and Botanical Consulting, who then introduced Karen Shaw with the Fort McDowell Yavapai Nation. Ms. McMasters then provided a presentation on the results of the project.

AWPF PROGRAM GRANT APPLICATION GUIDELINES TRIENNIAL REVIEW PROCESS

Mr. Teran explained that every three years the AWPf Commission is required by law to gather public input and comments on the grant application guidelines for AWPf funds, and then displayed the draft letter that will be distributed to stakeholders and the public requesting comments. Mr. Teran requested comments on the draft document and direction from the Commission on how they would like to move forward with the process. Chairman Jacobs called for any comments on the draft letter. Vice-Chairman Held inquired the Commission would be requesting comments on the last 2 bullet points in the document beginning with “Relevant science...” and “Published technical articles...”. Chairman Jacobs responded that the public may be aware of new science or information related to riparian restoration that the Commission may consider including in the grant application guidelines. Vice-Chairman Held stated he was not clear how the submittal of this type of information would be incorporated into the grant application guidelines or improve the grant application manual. Commissioner Steve Turcotte stated that he felt these bullets were relevant, and Commissioner William Shock stated he was OK with leaving the letter as is.

The Commission provided direction to continue using the existing language of the letter, make the necessary administrative updates including dates and timeframes, and distribute it as part of the triennial review process.

ARIZONA WATER PROTECTION FUND PROGRAM UPDATES

FY 2022 Commissioner Review Process Feedback

Mr. Teran requested comments, issues encountered, or concerns on the AWPf program and Commissioner's use of the eCivis Grant Management System for receiving grant applications and using it for Commissioner grant application reviews. Chairman Jacobs asked for any comments from the Commission. Commission Thompson stated she like the format and not having to download or print out the grant applications. No other comments were made, and the Chairman Jacobs stated the Commission will continue to use the eCivis program.

Commission Conflict of Interest Notice

Mr. Teran reminded all Commission members that they have received a Conflict of Interest memo template that should be filled out and returned to staff if they feel they may have a conflict of interest on any of the grant applications submitted for fiscal year 2023. For the record, Mr. Teran stated that he has not received any conflict of interest memos for grant applications submitted in the fiscal year 2023 grant cycle. He also stated that forms are available and should be filled out and returned before the upcoming agenda item where the Commission will make grant award selections.

AWPF Fund Balance Update

Mr. Teran provided an update on the projected monies available to grant for fiscal year 2023 grant applications for the period July 1, 2022 projected through June 30, 2023. The projected Arizona Water Protection Fund balance is \$3,996,831, existing grant obligations of \$2,007,170, and an uncommitted fund balance of \$1,989,661. Projected administration support for 3 years totaled \$624,600, which leaves the projected funds available to grant for fiscal year 2023 totaling \$1,365,061. Mr. Teran stated that \$1,365,000 is what will be recommended by staff for Commission grant awards.

FISCAL YEAR 2023 GRANT CYCLE AWARDS

Mr. Teran stated that are part of this year's application process Commission members had the opportunity to ask clarifying questions of grant applicants (coordinated through AWPf staff) following the grant application presentations, with the questions and results to be presented at this Commission meeting. Mr. Teran presented clarifying questions and responses on AWPf grant applications WPF2305 - Water Crossing Improvements on Unnamed Tributary at Chase Creek 2: East Verde Watershed Protection, and WPF2307 - Protecting Arizona Springs. Mr. Teran also provided an update on the last correspondence received for grant application WPF2303 - The Clyne Ranch Project.

The Commission provided direction that any contract conditions or clarifications recommended in the AWPf staff review would be adopted as part of the grant award approvals for that particular grant application. Mr. Teran then provided an overview of the grant application funding table and Commission member voting table. Chairman Jacobs call for a 10-minute recess, and the meeting resumed with a roll call of Commission members.

Commissioners present at the time of roll call included Chairman Pat Jacobs, Vice-Chairman Rodney Held, Commissioner Shelley Blackmore, Commissioner William Schock (via Webex), Commissioner Tina Thompson (via Webex), Commissioner Stephen Turcotte (via Webex) and Commissioner John Ladd (via telephone).

Vice-Chairman Held made a motion to approve grant application WPF2301 - Timberline-Upper Little Colorado River Watershed Improvement Project, with a second from Commissioner Turcotte. Chairman Jacobs called for a discussion on the motion, and a roll call vote.

Stephen Turcotte	Aye
William Schock	Aye
Tina Thompson	Aye
John Ladd	Aye
Shelley Blackmore	Aye
Rodney Held – Vice Chairman	Aye
Pat Jacobs – Chairman	Aye

The motion passed.

Vice-Chairman Held made a motion to approve grant application WPF2302 - Becker Lake Wildlife Area: Little Colorado River Habitat Improvement Project, with a second from Commissioner Turcotte. Chairman Jacobs called for a discussion on the motion, and a roll call vote.

Stephen Turcotte	Aye
William Schock	Aye
Tina Thompson	Aye
John Ladd	Aye
Shelley Blackmore	Aye
Rodney Held – Vice Chairman	Aye
Pat Jacobs – Chairman	Aye

The motion passed.

Vice-Chairman Held made a motion to approve grant application WPF2303 - The Clyne Ranch Project, with a second from Commissioner Turcotte. Chairman Jacobs called for a discussion on the motion, and a roll call vote.

Stephen Turcotte	Nay
William Schock	Nay
Tina Thompson	Nay
John Ladd	Nay
Shelley Blackmore	Nay
Rodney Held – Vice Chairman	Nay
Pat Jacobs – Chairman	Nay

The motion failed.

Vice-Chairman Held made a motion to approve grant application WPF2305 - Water Crossing Improvements on Unnamed Tributary at Chase Creek 2: East Verde Watershed Protection, with a second from Commissioner Turcotte. Chairman Jacobs called for a discussion on the motion, and a roll call vote.

Vice-Chairman Held stated that at the last meeting there were concerns that there may be AWPf policies or precedents regarding the funding of bridge or stream crossing structure projects. And upon further review of a bridge funding request on a previous AWPf project, there are currently no AWPf policies or precedents prohibiting these types of projects from being considered for funding.

Stephen Turcotte	Aye
William Schock	Nay
Tina Thompson	Aye
John Ladd	Nay
Shelley Blackmore	Nay
Rodney Held – Vice Chairman	Aye
Pat Jacobs – Chairman	Nay

The motion failed.

Vice-Chairman Held made a motion to approve grant application WPF2306 - Protecting and Restoring Habitat and Surface Flow in Tanque Verde Creek, with a second from Commissioner Turcotte. Chairman Jacobs called for a discussion on the motion, and a roll call vote.

Stephen Turcotte	Aye
William Schock	Nay
Tina Thompson	Aye
John Ladd	Nay
Shelley Blackmore	Aye
Rodney Held – Vice Chairman	Aye
Pat Jacobs – Chairman	Aye

The motion passed.

Vice-Chairman Held made a motion to approve grant application WPF2307 - Protecting Arizona Springs, with a second from Commissioner Turcotte. Chairman Jacobs called for a discussion on the motion, and a roll call vote.

Stephen Turcotte	Nay
William Schock	Nay
Tina Thompson	Nay
John Ladd	Nay
Shelley Blackmore	Nay
Rodney Held – Vice Chairman	Nay
Pat Jacobs – Chairman	Nay

The motion failed.

Mr. Teran informed the Commission that grant applications WPF 2301, WPF2302, and WPF2306 were approved, with a funding total of \$844,321.

CALL TO THE PUBLIC

Chairman Jacobs made a call to the public. J.W. Jennings, CEO of Green Star, addressed the Commission.

CALL FOR FUTURE AGENDA ITEMS

Chairman Jacobs called for future agenda items. No items were suggested.

FUTURE MEETING DATE(S)

Chairman Jacobs stated that next meeting date has been scheduled for March 21, 2022 at 10:00 a.m.

ADJOURN

Chairman Jacobs adjourned the meeting at 12:36 p.m.



Reuben Teran <rteran@azwater.gov>

Request for extension - AWPf Grant 22-214WPF

1 message

Sarah Sayles <sarah@wpaz.org>
To: Reuben Teran <rteran@azwater.gov>

Fri, Mar 10, 2023 at 9:43 AM

Dear AWPf Commission:

I am writing to formally request an extension to the completion date for our grant 22-214WPF awarded last year. We were unable to begin work in 2022 as planned for a number of reasons, but we are confident that we can complete the project in the three year time frame originally contracted by simply extending the finish date from July 2025 to July 2026.

Work was scheduled to begin in July of 2022. Due to funding restraints caused by the ongoing effects COVID had on the economy of the region, we had a complete turnover of our restoration staff between May and December of 2022. This didn't just cause delays - it created a brief vacuum in knowledge and capabilities. The manager at the time attempted to create a plan for this and other grants with a skeleton crew, but was unable to take action.

We have since hired a new restoration staff that is excited to take on the responsibilities of this and other grants that are currently active. They have reviewed the deliverables and believe that this grant is very doable in the original time frame of three years. I would like to request that we shift the timeline to April 2023 through April 2026.

I am available to answer questions the morning of the 21st, and am also happy to provide additional information as needed.

Thank you for your consideration,
--Sarah Sayles--

--

Sarah Sayles, PhD
Executive Director
Gila Watershed Partnership
928-424-3887
cell: [REDACTED]

Arizona Department of Water Resources
Water Protection Fund

FY 2023 Fund Activity
For the period July 1, 2022, through February 28, 2023

Description	1302-WPF Grants	1303-WPF Administration	Total
Beginning Fund Balance - 7/1/2021	\$3,026,034	\$15,755	\$3,041,790
Revenues:			
Interest Income	\$0	\$52,064	\$52,064
In-Lieu Fee Deposit	\$0	\$0	\$0
General Fund Appropriation	\$937,500	\$0	\$937,500
Transfers - Administrative Expenses	(\$196,800)	\$196,800	\$0
Total - Revenues	\$740,700	\$248,864	\$989,564
Expenditures:			
Salary Expense	\$0	\$139,209	\$139,209
Grantee Payments	\$131,758	\$0	\$131,758
Travel	\$0	\$0	\$0
Operating Expenses	\$0	\$0	\$0
Total - Expenditures	\$131,758	\$139,209	\$270,967
Fund Balance - February 28, 2023	\$3,634,976	\$125,411	\$3,760,387
Less: Existing Grant Obligations	(1,957,170)		
Uncommitted Balance	\$1,677,806	\$125,411	\$1,803,216

STATUS OF ACTIVE AWPf GRANTS

as of March 6, 2023

20-202WPF: Gila Valley Irrigation District System Optimization Phase I

Grantee: Gila Valley Irrigation District
AWPF Grant Amount : \$623,702
Total Paid to Date: \$0
Contract Expiration Date: September 30, 2024

In February 2022 the Commission approved an amendment to the grant award contract to add an additional \$365,927 in funding to the project; modify the scope of work from installing 156 lateral water control gates to 56 lateral water control gates; and adding an additional year to the agreement term to September 30, 2024. The Grantee has obtained all permitting and clearances for the project, completed the development of the later gates upgrade and replacement plans that included the USDA Natural Resource Conservation Service engineer approved designs, developed education and outreach plans for the project, installed a total of 6 new canal gates, and is in the process of building concrete forms for over 20 more gates. Weather has caused delays with accessing some of the canal banks, but they are making progress and moving forward with the project.

20-204WPF: Winkelman Natural Resource Conservation District Riparian Restoration

Grantee: Winkelman Natural Resource Conservation District
AWPF Grant Amount : \$205,844
Total Paid to Date: \$52,668.39
Contract Expiration Date: March 31, 2024

In February 2022 the Commission approved an amendment to the grant award contract to add an additional year to the agreement term to March 31, 2024. This was due to an unexpected delay of approximately 1.5 to years obtain Section 7 endangered species consultation clearances. The Grantee has obtained all permitting and clearance for the project, and initial invasive vegetation removal activities have been completed at the DuBoise Ranch and General Kearny Mounted Sheriff Posse of Pinal County properties. The Grantee is currently procuring a contractor to produce native plant materials for the revegetation effort, which is planned for the DuBoise Ranch, General Kearny Mounted Sheriff Posse of Pinal County, and Town of Kearny properties.

20-205WPF: Upper, Middle, and Lower Fossil Creek Invasive Plant Removal

Grantee: National Forest Foundation
AWPF Grant Amount : \$98,662
Total Paid to Date: \$13,700.47
Contract Expiration Date: May 7, 2025

In February 2022 the Commission approved an amendment to the grant award contract to add an additional 2 years to the agreement term to May 7, 2025. The delays in implementing the project were due to the Backbone Fire which burned in 2021 that led to closure orders issued from the Coconino and Tonto National Forests for Fossil Creek due to human safety concerns. The Minimum Requirements Decision Guide analysis for the Removal of Invasive Plant Species in Designated Wilderness on the Coconino, Kaibab, Prescott, & Tonto National Forests has been completed and project restoration efforts are now moving forward.

20-207WPF: Harrenburg Wash Enhancement Project

Grantee: Coconino County Parks & Recreation
AWPF Grant Amount : \$129,190
Total Paid to Date: \$104,910.02
Contract Expiration Date: December 31, 2025

The project has been moving forward with restoration, monitoring, and public outreach activities being implemented as planned and on schedule. Implementation of the project was essentially complete in April 2022 following the revegetation of the project area, which included planting cottonwoods and willows, seeding disturbed areas, and overseeding some weedy areas. Invasive weed treatments of the project area (including herbicide treatments) for diffuse knapweed were successfully conducted in 2022, and will continue in 2023, 2024, and 2025. The Grantee held two volunteer weed pulls in the summer of 2022. In November 2022 the Grantee re-seeded a few areas where they were not seeing good germination from the previous seeding efforts. Reseeded areas included sloped banks, the parking lot berm, and a weedy spot in the old parking area. Monitoring for soil moisture, pond water levels, survival of planted woody vegetation, and photo point monitoring will continue for the duration of the project term.

20-208WPF: Paria Beach Riparian Restoration

Grantee: Grand Canyon Wildlands Council
AWPF Grant Amount : \$187,699
Total Paid to Date: \$37,539 (Advance Payment)
Contract Expiration Date: May 31, 2024 (pending a contract amendment)

In November 2022 the Commission approved an amendment to the grant award contract to add an additional 6 months to the agreement term to May 31, 2024. Delays in the project were due to lengthy unavoidable delays resulting from impacts to the Grantee's partners staffing capacity that ultimately pushed back completing environmental compliance requirements, developing a burn plan for the project site, setting a burn date window, and implementing the project site burn. The project is moving forward as permitting and clearances have been completed; the assessment of background information for Paria Beach is complete (with the exception of the historical photo appendix that is to be submitted); and restoration, monitoring, and public outreach plans have been submitted. An amendment to the grant award contract is currently being negotiated with the Grantee to formally extend the contract expiration date and amend deliverable reporting due dates.

20-209WPF: Fort McDowell Yavapai Nation Verde River Riparian Restoration Project

Applicant: Fort McDowell Yavapai Nation
AWPF Grant Amount \$237,246
Total Paid to Date: \$0
Contract Expiration Date: November 20, 2022

The project has been completed, although the Grantee's performance on meeting deliverable deadlines was a challenge. The grant award contract has expired, but the Grantee was able to submit all required and past due deliverables at the very end of the agreement term, prior to the expiration of the grant award contract. Staff has reviewed all submitted deliverables and has requested comments and/or clarifications to complete the deliverable requirements. Staff has also reviewed all reimbursement request documentation, which was also submitted at the end of the agreement term, and has requested clarification and/or additional documentation to support the costs being billed to the grant award. Staff is working to close out the project as soon as possible.

22-210WPF: Verde River Riparian Restoration – Highway 89A to Bignoti

Grantee:	Friends of the Verde River
AWPF Grant Award	\$247,350
Total Paid to Date:	\$49,470 (grant advance)
Contract Expiration Date:	December 31, 2024

The project is moving forward with all permitting and authorizations complete, and landowner outreach and volunteer plans have been developed. Pre-project monitoring has been completed, and non-native vegetation treatments are currently underway for this winter treatment season. Subsequent restoration and monitoring plans will be developed for each future treatment season based on the results of the current treatments and monitoring activities.

22-211WPF: Little Green Valley Fen Restoration Feasibility Study

Grantee:	National Forest Foundation
AWPF Grant Award	\$77,003
Total Paid to Date:	\$0
Contract Expiration Date:	September 30, 2024

The project is moving forward with all permitting and authorizations complete. The Grantee has submitted drafts of the project monitoring and feasibility study plans, with the only components needed to complete those deliverables being the sample data collection sheets. The Grantee has contracted with Mountain Studies Institute who will be implementing both the project monitoring components (including a soil analysis) and feasibility study. The Feasibility Study Report and Project Monitoring Report are currently scheduled to be completed by July 2023, with the Little Green Valley Fen Restoration Implementation Plan and Budget to be completed by January 2024.

22-212WPF: The Path to Protection at Oak Creek – Social Trail Rehabilitation for Watershed Health

Grantee:	Arizona Department of Environmental Quality
AWPF Grant Award	\$238,980
Total Paid to Date:	\$47,796 (grant advance)
Contract Expiration Date:	August 31, 2025

The project is moving forward with all permitting, authorizations, project related subcontract agreements, and project work plans (trail rehabilitation, monitoring, maintenance; and water quality monitoring components) being complete. The agreement identified that the Grantee would rehabilitate, maintain, and/or monitor a total of 320 unpermitted social trails. The baseline trail inventory completed in September 2022 identified a total 402 social trails within the project boundaries, and the project work plans submitted by the Grantee for this project acknowledged that all 402 social trails identified will be included in the scope of the project without any additional costs to AWPf. As such, AWPf funds would be used to rehabilitate, improve, and maintain 164 social trails (formerly 120), and maintain 238 social trails (formerly 200) previously rehabilitated by the Grantee and other project partners.

22-213WPF: Dye Ranch Erosion Control and Wetland Improvement Project

Grantee:	Arizona Game and Fish Department
AWPF Grant Award	\$76,945
Total Paid to Date:	\$0

Contract Expiration Date: January 31, 2025

The project is moving forward with all permitting, authorizations, project related subcontract agreements, and project work plans (erosion control, wetland restoration, and monitoring) being complete. Pre-construction monitoring was completed in May 2022 and it was anticipated that wetland restoration, erosion control, and revegetation activities would be implemented by fall 2022. However, due to an active monsoon season continuing into the fall, ground conditions were too wet for any work to take place and it was determined that restoration activities would now have to take place in the summer/fall of 2023. The grant award contract accounted for this contingency as part of the scope of work. Following the restoration activities, the Grantee intends to translocate and release Northern leopard frogs at the project site.

22-214WPF: Habitat Restoration in the Gila River Corridor

Grantee:	Gila Watershed Partnership of Arizona
AWPF Grant Award	\$97,455
Total Paid to Date:	\$0
Contract Expiration Date:	October 31, 2025

The status of the project overall is not clear. The Grantee has yet to provide all the applicable permits, authorizations, and/or clearances for the project, but they have submitted a public outreach plan, and riparian restoration and monitoring & adaptive management plans for 2022-2023. The Grantee was not able to implement any work activities during the 2022 work season due to the unclear status of environmental compliance and permits, monitoring and restoration plans being submitted late, and the departure of the project manager from their organization. Staff followed up with the Grantee in September 2022 regarding the deliverables necessary to bring the agreement current, with follow up reminders in January and February 2023. Per recent discussion with the Grantee on March 3, 2023, they are evaluating the status of the project and implementation schedules to determine how to move forward.

***22-215WPF: Ravenna and Pampas Grass Control Along the Colorado River**

Grantee:	RiversEdge West
AWPF Grant Award	\$43,178

Due to delays from staff illness and weather delays, the Grantee had to postpone project work to be completed from Lees Ferry to Glen Canyon Dam planned for fall 2022. They are currently scheduled to complete that work April 3-6, 2023

The Grantee stated that they have received some additional funding from the Grand Canyon Fund and were able to complete work on a river trip from Lees Ferry to Diamond Creek in October 2022, in which they used some funds from the AWPf grant to supplement the trip. The Grantee intends to use the remainder of the funds from the AWPf grant for the trip originally planned for October 2023 from Lees Ferry to Diamond Creek.

The Grantee has stated that since they are working within Grand Canyon National Park and Glen Canyon National Recreation Area, they have had to apply directly with each park for a permit to conduct the work, and all compliance, SHPO, etc. has been completed by the park prior to providing them with a permit, which is the clearance to conduct the work and stipulations and regulations are listed in each permit.

To date, no deliverables have been submitted to AWPf for the project. Staff has been in contact with the Grantee, and it is staff's understanding that the Grantee is working to provide available documentation for the

outstanding deliverables.

***23-216WPF: Timberline-Upper Little Colorado River Watershed Improvement Project**

Grantee:	Arizona Association of Conservation Districts
AWPF Grant Award	\$261,000

The grant award contract is currently in negotiation with the Grantee. No other information to report at this time.

***23-217WPF: Becker Lake Wildlife Area: Little Colorado River Habitat Improvement Project**

Grantee:	Arizona Game and Fish Department
AWPF Grant Award	\$388,075

The grant award contract is currently in negotiation with the Grantee. No other information to report at this time.

***23-218WPF: Protecting and Restoring Habitat and Surface Flow in Tanque Verde Creek**

Grantee:	Watershed Management Group
AWPF Grant Award	\$195,426

The grant award contract has been negotiated with the Grantee and is currently in the signature process.



**Willcox-San Simon Natural
Resource Conservation District**
656 N. Bisbee Avenue, Willcox, AZ 85643
Phone: (520) 384-2229
Fax (520) 384-2735
willcoxsansimonnrcd@vtc.net

Supervisors:

Tina Thompson, Chairman
Amber Morin, Vice-Chairman
John Hart, Secretary/Treasurer
Larry Parker, Member
Matt Klump, Member
Alan Seitz, Advisor
Kolin Kramme, Advisor
Calvin Allred, Advisor
Patina Thompson, Admin. Coordinator

February 7, 2023

Dear Arizona Water Protection Fund Commission:

The Willcox-San Simon Natural Resource Conservation District is one of 42 conservation districts within the state of Arizona charged by the Legislature with the statutory responsibility to provide for the conservation and restoration of lands, water, wildlife, and other natural resources, and to protect water rights, the tax base, public lands, and the general health and welfare of the people.

In response to the Arizona Water Protection Fund Commission's request for input from interested landowners, state and federal agencies, local government entities, non-profit organizations, and the public regarding the guidelines for applicants for funding, the Willcox-San Simon Natural Resource Conservation District submits the following comments.

Grant Application Structure and Processes

Regarding current grant application structure and processes, the process can be streamlined by implementing a pre-application phase followed by invitations to submit a final application. This would eliminate limitations on staff time on pre-application consults, based on a first come first serve basis, and would allow for staff to provide comments on applications moving forward and those recommended for reapplication the following year.

Furthermore, many of the Supplemental Information requirements need to be considered items that are submitted to the AWPf prior to contract finalization or within the final application phase recommended above.

Applicant presentations should not be a part of the grant process. Presentations allow for human bias and a pre-application phase followed by final application phase will allow for staff to ask questions and provide feedback for final submissions. Applications should be able to stand on their own merit without a presentation.

Geographic Areas in the State Where Protection and Restoration Should be Prioritized

As defined in the grant application manual, riparian habitat is an ecosystem found between aquatic and upland environments that is dependent on the existence of a perennial, intermittent, or ephemeral water source. Soil and vegetation in riparian areas have distinct characteristics that make them different from surrounding areas.

Riparian areas are unquestionably unique environments with rich biodiversity; however, they are often linear features of variable width with neighboring environments that contribute to their health. Therefore, areas where landscape scale approaches to conservation are being implemented should be prioritized. Consider the following threats to riparian ecosystems, which have been identified by Oregon State University Extension Service which are similar to natural resource challenges we face in Arizona.

Threat 1, Erosion: Erosion is a natural, biophysical process. Erosion rates differ from system to system and climate to climate. In healthy riparian systems, erosion does not significantly impact soil or riparian health. However, with improper management practices, the effects of erosion worsen, and the system as a whole degrades.

Threat 2, Rising Temperatures: According to the National Climate Assessment, the Southwest has heated up markedly in recent decades. The period since 1950 has been hotter than any comparably long period in at least 600 years. Warming temperatures can alter natural conditions and put increasing stress on these diverse and delicate systems. As the historic heat waves in June 2021 demonstrated, more attention is needed to better understand how to improve and maintain riparian and general ecosystem health in the face of rising temperatures.

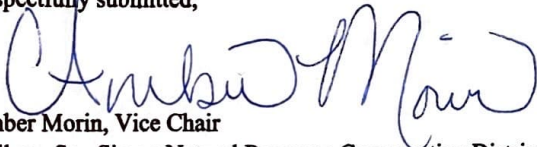
Threat 3, Wildfire: Riparian systems can act as a buffer and disrupt the spread of wildfires if conditions are favorable. As summers continue to exhibit drier conditions, there is the potential for even more fuel accumulation or build-up that can leave riparian systems more vulnerable to catastrophic, high-severity fires. The build-up of dry plant material allows for wildfires to travel easily and quickly through ecosystems that may not be adapted to it. Fires are a natural and integral part of the landscape, but as temperatures increase, so does the frequency and severity of fires outside of natural ranges of variability.

To enhance the application process, the Arizona Water Protection Fund Commission should consider looking at areas of the state where broad partnerships exist to help protect large landscapes. Additionally, the Commission should consider broadening its application to include landscape scale land management practices like erosion control structures in upstream tributaries, wildfire mitigation and prevention measures, vegetation management, and recharge opportunities, that can and do, benefit and impact riparian ecosystems. Landscapes that are managed holistically have a higher rate of conservation and restoration success, especially in the face of an unpredictable climate. Broadening the application practices would also increase the chance of grant applicants reapplying with more creative and effective applications that build on previous work and that leverage mutually beneficial projects and funds.

Relevant Science Related to Designing and Implementing Effective Riparian and Watershed Protection and Restoration Projects

Groundwater depletion threatens many riparian ecosystems in arid and semi-arid regions of the world. One method of controlling declining water levels is by using artificial groundwater recharge. Artificial recharge is the practice of increasing the amount of water that enters an aquifer through human-controlled means, and it has been used effectively along the San Pedro River to benefit the local aquifer and riparian ecosystem. Groundwater can be artificially recharged capturing floodwaters and stormwater runoff using infiltration trenches, detention basins constructed in channels, or simply injecting water directly into the subsurface through dry wells. Groundwater recharge projects and local, well documented science should be considered in designing and implementing effective projects, if the Arizona Water Protection Fund is to make a meaningful contribution to the health and recovery of state's riparian areas.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'Amber Morin', is written over the typed name.

Amber Morin, Vice Chair
Willcox-San Simon Natural Resource Conservation District

Big Sandy
Resource Conservation District
P.O. Box 3506
Kingman, AZ 86402

February 10, 2023

Arizona Department of Water Resources
Arizona Water Protection Fund
Attn: Reuben Teran
Email rteran@azwater.gov
1802 W. Jackson St. Box #79
Phoenix, AZ 85007

Re: Comment for Application Guidelines for Grant.

Comments below are the Big Sandy Natural Resource Conservation Districts (Big Sandy NRCD) recommendations for AWPf administration of 2023 grant cycle funding.

The Big Sandy NRCD is a sub division of Arizona State Government under the State Statutes A.R.S. §37.

Riparian areas are critical features of the landscape because they contain a rich diversity of plants and animals and help to maintain water quality and unique habitats. Riparian areas are often linear features of variable width and are identified as transition zones between fully terrestrial and fully aquatic systems. Stable, healthy, and resilient riparian systems protect and enhance water bodies and surrounding environments. Neighboring environments also can contribute to the health of riparian ecosystems. Therefore, landscape scale conservation measures should be considered as part of the Arizona Water Protection Fund priorities.

Consider the following threats to riparian ecosystems, which have been identified by [Oregon State University Extension Service](#) and are applicable to natural resource challenges we face in Arizona.

- A. Erosion is a natural, biophysical process. Erosion rates differ from system to system and climate to climate. In healthy riparian systems, erosion does not significantly impact soil or riparian health. However, with improper management practices, the effects of erosion worsen, and the system degrades.
- B. Climate fluctuations and warming temperatures can alter natural conditions and put increasing stress on these diverse and delicate systems. Warmer climates alter snowpacks and hydrologic regimes (flooding, rainfall, etc.) that are necessary to maintain native vegetative communities and productivity of the region. Other concerns for riparian systems include the effects of converting to drier systems leading to an overall decrease in the resiliency of these systems. As the historic heat waves in June 2021 demonstrate, more attention is needed to better

understand how to improve and maintain riparian and general ecosystem health in the face of rising temperatures.

- C. With regard to wildfires, riparian systems can act as a buffer and disrupt the spread of fire if conditions are favorable. As summers continue to exhibit drier conditions, there is the potential for even more fuel accumulation or build-up that can leave riparian systems more vulnerable to catastrophic, high-severity fires. The build-up of dry plant material allows for wildfires to travel easily and quickly through ecosystems that may not be adapted to it. Fires are a natural and integral part of the landscape, but as temperatures increase, so does the frequency and severity of fires outside of natural ranges of variability.

To enhance the application process, the Arizona Water Protection Fund Commission should consider management of riparian ecosystems. Landscapes that are managed holistically have a higher chance of success.

Groundwater depletion threatens many riparian ecosystems in arid and semi-arid regions of the world. One method of controlling declining water levels is by using artificial groundwater recharge. Artificial recharge is the practice of increasing the amount of water that enters an aquifer through human-controlled means. For example, check dams slowing groundwater flow can allow water to penetrate and provide for riparian growth, recharge by redirecting water across the land surface through canals, infiltration basins (dams), or ponds; adding irrigation furrows or sprinkler systems; or simply injecting water directly into the subsurface through injection wells. Groundwater recharge and recovery projects should be considered an eligible practice, if the Arizona Water Protection Fund is to make a meaningful contribution to the health and recovery of state's riparian areas.

Well written applications should be able to stand on their own merit of clarity and value. The use of grant application presentations to supplement the process allows for human bias and the practice is not typically used in other grant application processes. If there is concern that applicants need to adjust their applications per staff and public comment recommendations, then a pre-proposal and final proposal time period should be implemented similar to other grant processes.

Sincerely;

Anita M. Waite
Chairman Big Sandy NRCDC
bigsandynrcd@gmail.com
928-765-2397

**ARIZONA WATER PROTECTION FUND
GRANT APPLICATION GUIDELINES
2023**

Public Comments Received

Date	Sender	Doc#
02/07/2023	Wilcox-San Simon Natural Resource Conservation District	1
02/10/2023	Big Sandy Natural Resource Conservation District	2

Summary of Comments

Doc #1

- The [grant application] process can be streamlined by implementing a pre-application phase followed by invitations to submit a final application.
- Applicant presentations should not be part of the grant process. Presentations allow for human bias and a pre-application phase followed by a final application phase will allow for staff to ask questions and provide feedback for final submissions. Applications should be able to stand on their own merit without a presentation.
- Areas where landscape scale approaches to conservation are being implemented should be prioritized.
- The Arizona Water Protection Fund Commission should consider looking at areas of the State where broad partnerships exist to help protect large landscapes.
- The Arizona Water Protection Fund Commission should consider broadening its application to include landscape scale land management practices like erosion control structures in upstream tributaries, wildfire mitigation and prevention measures, vegetation management, and recharge opportunities that can and do benefit and impact riparian ecosystems.
- Groundwater recharge projects and local, well documented science should be considered in designing and implementing effective projects, if the Arizona Water Protection Fund is to make a meaningful contribution to the State's riparian areas.

Doc #2

- Landscape scale conservation measures should be considered as part of the Arizona Water Protection Fund priorities.
- To enhance the application process, the Arizona Water Protection Fund Commission should consider management of riparian ecosystems. Landscapes that are managed holistically have a higher chance of success.
- Groundwater recharge and recovery projects should be considered an eligible practice, if the Arizona Water Protection Fund is to make a meaningful contribution to the health and recovery of state's riparian areas.
- The use of grant application presentations to supplement the process allows for human bias and the practice is not typically used in other grant application processes. If there is concern that applicants need to adjust their applications per staff and public comment recommendations, then a pre-proposal and final proposal time period should be implemented similar to other grant processes.

Arizona Water Protection Fund Commission Grant Application Manual



Fiscal Year 2023 Funding Cycle

**ARIZONA WATER PROTECTION FUND
Grant Application Manual
FY 2023 Funding Cycle**

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SECTION I – GENERAL INFORMATION

Introduction

It is declared policy of the legislature to provide for a coordinated effort for the restoration and conservation of the water resources of this state. The Arizona Water Protection Fund (AWPF) is a competitive state grant program that is designed to allow the people of Arizona to prosper while providing funding to interested parties for the development and implementation of measures to protect water of sufficient quality and quantity to maintain, enhance and restore river and riparian resources throughout Arizona (including projects that benefit fish and wildlife that are dependent on these important resources), and measures to increase water availability and supply. The distribution of grant funds from the AWPF is authorized pursuant to A.R.S. § 45-2101 *et seq.* and is overseen by the Arizona Water Protection Fund Commission (Commission). The program is administered through the Arizona Department of Water Resources (ADWR).

The AWPF supports projects that fit the following objectives to meet the program goals:

- Provide identified and measurable benefits to the water resources of Arizona through broad-based local support
- Provide positive, effective examples for other similar projects.
- Advance the field of water conservation knowledge in Arizona.
- Increase public awareness of the function and value of riparian resources in Arizona.

Riparian Habitat is defined as an ecosystem found between aquatic and upland environments that is dependent on the existence of a perennial, intermittent, or ephemeral water source. Soil and vegetation in riparian areas have distinct characteristics that make them different from surrounding areas.

Riparian habitats are vital resource areas that:

- Improve water quantity by storing water in streambanks, which is slowly released to help maintain base flows.
- Improve water quality by trapping sediments from surface water runoff, providing nutrient cycling and increasing streambank stabilization.
- Provide flood control by slowing and absorbing flood waters, resulting in reduced flood damage and increased groundwater storage.
- Provide highly valued recreational opportunities such as fishing, camping, hiking, wildlife viewing and picnicking.
- Sustain high biodiversity of plant and animal species.
- Provide important wildlife habitat such as food, water, shelter, relief, and travel corridors.
- Help stabilize water temperatures for native aquatic species.
- Provide economic benefits by improving water supplies, reducing flood damage, filtering pollutants, and supporting recreational activities.

This manual provides the necessary information for interested parties to submit an application for funding consideration. More information about the AWPF is available on the Commission's web site at www.azwpf.gov.

General Guidelines

Funding Categories

The AWPf typically awards grants under three categories:

- 1) **Capital Projects:** Projects under this category include on-the-ground measures that maintain, enhance, and restore Arizona's river and riparian resources, including projects that benefit fish and wildlife that are dependent on these important resources. Feasibility of design studies are considered capital projects but are only eligible if the applicant (1) requests funding to investigate the feasibility of implementing a specific capital project that is being proposed, (2) develops a detailed implementation plan and budget for the proposed project as part of the feasibility study, and (3) has control and tenure over the proposed project area and the authority to implement the proposed project should it be deemed feasible. Acquisition of Central Arizona Project water or effluent to restore and maintain river and riparian resources may also be considered a capital project. Examples of projects under this category include components that do one or more of the following:
 - Demonstrate direct benefits to perennial or intermittent rivers or streams *
 - Demonstrate commitment to continued maintenance of proposed enhancements *
 - Protect/Restore native riparian vegetation and habitat
 - Restore proper hydrologic conditions/functions
 - Restore proper stream geomorphology/channel characteristics
 - Restore floodplains
 - Restore wetlands/backwater areas
 - Improve watershed conditions using forest and/or near-stream restoration treatments that improve water quality or increase water quantity
 - Protect/Restore habitat needs for fish and wildlife
 - Decrease negative impacts of non-native species to riparian areas

* INDICATES FUNDING PRIORITY IN STATUTE

- 2) **Research (Total annual funding limited to 5% of monies received by the AWPf each fiscal year):** Projects under this category include research and data collection measures that are related to maintaining, enhancing, and restoring Arizona's river and riparian resources, including fish and wildlife that are dependent on these important resources. Research projects must be developed using the Scientific Method. Examples of projects under this category include:
 - Research that will advance the science of river and riparian restoration in the Southwest
 - Research that will advance scientific understanding of fluvial processes and ecosystem characteristics and functions in association with rivers, streams, and wetlands
 - Research that will evaluate impacts or values of invasive species in riparian habitat.
- 3) **Water Conservation:** Projects under this category include measures that develop, promote, or implement programs designed to conserve water for a purpose related to maintaining, enhancing, and restoring Arizona's river and riparian resources, including fish and wildlife that are dependent on these important resources. Projects under this category must be located outside of all Active Management Areas.

Eligible Applicants

Any person, organization, local/state/tribal agency, or political subdivision of Arizona may submit an application. Federal agencies are not eligible to receive funding from the AWPf; however, funding can be awarded to projects on federal lands.

Eligible Applications

Grant applications must meet all the following requirements to be considered eligible for evaluation during the FY 2023 grant cycle:

- Administrative costs limited to a maximum of 5% of the total AWPf project funds requested.
- Applicant must have legal and physical access as well as authority to implement the project in the area where the grant tasks are to be performed. After grant awards have been determined, signed cooperative agreements with all parties granting such access and authority, will need to be provided to the AWPf in a timely manner prior to the finalization of any contracts.
- Applicant must provide appropriate documentation that any water to be used in the project is legally and physically available to the applicant for the stated purpose.
- Applicant must demonstrate that vital partnerships, funding, etc. have been committed at the time of the application or submit letters of support from the appropriate entities with a plan to obtain these critical elements prior to grant award.

Ineligible Applications

In accordance with state statutes, funding is prohibited for:

- Purchase of real property/conservation easements
- Projects outside the state of Arizona
- Any project that includes the planting of mesquite, tamarisk or other nonnative high-water usage trees that consume water to a degree that is detrimental to water conservation efforts.
- Remedial actions under the Comprehensive Environmental Response, Compensation, and Liability Act of 1980 (CERCLA), 42 U.S.C. § 9601, or Water Quality Assurance Revolving Fund (WQARF), A.R.S. § 49-281 *et seq.*
- Research projects with funding requests in excess of 5% of the total funds received for the FY 2023 funding cycle.
- Water conservation projects/program applications within one of the five Arizona Department of Water Resources Active Management Areas (AMA).

In accordance with Commission Policy, funding will not be provided for:

- Projects located in areas with elevated levels of environmental contaminants that pose risk of harm to human health or the environment, including hazardous substances, hazardous wastes, petroleum products or Environmental Protection Agency priority toxic pollutants.
- Projects which are required as a result of legal action taken by a regulatory agency, such as ecological mitigation. Applicants must notify the Commission if a proposed project is part of any mitigation effort.

- Projects that are designed to meet wastewater treatment requirements. Proposed projects that create or sustain riparian habitat using treated effluent or recycled water that already meets or exceeds relevant state and federal standards may be considered as long as the project meets the requirements of A.R.S. § 45-2101(B).
- Generally, the Commission does not fund groundwater recharge or recovery projects.

Important Notes

- Administrative costs **must** be limited to a maximum of 5% of the total AWPf project funds requested. Subcontractors or consultants working on your project must also conform to the 5% administrative cost limit if you are paying them out of AWPf funds.
- Payments are made on a cost reimbursement basis. Appropriate documentation (*e.g.*, receipts, invoices, reports, data, and photographs) will be required in order to receive reimbursement.
- Commission/Staff access for inspection and evaluation of the project will be required as a contract condition.
- A final presentation to the commission within 90 days of the contract termination date will be required as a contract condition and will be included as a deliverable within the final reporting task.
- Adequate accounting practices and record keeping will be required.
- Submittal of pertinent information and research gained from all projects will be required.

Grant Cycle Details

FY 2023 Grant Cycle Schedule

The Commission and staff will implement the FY 2023 grant cycle based on the schedule in Table 1*.

Table 1. FY 2023 Grant Application Process Schedule

Grant Application Process	Timeline
Grant Application Manual Available	No later than July 8, 2022 (on-going)
Application Workshop	July 13, 2022
Pre-application Consultations (depending on staff availability)	July-August 2022
eCivis Online Grant Application Submittal Portal Available	No later than July 29, 2022 (on-going)
Final Date and Time to Submit Applications	August 26, 2022 at 5:00 PM
45-Day Public Comment Period for Applications	September 14 – October 28, 2022
Staff Review Comments to Applicants / Commission	No later than November 4, 2022
Applicant Presentations to the Commission	November 15 – 16, 2022
Clarifying Questions to Applicants and Applicants' Responses in Writing (if necessary)	November 17 – 28, 2022
Commission Grant Selections	November 29, 2022
Applicants Notified of Funding Status	December 2022
Staff Begins Writing Grant Award Contracts	December 2022 / January 2023

**The Commission reserves the right to adjust this schedule if necessary.*

Grant Application Workshops & Consultations

AWPF staff will provide opportunities for pre-application consultations (as time permits) with potential applicants on a first-come-first-served basis as indicated in Table 1. Due to time constraints, consultations will be limited to a maximum of one hour. Applicants should schedule a consultation as far in advance as possible, and are encouraged to submit a draft application at least one week in advance of the consultation. Consultations will be conducted via teleconference or virtual meeting.

In addition, AWP staff will conduct a workshop for potential applicants as indicated in Table 2. It is highly recommended that applicants attend a workshop and schedule a pre-application consultation. Past experience has demonstrated that workshop attendance and discussing your proposal with staff could help you develop a better application.

Table 2. FY 2023 Grant Application Workshop

Location	Date	Time
Online Webinar	July 13, 2022	1:30 p.m. – 2:30 p.m.

Webinar Information

Link: <https://azwater.webex.com/azwater/j.php?MTID=mlc1056dbb4f38318682b15ae924d6a3b>

Webinar Number (Access Code): 2599 224 1253

Webinar Password: ifNPxMsx469

Join by Phone: 1-415-655-0001 US Toll (Access Code is same as above)

Staff will be providing the grant application workshop via online webinar only. Please contact the Arizona Water Protection Fund at 602-771-8528 or rteran@azwater.gov with any questions.

Application Due Date

Applications must be submitted online via the eCivis Grant Management System no later than **August 26, 2022 at 5:00 p.m.** as indicated in Table 1. Detailed submission requirements are outlined in Section II – Grant Application. A direct link to the eCivis grant solicitation will be available on the AWPf website at <https://www.azwpf.gov/grant-information/2023>.

Grant Evaluation Process

Applications will be initially reviewed for completeness and consistency with AWPf statutes and policy. Applications that are complete and eligible under statute and Commission policy will be reviewed by AWPf staff in accordance with the evaluation criteria listed below. Other appropriate state and federal agencies may be asked to review and comment on applications. AWPf staff will compile intra-agency and inter-agency comments. Please note that under the following circumstances, applications will not be given further consideration:

- It is determined that the proposed project is ineligible according to AWPf statutes or Commission policy.
- It is determined that the application does not contain all of the required information identified in Section II of this manual.
- It is determined that any part of the application is ineligible for funding.

Application Evaluation

Application evaluation criteria should guide you in the development of your application. Staff will use the criteria listed below to organize their technical reviews and evaluate applications submitted for consideration. Applications that meet many to all of the criteria will rate higher than those meeting few to none of the criteria. **Please note that the evaluation criteria for capital and water conservation projects are different than those used for research projects.**

The Commission shall give priority to applications which:

- Enhance, maintain and/or restore river, stream and riparian resources in headwater streams and watersheds that will provide direct improvements to water quality and/or increase water quantity, addresses degraded watershed health conditions or impacts to perennial streams through implementation of scientifically based restoration projects (see examples of capital projects listed under funding categories).
- Matching monies or assets of comparable value including in kind contributions will be provided by other sources.

- Provide for the continued maintenance of the portion of the river and stream and associated riparian habitat that are enhanced by the project.
- Projects that include broad based local involvement/support.
- Directly benefit perennial or intermittent rivers or streams or that otherwise increase the supply of water.
- If for the purposes of water conservation, the applicant estimates the water increase and/or savings and how this estimate was determined.

Evaluation Criteria for Capital and Water Conservation Projects

- A. Project Will Enhance, Maintain and/or Restore River, Stream, and Riparian Resources (See bullets under capital projects on page 4).
- B. Project Will Benefit Fish and Wildlife Resources Dependent on River, Stream, and Riparian Resources (See bullets under capital projects on page 4).
- C. Feasibility
 - Objectives clearly identified and demonstrate benefits to river, stream and riparian resources / dependent fish and wildlife resources
 - Methodologies and designs clearly presented, appropriate and adequate
 - Clarity and adequacy of the scope of work and deliverables
 - Cost/Benefit compared to similar applications submitted
 - Expertise of applicant/personnel/subcontractors appropriate
 - Description of the relationship between any existing plans, reports and/or information relevant to the proposed project [*required*]. (See Existing Plans/Reports/Information guidance on page 17.)
- D. Monitoring
 - Objectives clearly identified
 - Methods clearly presented, appropriate and adequate to evaluate benefits to rivers, streams, and riparian resources and/or dependent fish and wildlife resources
- E. Other Considerations
 - Add coordinated effort with state or watershed restoration programs
 - Public outreach
 - Project will support local businesses
 - If the applicant is proposing to use out of state consultants, there is adequate justification for their use and associated travel costs

Evaluation Criteria for Research Applications

- A. Research is applicable to river and riparian restoration and or fish and wildlife that are dependent on river and riparian resources
- B. Application demonstrates use of the Scientific Method
 - Background research includes data collection, analysis, and synthesis
 - Data collection will build on existing data, or generate new data
 - Quality literature review provided

- Hypothesis or hypotheses are clearly articulated
- Research/experimental design is clearly presented, appropriate and adequate to:
 - Test hypothesis or hypotheses
 - Analyze data and draw conclusions
 - Report results

C. Feasibility

- Clarity and adequacy of the scope of work and deliverables
- Cost of research reflects potential benefits of outcomes
- Expertise of applicant/personnel/subcontractors appropriate
- Description of the relationship between any existing plans, reports and/or information relevant to the proposed project [**required**] – (See guidance on page 17.)

D. Research results may be translatable

E. Proposal includes some form of publication as a deliverable (e.g., intent to publish results in a professional journal, article in a watershed newsletter, other written media) and a commitment to some form of public presentation(s) (e.g., AWPf Commission meeting, watershed group meeting, professional conference, or other peer groups)

F. Other Considerations

- Project will support local businesses
- If the applicant is proposing to use out of state consultants, there is adequate justification for their use and associated travel costs

Applicant Presentations to Commission

Applicants will be given an opportunity to provide a brief presentation to the Commission (maximum of 15 minutes) in accordance with the schedule in Table 1. Commission members will have 15 minutes to ask clarifying questions of applicants or AWPf staff. If the Commission has follow-up questions for the applicant following their scheduled presentation time, the Commission may send the applicant a request for clarifying information in writing. The applicant may provide a response to the Commission, and the response shall be in writing. The timeframe for clarifying questions and responses will be in accordance with the schedule in Table 1. Commission members consider AWPf staff reviews, but also use their own judgment when making grant award selections.

Changes to the scope of work during the application process

Once the application has been received by the commission, applicants are not permitted to make changes to the scope of the project during the application process.

Grant Award Notification

Applicants will be notified as to whether they received a grant award as outlined in Table 1. Notification of grant award does not authorize any expenditure of funds. Please see Grant Awards subsection below.

Application Assistance

Please contact the AWPf staff at (602) 771-8528 if you are in need of any assistance with completing or filing a grant application.

Grant Awards

Grant Award Contracts

A grant award by the Commission does not allow you to immediately start your project. Please note that you **cannot be reimbursed** for any project expenditure activities **conducted prior to executing a grant award contract**. Grant awards are implemented through contracts, which may extend up to five years in duration. The Arizona State Constitution prohibits the Commission from giving gifts. Therefore, monies are granted in return for equivalent products. The grant award contract specifies the deliverables, due dates and costs associated with producing those products. The application is structured so that if it is completed correctly, much of the detail for a contract will have already been obtained.

Grant-funded work may only begin after a grant award contract has been finalized and signed by both the applicant and the Commission Chair. For most grant award contracts, expenditures will be reimbursable, which means that you will be responsible for initial payment of costs. AWPf will reimburse your costs based upon actual initial expenditures. Monetary disbursement is in accordance with the details within each contract and is paid out after submittal of complete and accurate deliverables and payment requests. AWPf staff must review and approve these before payment can be processed. Therefore, the grantee must have a sufficient line of credit to fund project activities for some period of time. In some instances, the Commission may authorize a one-time advance payment at the beginning of the grant, up to 20 percent of the total grant amount, but not to exceed \$50,000. Applicants must indicate on the application cover page whether they are requesting an advance payment.

If a grantee proposes minor modifications to a project, such that the purpose (or scope) of the project will be changed, the AWPf Commission will re-evaluate the project and may grant an amendment to the contract after a formal request is made.

If a grant award contract is not executed within 12 months following approval of the grant application by the Commission, the Commission may consider rescinding the grant award.

General Provisions - Grant Award Contract

The contract will contain General Provisions, which are standard contract clauses (Appendix A). **Please have your legal counsel and/or responsible contracting authority review and accept these provisions prior to the submittal of your application.**

Long-Term Maintenance of Project Benefits

The Commission intends that AWPf monies act as “seed money” for putting projects on the ground. The Commission expects grantees to maintain the project beyond the contract period, or that it will develop institutional partnerships to do so. The Commission requires that capital improvements be maintained by the grantee for a period of up to 20 years. Unforeseen acts of nature may substantially alter your project in some future year, and upon notifying the Commission of that occurrence, you may not be required to maintain the capital improvements subsequent to that event.

SECTION II: GRANT APPLICATION

Grant Application Planning and Content Overview

*Indicates an electronic form or template is available.

Application Planning

It is important that application forms are carefully completed with accurate, realistic information. Before developing a grant application, applicants should carefully consider and understand:

- How the project should be structured?
- What are the necessary project components/permits?
- When project components can be completed (realistic timeline)?
- Who the necessary personnel are to complete project components?
- How much each project component will cost to complete?

Application Content Requirements Overview

- 1) Application Cover Page*
- 2) Executive Summary* (500-word maximum)
- 3) Project Overview* (2-page max.)
 - Background
 - Goals
 - Objectives
 - Statement of Problems/Causes (Capital and Water Conservation Projects)
 - Statement of Solutions (Capital and Water Conservation Projects)
 - Statement of Project Years of Benefit to the resource and the general public (Capital and Water Conservation Projects)
- 4) Project Location and Environmental Contaminant Information*
- 5) Scope of work* (preferably in Microsoft word format)
- 6) Detailed Budget Breakdown* (preferably in Microsoft Word or Excel format)
 - Direct Labor & Outside Services Costs
 - Other Direct Costs
 - Capital Outlay & Equipment Costs
 - Administrative Costs
- 7) Detailed Matching Funds Breakdown* (If available for the project. Matching funds are not required.)
 - Direct Labor & Outside Services Costs
 - Capital Outlay & Equipment Costs
 - Administrative Costs
- 8) Project Maps and Schematic
 - Arizona Watershed Map*
 - Project Location/Ownership Map(s)
- 9) Supplemental Information
 - State Historic Preservation Office (SHPO) Review Forms*
 - Key Personnel
 - Project Site Photographs
 - Existing Plans, Reports, Information Relevant to the Project (summary paragraph for each plan/report with relevant portion or full report attached as an appendix)
 - Letters of Community Support
 - Evidence of Control and Tenure of Land including legal access
 - A narrative as to how the applicant will obtain permission for project work and/or access (agreements must be finalized prior to contract finalization)
 - Letters from those pledging matching funds
 - Evidence of Physical and Legal Availability of Water

Grant Application Instructions

Application Submission Requirements

Grant applications for FY 2023 are only being accepted electronically via the eCivis Grant Management Software System. A direct link to the eCivis grant application solicitation portal will be available on the AWPf website at <https://www.azwpf.gov/grant-information/2023>. An eCivis application submission users guide is attached as Appendix B to the grant application manual.

Grant applications must include all the information identified in the Application Content Requirements Overview on page 12 and the content uploaded and/or entered into applicable form fields in the eCivis AWPf grant application portal. Specific content requirements and instructions are provided below.

Electronic forms or sample templates (on the AWPf web site at: <https://www.azwpf.gov/grant-information/2023> or in the eCivis AWPf grant application portal) are provided in Microsoft Word format for the Application Cover Page, Executive Summary, Project Overview, Project Location and Environmental Contaminants Information, Scope of Work, Grant Application Budget (in Microsoft Word and Excel), Arizona Watershed Map, and State Historic Preservation Office requirements. If you do not have access to Microsoft Word or Excel, you may recreate the electronic forms using any related software. No electronic forms are provided for the remaining required information.

AWPF prefers that the contents for the grant application uploaded into eCivis for the application are created in Microsoft Word and Excel format to provide ease with contract development should your application be approved for funding. *If .pdf documents are uploaded, please ensure these documents are in an optical character recognition (OCR) format, or are otherwise keyword searchable.*

Grant applications must be submitted via eCivis no later than August 26, at 5:00 p.m. Late applications will not be accepted.

Application Content Requirements

The following instructions should guide you through the application process (Reference the Application Content Requirements Overview on the previous page).

Application Cover Page

Provide the requested information on this form (see sample form on page 21). The project title should be short, yet descriptive of the proposal. *The cover page should be signed by a person who is legally authorized to enter into an agreement on behalf of the applicant.*

Executive Summary (500-word limit)

This section is limited to one page. The executive summary should clearly state the purpose of the proposal and provide a clear overview of all major project features.

Project Overview

Capital and Water Conservation Projects: State the purpose of the project and its general location. Provide any necessary background information for the project, including any relevant history regarding the project area. Identify the overall goal(s) of your project (what you want to achieve), followed by the objectives of your project. Objectives are specific, measurable outcomes of the project. List these objectives in numerical order, with the first objective having the most important outcome. Discuss the problem(s) your proposal is addressing, the cause(s) of these problems, and the solutions that you believe are appropriate. State whether the project will result

in water conservation. State the anticipated number of years of project-related benefit from the project to the resources and the general public, along with a justification for that estimate. For on-going projects, describe the site prior to project initiation, tasks that have been completed and any site changes that have occurred as a result of these activities.

Research and Data Collection Projects: Provide a statement of applicability to river and riparian restoration and/or dependent fish and wildlife. Include any necessary background information for the project such as background research/data collection and analysis or synthesis completed to prepare the current proposal being submitted. Identify if data collection will build upon existing data, or generate new data. If the research is to be place-based (e.g., outside of a laboratory), identify the study area's physical characteristics, including drainage area, channel length, slope, soil type, average annual precipitation, depth to groundwater, gaining or losing reach and any other pertinent information. Also, identify the Ecosystem Service(s) that the proposed research will address (See Table 3).

Project Location and Environmental Contaminants Information

All applicants must provide project location and environmental contaminant information (see page 24).

Scope of Work

For *each* task, please describe in detail the work to be completed, and how it will allow you to accomplish your objectives and achieve your desired results. Tasks should be listed numerically and include the following information:

- Task #:
- Task Title
- Task Description
- Task Purpose/Objective
- Responsible personnel
- Deliverable Description
- Deliverable Due Date
- Task Cost (rounded to the nearest dollar)

General Guidelines

- If applicable, obtaining permits, authorizations, clearances, and access agreements should be the first task. Obtaining the appropriate permits will take longer than generally anticipated; allow more time than what is expected to avoid amendments to deliverable due dates.
- If applicable, development of plans (e.g., re-vegetation, construction, monitoring) should be included as a separate task prior to on-the-ground activity.
- Some tasks continue throughout the contract duration, attempt to make each task separate and payable upon completion.
- The final task must be a final report and oral presentation with an appropriate cost assigned.
- A deliverable is a product submitted to the AWPf demonstrating that work has been completed. Deliverables are often reports, photographs, data, etc. that are submitted along with receipts and invoices for materials and labor.

PROJECT GOALS describe the broad intent of the project.

OBJECTIVES provide additional specificity to the goals.

TASKS are the actual practices implemented to achieve the objective.

MONITORING benchmarks establish a metric by which to measure success of a task in meeting the objective.

EXAMPLE: **Task 1: Permits, Authorizations, Clearances and Agreements**

Task Description: The Grantee must obtain and submit to the Project Manager all permits, authorizations, clearances, and agreements, and perform any consultations necessary to complete the tasks listed in this Scope of Work. These may include but are not limited to:

- State Historic Preservation Office (SHPO) clearance
- National Environmental Policy Act (NEPA) compliance
- Endangered Species Act Section 7 consultation with US Fish & Wildlife Service
- Access agreement(s) between Grantee and Landowner(s) (if different)
- Notice of Intention to Drill (NOI) a well authorization
- Clean Water Act Section 401 Certification from Arizona Department of Environmental Quality
- Clean Water Act Section 404 permit from the Army Corps of Engineers
- Data Collection permit(s) if necessary
- Water right permits if necessary
- Arizona Pollutant Discharge Elimination System (AZPDES) Permit
- Arizona Department of Environmental Quality Pesticide General Permit and filing of Notice of Intent

Task Purpose: To comply with all local, state, and federal permit requirements, environmental laws such as NEPA and obtain legal access to project area.

Deliverable Description: Copies of all approved permits, authorizations, clearances, and agreements.

Deliverable Due Date: Prior to any ground disturbing activities

Responsible personnel: Grantee/administrator, subcontractor, etc.

Reimbursable Cost: \$5,000.00

Project Schematic

Provide a detailed drawing/schematic, preferably to fit/print on 8.5" x 11" paper, for any projects involving construction and/or investigation of physical features. The schematic must include all project features for which funding is being requested or discussed within the proposal (e.g., vegetation treatments, re-vegetation areas, fence lines, water distribution systems, existing or planned well and gage locations, etc.). Planning documents provided by the USDA Natural Resource Conservation Service will be accepted. In addition, identify all important project features located in relationship to one another, and in relation to important site physical features (e.g., streams and other bodies of water). The schematic must include a north arrow, a project title, and the date of preparation. Submit as many drawings as needed to demonstrate all project features.

Detailed Budget Breakdown

Provide a detailed breakdown of your budget by task in a table format (preferably using Microsoft Word or Excel). Divide your Scope of Work tasks (plans, monitoring, construction, reporting, etc.) into Direct Labor Costs, Outside Services Costs, Other Direct Costs, Capital Outlay & Equipment Costs, and Administrative Costs. Please round figures up or down to the nearest dollar. Identify only funds being requested from AWPf in this section. Expenditures not listed may not be eligible for reimbursement unless prior written approval is received from the Commission or Staff.

Direct Labor Costs include the labor costs directly involved with the project (wages, salaries, and fringe benefits of grantee and/or its employees). Direct labor costs must be broken down by job classification (e.g., project scientist, hydrologist, laborer, etc.), and average cost/hour for that job classification.

Outside Services are consultants or subcontractors. Outside services costs must be broken down by job classification (e.g., project scientist, hydrologist, laborer, etc.), and average cost/hour for that job classification.

Other Direct Costs include supplies (e.g., paper and pencils), computer time, per diem, printing, public relations, etc. This should be an estimate of costs incurred over the life of the project as a lump sum, not per item.

Capital Outlay & Equipment Costs includes any equipment or other expenditures (e.g., equipment, materials). Please list anticipated costs for individual major expenditures in excess of \$1,000.00, all other materials/equipment in this section can be summarized as a lump sum by material (i.e., fencing materials \$750.00, backhoe rental \$100.00/hr. for 25 hours = \$2,500.00).

Administrative Costs are management and overhead costs. **By statute, the total administrative costs charged to the AWPf cannot exceed 5% of the total project costs requested from the AWPf.**

Detailed Matching Funds Breakdown

Matching funds are not required to be eligible for AWPf funding; however, projects that do include matching funds typically receive higher consideration. (See Detailed Budget Breakdown above for guidance). A specific form is not provided for matching funds, but you may consider using the AWPf budget template. Please note that matching administration costs are **not** limited to 5% of the total project costs.

Volunteer labor costs should be based on current minimum wage rates; technical volunteer labor can be based on an hourly fee comparable to consulting fees.

Project Locations Map(s) and Schematic

Arizona Watershed Map (see page 28)

Type the project title at the bottom of the map. Indicate the location of your project on the map and ensure that your markings are clearly visible on the electronic copy submitted. In addition, provide a map of the project area with Township(s)/Range(s)/Section(s) clearly identified.

Project Location/Ownership Map(s)

Provide a detailed map(s) to scale that clearly delineates the following information:

- Project location boundaries, including acreage where grant tasks will be performed
- A general description and/or delineation for the area of impact of the project within the watershed.

- Land ownership boundaries, including areas of legal and physical access
- Sources of water to be used in the project

Supplemental Information

State Historic Preservation Office (SHPO) Review Form is mandatory for all projects submitted to the Arizona Water Protection Fund (See pages 29-33). Please complete the form and have signed by an authorized person.

Key Personnel associated with this project must be identified and a Project Coordinator must be designated. Resumes and/or brief biographical sketches describing the relevant qualifications of all key personnel, including subcontractors also must be submitted.

Project Site Photographs for all types of applications must be submitted. Submit at least one set of color photographs of the project area (or color copies) with the electronic and hard copies of your application. Indicate and describe the location of proposed project features on each photo, including compass direction.

Plans for activities such as sampling/monitoring, study/research designs, revegetation efforts, and photographic monitoring must be discussed at a level of detail that will allow AWPf to evaluate whether the activities will be appropriate and adequate. If you receive a grant award, you will be required to submit detailed plans as deliverables. Your application should include a separate task and appropriate budget within the Scope of Work to complete detailed plans and be included on the budget forms. Also, include a description of any equipment related to such efforts to be purchased using AWPf Funds.

Existing Plans/Reports/Information relevant to the project (e.g., Total Maximum Daily Load (TMDL) Reports, Species Recovery Plans, Watershed Assessments, etc.) must be submitted at the time of application for AWPf to consider when evaluating your proposal.

Community Support should be demonstrated in the application. Include signed copies of letters from community organizations and other groups or individuals that support your project. If you are a local government or state agency, you should attach evidence of support from those citizens who lease or hold use-permits for the lands to be impacted by your project. Letters of support for your proposal received after the application deadline will not be considered for evaluation purposes; however, they will be forwarded to the Commission.

Evidence of Control and Tenure of Land must be demonstrated. Applicant must have legal and physical access and authority to manage the area where grant tasks are to be performed. Cooperative agreements with all parties having such access and authority, or letters of support with a plan to obtain cooperative agreements prior to grant award will meet this requirement and must be included.

- **If you own the land on which the proposed project is located**, attach a copy of the appropriate legal document showing title in the name of the applicant, including a legal description of the property.
- **If you manage the land on which the proposed project is located**, attach a copy of the lease, special use permit, intergovernmental agreement, or another appropriate official instrument.

- **If you do not own or manage the land on which the proposed project is located**, attach documentation verifying ownership (as noted above) and attach a copy of the permit, agreement or letter of intent that allows you access to the site.

If the proposed project is located on Arizona State Trust Lands, please be advised that the State Trust Land lessee must submit an application to the Arizona State Land Department for the applicable permit(s) necessary to implement the proposed project. The AWPf grant application must include a letter of support from the State Trust Land lessee that indicates an application for the permit(s) has been submitted for the proposed AWPf project.

Evidence of physical and legal availability of water must be demonstrated. If water resources will be used for any aspect of the project, the water must be physically and legally available to the applicant for the proposed purpose. Provide a projection of the total number of acre-feet per year necessary for the project.

- **If your proposed project uses surface water flows**, attach the appropriate documentation of your surface water right or claim for the intended use at that location.
- **If you do not have a surface water right or claim** for the intended use at that location, attach a copy of the surface water right or claim that you intend to use, as well as a permit, agreement, or letter of intent that allows your use of the water.
- **If your proposed project will require pumping from wells**, submit well registration numbers for existing wells and appropriate groundwater or surface water right documentation. Note: A Notice of Intention to Drill a well is not evidence of a water right.

Additionally, for all proposed and existing wells, state the following:

- Appropriate depth and borehole diameter
- Pump size
- Estimated depth and length of perforated or screened interval
- Well drilling method, if known (e.g., hand-driven well point, auger, mud rotary, etc.)
- Use of water (e.g., water level measurement, water quality monitoring, livestock watering, revegetation)

Well information is available on the Arizona Department of Water Resources web site: <https://new.azwater.gov/permitting-wells>

- **If the proposed project will use effluent**, attach documentation demonstrating the source of the effluent and your authority to use it (e.g., a contract with the wastewater treatment plant or municipal water provider).
- **If the proposed project will use Central Arizona Project (“CAP”) water**, provide documentation demonstrating your authority to use it (e.g., CAP subcontract).

Projects failing to document evidence of control and tenure of land and/or evidence of physical and legal availability of water are ineligible for funding.

Table 3. Ecosystem Services and Functions*

Ecosystem Service	Ecosystem Function(s)	Examples
Disturbance regulation	Capacitance, damping and integrity of ecosystem response to environmental fluctuations	Storm protection, flood control, drought recovery and other aspects of habitat response to environmental variability mainly controlled by vegetation structure
Water Regulation	Regulation of hydrologic flows	Provisioning of water for agricultural (such as irrigation) or industrial (such as milling) processes or transportation
Water supply	Storage and retention of water	Provisioning of water by watersheds, reservoirs and aquifers
Erosion control and sediment retention	Retention of soil within an ecosystem	Prevention of loss of soil by wind, runoff, or other removal processes, storage of silt in lakes and wetlands
Soil formation	Soil formation processes	Weathering of rock and the accumulation of organic material
Biological control	Trophic-dynamic regulations of populations	Keystone predator control of prey species, reduction of herbivory by top predators
Refugia	Habitat for resident and transient populations	Nurseries, habitat for migratory species, regional habitats for locally harvested species, or overwintering grounds
Genetic resources	Sources of unique biological materials and products	Medicine, products for material science, genes for resistance to plant pathogens and crop pests, ornamental species (pets and horticultural varieties of plants)
Climate regulation	Regulation of global temperatures, precipitation, and other biologically mediated climatic processes at global or local levels	Greenhouse gas regulation, DMS production affecting cloud formation
Gas regulation	Regulation of atmospheric chemical composition	CO ₂ /O ₂ balance, O ₃ for UVB protection, and SO ₄ levels
Nutrient cycling	Storage, internal cycling, processing and acquisition of nutrients	Nitrogen fixation, N, P and other elemental or nutrient cycles
Pollination	Movement of floral gametes	Provisioning of pollinators for the reproduction of plant populations
Recreation	Providing opportunities for recreational activities	Eco-tourism, sport fishing and other outdoor recreational activities
Cultural	Providing opportunities for non-commercial uses	Aesthetic, artistic, educational, spiritual, and/or scientific values of ecosystems
Food production	That portion of gross primary production extractable as food	Production of fish, game, crops, nuts, fruits by hunting, gathering, subsistence farming or fishing
Raw materials	That portion of gross primary production extractable as raw materials	The production of lumber, fuel or fodder
Waste treatment	Recovery of mobile nutrients and removal or breakdown of excess or xenic nutrients and compounds	Waste treatment, pollution control, detoxification

*Costanza, R., d' Arge, Ralph, de Groot, Rudolf, Farber, S., Grasso, M., Hannon, B., Limburg, K., Naeem, S., O'Neill, R. V., Paruelo, J., Raskin, R. G., Sutton, P., & van den Belt, M. The value of the world's ecosystem services and natural capital. *Nature* 387, 253 – 258 (1997)

ARIZONA WATER PROTECTION FUND GRANT APPLICATION

FY 2023 Electronic Forms

The subsequent pages include sample templates of the following electronic forms:

- Application Cover Page
- Executive Summary Template
- Project Overview Template
- Project Location and Environmental Contaminant Information
- Scope of Work Template
- Grant Application Budget Templates
- Arizona Watershed Map
- State Historic Preservation Office Review Form

Electronic forms and sample templates are on the AWPf web site at: <https://www.azwpf.gov/grant-information/2023> or in the eCivis AWPf grant application portal. You may use your computer mouse or arrow keys to move through the electronic forms. You may single-click on a form field, or double-click on a check box to enter information. If you are unable to complete these forms electronically, you may print them and hand-write the requested information.

Please note that these forms do not constitute the entire required application package. All information identified in the Application Content Requirements Overview and FY 2023 Grant Application Instructions must be submitted.

Grant Application Checklist

- ☐ Grant Application Cover Page
- ☐ Executive Summary
- ☐ Project Overview
- ☐ Project Location & Environmental Contaminant Form
- ☐ Scope of Work
- ☐ Detailed Budget
- ☐ Matching Funds / Cost Share Budget (if applicable)
- ☐ Maps & Schematics
- ☐ Supplemental Information (State Historic Preservation Office Forms, Watershed/Location Map Form, etc.)

Arizona Water Protection Fund Application Cover Page FY 2023

Title of Project:											
Type of Project: <input type="checkbox"/> Capital or Other <input type="checkbox"/> Water Conservation <input type="checkbox"/> Research	Stream Type: <input type="checkbox"/> Perennial <input type="checkbox"/> Intermittent <input type="checkbox"/> Ephemeral										
Your level of commitment to maintenance of project benefits and capital improvements: <input type="checkbox"/> < 5 years <input type="checkbox"/> 5-10 years <input type="checkbox"/> 11-15 years <input type="checkbox"/> 16-20 years											
Applicant Information: Name/Organization: Address 1: Address 2: City: State: ZIP Code: Phone: Fax: Tax ID No.:											
Inside an AMA: Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, which AMA: <input type="checkbox"/> Phoenix <input type="checkbox"/> Tucson <input type="checkbox"/> Prescott <input type="checkbox"/> Pinal <input type="checkbox"/> Santa Cruz											
Type of Application: <input type="checkbox"/> New <input type="checkbox"/> Continuation											
Contact Person: Name: Title: Phone: Fax: e-mail:											
Any Previous AWPf Grants: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide Grant #(s):											
Arizona Water Protection Fund Grant Amount Requested: \$ If the application is funded, will the Grantee intend to request an advance: <input type="checkbox"/> Yes <input type="checkbox"/> No	Matching Funds Obtained and Secured: <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; border-bottom: 1px solid black; text-align: center;"><u>Applicant/Agency/Organization:</u></td> <td style="width: 40%; border-bottom: 1px solid black; text-align: center;"><u>Amount (\$):</u></td> </tr> <tr> <td>1. Applicant</td> <td></td> </tr> <tr> <td>2.</td> <td></td> </tr> <tr> <td>3.</td> <td></td> </tr> <tr> <td colspan="2" style="text-align: right; padding-top: 10px;">Total:</td> </tr> </table>	<u>Applicant/Agency/Organization:</u>	<u>Amount (\$):</u>	1. Applicant		2.		3.		Total:	
<u>Applicant/Agency/Organization:</u>	<u>Amount (\$):</u>										
1. Applicant											
2.											
3.											
Total:											
Has your legal counsel or contracting authority reviewed and accepted the Grant Award Contract General Provisions? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A											
Signature of the undersigned certifies understanding and compliance with all terms, conditions, and specifications in the attached application. Additionally, signature certifies that all information provided by the applicant is true and accurate. The undersigned acknowledges that intentional presentation of any false or fraudulent information, or knowingly concealing a material fact regarding this application is subject to criminal penalties as provided in A.R.S. Title 13. The Arizona Water Protection Fund Commission may approve Grant Awards with modifications to scope items, methodology, schedule, final products and/or budget.											
Typed Name of Applicant or Applicant's Authorized Representative	Title and Telephone Number										
Signature	Date Signed										

[PROJECT TITLE]
Executive Summary

(500-word maximum)

[PROJECT TITLE]

Project Overview

Background

Goals

Objectives

Statement of Problems/Causes

Statement of Solutions

Statement of Project Years of Benefit to the Resource and General Public

Project Location & Environmental Contaminant Information FY 2023

Project Location Information			
1. County: _____	2. Section(s): _____	3. Township: _____	4. Range: _____
<p>5. Watershed: _____</p> <p>6. 8 or 10 Digit Hydrologic Unit Code (HUC): _____</p> <p>7. Name of USGS Topographic Map where project area is located: _____</p> <p>8. State Legislative District: _____</p> <p style="margin-left: 20px;">(Information available at: https://azredistricting.org/districtlocator/)</p> <p>9. Land ownership of project area: _____</p> <p>10. Current land use of project area: _____</p> <p>11. Size of project area (in acres): _____</p> <p>12. Stream Name: _____</p> <p>13. Length of stream through project area: _____</p> <p>14. Miles of stream benefited: _____ miles</p> <p>15. Acres of riparian habitat: _____ acres will be:</p> <div style="margin-left: 400px;"> <input type="checkbox"/> Enhanced <input type="checkbox"/> Maintained <input type="checkbox"/> Restored <input type="checkbox"/> Created </div>			
<p>16. General description and/or delineation for the area of impact of the project within the watershed.</p> 			
<p>17. Provide directions to the project site from the nearest city or town. List any special access requirements:</p> 			
Environmental Contaminant Location Information			
<p>1. Does your project site contain known environmental contaminants? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, please identify the contaminant(s) and enclose data about the location and levels of contaminants:</p> <p>2. Are there known environmental contaminants in the project vicinity? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, please identify the contaminant(s) and enclose data about the location and levels of contaminants:</p> <p>3. Are you asking for Arizona Water Protection Fund monies to identify whether or not environmental contaminants are present? <input type="checkbox"/> YES <input type="checkbox"/> NO</p>			

[PROJECT TITLE]

Scope of Work

Example Only

Task 1: Permits, Authorizations, Clearances and Agreements

Task Description: The Grantee must obtain and submit to the Project Manager all permits, authorizations, clearances, and agreements, and perform any consultations necessary to complete the tasks listed in this Scope of Work. These may include but are not limited to:

- State Historic Preservation Office (SHPO) clearance
- National Environmental Policy Act (NEPA) compliance
- Endangered Species Act Section 7 consultation with US Fish & Wildlife Service
- Access agreement(s) between Grantee and Landowner(s) (if different)
- Notice of Intention to Drill (NOI) authorization
- Clean Water Act Section 401 Certification from Arizona Department of Environmental Quality
- Clean Water Act Section 404 permit from the Army Corps of Engineers
- Data Collection permit(s) if necessary
- Water right permits if necessary
- Arizona Pollutant Discharge Elimination System (AZPDES) Permit
- Arizona Department of Environmental Quality Pesticide General Permit and filing of Notice of Intent

Task Purpose: To comply with all local, state, and federal permit requirements, environmental laws such as NEPA and obtain legal access to project area.

Deliverable Description: Copies of all approved permits, authorizations, clearances, and agreements.

Deliverable Due Date: Prior to any ground disturbing activities

Responsible personnel: Grantee/administrator, subcontractor, etc.

Task Cost: \$2,500.00

TASK # X

Task Title

Task Description

Task Purpose/Objective

Deliverable Description

Deliverable Due Date

Responsible Personnel

Task Cost (rounded to the nearest dollar)

AWPF Grant Request Budget Template

Note: a version of this table is available in Microsoft Excel.
Please contact AWPf staff or see the AWPf website at www.azwpf.gov.

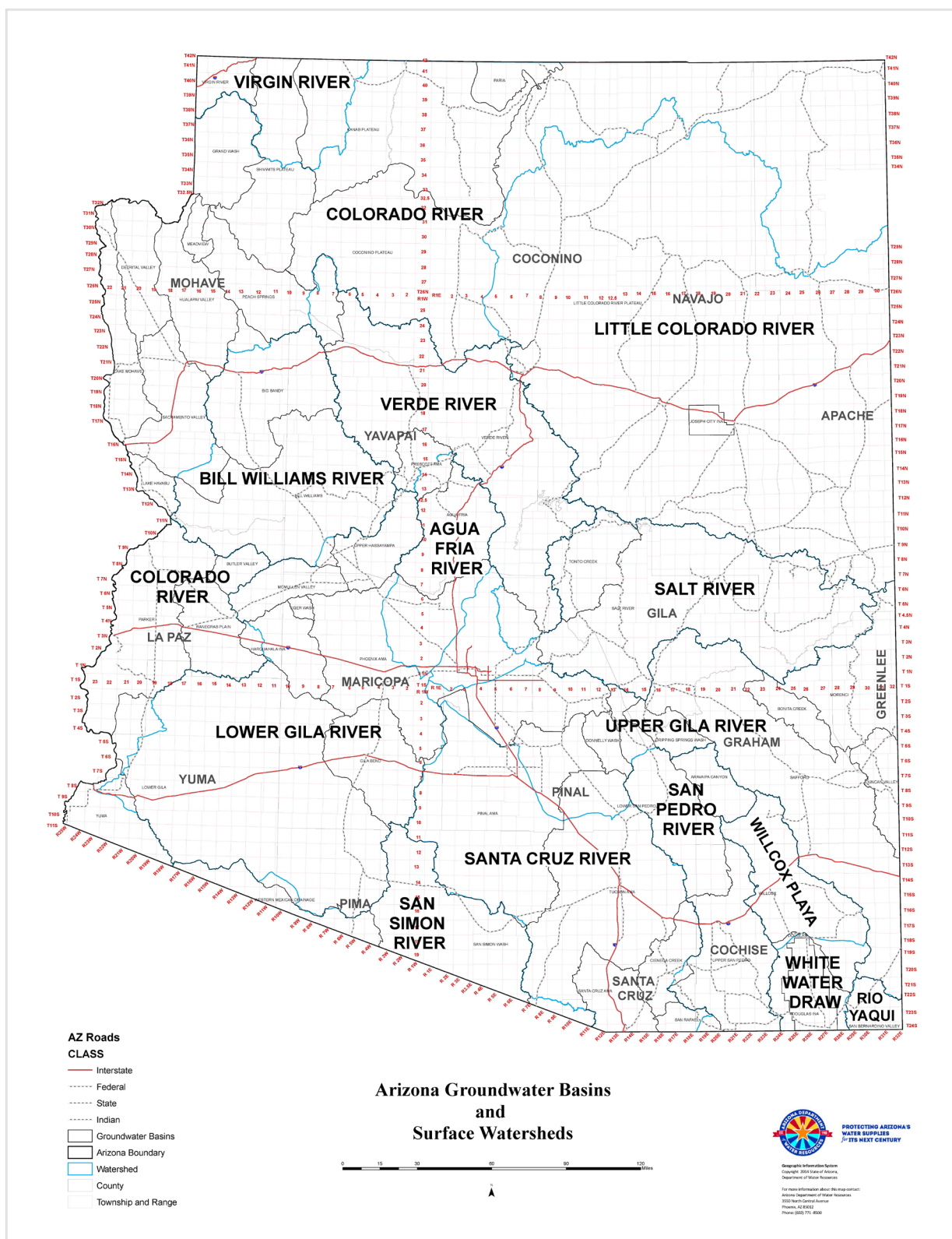
Task X:					
	Quantity	Unit	Unit Cost	Total	Notes
Direct Labor Costs					
Direct Labor Subtotal					
Outside Service Costs					
Outside Services Subtotal					
Other Direct Costs					
Other Direct Subtotal					
Capital Outlay, Equipment, Supplies, Per Diem, Travel, etc. <i>(Note: mileage reimbursement is limited to \$0.445/mile)</i>					
Other Direct Subtotal					
Task Subtotal					
Optional: AWPf Administrative Costs (not to exceed 5% of Task Subtotal)					
Task X Total					

Matching Funds / Cost Share Budget Template

Note: a version of this table is also available in Microsoft Excel.
Please contact AWPf staff or see the AWPf website at www.azwpf.gov.

Task X:					
	Quantity	Unit	Unit Cost	Total	Notes
Direct Labor Costs					
Direct Labor Subtotal					
Outside Service Costs					
Outside Services Subtotal					
Other Direct Costs					
Other Direct Subtotal					
Capital Outlay, Equipment, Supplies, Per Diem, Travel, etc.					
Other Direct Subtotal					
Task Subtotal					
			Task X Total		

Arizona Watershed Map FY 2023



Title of Project:

Location: (include UTM's & Township/Range/Section):

STATE HISTORIC PRESERVATION OFFICE

Review Form

In accordance with the State Historic Preservation Act (SHPO), A.R.S. 41-861 *et seq*, effective July 24, 1982, each State agency must consider the potential of activities or projects to impact significant cultural resources. Also, 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. Therefore, it is understood that **recipients of state funds are required to comply with this law** throughout the project period. All projects that affect the ground-surface that are funded by AWPf require SHPO clearance, **including those on private and federal lands.**

The State Historic Preservation Office (SHPO) must review each grant application recommended for funding in order to determine the effect, if any, a proposed project may have on archaeological or cultural resources. To assist the SHPO in this review, the following information **MUST** be submitted with each application for funding assistance:

- A completed copy of this form, and
- A United States Geological Survey (USGS) 7.5-minute map
- A copy of the cultural resources survey report if a survey of the property has been conducted, and
- A copy of any comments of the land managing agency/landowner (i.e., state, federal, county, municipal) on potential impacts of the project on historic properties.
NOTE: If a federal agency is involved, the agency must consult with SHPO pursuant to the National Historic Preservation Act (NHPA); a state agency must consult with SHPO pursuant to the State Historic Preservation Act (SHPA),
OR
- A copy of SHPO comments if the survey report has already been reviewed by SHPO.

Please answer the following questions:

1. Grant Program: _____
2. Project Title: _____
3. Applicant Name and Address: _____
4. Current Landowner/Manager(s): _____
5. Project Location, including Township, Range, Section: _____
6. Total Project Area in Acres (or total miles if trail, fence line, etc.): _____
7. Does the proposed project have the potential to disturb the surface and/or subsurface of the ground? ☐ YES ☐ NO
8. Please provide a brief description of the proposed project and specifically identify any surface or subsurface impacts that are expected: _____

9. Describe the condition of the current ground surface within the entire project boundary area (for example, is the ground in a natural undisturbed condition, or has it been bladed, paved, graded, etc.). Estimate horizontal and vertical extent of existing disturbance. Also, attach photographs of project area to document condition: _____

10. Are there any known prehistoric and/or historic archaeological sites in or near the project area? ☐ YES ☐ NO

11. Has the project area been previously surveyed for cultural resources by a qualified archaeologist? ☐ YES ☐ NO ☐ UNKNOWN

If YES, submit a copy of the survey report. Please attach any comments on the survey report made by the managing agency and/or SHPO

12. Are there any buildings or structures (including mines, bridges, dams, canals, etc.), which are 50-years or older in or adjacent to the project area? ☐ YES ☐ NO

If YES, complete an Arizona Historic Property Inventory Form for each building or structure, attach it to this form and submit it with your application.

13. Is your project area within or near a historic district? ☐ YES ☐ NO

If YES, name of the district:

Please sign on the line below certifying all information provided for this application is accurate to the best of your knowledge.

_____/_____
Applicant Signature /Date Applicant Printed Name

FOR SHPO USE ONLY	
SHPO Finding: <input type="checkbox"/> Funding this project will not affect historic properties. <input type="checkbox"/> Survey necessary – further GRANTS/SHPO consultation required (<i>grant funds will not be released until consultation has been completed</i>) <input type="checkbox"/> Cultural resources present – further GRANTS/SHPO consultation required (<i>grant funds will not be released until consultation has been completed</i>)	
SHPO Comments: 	
For State Historic Preservation Office:	Date:

STATE OF ARIZONA

HISTORIC PROPERTY INVENTORY FORM

Please type or print clearly. Fill out each applicable space accurately and with as much information as is known about the property.

PROPERTY IDENTIFICATION

For properties identified through survey: Site No. _____ Survey Area: _____

Historic Names (enter the name(s), if any that best reflect the property's historic importance):

Address: _____

City or Town: _____ ☐ Vicinity County: _____ Tax Parcel No.: _____

Township: _____ Range: _____ Section: _____ Quarters: _____ Acreage: _____

Block: _____ Lot(s): _____ Plat (Addition): _____ Year of plat (addition): _____

UTM Reference – Zone: _____ Easting: _____ Northing: _____

USGS 7.5' quadrangle map: _____

ARCHITECT: _____ ☐ not determined ☐ known Source: _____

BUILDER: _____ ☐ not determined ☐ known Source: _____

CONSTRUCTION DATE: _____ ☐ known ☐ estimated Source: _____

STRUCTURAL CONDITION

- ☐ Good (*well maintained; no serious problems apparent*)
☐ Fair (*some problems apparent*) Describe: _____
☐ Poor (*major problems; imminent threat*) Describe: _____
☐ Ruin/Uninhabitable

USES/FUNCTIONS

Describe how the property has been used over time, beginning with the original use:

Sources: _____

PHOTO INFORMATION

Date of photo: _____
View Direction (looking towards): _____

Attach a recent photograph of property in this space.
Additional photographs may be appended.

SIGNIFICANCE

To be eligible for the National Register, a property must represent an important part of the history or architecture of an area. The significance of a property is evaluated within its historic context, which are those patterns, themes, or trends in history by which a property occurred or gained importance. Describe the historic and architectural contexts of the property that may make it worthy of preservation.

A. HISTORIC EVENTS/TRENDS – Describe any historic events/trends associated with the property: _____

B. PERSONS – List and describe persons with an important association with the building: _____

C. ARCHITECTURE – Style: _____ ☐ no style

Stories: _____ ☐ Basement Roof Form: _____

Describe other character-defining features of its massing, size and scale: _____

INTEGRITY

To be eligible for the National Register, a property must have integrity (i.e., it must be able to visually convey its importance). The outline below lists some important aspects of integrity. Fill in the blanks with as detailed a description of the property as possible.

Location - ☐ Original Site ☐ Moved: Date: _____ Original Site: _____

DESIGN

Describe alterations from the original design, including dates: _____

MATERIALS

Describe the materials used in the following elements of the property:

Walls (structure): _____

Walls (sheathing): _____

Windows: _____

Roof: _____

Foundation: _____

SETTING

Describe the natural and/or built environment around the property: _____

How has the environment changed since the property was constructed? _____

WORKMANSHIP

Describe the distinctive elements, if any, of craftsmanship or method of construction: _____

NATIONAL REGISTER STATUS (if listed, check the appropriate box)

☐ Individually Listed; ☐ Contributor; ☐ Non-contributor to _____ Historic District

Date Listed: _____ ☐ Determined eligible by Keeper of National Register (date: _____)

RECOMMENDATIONS ON NATIONAL REGISTER ELIGIBILITY (opinion of SHPO staff or survey consultant)

Property ☐ is ☐ is not eligible individually.

Property ☐ is ☐ is not eligible as a contributor to a listed or potential historic district.

☐ More information needed to evaluate.

If not considered eligible, state reason: _____

APPENDIX A

Grant Award Contract General Provisions

1. DEFINITIONS:

As used throughout this Contract, including the General Provisions, Special Provisions, and the Scope of Work, the following terms have the meaning set forth below:

- a. "Administrative Cost" means those costs that are traditionally termed indirect and overhead.
- b. "Agreement" or "Contract" means this Arizona Water Protection Fund Grant Award Contract between the Commission and Grantee.
- c. "Arizona Water Protection Fund" means the fund established by A.R.S. § 45-2111 and consisting of monies as set forth in A.R.S. § 45-2112.
- d. "Chair" means the chairperson of the Arizona Water Protection Fund Commission or a person duly authorized by the Chair to act on the Chair's behalf.
- e. "Commission" means the Arizona Water Protection Fund Commission or its authorized representative.
- f. "Deliverables" means the reports, documentation, and other materials developed for submission to the Project Manager by the Grantee in the course of the Grantee's performance under this Contract.
- g. "Equipment" means one or more tools, implements, computers, computer hardware, computer software, cameras, camera accessories, vehicles, or instruments either purchased or leased with Grant funds pursuant to either this Contract or a prior Contract between the Commission and the Grantee that is intended to be used to carry out the purposes of this Contract.
- h. "Grantee" means the person, firm, or organization performing the work or delivering the items described in this Contract.
- i. "Grant Application" means the application filed by the Grantee upon which this Contract was awarded.
- j. "Grant Award Contract" means this Contract between the Grantee and the Commission.
- k. "Operation and Maintenance Period" means the period of time during which grant-assisted structures, human access or educational facilities, revegetation sites, and any other grant-assisted improvements will be operated and maintained.
- l. "Project" means the total of all work to be performed by the Grantee as set forth in this Contract.
- m. "Project Manager" means the Arizona Department of Water Resources technical Staff person delegated by the Chair to administer this Contract.

- n. "Scope of Work" means that part of this Contract that describes the work to be performed by the Grantee to accomplish the Project purpose. If the Scope of Work conflicts with the General or Special Provisions, the terms of the Scope of Work will govern.
- o. "Special Provisions" means those provisions of this Contract that alter or augment the General Provisions. If the Special Provisions conflict with the General Provisions, the Special Provisions will govern.
- p. "Staff" means the technical, legal, and administrative staff, including the Project Manager, provided to the Commission by the Director of the Arizona Department of Water Resources pursuant to A.R.S. § 45-2114.
- q. "State" means the State of Arizona, including the Department of Water Resources.
- r. "Task" means the specific provisions in the Scope of Work of this Contract that describe the nature and manner of the specific work to be performed and the Deliverables to be submitted to the Project Manager by the Grantee.

2. GENERAL REQUIREMENTS:

- a. This Contract is interpreted in accordance with Arizona law.
- b. The Grantee must obtain and maintain all licenses, permits, and authorizations necessary to perform its obligations under this Contract. The Grantee is responsible for compliance with all applicable local, state, and federal laws.
- c. In this Contract, Special Provisions alter the General Provisions. If the Special Provisions conflict with the General Provisions, the Special Provisions will govern. If the Scope of Work conflicts with the Special or General Provisions, the Scope of Work will govern.

3. RELATIONSHIP OF THE PARTIES:

The parties agree that the Grantee will not be considered an employee, associate, partner, officer, joint venturer, or agent of the Commission or the State as a result of this Contract. The Grantee is solely responsible for the planning, design, scope, and implementation of the Project funded through this Contract. Neither the Commission nor the State is responsible for any liabilities resulting from the Grantee's planning, design, scope and implementation or performance of the Project funded through this Contract.

4. BOOKS AND RECORDS:

The Grantee must keep adequate books, accounts, files, and records related to work performed and expenditures incurred for a period of five (5) years after the termination of this Contract. Such books, accounts, files, and records must be made available for inspection by the Commission, Staff, or other appropriate agents of the State upon timely written notice. Financial records must: (1) identify the Tasks

completed; (2) include records of the time the Grantee spent performing the Tasks; and (3) include original copies of invoices, statements, sales tickets, billings for work, and similar documents as necessary to document all expenditures applicable to this Contract.

5. INSPECTION AND AUDIT:

Commission representatives and other appropriate agents of the State must, during the term of this Contract, be entitled to review and inspect the Grantee's Project site and data which pertain to the work specified in the Scope of Work. Timely written notice must be provided prior to any inspection. The right to inspect includes review of operation and maintenance of the Project site and performance of field analyses and data collection to assess the degree of success of the Project.

All data collected and maintained pursuant to the requirements of this Contract is subject to examination on the request of the Auditor General in accordance with A.R.S. § 41-1279.

6. INDEMNIFICATION:

The parties to this Contract agree that the Grantee must indemnify, defend, and hold harmless the Commission and the State, including the Department of Water Resources, for all claims which result in vicarious/derivative liability of the State as a result of the act, omission, misconduct, or other fault of the Grantee, its agents, officials or employees.

7. RESOLUTION OF DIFFERENCES:

- a. Disputes arising during the performance of this Contract will be resolved to the maximum extent possible through cooperation and coordination of the Grantee and Staff. If the Grantee and Staff are unable to resolve the differences or circumstances require an immediate decision, the Project Manager will refer the conflict to the Commission for resolution.
- b. Disputes arising out of this Contract are subject to arbitration to the extent required by A.R.S. § 12-133 and § 12-1518.
- c. Disputes arising out of this Contract are subject to the jurisdiction of the Superior Court of the State of Arizona.

8. STOP WORK NOTICE:

In the event of unapproved changes in the Scope of Work, performance or changes outside the scope of the Contract, illegal or unpermitted activities, or other material discrepancies between the Contract and the Grantee's activities, the Commission reserves the right to issue notice to the Grantee to stop work. The notice will further specify that the Commission will not approve resumption of performance or further payments until the issue or issues identified in the stop work notice have been resolved to the satisfaction of the Commission.

9. TERMINATION OF CONTRACT:

- a. The Commission, in addition to other rights set forth elsewhere in this Contract, reserves the right to terminate this Contract in whole or in part, without cause, effective thirty (30) calendar days after receipt of written notice of termination sent by certified mail to the Grantee.

The Commission, in addition to other rights set forth elsewhere in this Contract, reserves the right to terminate this Contract in whole or in part, for cause, effective upon receipt of written notice of termination sent by certified mail to the Grantee.

In the event of termination as provided in Paragraph 9 (a):

- 1) The Grantee must stop work as specified in the notice of termination.
 - 2) If the payments prescribed by this Contract are made on a reimbursable basis, the Commission must pay the Grantee the allowable cost for all Tasks completed in accordance with the Scope of Work as approved by the Project Manager. In addition, the Commission must pay the Grantee its reasonable, actual costs, not to exceed the allowable costs established in the Scope of Work, for work in progress as determined by generally accepted accounting principles and practices.
 - 3) If payments have been made on an advance basis, the Grantee must return all unexpended Grant funds within fifteen (15) calendar days of receipt of notice of termination. The Grantee, at the Commission's request, must deliver to Staff specified completed documents, programs, data, and other information described in the Contract.
- b. The State may cancel this Contract without penalty or further obligation pursuant to A.R.S. § 38-511, which provides for cancellations of any contract made by the State, its political subdivisions, or any of the departments or agencies of either if any persons significantly involved in initiating, negotiating, securing, drafting, or creating the contract on behalf of the State, its political subdivisions or any of the departments or agencies of either is, at any time while the contract or any extension of the contract is in effect, an employee or agent of any other party to the contract or a consultant to any other party to the contract with respect to the subject matter of the contract.
 - c. In the event of cancellation under Paragraph 9 (b) of this Contract, or if the term of the Contract expires, the Grantee will receive payment as established in Paragraph 9 (a) (2) and (3) of this Contract.
 - d. In the event that the parties mutually agree to terminate a portion of the Contract, the Grantee must continue to perform work under this Contract to the extent not terminated under the provisions of this Paragraph.

10. NON-DISCRIMINATION:

The Grantee must comply with Arizona State Executive Order No.75-5, as amended by State Executive Order No. 2009-9, and all other applicable federal and state laws, rules, and regulations, including the Americans with Disabilities Act.

11. EXPENDITURES AND PAYMENTS:

- a. Payments made by the Commission to the Grantee pursuant to the Contract are conditioned upon the availability to the Commission of funds authorized for expenditure in the manner and for the purpose provided herein. The Commission is not liable for any purchases or work entered into by the Grantee prior to the effective date of this Contract.
- b.
 - 1) Fixed cost and reimbursable payments are conditioned upon receipt and approval by the Project Manager of the Deliverable(s) specified in the Scope of Work and an applicable, accurate, and complete payment request prepared by the Grantee.
 - 2) The Project Manager will have a minimum of thirty (30) working days to approve the Deliverable(s) and payment request forms.
 - 3) If the Project Manager does not approve the Deliverable(s) or payment request, the Project Manager will provide a reasonable time to the Grantee to correct the problem.
- c. If the Project Manager determines that the Grantee is in default in the performance of any obligation under this Contract, the Project Manager may, at its option and in addition to other available remedies, either adjust the amount of payment or withhold payment until satisfactory resolution of the default.

12. ADMINISTRATIVE COSTS:

The Grantee may request reimbursements for Administrative Costs at a rate not to exceed five (5) percent of the total Project costs incurred that are eligible for payment under this Contract.

13. RECOUPMENT OF PAYMENTS:

The Grantee must reimburse the Arizona Water Protection Fund for all grant funds determined by the Commission not to have been spent in accordance with the terms of this Contract.

14. NOTICES:

Whenever notice is required pursuant to this Contract, such notice must be in writing and be directed to the persons and addresses specified for such purpose in the Scope of Work, or to such other persons and addresses as either party may designate to the other party in writing. Unless otherwise set forth in this Contract, notice must be delivered in person or by certified mail, return receipt requested.

15. AMENDMENTS:

The commission generally does not allow significant changes in the scope of work from what is agreed to in the contract. If an applicant requests a significant change in the project scope of work, the commission's general policy is that the grantee will be required to withdrawal from the grant. Minor changes to the budget, scope or timeline of the contract can be accommodated with a contract amendment

approved by the commission. All amendment requests must be submitted in writing to the commission and those requiring a change in timeline should be submitted at least 45 days prior to existing contracted dates. Multiple (in excess of 2) amendments are discouraged by the commission. No amendments to this Contract will be effective unless in writing and signed by all parties to the Contract.

16. SUBCONTRACTS:

- a. Subcontractors or consultants may be used in the performance of Tasks described in the Scope of Work of this Contract.
- b. Proposals to subcontract any Task described in this Contract must be approved by the Project Manager. Any subcontract must be submitted to the Project Manager for approval prior to execution by the Grantee. A copy of any executed subcontract must be submitted to the Project Manager prior to commencement of the subcontracted work.
- c. Any subcontractor or consultant participating in this Contract must comply with the terms and conditions of this Contract, as set forth in the General Provisions, Special Provisions, and Scope of Work.

17. ASSIGNMENTS:

- a. The Grantee may not transfer or assign in whole or in part, any obligations under the General or Special Provisions of this Contract to another party without prior written approval of the Commission.
- b. In the event that the Grantee transfers control or access to the Project site location through sale, lease, or other alienation of title during the term of this Contract or the Operation and Maintenance Period:
 - 1) The Grantee retains all duties and responsibilities assumed under this Contract unless otherwise approved by the Commission.
 - 2) The Grantee must provide written notice to the Commission within 30 days of such action.

18. WAIVERS:

- a. Neither the Grantee nor the Commission may waive or modify any condition or requirement contained in or made a part of this Contract without a written amendment to this Contract.
- b. A waiver by the Commission of any breach or default of any of the provisions of this Contract will not be construed as a waiver of any succeeding breach or default of the same or other provisions.

19. INCORPORATION OF GRANT APPLICATION:

The Grantee's approved Grant Application is incorporated by reference as part of this Contract; however, the terms of this Contract take precedence over the terms of the approved Grant Application in the event of conflict or ambiguity.

20. OPERATION AND MAINTENANCE:

- a. The Operation and Maintenance Period is for 20 years unless otherwise specified in the Special Provisions.
- b. The Operation and Maintenance Period for each individual grant-assisted structure, human access or educational facility, revegetation site, or any other grant-assisted improvement will begin upon the approval by the Project Manager of the designated Deliverables identified in the Scope of Work.
- c. During the Operation and Maintenance Period, the Grantee must, in good faith, provide operation and maintenance of all grant-assisted structures, human access or educational facilities, revegetation sites, and any other grant-assisted improvements.
- d. During the term of this Contract and the Operation and Maintenance Period, the Grantee must provide reasonable protection from vandalism to the Project site and to any grant-assisted structural, revegetation, or other improvements thereon.
- e. If, during the term of this Contract or the Operation and Maintenance Period, a major flood, fire, or other unforeseen act of nature causes substantial damage to the Project site, or to any grant-assisted structure, revegetation, or other improvements, the Grantee must notify the Project Manager in writing within fifteen (15) calendar days of discovering the damage. The parties will assess the damage and determine whether to continue the Project and/or operation and maintenance responsibilities.

21. EQUIPMENT:

- a. The Grantee may not purchase any Equipment without the prior approval of the Project Manager. In addition, the Grantee may not purchase any Equipment with a value equal to or greater than \$3,000 without the prior approval of the Commission.
- b. Equipment is the property of the Grantee, and the Grantee is responsible for maintenance and safekeeping of such Equipment.
- c. If equipment purchased for the Grantee under this contract or a prior Arizona Water Protection Fund contract still has useful life, that equipment shall be used for this or any subsequent Arizona Water Protection Fund contract, as appropriate.
- d. The Grantee may execute a lease of Equipment for this specific AWPf project with the prior approval of either the Commission or the Project Manager.

22. DATA:

- a. All data, information, research, reports, and analyses prepared or collected by the Grantee in carrying out the terms of this Contract is owned by the parties to this Contract.
- b. Unless otherwise provided in this Contract, all data, information, research, reports, and analyses prepared or collected by the Grantee in carrying out the terms of this Contract must be provided to the Commission as specified in the Scope of Work of this Grant Award Contract.
- c. All Deliverables, including data, information, research, reports, and analyses submitted to the Commission are public records generated for the benefit of the citizens of the State, and may be copied, published, and disseminated to any person upon proper request.

23. REQUEST FOR COPIES:

If the Grantee receives a request to prepare a copy of any Deliverable required by this Contract, the Grantee must provide the copy at cost, or at a price required by law.

24. GRANTEE'S REPRESENTATIONS AND WARRANTIES

All representations and warranties made by the Grantee under this Contract, including but not limited to those representations made in Paragraph 20 and in the Grant Application, survive the expiration or termination of this Contract. In addition, the parties acknowledge that pursuant to A.R.S. § 12-510, except as provided in A.R.S. § 12-529, the State is not subject to or barred by any limitations of actions prescribed in A.R.S., Title 12, Ch. 5.

APPENDIX B

eCivis Application Submission Users Guide

Subrecipient Module of eCivis

Application Submission Process

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Reviewing the solicitation

The solicitation is broken up into five parts:

- Summary
- Eligibility
- Financial
- Contact
- Files

In the **Summary**, **Eligibility**, and **Financial** tabs, you can review the program requirements to determine the eligibility of your project/program. In the **Contact** tab, a program contact is listed for additional program related questions. For any technical questions on the submission portal, contact eCivis staff at support@ecivis.com. In the **Files** tab, you will find program and application submittal guidance files along with the documents you are required to complete and submit along with the application:

Government Organization

Re-Entry Youth Program

Overview Eligibility Financial Contact Files

ID:	N/A	Summary: The purpose of this program is to assist communities in planning and implementing comprehensive reentry programs that help young offenders transition successfully into their home communities after release from incarceration. Projects must serve young adults between the ages of 18 and 24 who have been involved in the juvenile or adult justice system and who reside in high-poverty, high-crime communities. Awards will be distributed to a combination of rural- and urban-serving organizations.
Title:	Re-Entry Youth Program	
Application Start Date:	10/18/2018	
Application End Date:	11/09/2018	
CFDA:	N/A	
Reference URL:		

Downloading the required documents

Before beginning the application process it is critical that all required documents are downloaded and completed. Also, the guidance documents should be downloaded for reference during the application process. Click on the title of the file to download the document:

Government Organization

Re-Entry Youth Program

Overview Eligibility Financial Contact **Files**

Files:

NOFA: NOFA (10.9 Kb)

FAQ: FAQs (10.9 Kb)

File Notes:

The NOFA file contains general program information. The Guide file contains additional program information. Portions of the code of federal regulations (CFR) pertaining to this program are included as the ProgramRule file. The InternRule file contains updated program information. The SpecialNotice file contains special instructions regarding the submission of consolidated and annual action plans for FY 2018. The Allocations file contains information on allocations through this program. Additional program resources can be found online at www.hudexchange.info/programs/home/

Beginning the application process

1. When you are ready to begin the application process, click on the *Apply* button on the top left side of the screen. You will be taken to the online grant application portal where you can begin filling out your application and uploading all the required documents:

Government Organization

Re-Entry Youth Program

Overview **Eligibility** Financial Contact Files

ID: N/A

Title: Re-Entry Youth Program

Application Start Date: 10/18/2018

Application End Date: 11/09/2018

CFDA: N/A

Reference URL:

Summary:

The purpose of this program is to assist communities in planning and implementing comprehensive reentry programs that help young offenders transition successfully into their home communities after release from incarceration. Projects must serve young adults between the ages of 18 and 24 who have been involved in the juvenile or adult justice system and who reside in high-poverty, high-crime communities. Awards will be distributed to a combination of rural- and urban-serving organizations.

2. Log in to the Portal.
 - a. If you are a current eCivis user, you can enter your eCivis username and password to log in; then, click on the eCivis Login button.
 - b. If you created a Portal account, enter your information and then click on the Portal Login button.

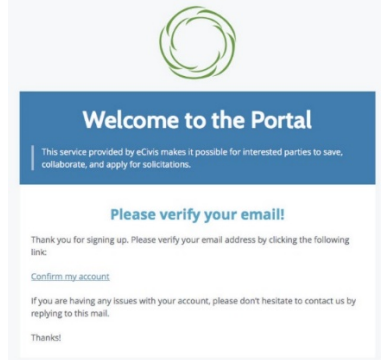
- c. If this is your first time using the *Portal* you will need to click on the green *Create an account* button to create your account:

3. On the *Create an account page*, enter basic information:

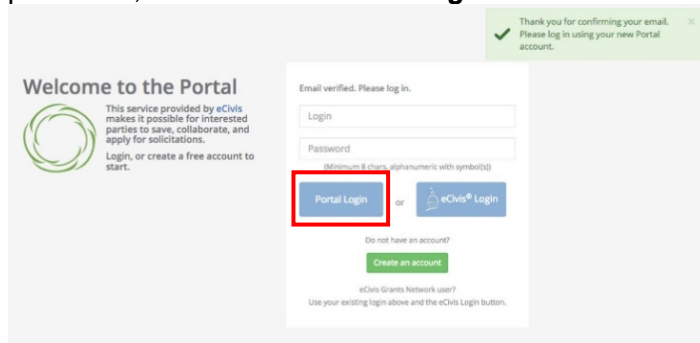
- a. First name
- b. Last name
- c. Email address
- d. Password

- After clicking *Sign up* you will be sent an email confirming your email address to complete the process:

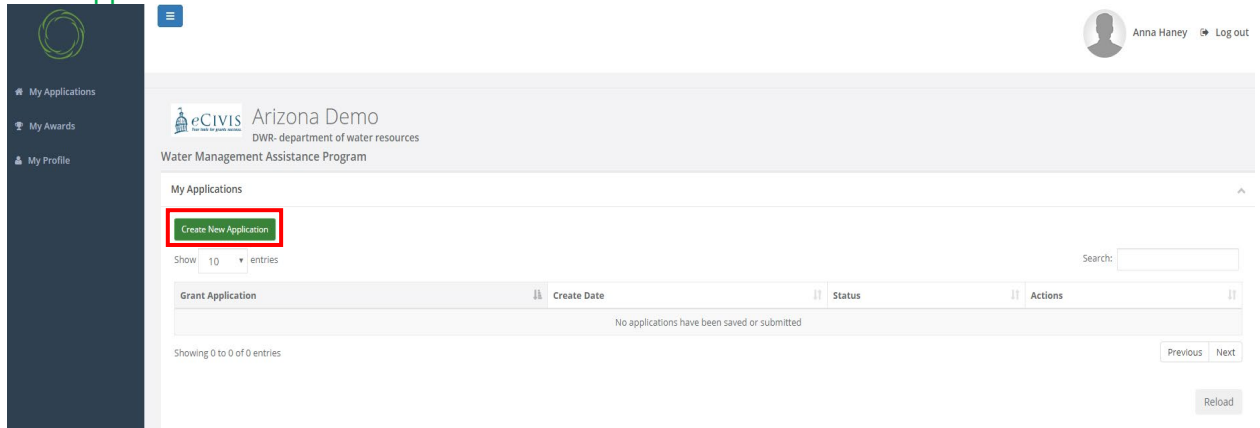
- In the email verification, click on “Please verify your email”:



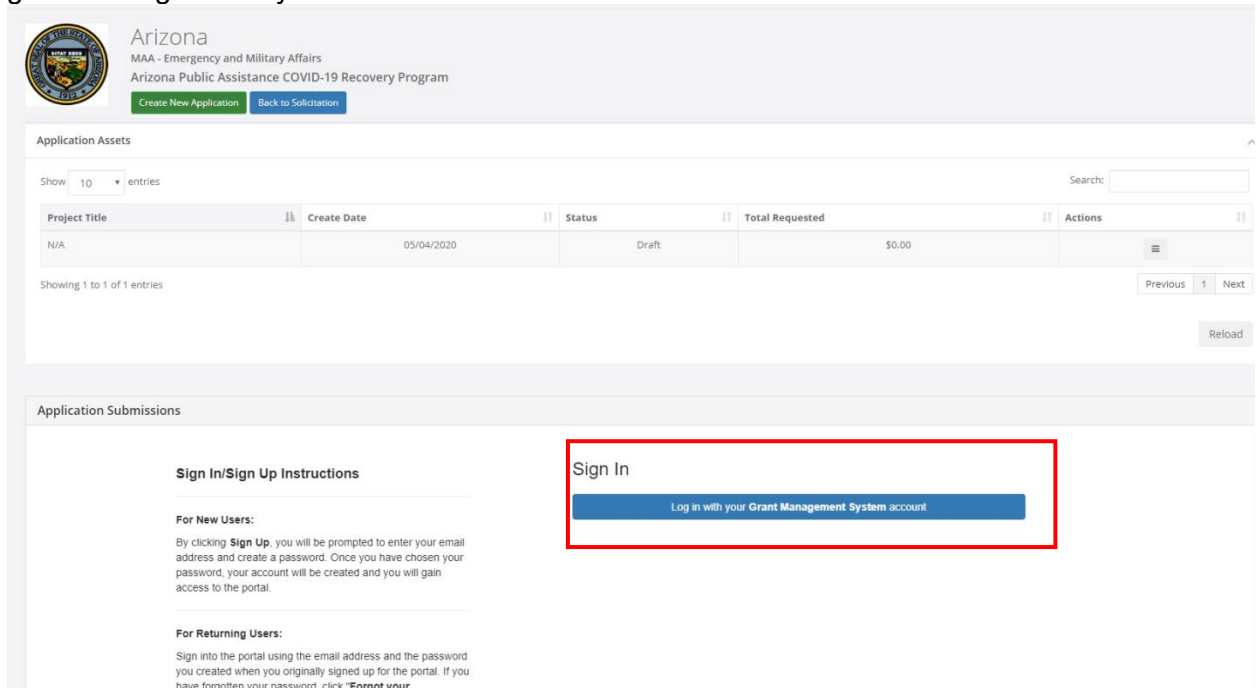
- This will bring you back to the Portal login. Enter your full email address and password, then click on **Portal Login**:



- Once you have logged in and verified your email address, you will be brought back to the landing page of the original application you desired to apply for. Click on “**Create New Application**”.



6. Prior to beginning the application, you will need to verify your account and log into the grant management system:



Arizona
MAA - Emergency and Military Affairs
Arizona Public Assistance COVID-19 Recovery Program

[Create New Application](#) [Back to Solicitation](#)

Application Assets

Show 10 entries

Project Title	Create Date	Status	Total Requested	Actions
N/A	05/04/2020	Draft	\$0.00	

Showing 1 to 1 of 1 entries

[Previous](#) [1](#) [Next](#)

[Reload](#)

Application Submissions

Sign In/Sign Up Instructions

For New Users:

By clicking **Sign Up**, you will be prompted to enter your email address and create a password. Once you have chosen your password, your account will be created and you will gain access to the portal.

For Returning Users:

Sign into the portal using the email address and the password you created when you originally signed up for the portal. If you have forgotten your password, click **Forgot your**

Sign In

[Log in with your Grant Management System account](#)

Application Components

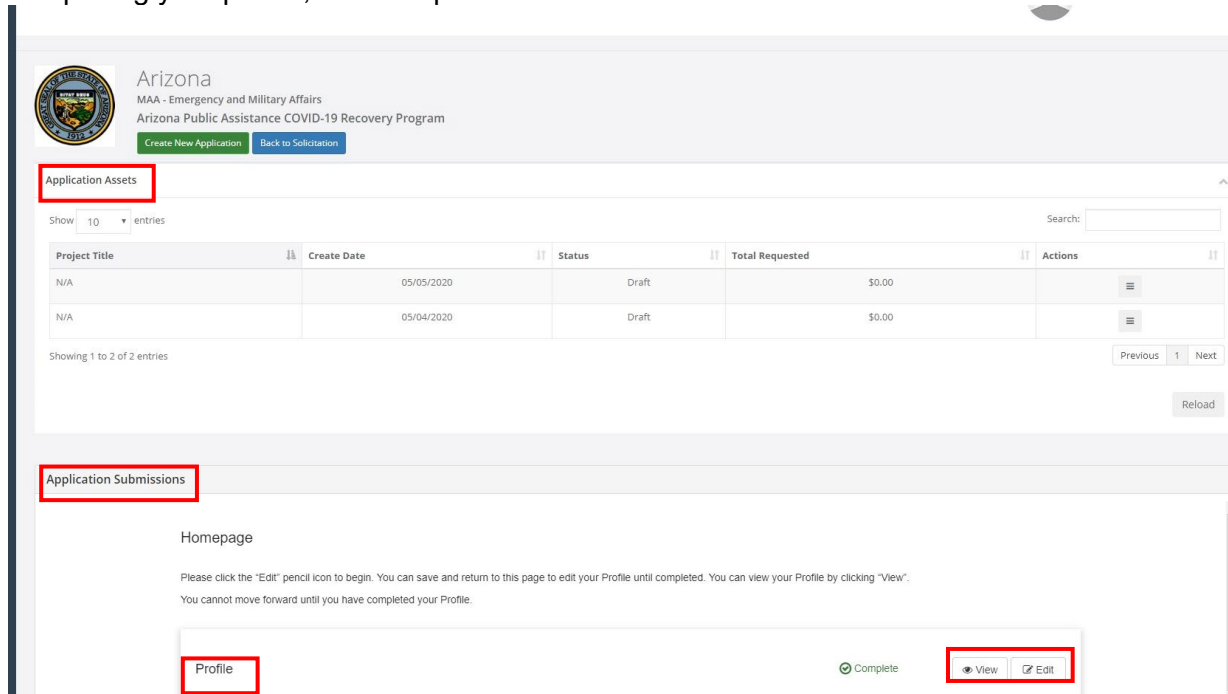
Open any program guidance files and use this to reference how each section of the application should be completed.

There are three primary sections to the application:

1. Profile
2. Application Submission
3. Application Budget

Completing your profile

1. You will need to complete the profile before accessing the application. To begin completing your profile, click the pencil icon "edit":



Arizona
MAA - Emergency and Military Affairs
Arizona Public Assistance COVID-19 Recovery Program

Create New Application Back to Solicitation

Application Assets

Show 10 entries

Project Title	Create Date	Status	Total Requested	Actions
N/A	05/05/2020	Draft	\$0.00	
N/A	05/04/2020	Draft	\$0.00	

Showing 1 to 2 of 2 entries

Previous 1 Next

Reload

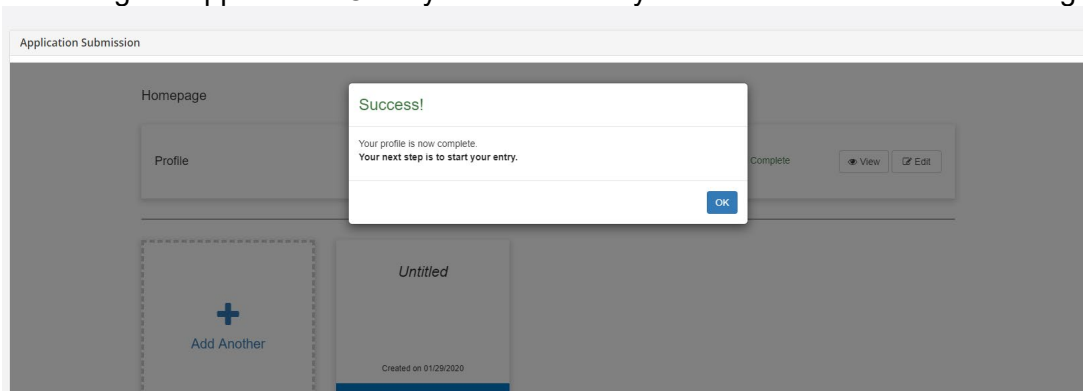
Application Submissions

Homepage

Please click the "Edit" pencil icon to begin. You can save and return to this page to edit your Profile until completed. You can view your Profile by clicking "View".
You cannot move forward until you have completed your Profile.

Profile Complete View Edit

2. Complete all the fields. If you plan to complete your profile at a later time, select **Save Draft**. To complete your profile, select **Save**. Your profile will need to be completed prior to starting the application. Once you click "save" you will receive the below message:



Application Submission

Homepage

Profile

Complete View Edit

Success!

Your profile is now complete.
Your next step is to start your entry.

OK


Untitled

Created on 01/29/2020

Add Another

Starting the Application

After you have completed your profile, the application will be available. The two main sections of your submission is the Application Submission Section and the Application Budget Section:



Arizona

MAA - Emergency and Military Affairs

Arizona Public Assistance COVID-19 Recovery Program

[Create New Application](#) [Back to Solicitation](#)

Application Assets

Show 10 entries

Project Title	Create Date	Status	Total Requested	Actions
N/A	05/05/2020	Draft	\$0.00	
N/A	05/04/2020	Draft	\$0.00	

Showing 1 to 2 of 2 entries

Previous 1 Next

Reload

Application Submissions

When you return to this Homepage, you can see the status of your submission by the colored status bar below the submission card.

- If the status bar is gray, your submission is under review, and no action needs to be taken.
- If the status bar is blue, there is an action required. Click on the Submission Card to complete.
- If the status bar is red, there is an error. Please reach out to the Administrator of this program.

Untitled

Testing/ PA program

- From the Application Submission Section, click on “Application Process” button to access your application.

Application Submission

Profile

Complete

View Edit

+

Add Another

Untitled

Created on 01/29/2020

Application Process

Completing the Application

The *Application* section contains 6 standard narrative fields, 3 program specific narrative fields, and additional required file uploads (if applicable). Refer to your program specific guidance on the appropriate content for each field.

1. Click on the pencil icon, “edit”, to begin completing your application:

Application Budget

Show 10 entries

Search:

Project Title	Create Date	Status	Total Requested	Actions
N/A	01/29/2020	Draft	\$0.00	

Showing 1 to 1 of 1 entries

Previous 1

Rel

Application Submission

Homepage > Untitled

Application Process

Applications

Action Required

View Edit

Application Submission

There are 282 days remaining to submit this.

Submit

2. Complete all required fields. At the bottom right side of the page select **Save Draft** to save your work and complete at a later time.

Save Draft Save

3. To complete your full application select **Save**. You're application will now have a green check mark and say "complete". **Now let's work on the Application Budget Section (Budget) portion of your submission BEFORE clicking on Submit.**

Application Submission

[Homepage](#) > City of Phoenix- Water Assistance Program

Application Process

Applications	<input checked="" type="checkbox"/> Complete	View Edit
--------------	--	---

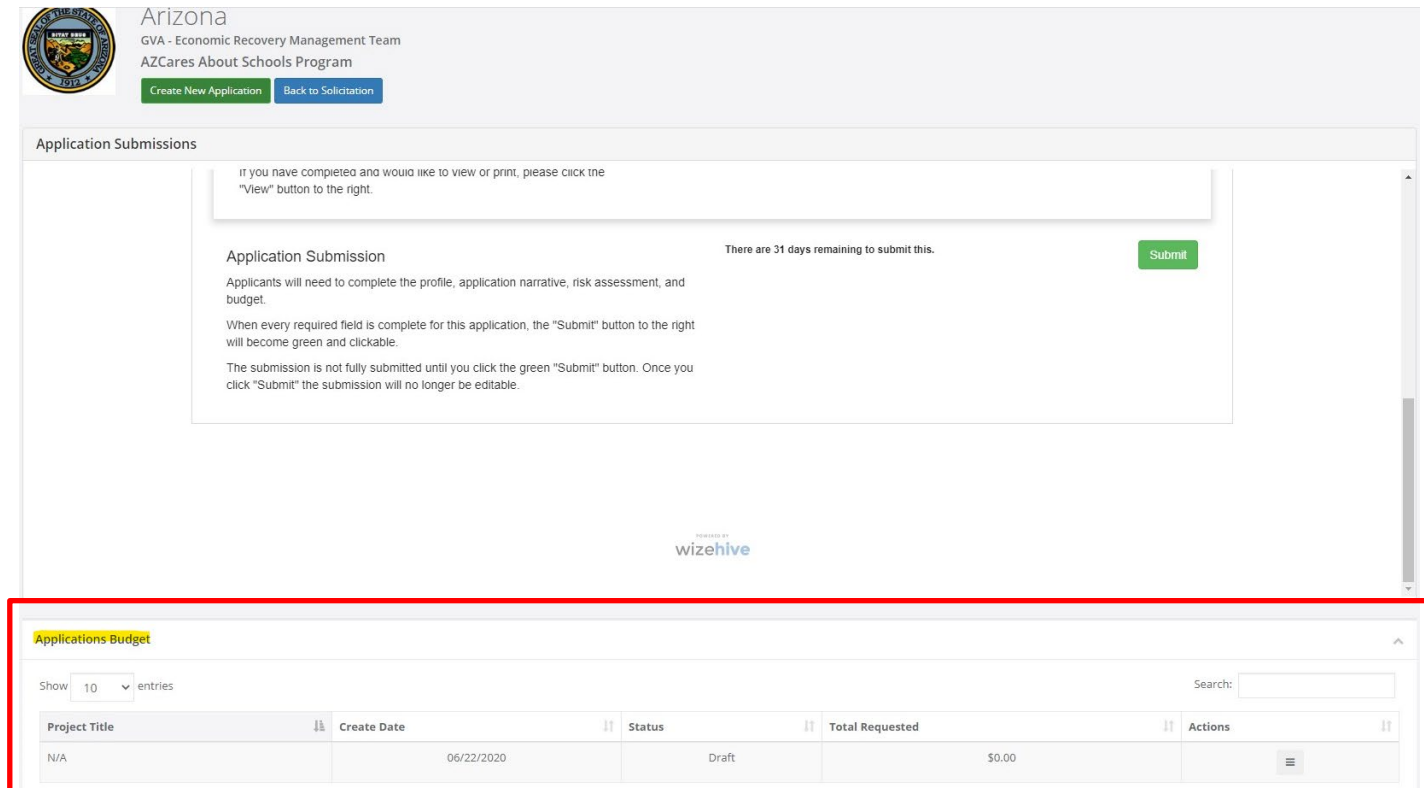
Application Submission

There are 282 days remaining to submit this.

[Submit](#)

Completing the Application Budget

Return to your Application page by clicking on your *Application Title*. Scroll down to your *Application Budget* section:



Arizona
GVA - Economic Recovery Management Team
AZCares About Schools Program

Create New Application Back to Solicitation

Application Submissions

If you have completed and would like to view or print, please click the "View" button to the right.

Application Submission

Applicants will need to complete the profile, application narrative, risk assessment, and budget.

When every required field is complete for this application, the "Submit" button to the right will become green and clickable.

The submission is not fully submitted until you click the green "Submit" button. Once you click "Submit" the submission will no longer be editable.


There are 31 days remaining to submit this.

Submit

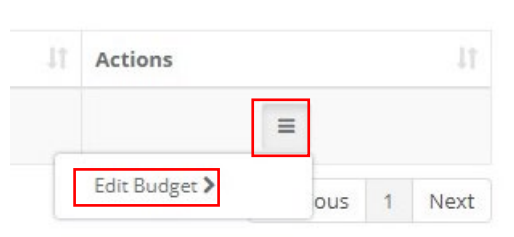
POWERED BY wizehive

Applications Budget

Show 10 entries Search:

Project Title	Create Date	Status	Total Requested	Actions
N/A	06/22/2020	Draft	\$0.00	

Then click on the *Actions* icon and click *Edit Budget* to access the budget worksheet:



1. Grant Budget Settings

- a. The Budget Settings allow you to change how your indirect cost rate and cost share is calculated and also view different stages of your budget:

Application Budget for City of Phoenix
Program: Water Management Assistance Program
Project name: City of Phoenix- Water Assistance Program

[Return to Application](#)

Budget Settings

Indirect Costs: Not Applicable 0.00 %

Match / Cost Share: Not Applicable 0.00 % \$ 0.00

Budget Stage: Pre-Award

Actions:

Budget Summary

\$0.00	Total Direct Costs
\$0.00	Total Indirect Costs
\$0.00	Total Amount (Direct + Indirect)
\$0.00	Match / Cost Share
\$0.00	Program Income

Budget Items

	Ext Cost	Direct Cost	Ind Cost	Cost Share
1. Personnel	\$0.00	\$0.00	\$0.00	\$0.00

- b. From the Indirect Costs drop down menu, there are several different options to calculate your indirect costs:

Application Submission Draft

[Grant Application](#) [Budget Worksheet](#)

Budget Settings

Multi-Term Budget: ☒ No ☐ Yes

Indirect Costs: Not Applicable 0.00 %

Match / Cost Share: Not Applicable 0.00 % \$ 0.00

Budget Stage: Pre-Award

Actions:

- **De Minimus Rate:** this is the standard indirect cost rate that can be used for a Federal or Pass-through Grant if you do not have a negotiated rate.
- **Negotiated Rate:** this should be used if you have negotiated an indirect cost rate with your Federal or Pass-through agency you are applying to
- **Itemized:** this will change the indirect cost calculation from a percentage to a manual entry amount
- **Not Applicable:** this will remove indirect costs from overall calculation and allow you to enter it as a line item entry. If this is selected, an option will be made available in each line item to indicate the type of the item (Direct Cost, Indirect Cost, or Cost Share).

- c. From the Match/Cost Share drop down menu, there are several different options to calculate your Match/Cost Share:

Application Submission Draft

Grant Application | Budget Worksheet

Budget Settings

Multi-Term Budget: ☒ No ☐ Yes

Indirect Costs: Not Applicable 0.00 %

Match / Cost Share: **Percentage** 0.00 % \$ 0.00

Budget Stage:

Actions:

- **Percentage:** this will calculate your Match/Cost Share as a percentage of the budget items included
- **Itemized:** this will change the Match/Cost Share calculation from a percentage to a manual entry amount.
- **Total Amount:** this allows you to enter a single total amount for your Match/Cost Share
- **Not Applicable:** this will remove Match/Cost Share from overall calculation and allow you to enter it as a line item entry. If this is selected, an option will be made available in each line item to indicate the type of the item (Direct Cost, Indirect Cost, or Cost Share).

De Minimus Rate/Negotiated Rate/Percentage example:

1. Personnel

		Ext Cost	Direct Cost	Ind Cost	Cost Share
Personnel Totals:		\$5,000.00	\$7,500.00	\$750.00	\$0.00

Title	Description	Units	Unit Cost	Extended Cost	Cost	GL Code	Indirect Cost	Item Type
FTEs	Full Time Employees	1	\$5,000.00	\$5,000.00	\$5,000.00		<input checked="" type="checkbox"/>	Direct Cost
PTes	Part Time Employees	0	\$0.00	\$0.00	\$2,500.00		<input checked="" type="checkbox"/>	Direct Cost

Add Row

Itemized budget example:

1. Personnel

		Ext Cost	Direct Cost	Ind Cost	Cost Share
Personnel Totals:		\$5,000.00	\$7,500.00	\$750.00	\$0.00

Title	Description	Units	Unit Cost	Extended Cost	Cost	GL Code	Indirect Cost	Cost Share
FTEs	Full Time Employees	1	\$5,000.00	\$5,000.00	\$5,000.00		\$500.00	\$0.00
PTes	Part Time Employees	0	\$0.00	\$0.00	\$2,500.00		\$250.00	\$0.00

Add Row

Not Applicable budget example:

1. Personnel

		Ext Cost	Direct Cost	Ind Cost	Cost Share
Personnel Totals:		\$5,000.00	\$7,500.00	\$0.00	\$0.00

Title	Description	Units	Unit Cost	Extended Cost	Cost	GL Code	Item Type
FTEs	Full Time Employees	1	\$5,000.00	\$5,000.00	\$5,000.00		Direct Cost
PTEs	Part Time Employees	0	\$0.00	\$0.00	\$2,500.00		Direct Cost

[Add Row](#)

Item Type dropdown options: Direct Cost, Direct Cost, Cost Share, Indirect Cost

Grant Budget Summary

- As you enter your budget line items, the total Direct Cost, Indirect Cost, Total Proposed, Match/Cost Share, and Program Income are calculated in the Budget Summary:
 - Total Direct Costs: sum of all Direct Cost across all budget categories
 - Total Indirect Costs: sum of all Indirect Costs across all budget categories
 - Total Proposed: sum of all Direct Costs and Indirect Costs across all budget categories
 - Match/Cost Share: sum of all Match/Cost Share across all budget categories
 - Program Income: sum of program income line items listed in the *Program Income* section

Application Submission Draft

Grant Application | Budget Worksheet

Budget Settings

Multi-Term Budget: ☒ No ☐ Yes

Indirect Costs: 0.00 %

Match / Cost Share: 0.00 % \$ 0.00

Budget Stage: Pre-Award

Actions:

Budget Summary

\$0.00	Total Direct Costs
\$0.00	Total Indirect Costs
\$0.00	Total Amount (Direct + Indirect)
\$0.00	Match / Cost Share
\$0.00	Program Income

Budget Items

Budget Items

1. In the Budget Items section you can add and/or adjust your budget item, add sub categories, and enter line item budget entries. Click on the Budget Item *1. Personnel* to begin adding budget entries:

Application Submission Draft

Grant Application | Budget Worksheet

Budget Settings

Multi-Term Budget: ☒ No ☐ Yes

Indirect Costs: %

Match / Cost Share: %

Budget Stage: Pre-Award

Actions:

Budget Summary

\$0.00 Total Direct Costs

\$0.00 Total Indirect Costs

\$0.00 Total Amount (Direct + Indirect)

\$0.00 Match / Cost Share

\$0.00 Program Income

Budget Items

	Ext Cost	Direct Cost	Ind Cost	Cost Share
1. Personnel	\$0.00	\$0.00	\$0.00	\$0.00

2. Beneath each budget item you can add a table to begin entering specific line items. Using this table you can include specific budget line items:
 - Title: the name of the budgeted item
 - Description: explanation/detail on the budgeted item
 - Unit: if more than one, you can enter multiple units
 - Unit Cost: per unit cost (NOTE: if *Unit* and *Unit Cost* is used, the *Cost* field will automatically be populated with the *Unit* number multiplied by the *Unit Cost*)
 - Extended Cost: this is indented to represent the total item cost, which could differ from the budgeted amount
 - Cost: total amount budgeted for this item
 - Indirect Cost: this field can be calculated in different ways based on your budget settings. If included as a percentage, you can check or uncheck this field to include it in your total indirect costs. If included as *Itemized*, you can put any amount desired for this item in the *Indirect Costs* field. If included as *Not Applicable*, you can mark this budget item as *Indirect Cost* and the amount in the *Cost* field will be included in your total indirect costs.
 - Cost Share: this field can be calculated in different ways based on your budget settings. If included as a percentage, you can check or uncheck this field to include it in your total *Cost Share*. If included as *Itemized*, you can put any amount desired for this item in the *Cost Share* field. If included as *Not Applicable*, you can mark this budget item as *Cost Share* and the amount entered in the *Cost* field will be included in your total *Cost Share*.

3. Click on the gear icon and then on *Add Table*:

1. Personnel

	Ext Cost	Direct Cost	Ind Cost	Cost Share
Personnel Totals:	\$0.00	\$0.00	\$0.00	\$0.00

+ Add Subcategory for Personnel

Add Table

2. Fringe Benefits

	\$0.00	\$0.00	\$0.00	\$0.00
--	--------	--------	--------	--------

4. Add or remove rows by performing a right click on your mouse while in the table and selecting from the available options:

1. Personnel

	Ext Cost	Direct Cost	Ind Cost	Cost Share
Personnel Totals:	\$0.00	\$0.00	\$0.00	\$0.00

Title	Description	Units	Unit Cost	Extended Cost	Cost	GL Code	Item Type
		0	\$0.00	\$0.00	\$0.00		Direct Cost

Insert row above
Insert row below
Remove row

Add

5. Add Title, Description, Units and Unit Costs or Title, Description and Cost if Units or Unit Cost is not known. Check Indirect Cost, Item Type and add Indirect and Cost Share amounts if not using "Not Applicable" budget settings:

1. Personnel

	Ext Cost	Direct Cost	Ind Cost	Cost Share
Personnel Totals:	\$25,000.00	\$40,000.00	\$0.00	\$0.00

Title	Description	Units	Unit Cost	Extended Cost	Cost	GL Code	Item Type
FTES	Full Time Employees	5	\$5,000.00	\$25,000.00	\$25,000.00		Direct Cost
PTES	Part Time Employees	0	\$0.00	\$0.00	\$15,000.00		Direct Cost

Add Row

6. You can create up to two sub categories to organize your budget as detailed as needed. To edit a sub category name, select the pencil icon next to the title:

1. Personnel

	Ext Cost	Direct Cost	Ind Cost	Cost Share
Personnel Totals:	\$0.00	\$0.00	\$0.00	\$0.00

New Subcategory

Edit Category Name
Remove Subcategory - New Subcategory
Add Subcategory for New Subcategory

2. Fringe Benefits

	\$0.00	\$0.00	\$0.00	\$0.00
--	--------	--------	--------	--------

Narrative

1. The budget narrative is available to provide additional detail, explanation, and/or justification to specific budget line items. The budget narrative is also fully compatible with Microsoft Word. Already developed narratives can be cut and pasted into this section. Once completed click on the Save Narrative icon. You can export your budget narrative by clicking on the PDF icon:

Budget Narrative

Enter your budget narrative below.

Rich text editor toolbar: <> H1 H2 H3 B I U Bulleted List Numbered List Link Unlink

Save Narrative PDF icon

8000 characters remaining

Finalizing Grant Budget

1. Once you have finalized your application budget click on the Save icon. You can also export your budget to Excel by clicking on the Excel icon:

Government Organization

Community Development
Re-Entry Youth Program

Application Submission Draft

Grant Application Budget Worksheet

Budget Settings

Multi-Term Budget: ☒ No ☐ Yes

Indirect Costs: 0.00 %

Match / Cost Share: 0.00 % \$ 0.00

Budget Stage: Pre-Award

Actions:



Budget Summary

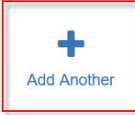
\$40,000.00	Total Direct Costs
\$0.00	Total Indirect Costs
\$40,000.00	Total Amount (Direct + Indirect)
\$0.00	Match / Cost Share
\$0.00	Program Income

Add another Application

For programs allowing multiple applications from the same organization, you will see the option to *Add Another* on the Homepage.

1. Select this option and complete the Application and Budget sections for the 2nd submission. Repeat this process until desired submissions have been made. If returning to complete your application that was previously left in a draft status, click on the applicable Program Box and then click on the Writing icon to complete your application:

Profile Complete  


Add Another

Another program

Created on 04/24/2018

First Stage

Untitled

Created on 04/20/2018

First Stage

Standley Creek
Sediment Reduction
Project

Created on 01/23/2018

First Stage

Submitting your application

- Once you have completed your application and your budget, click the **Submit** button:

Water Management Assistance Program

Application Budget

Show 10 entries

Search:

Project Title	Create Date	Status	Total Requested	Actions
City of Phoenix- Water Assistance Program	01/29/2020	Draft	\$300,000.00	View Edit

Showing 1 to 1 of 1 entries

Previous 1 Next

Reload

Application Submission

[Homepage](#) > City of Phoenix- Water Assistance Program

Application Process

Applications Complete [View](#) [Edit](#)

Application Submission There are 282 days remaining to submit this. **Submit**

- Your application has been submitted and you will see the follow confirmation:

Application Submission

[Homepage](#) > City of Phoenix- Water Assistance Program

Application Process

Applications [View](#) [Edit](#)

Application Submission **✓ This has been submitted.**

Congratulations! Your application has been successfully submitted.

3. After submitting your application, you can view the status of your application on the “My Applications” page:

My Applications

Recently Viewed Programs

Showing 0 to 0 of 0 entries

My Applications

Program Solicitation	Due Date	Status	Actions
Parent's Commission on Drug Education and Prevention FY2020 Arizona, OIA - Office of Youth, Faith and Family	03/19/2019	Draft	
Regional Trip Reduction Program Arizona Demo, ADA- department of administration	01/31/2020	Draft	
Regional Trip Reduction Program Arizona Demo, ADA- department of administration	01/31/2020	Draft	
Specialty Crop Block Grant Program - 2019 Arizona, AHA - Agricultural Consultation and Training	03/27/2019	Draft	
Volunteer Fire Assistance (VFA) - FY2019 Arizona Sub Recipient Portal, FOA - Forestry and Fire Management	12/21/2020	Draft	
Water Management Assistance Program Arizona Demo, DWR- department of water resources	02/14/2020	Under Review	

4. Click the 3 lines in the Action column to view your application or the solicitation. Once the application has been reviewed, you will be notified by the Grantor of an award or denial notice.

My Applications

Showing 11 to 17 of 17 entries

Program Solicitation	Due Date	Status	Actions
Parent's Commission on Drug Education and Prevention FY2020 Arizona, OIA - Office of Youth, Faith and Family	03/19/2019	Draft	
Regional Trip Reduction Program Arizona Demo, ADA- department of administration	01/31/2020	Draft	
Regional Trip Reduction Program Arizona Demo, ADA- department of administration	01/31/2020	Draft	
Specialty Crop Block Grant Program - 2019 Arizona, AHA - Agricultural Consultation and Training	03/27/2019	Draft	
Volunteer Fire Assistance (VFA) - FY2019 Arizona Sub Recipient Portal, FOA - Forestry and Fire Management	12/21/2020	Draft	
Water Management Assistance Program Arizona Demo, DWR- department of water resources	02/14/2020	Under Review	View Application Solicitation Link
WIMAP Groundwater Conservation Grant Arizona, WCA - Department of Water Resources	02/14/2020	Draft	

Arizona Water Protection Fund Commission

Fiscal Year 2024 PROPOSED Grant Application Process Schedule

FY2024 Proposed Grant Application Process Schedule*	Timeline
Applications / Online submission portal available	July 2023 (on-going)
Application workshop	July 2023
Pre-application consultations (depending on staff availability)	July - August 2023
Final date and time to submit applications	September 2023 at 11:59 PM
Public comment period for applications	45-Days
Staff review comments to applicants / Commission	No later than November 2023
Applicant presentations	November 2023
Commission grant selections	November 2023
Applicants notified of funding status	December 2023
Staff begins writing grant contracts	December 2023 / January 2024

*The Commission reserves the right to adjust this schedule if necessary.