

Arizona Water Protection Fund Commission Grant Application Manual



Fiscal Year 2027 Funding Cycle

**ARIZONA WATER PROTECTION FUND
Grant Application Manual
FY 2027 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 website at www.azwpcf.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 ultimately result in downstream benefits to 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
 - ❖ e.g., erosion control structures, check dams, etc.
- 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
 - ❖ e.g., use of fire, forest thinning, brush control, erosion control, etc.
- 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 2027 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
- The Commission does not fund projects which include 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, but may fund the removal of such species (A.R.S. 45-2113)
- 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 2027 funding cycle.
- Water conservation projects/program applications within Arizona Department of Water Resources Active Management Areas (AMA).
- Exercising the right of eminent domain to acquire water, water rights, or long-term storage credits using monies derived from the Water Protection Fund.

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

- Projects located in areas with elevated levels of environmental contaminants that pose the 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 large scale facility or basin groundwater recharge or recovery projects; however, passive recharge projects (e.g. check dams, brush control, erosion control structures, etc.) are eligible.

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 (in the form of receipts, invoices, reports, data, photographs, etc.) will be **required** in order to receive reimbursement.
- Any reimbursement requested for travel costs, including lodging, meals, and/or personal vehicle mileage must comply with the State of Arizona Accounting Manual (SAAM) established rates and guidelines (<https://gao.az.gov/state-arizona-accounting-manual-saam>). Personal vehicle mileage reimbursement is limited to sixty-seven cents (67¢) per mile. Reimbursements will not be provided above the amounts listed in SAAM Topic 50, Section 95 ([Maximum Mileage, Lodging, Meal, Parking and Incidental Expense Reimbursement Rates](#)) issued 1/27/25.
- 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 2027 Grant Cycle Schedule

The Commission and staff will implement the FY 2027 grant cycle based on the schedule in Table 1*.

Table 1. FY 2027 Grant Application Process Schedule

Proposed FY 2027 Grant Application Process Schedule	Timeline
Grant Application Manual Available	No later than May 22, 2026 (on-going)
Application Workshop	June 17, 2026 (webinar only)
Pre-application Consultations (depending on staff availability)	May - August 2026
Euna Grants/eCivis Online Grant Application Submittal Portal Available	No later than June 19, 2026 (on-going)
Final Date and Time to Submit Applications	August 14, 2026, at 11:59 PM
45-Day Public Comment Period for Applications	September 1 – October 16, 2026
Staff Review Comments to Applicants / Commission	No later than October 23, 2026
Applicant Presentations to the Commission (Optional)	November 4, 2026
Clarifying Questions to Applicants and Applicants’ Responses in Writing (if necessary)	November 5 – 16, 2026
Commission Grant Selections	November 17, 2026
Applicants Notified of Funding Status	December 2026
Staff Begins Writing Grant Award Contracts	December 2026 / January 2027

**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, AWPF staff will conduct a workshop for interested 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 2027 Grant Application Workshop

Location	Date	Time
Online Webinar*	Wednesday, June 17, 2026	1:30 p.m. – 2:30 p.m.
Webinar Information		
Link: https://adwr.info/4tK4Gv3 Webinar Number (Access Code): 2531 632 8014 Webinar Password: 9VGq7PMaNG5 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, but a recording will also be available on the AWPf website at <https://www.azwpf.gov/grant-information/fy-2027-grant-cycle>. 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 Euna Grants/eCivis Grant Management System no later than **FRIDAY, AUGUST 14, 2026, at 11:59 p.m.** Arizona time as indicated in Table 1. Detailed submission requirements are outlined in Section II – Grant Application. A direct link to the Euna Grants/eCivis grant solicitation will be available on the AWPf website at <https://www.azwpf.gov/grant-information/fy-2027-grant-cycle>.

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 that:

- 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 (OPTIONAL)

Applicants will be given a voluntary opportunity to provide a brief presentation to the Commission (maximum of 20 minutes) in accordance with the schedule in Table 1. Commission members will have the opportunity 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.

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

Application Content Requirements Overview

- 1) Application Cover Page*
- 2) Executive Summary* (500-word maximum)
- 3) Project Overview*
 - 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 AWPB 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/Cost Share 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
 - 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 (*or No 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 (*or No letters pledging matching funds**)
- Evidence of Physical and Legal Availability of Water (*or No Water is planned to be used for the project**)

Grant Application Instructions

Application Submission Requirements

Grant applications for FY 2027 are only being accepted electronically via the Euna Grants/eCivis Grant Management Software System. A direct link to the Euna Grants/eCivis grant application solicitation portal will be available on the AWPf website at <https://www.azwfp.gov/grant-information/fy-2027-grant-cycle>. An Euna Grants/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 Euna Grants/eCivis AWPf grant application portal. Specific content requirements and instructions are provided below.

Electronic forms or sample templates (on the AWPf website at: <https://www.azwfp.gov/grant-information/fy-2027-grant-cycle> or in the Euna Grants/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), State Historic Preservation Office requirements, Key Personnel, and a Narrative how the Applicant Will Obtain Permission for Project Work and/or Access. Additional templates have been created for parts of the application that may not be applicable for your particular project and include No Letters of Community Support, No Letters Pledging Matching/Cost Share Funds, and No Water to be Used for Project Activities. If you do not have access to Microsoft Word or Excel, you may recreate the electronic forms using any related software. No electronic forms or templates are provided for the remaining required information.

AWPF prefers that the contents for the grant application uploaded into Euna Grants/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 Euna Grants/eCivis no later than Friday, August 14, 2026, at 11:59 p.m. Late applications will not be accepted by the Euna Grants/eCivis submission portal.

Application Content Requirements

The following instructions should guide you through the application process (Reference the Application Content Requirements Overview on page 12).

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.

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 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, revegetation 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 office supplies travel, lodging, mileage, meals, printing, public outreach materials, revegetation plants/seed mixes, tools, fuel, personal protective equipment, etc. This should be an estimated budget of costs incurred over the life of the project as a lump sum, not per item. Please be advised that receipts or invoices documenting the actual costs will still need to be provided for future reimbursement purposes.

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 (e.g., fencing materials \$750.00, backhoe rental \$100.00/hr. for 25 hours = \$2,500.00, etc.). Please be advised that receipts or invoices documenting the actual costs will still need to be provided for future reimbursement purposes.

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 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 28-32). Please complete the form and have it 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, Federal/State/Government Agency/County/City

planning documents, National Environmental Policy Act documents, 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 website:
<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).

NOTE:

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.

ARIZONA WATER PROTECTION FUND GRANT APPLICATION FORMS AND TEMPLATES

FY 2027 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 Form
- Scope of Work Template
- Grant Application Budget Templates
- State Historic Preservation Office Review Form
- Key Personnel Template
- Narrative for Obtaining Permission and/or Site Access Template

Templates are also available for some sections that *may not be applicable* for your particular application, which may be used and uploaded into the Euna Grants/eCivis application portal.

- No Letters of Community Support Template
- No Matching or Cost Share Funds Available Template
- No Water to be Used for Project Activities Template

Electronic forms and sample templates are on the AWPf website at <https://www.azwpf.gov/grant-information/fy-2027-grant-cycle> and in the Euna Grants/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 2027 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, project site photos, project related information, key personnel, water resources availability, project site access, etc.)

Arizona Water Protection Fund Application Cover Page FY 2027

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"/> Douglas <input type="checkbox"/> Phoenix <input type="checkbox"/> Pinal <input type="checkbox"/> Prescott <input type="checkbox"/> Ranegras Plain <input type="checkbox"/> Santa Cruz <input type="checkbox"/> Tucson <input type="checkbox"/> Wilcox										
Contact Person: Name: Title: Phone: Fax: e-mail:	Type of application: <input type="checkbox"/> New project <input type="checkbox"/> Continuation of an existing project Any Previous AWPB 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;"> <thead> <tr> <th style="width: 80%;"><u>Applicant/Agency/Organization:</u></th> <th style="width: 20%;"><u>Amount (\$):</u></th> </tr> </thead> <tbody> <tr> <td>1. Applicant</td> <td></td> </tr> <tr> <td>2.</td> <td></td> </tr> <tr> <td>3.</td> <td></td> </tr> <tr> <td style="text-align: right;">Total:</td> <td></td> </tr> </tbody> </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"/>											
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)

SAMPLE

[PROJECT TITLE]
Project Overview

Background

Goals

Objectives

Statement of Problems/Causes

Statement of Solutions

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

SAMPLE

Project Location & Environmental Contaminant Information FY 2027

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) [hyperlink goes to US Geological Survey website]: _____</p> <p>7. Name of USGS Topographic Map where project area is located: _____</p> <p>8. State Legislative District: _____</p> <p style="font-size: small;">(Information available at: https://redistricting-irc-az.hub.arcgis.com/pages/official-maps)</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 anticipated 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.

Responsible personnel: Grantee/administrator, subcontractors, etc.

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

Deliverable Due Date: Prior to any ground-disturbing activities

Task Cost: \$5,000

TASK #X: [TITLE]

Task Description

Task Purpose/Objective

Responsible Personnel

Deliverable Description

Deliverable Due Date

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 for that version or visit <https://www.azwpf.gov/grant-information/fy-2027-grant-cycle>

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, etc.					
<i>NOTE: Any reimbursement requested for costs related to travel, lodging, meals, and/or mileage must comply with the State of Arizona Accounting Manual rates and guidelines. (https://gao.az.gov/state-arizona-accounting-manual-saam)</i>					
<i>Personal vehicle mileage reimbursement is limited to sixty-seven cents (67¢) per 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 available in Microsoft Excel.

Please contact AWPf staff for that version or visit <https://www.azwpf.gov/grant-information/fy-2027-grant-cycle>

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, etc.					
Other Direct Subtotal					
Task Subtotal					
			Task X Total		

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 (SHPOA),

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 in 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:

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 primary 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: _____

SAMPLE

[PROJECT TITLE]

Key Personnel

Please describe all key personnel and their anticipated responsibilities for this project.

SAMPLE

[PROJECT TITLE]

Project Site Work Authorization and/or Project Site Access

Please describe how the applicant will obtain permission for project work and/or access to the project site if they are not the landowner or land manager.

SAMPLE

Templates are also available for some sections that **may not be applicable** for your particular application, which may be used and uploaded into the Euna Grants/eCivis application portal.

[PROJECT TITLE]

Letters of Community Support

Letter(s) of Community Support not available or applicable for this grant application.

SAMPLE

[PROJECT TITLE]

Letters From Those Pledging Matching Funds

Matching or Cost Share funding is not available or applicable for this grant application.

SAMPLE

[PROJECT TITLE]

Evidence of Physical and Legal Availability of Water

Water resources will not be used for the implementation of this project.

SAMPLE

APPENDIX A

Grant Award Contract General Provisions

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 Parties shall comply with State Executive Order Nos. 2023-09, 2023-01, 2009-09 and 75-5 and all other applicable Federal and State laws, rules and regulations relating to equal opportunity and non-discrimination, 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

Euna Grants/eCivis Application Submission Users Guide



Euna Grants Subrecipient Portal
Applicant User Guide



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About Euna Grants Subrecipient Portal

For Programs distributed through the Euna Grants Subrecipient Portal system, applicants have a simple and effective way to manage the entire lifecycle of their grants. Key features include:

- Free and simple account creation.
- Detailed and organized program solicitation information.
- Invite other portal accounts to view/collaborate on applications and awards.
- Keep track of all your past submissions and export copies as needed.
- Accept awards, track performance, and submit reports—incorporating the same forms you completed when applying.
- Submit requests for reimbursement and track their progress.
- Request award amendments and track their progress.
- Close out grant projects in collaboration with your granting agency.

The sections that follow will walk you through the application process. If you have questions or experience issues, contact the **Program Administrator** that is listed on the **Contact** tab of the Program's solicitation:

Economic Development Support (FY2023)

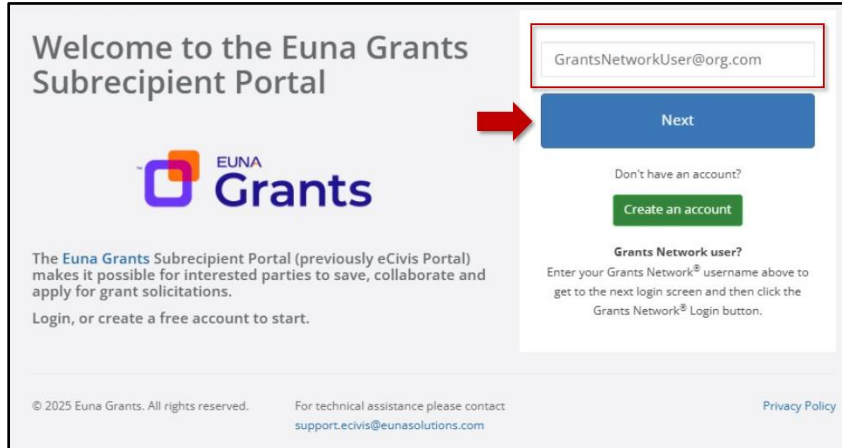
Overview	Eligibility	Financial	Contact	Files
----------	-------------	-----------	---------	-------

Agency/Department:	Administration	Contact Notes: Questions should be directed to the appropriate program contact. The agency address provided is <u>for reference purposes only</u> .
Contact/Help:	programcontact@countyofeuna.com	
Office:	Office of SB	
Program Contact:	123 Main St Nashville, TN 37211	

Logging Into the Portal Using Your Grants Network Credentials

Grants Network users should use their Grants Network credentials to log into the Euna Grants Subrecipient Portal.

1. Navigate to the Euna Grants Subrecipient Portal login page: <https://portal.ecivis.com/#/login>
2. In the **Login field**, enter your **Grants Network Username** (this may be your email address or other username associated with your Grants Network account) and click on **Next**.

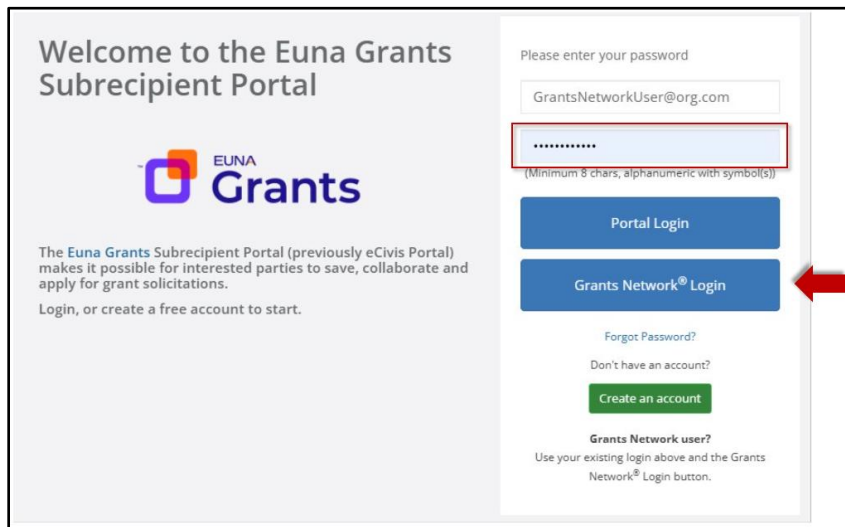


The screenshot shows the login page with the following elements:

- Header: "Welcome to the Euna Grants Subrecipient Portal"
- Logo: EUNA Grants
- Text: "The Euna Grants Subrecipient Portal (previously eCivis Portal) makes it possible for interested parties to save, collaborate and apply for grant solicitations. Login, or create a free account to start."
- Footer: "© 2025 Euna Grants. All rights reserved. For technical assistance please contact support.ecivis@eunasolutions.com Privacy Policy"
- Form fields: A text input field containing "GrantsNetworkUser@org.com" and a "Next" button.
- Buttons: "Next" (blue), "Create an account" (green).
- Text: "Don't have an account?", "Grants Network user? Enter your Grants Network® username above to get to the next login screen and then click the Grants Network® Login button."
- Annotations: A red arrow points to the "Next" button, and a red box highlights the username field.

3. In the **Password field**, enter your **Grants Network password** and click on **Grants Network Login**.

***Note:** the **Portal Login** button is used for Portal logins that are **NOT** used to log into Grants Network.



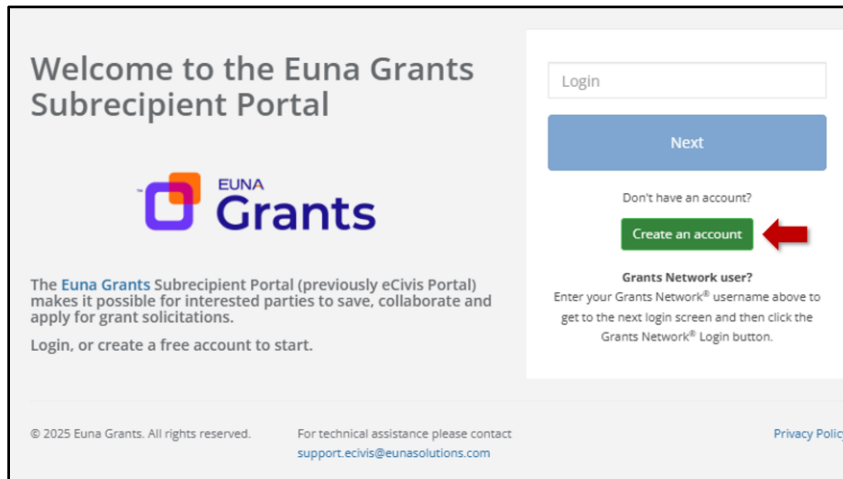
The screenshot shows the login page with the following elements:

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- Footer: "© 2025 Euna Grants. All rights reserved. For technical assistance please contact support.ecivis@eunasolutions.com Privacy Policy"
- Form fields: A text input field containing "GrantsNetworkUser@org.com", a password input field with masked characters ".....", and a "(Minimum 8 chars, alphanumeric with symbol(s))" note.
- Buttons: "Portal Login" (blue), "Grants Network® Login" (blue), "Create an account" (green).
- Text: "Please enter your password", "Forgot Password?", "Don't have an account?", "Grants Network user? Use your existing login above and the Grants Network® Login button."
- Annotations: A red arrow points to the "Grants Network Login" button, and a red box highlights the password field.

Creating a Portal Account and Logging In

If you are applying to a Program Solicitation, you will need to set up a Euna Grants Subrecipient Portal account at <https://portal.ecivis.com/#/login>.

1. Click **Create an account**.



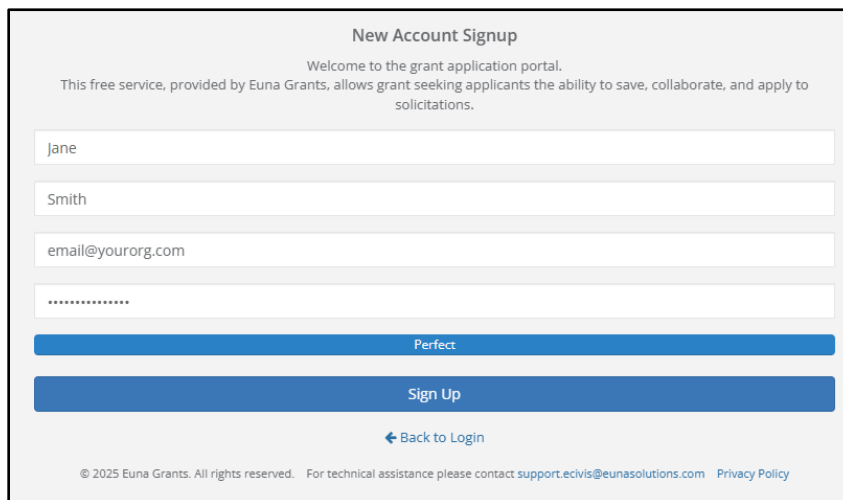
Welcome to the Euna Grants Subrecipient Portal

EUNA Grants

The Euna Grants Subrecipient Portal (previously eCivis Portal) makes it possible for interested parties to save, collaborate and apply for grant solicitations.
Login, or create a free account to start.

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2. Enter your name, email address, create your password and click **Sign Up**.



New Account Signup

Welcome to the grant application portal.
This free service, provided by Euna Grants, allows grant seeking applicants the ability to save, collaborate, and apply to solicitations.

Jane
Smith
email@yourorg.com
.....

Perfect

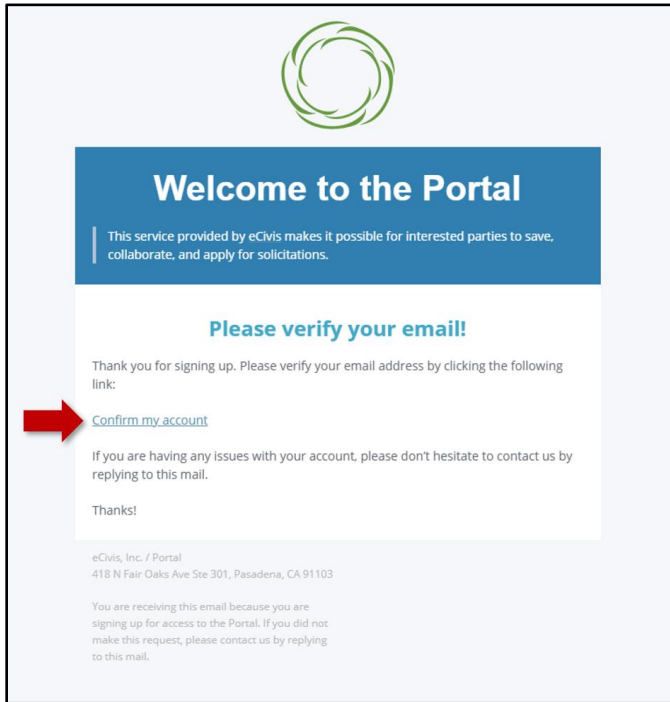
Sign Up

← Back to Login

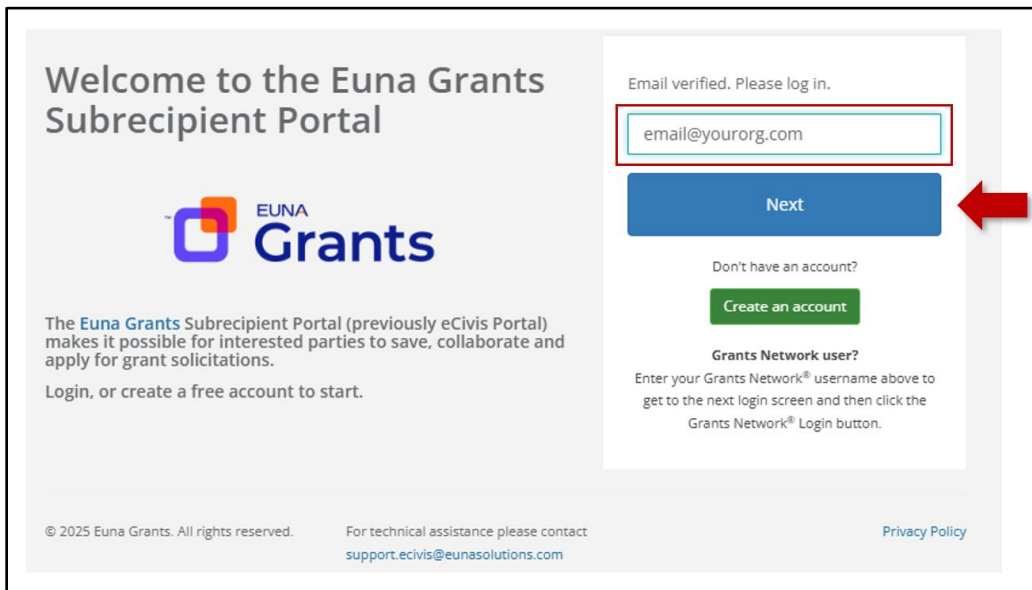
© 2025 Euna Grants. All rights reserved. For technical assistance please contact support.ecivis@eunasolutions.com [Privacy Policy](#)

3. You will receive an automated confirmation email. Click on the **Confirm my account** link within the email.

*Note: If you do not see this email within a few minutes, check your spam/junk folder in your email inbox.

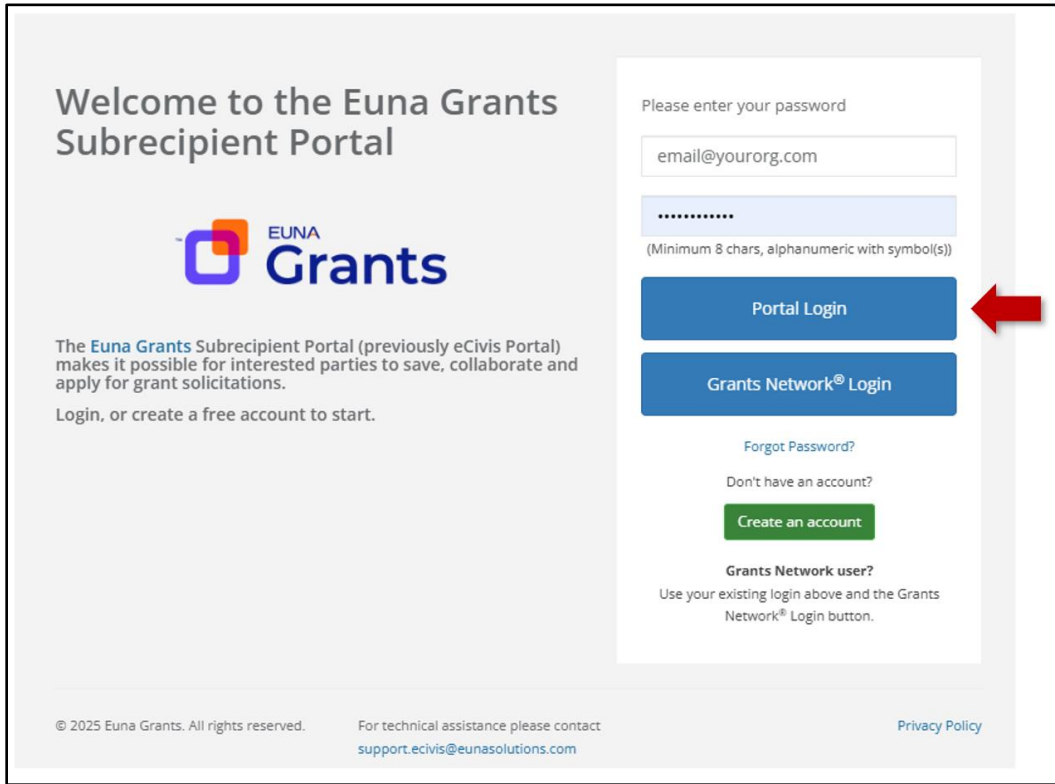


4. You will be directed to the Euna Grants Subrecipient Portal login page. Enter your email address and click **Next**.



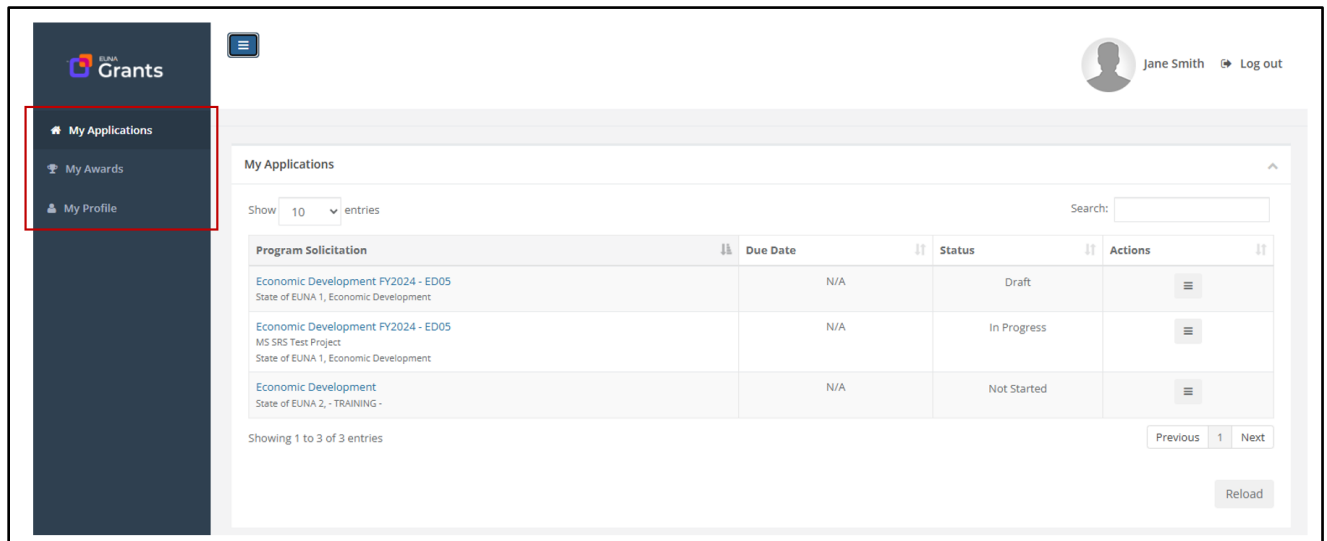
5. Click on **Portal Login**.

***Note:** the **Grants Network Login** button is used by users who have login credentials for Grants Network.



Your Subrecipient Portal Dashboard

The Subrecipient Portal Dashboard provides three different views for Applicants, which can be accessed using the navigation bar on the left side of the screen.



Switch views by clicking on the section name in the side navigation bar.

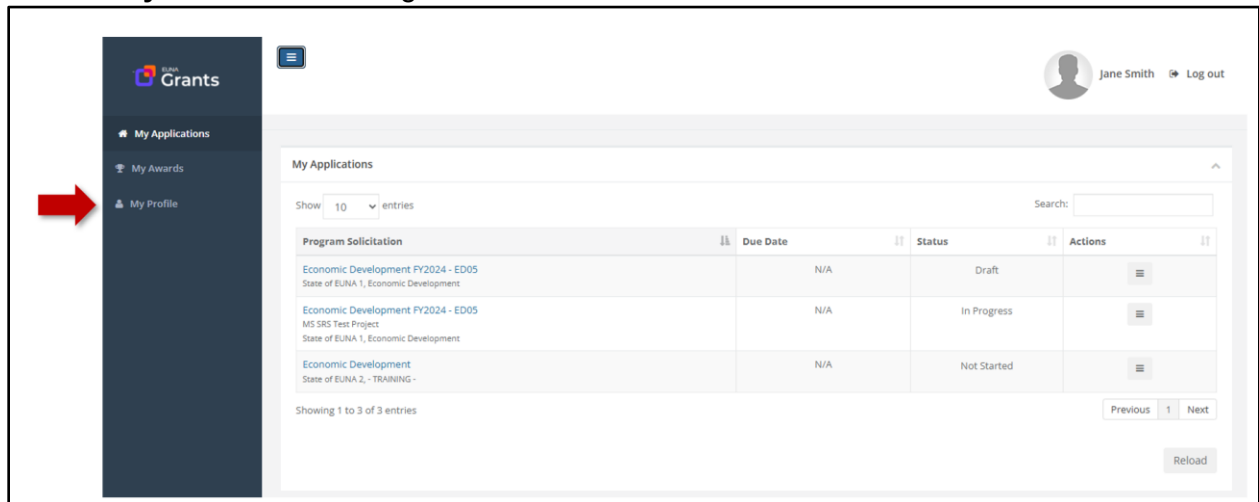
View Options:

- **My Applications:** Access to all applications and programs in your Portal account.
- **My Awards:** Access to all programs where you have been awarded.
- **My Profile:** Access to your profile information.

Setting Up Your Profile

IMPORTANT: All required fields in your **My Profile** section must be completed before working on applications.

1. Click on **My Profile** in the navigation bar on the left side of the screen.



2. Complete all **required fields** marked with a red asterisk and provide information in the fields that are relevant to your situation.
3. Click on **Update Profile** at the bottom left side of the screen to save your changes.

The screenshot displays the 'My Profile' page in the Euna Grants Subrecipient Portal. The page is divided into two main sections: 'Applicant Information' and 'Organization Information'. The 'Applicant Information' section includes fields for First Name (Jane), Last Name (Smith), Email (email@yourorg.com), Title, Company, Company Website, City, and State (Hawaii). The 'Organization Information' section includes fields for Organization Name, Employer Identification Number (EIN), DUNS, UEI, Authorized Representative, Business/Finance Representative, and Organization Address (Address, Address 2, City, State, County, Congressional District/Region, Zip, Phone, Phone Ext, Fax). A red box highlights the 'First Name' and 'Last Name' fields, and another red box highlights the 'State' dropdown menu. A red arrow points to the 'Update Profile' button at the bottom left of the form.

Reviewing a Program Solicitation

A Program Solicitation provides key details about applying for and (if awarded) managing an award from this Program. These details are organized into sections, accessible through the tabs at the top of the Program Solicitation.

Details include:

- Summary of the Project and application period.
- Eligibility criteria information.
- Award financial and management information.
- Project contact details.
- Files to download for the application process.
- A link to apply for the award in the Euna Grants Subrecipient Portal.

State of EUNA 1

Economic Development FY2024 - ED05

▼ Apply

Overview Eligibility Financial Contact Files

ID: ED-2345-6789

Title: Economic Development FY2024 - ED05

Application Start Date: 04/01/2024

Application End Date: 12/01/2025

CFDA/ALN: 12.345

Reference URL: <https://eunasolutions.com/>

Summary:

Economic Development FY2024 - ED04 will provide small businesses with funding to support economic growth in Euna City through business coaching, training programs, and informational resources.

* Euna Grants is not responsible or liable for user-generated content.

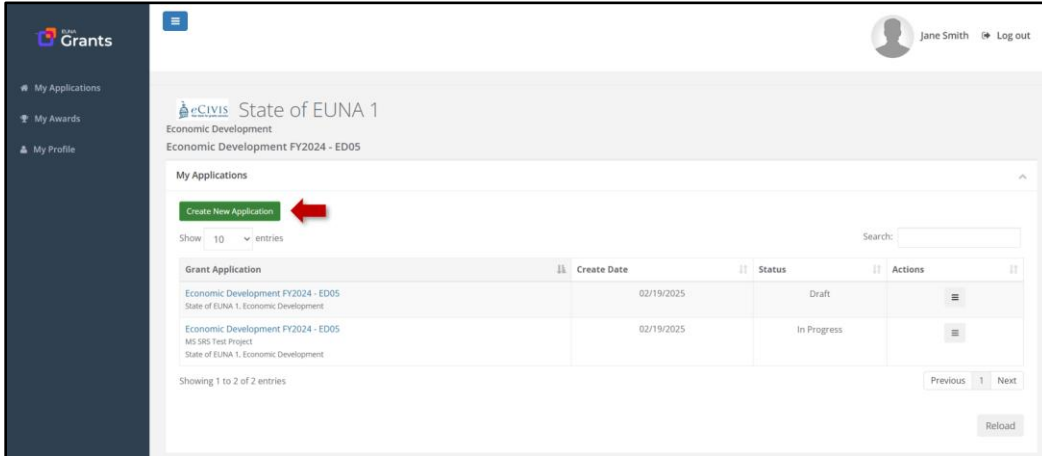
Starting a New Application

The **Apply** link found at the top of a Program Solicitation links to the Euna Grants Subrecipient Portal, where you will complete the application.

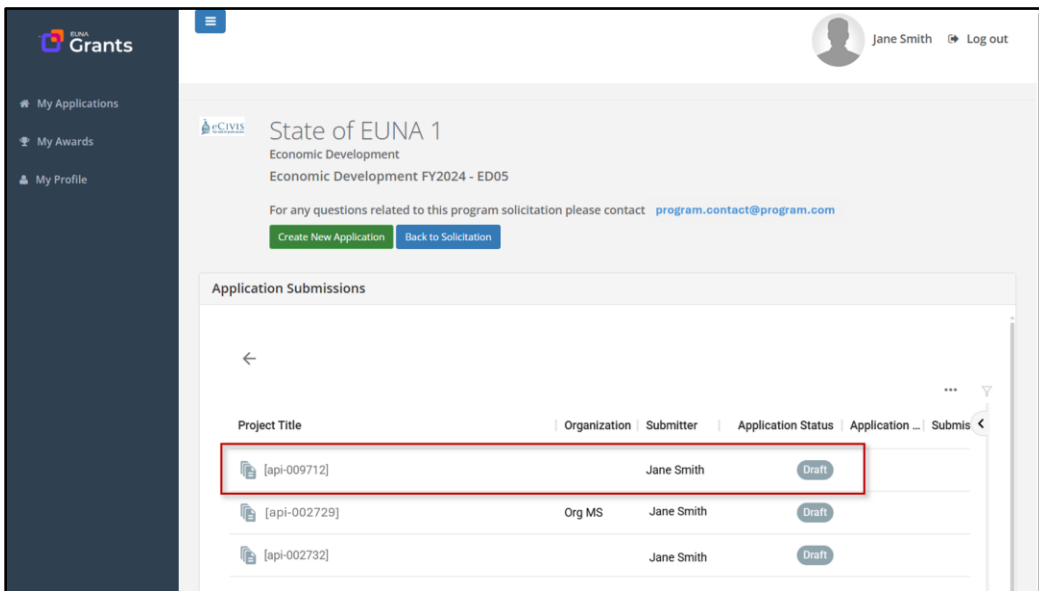
1. Click the **Apply** button on the Program's Solicitation page.



2. Log into your Subrecipient Portal account using the instructions from the **Creating a Portal Account and Logging** section above.
3. Click **Create New Application**.



4. The new application will appear in the **Application Submissions** table.
*Note: If the Program allows multiple application submissions from the same applicant, this table will list any other application submissions you create **toward this Program**.



5. Open the application by clicking on the new Project Title (labeled with a unique code beginning with "api-").

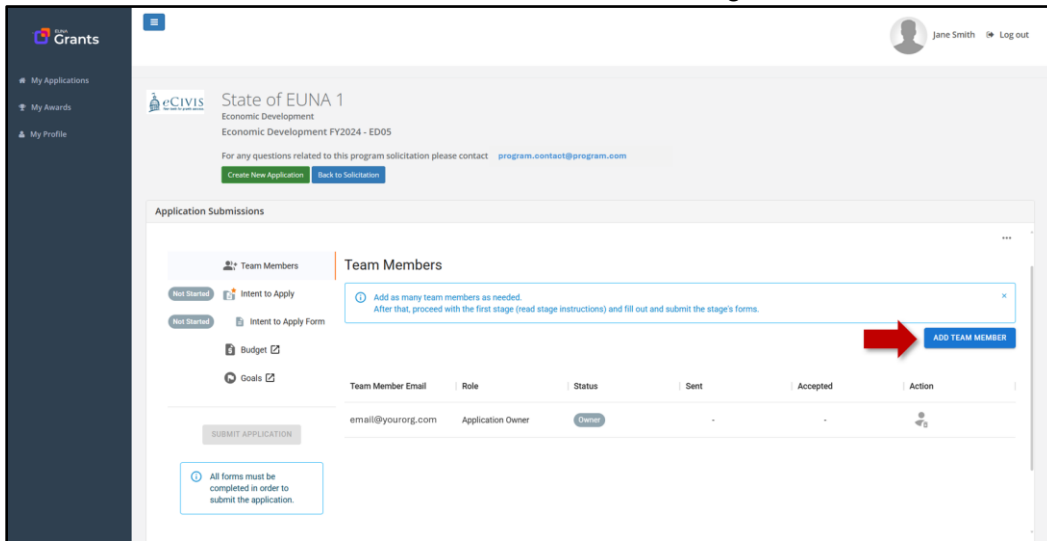


Completing and Submitting an Application

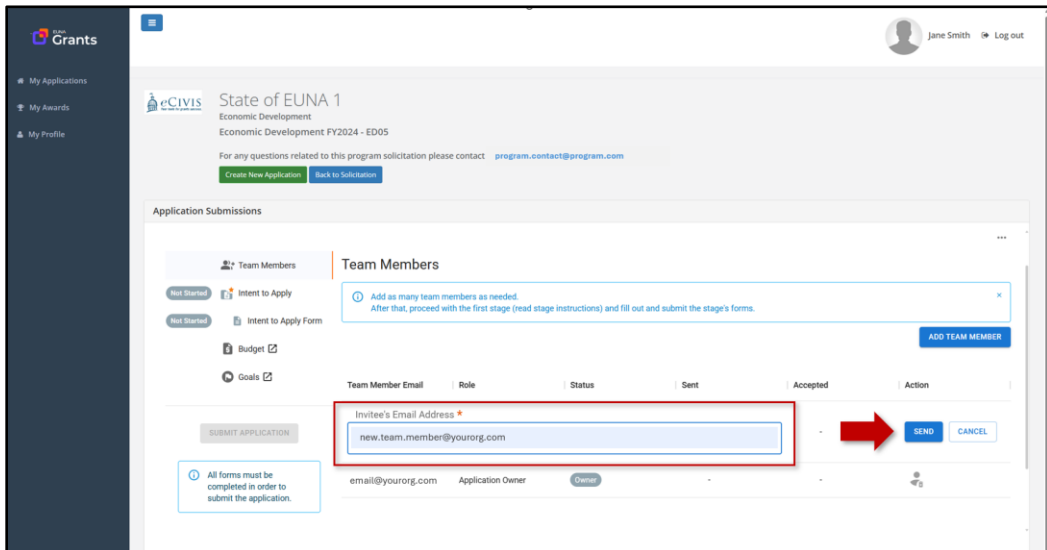
Adding a Team Member

Invite people to join the application as Team Members. Team Members are granted access to the application in the Subrecipient Portal for collaboration.

1. Click on the blue **ADD TEAM MEMBER** button on the right side of the screen.

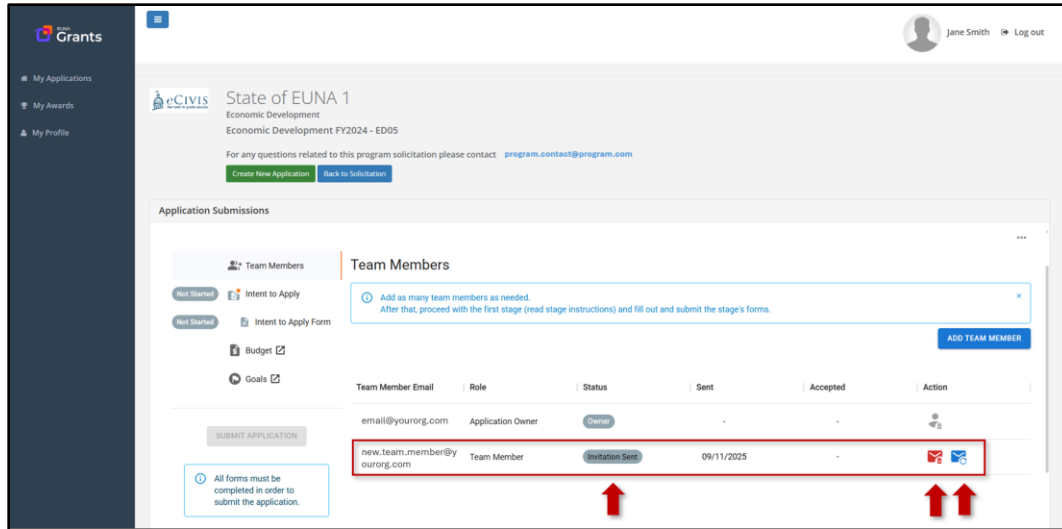


2. Enter the new team member's email address in the **Invitee's Email Address** field and click on the blue **SEND** button on the right side of the screen. This will send an email invitation to the new Team Member.



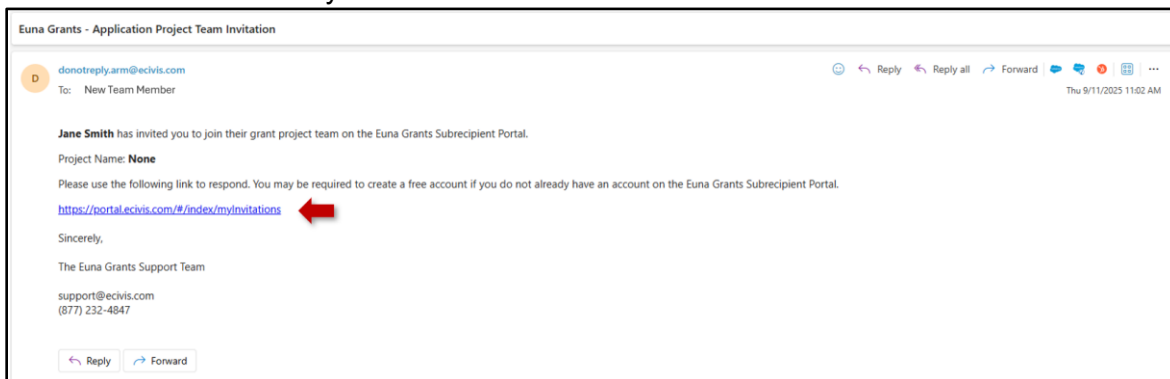
3. The new Team Member will be listed in the Team Members section. The listing will allow you to do the following:
 - a. View the invitation status in the **Status** column.
 - b. **Resend** the invitation by clicking on the **blue envelope icon**.

- c. **Delete** the invitation and remove the Team Member by clicking on the **red envelope icon**.

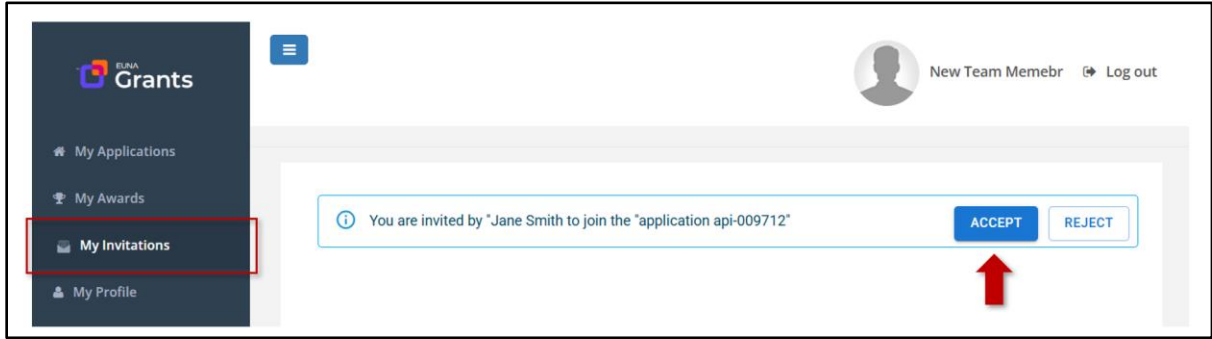


Accepting the New Team Member Invitation

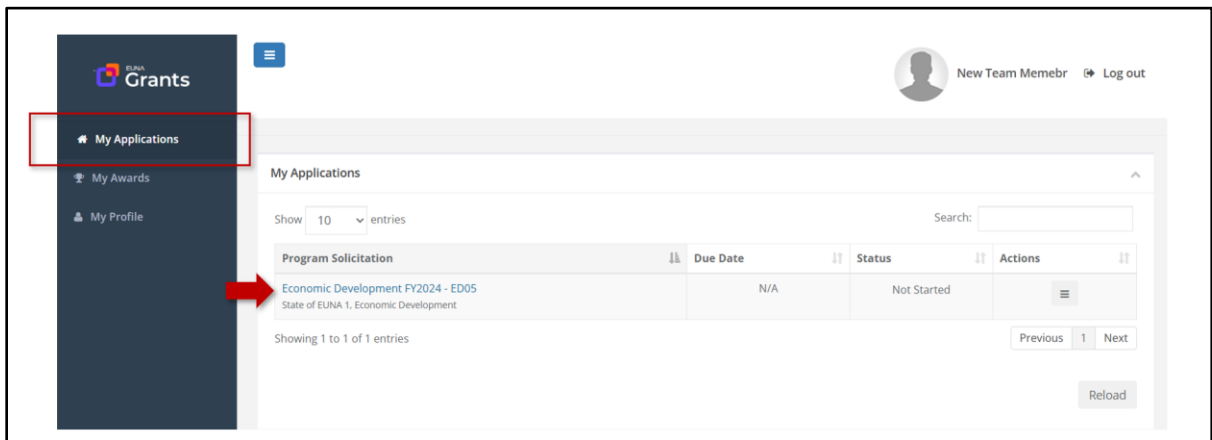
1. The new Team Member must click the **invitation link** in the **Euna Grants – Application Project Team Invitation** email. This link opens the Euna Grants Subrecipient Portal login screen, where they will log in using the email address the invitation was sent to, or create a new Portal account if they do not have one.



2. The options to **Accept** or **Reject** the invitation will be found in the **My Invitations** view in the Subrecipient Portal. The invitee will click on **My Invitations** and then the **Accept** option to proceed.

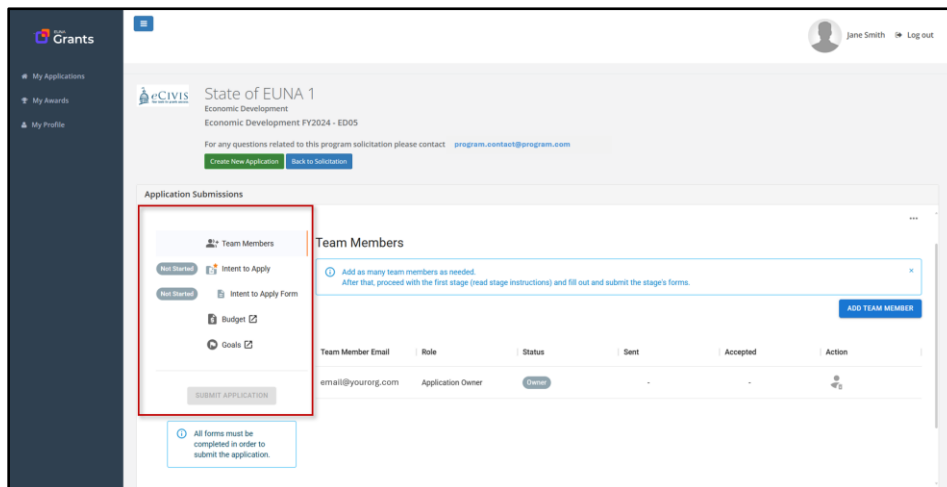


3. The new Team Member will navigate to the application by clicking on **My Applications** in the navigation bar on the left side of the screen and then on the name of the **Program Solicitation**.



Completing the Application

Manage and submit your application using the options in the panel on the upper left side of the screen.

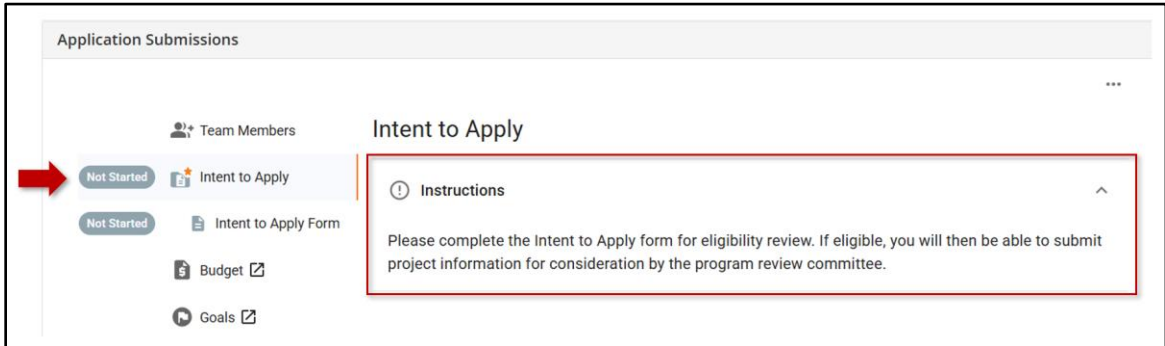


Stage and Form names are unique to the Program, so you might see titles that differ from one application to another.

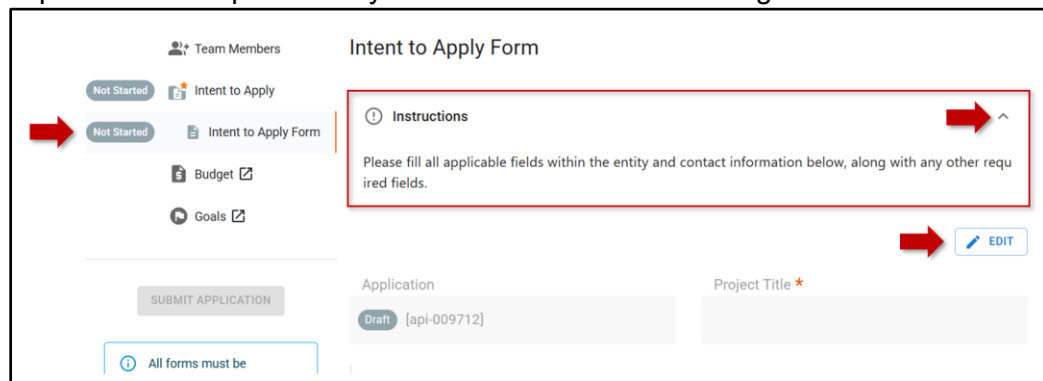
Your **current application process Stage** will be indicated with an icon depicting a page and an **orange star**.

Steps to completing an application:

1. Click on the current application Stage Title (indicated with an icon depicting a page and an **orange star**). This will open a dialog box with instructions on completing the current application.



2. Open and complete each Form listed below the current application Stage Title:
 - a. Click on the **Form Title**
 - b. Click on **EDIT** button on the right side of the Form.
 - c. Click on the **carrot** in the **Instructions** box to expand the section and review important details provided by the Grantor before continuing to fill out the form.



- d. Scroll through the Form and complete each section.
- e. Click **SAVE AS DRAFT** to save your progress and return later or before marking the form complete.
- f. When all required fields are complete and all edits are finalized, click **SAVE AS COMPLETE**.

- g. Forms marked **SAVE AS COMPLETE** will update to the a green **Completed** status in the options panel on the upper left side of your screen.

*Note: All forms must be marked **Completed**, and the Budget Worksheet (if included) must have a total amount before you can click Submit Application.

- h. To export a copy of the filled application to PDF format, click **EXPORT TO PDF**.

- 3. Complete the **Budget Worksheet** to propose an award amount and to itemize budgeted costs. If awarded, this same format will be incorporated into your award acceptance, financial reporting, and reimbursement requests.

- a. Click **Budget** from options panel on the upper left side of your screen. The **Budget Worksheet** will open in a separate browser tab.

The screenshot shows a navigation sidebar on the left with options: Team Members, In Progress, Intent to Apply, Completed, Intent to Apply Form, Budget (highlighted with a red arrow), and Goals. The main content area displays the 'Budget Stage: Pre-Award' and 'Budget Summary' section. The summary table shows:

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

Below the summary is the 'Budget Settings' section with dropdowns for 'Indirect Costs' and 'Match / Cost Share', both set to 'Not Applicable'. The 'Budget Items' section shows a table with one item:

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

b. Click on applicable **Budget Items** to expand the category and enter costs.

The screenshot shows the '4. Equipment' category expanded. A red arrow points to the category name. Below it is a summary table:

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

Some budget worksheets are pre-configured with tables and line items. In this scenario, simply enter the costs into the **Cost** column.

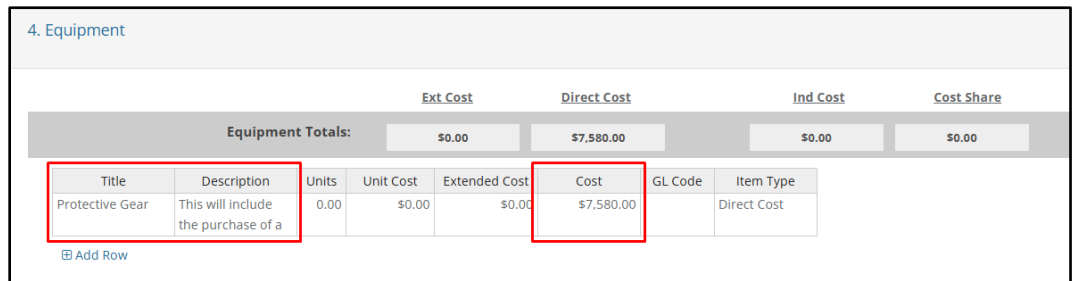
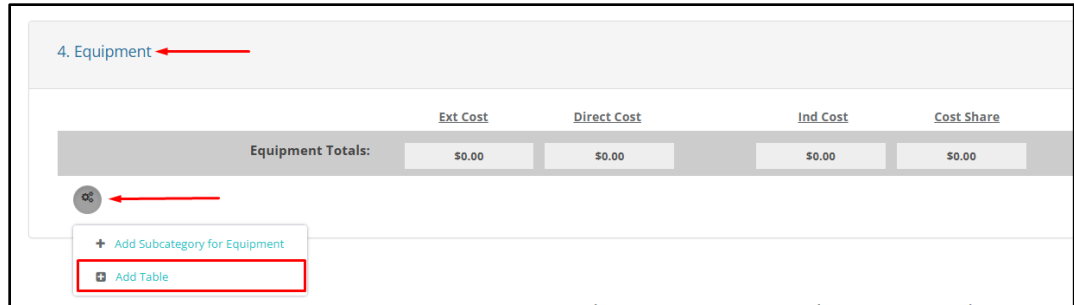
The screenshot shows the '4. Equipment' category expanded with a detailed table. The 'Equipment Totals' row shows:

	Ext Cost	Direct Cost	Ind Cost	Cost Share
Equipment Totals:	\$0.00	\$5,000.00	\$0.00	\$0.00

Below the totals is a table with columns: Title, Description, Units, Unit Cost, Extended Cost, Cost, GL Code, and Item Type. The 'Cost' column for the 'Equipment' row is highlighted with a red box and contains the value '5000'.

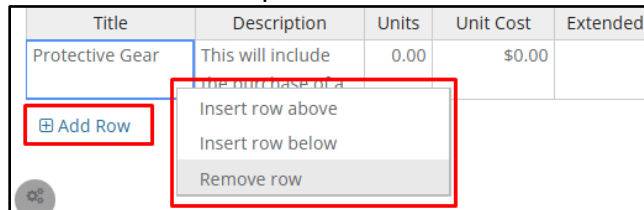
Title	Description	Units	Unit Cost	Extended Cost	Cost	GL Code	Item Type
Equipment	Please enter equipment costs here	0.00	\$0.00	\$0.00	5000	AB-CD-1234	Direct Cost

For budget worksheets with no prescribed line items, click the **gear icon** and **Add Table** option to enter the title, description, and cost for each line item.



*Note: Use the **Units** and **Unit Cost** fields to multiply those values into the **Extended Cost** field, which will copy into the **Cost** field. Remember to clear all four of these fields if you need to re-enter the calculation.

- c. **To add a row**, click the **+Add Row** button below that table.
- d. **To remove or insert rows above/below**, right-click anywhere on the desired row and select an option: **Insert row above**, **Insert row below**, or **Remove row**.



- e. Different methods of calculating **Indirect Costs** and **Match/Cost Share** can be set in the **Budget Settings** section at the top of the Budget worksheet. These cost types appear separately in the **Budget Summary** section at the top of the screen.

Application Budget for Euna Town
 Program: Economic Development FY2024 - ED05
 Project name: City of Euna Business Incubator

Budget Stage: Pre-Award

Actions: [Print] [Cancel] [Save]

Budget Summary

\$2,000.00	Total Direct Costs	\$0.00	Match / Cost Share
\$0.00	Total Indirect Costs	\$0.00	Program Income
\$2,000.00	Total Amount (Direct + Indirect)		

Budget Settings

Indirect Costs: Not Applicable | 0.00 %

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

*Note: Because financial Reports will require you to combine Direct and Indirect Spending into a single amount per category titled "spend", some budget worksheets may include a separate category titled **Indirect Costs** to facilitate tracking these expenses separately.

10. Indirect Cost

					Ext Cost	Direct Cost	
Indirect Cost Totals:					\$0.00	\$0.00	
Title	Description	Units	Unit Cost	Extended Cost	Cost	GL Code	Item Type
Indirect Cost	Indirect Cost	0.00	\$0.00	\$0.00	\$0.00		Direct Cost

Add Row

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

- i. **Indirect Cost** are specific and limited costs allotted within an award that indirectly relate to the awarded project or services. Methods for entering Indirect Cost include:

Budget Settings

Indirect Costs: Not Applicable (selected), 0.00 %

Match / Cost Share: Negotiated Rate (selected), 0.00 % \$ 0.00

Other options: De Minimus Rate, Itemized, Not Applicable

- **Not Applicable** (Default Setting): Use this to specify each indirect cost as a line item and toggle the **Item Type** for that line from **Direct Cost** to **Indirect Cost**.

Title	Description	Units	Unit Cost	Extended Cost	Cost	GL Code	Item Type
Equipment	Please enter equipment costs here	0.00	\$0.00	\$0.00	\$5,000.00	AB-CD-1234	Direct Cost

Item Type dropdown: Direct Cost, Cost Share, Indirect Cost (selected)

- **Itemized**: Use this to add a Match/Cost Share value to the Direct Cost within a specific line item, marking the line item as partially indirect.

	Ext Cost	Direct Cost	Ind Cost	Cost Share
Personnel Totals:	\$41,000.00	\$41,000.00	\$12,000.00	\$0.00

Title	Description	Units	Unit Cost	Extended Cost	Cost	GL Code	Indirect Cost	Item Type
FTEs	Full-time employees	1.00	\$35,000.00	\$35,000.00	\$35,000.00		\$12,000.00	Direct Cost
PTEs	Part-time employees	2.00	\$3,000.00	\$6,000.00	\$6,000.00		\$0.00	Direct Cost

- **De Minimus Rate**: Applies the federal De Minimus indirect cost rate (15% per Uniform Guidance 2 CFR 200) to each budget line with the Indirect Cost checkbox selected. All selected lines are presumed to be direct, but with a 15% indirect allocation added on top. This setting is ideal when you prefer not to detail indirect costs as separate line items and instead award a default allocation for unspecified indirect expenses.

Cost	GL Code	Indirect Cost	Item Type
\$78,000.00		<input checked="" type="checkbox"/>	Direct Cost

- **Negotiated Rate:** Functions the same as De Minimus, but with the ability to edit the rate (in accordance with an agreed upon indirect cost rate agreement [ICRA] negotiated with the cognizant funding agency).

Indirect Costs Negotiated Rate 17.00 %

Direct Cost		Ind Cost	Cost Share
\$78,000.00		\$13,260.00	\$0.00
Cost	GL Code	Indirect Cost	Item Type
\$78,000.00		<input checked="" type="checkbox"/>	Direct Cost

- ii. **Match/Cost Share** are funds you will contribute, or costs you will incur, from other resources to match against the award amount toward the grant project or services. Methods for entering Match/Cost Share include:

Budget Settings

Indirect Costs Not Applicable 0.00 %

Match / Cost Share Not Applicable 0.00 % \$ 0.00

Percentage
Itemized
Total Amount
Not Applicable

- **Not Applicable (Default Setting):** Use this to specify each Match/Cost Share item as a line item. Then, toggle the **Item Type** for that line from **Direct Cost** to **Cost Share**.

4. Equipment

		Ext Cost	Direct Cost	Ind Cost	Cost Share		
Equipment Totals:		\$0.00	\$0.00	\$0.00	\$14,000.00		
Title	Description	Units	Unit Cost	Extended Cost	Cost	GL Code	Item Type
Match Cost for Equipment	This contribution will include	0.00	\$0.00	\$0.00	\$14,000.00		Cost Share
							Direct Cost Cost Share

- **Total Amount:** Use this to enter a total Match/Cost Share amount at the top of the Budget Worksheet.

Budget Settings

Indirect Costs Not Applicable 0.00 %

Match / Cost Share Total Amount 44.87 % \$ 35,000.00

- **Itemized:** Use this to add a Match/Cost Share value to the Direct Cost within a specific line item, marking the line item as partially cost share.

Ext Cost		Direct Cost		Ind Cost		Cost Share	
\$0.00		\$78,000.00		\$0.00		\$34,998.60	
Cost	Extended Cost	Cost	GL Code	Cost Share	Item Type		
\$0.00	\$0.00	\$78,000.00		\$34,998.60	Direct Cost		

- **Percentage:** Enter a percentage value in the settings bar and select the **Cost Share** checkbox next to any budget line. This adds the specified percentage of cost share on top of the direct cost value of that line item.

Indirect Costs	Not Applicable	0.00	%
Match / Cost Share	Percentage	20.00	% \$ 0.00

Direct Cost		Ind Cost		Cost Share		
\$78,000.00		\$0.00		\$15,600.00		
Cost	Cost	GL Code	Cost Share	Item Type		
\$0.00	\$78,000.00		<input checked="" type="checkbox"/>	Direct Cost		

- f. **Budget Narrative (Optional):** Unless directed to provide this information elsewhere, you may provide a detailed justification for the proposed budget here. This can also be exported to PDF for your internal records.

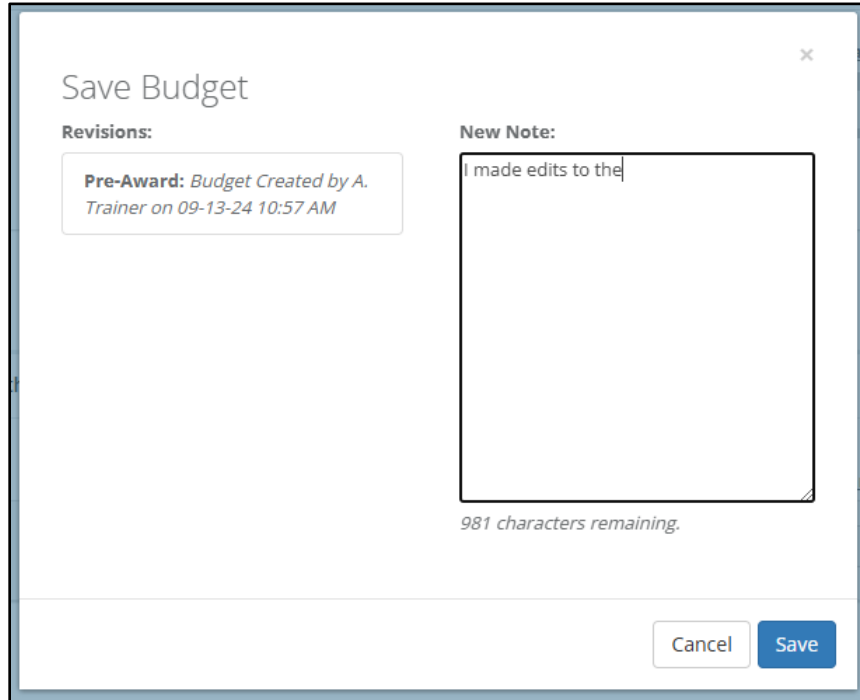
The screenshot shows the 'Budget Narrative' editor. At the top, it says 'Budget Narrative' with an upward arrow. Below that is the instruction 'Enter your budget narrative below.' followed by a rich text editor toolbar with options for H1, H2, H3, Bold (B), Italic (I), Underline (U), bulleted list, numbered list, indent, and link. The main text area contains the text 'This budget includes|'. At the bottom left, a floppy disk icon is highlighted with a red box. At the bottom right, it says '7979 characters remaining'.

- g. When you have completed editing the budget worksheet, click the **Save Changes** button (bottom of the worksheet) or the floppy disk icon (top of the worksheet) and input any relevant notes.

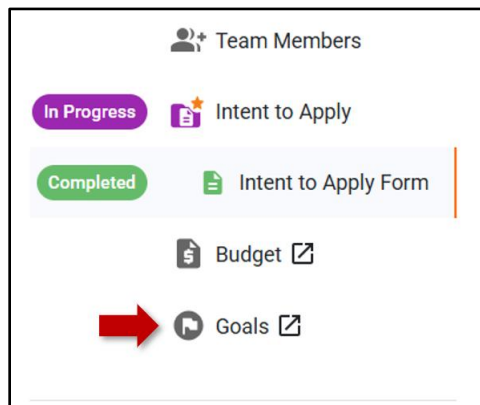
This screenshot shows two buttons: 'Save Changes' in a blue box and 'Discard Changes' in a red box. The 'Save Changes' button is highlighted with a red box. Below the buttons is the 'Budget Narrative' section with the same toolbar and text area as seen in the previous screenshot.

This screenshot shows the 'Budget Stage: Pre-Award' section. Under 'Actions', there are three icons: a floppy disk icon (highlighted with a red box), a red circle with a slash, and a green Excel icon. Below this is the 'Budget Summary' section, which is partially visible at the bottom of the frame.

- h. Notes added in the **New Note** section will be timestamped and logged in the **Revisions** history to the left of the popup window. This history is visible to both your team, the Granting Agency, and reviewers evaluating this budget.



- i. After saving your edits to the Budget Worksheet, close the browser tab and return to the application tab in the Euna Grants Subrecipient Portal.
4. **Goals:** When applicable, complete the **Goals Worksheet** to propose Project Goals. If awarded, this same form will be used later to document the final goal target amounts and to report progress against those goals.
- a. Click **Goals** from the left-hand bar. The Goals Worksheet will open in a separate browser tab.



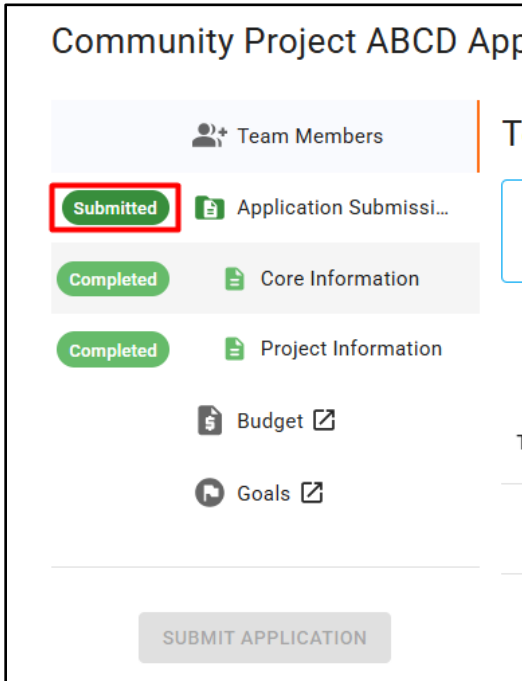
- b. Enter the target amounts for any applicable goal areas that your Project will address.

***Note:** The expenditure fields are not used during application but may be used when submitting Activity Reports if you are awarded.

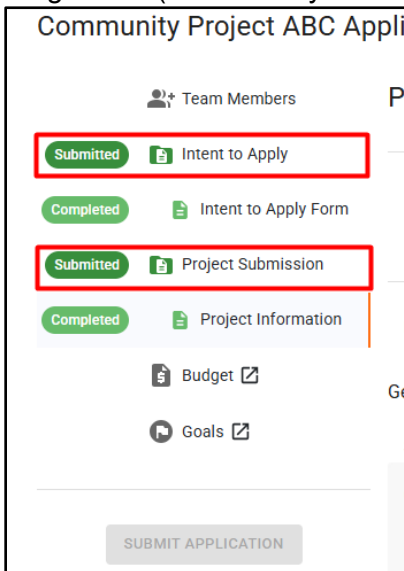
Goal / Objective	Target Units	Direct Cost Expenditure	Matching Expenditure	Program Income Expenditure
Provide SBDC Training	0.00	\$ 0.00	\$ 0.00	\$ 0.00
Subgoals				
SBDC Training Session #1	0.00	\$ 0.00	\$ 0.00	\$ 0.00
SBDC Training Session #2	0.00	\$ 0.00	\$ 0.00	\$ 0.00

- c. When finished editing, click **Save Goals**.
 - d. Close the browser tab and return to the application tab in the Euna Grants Subrecipient Portal.
6. Once all forms and required worksheets have been completed, the application can be submitted. Click **Submit Application** from the left-hand panel.

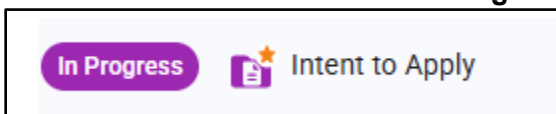
- 7. If the submission is successful, the status label beside the starred Submission Stage name will change from **In Progress** to **Submitted**.



*Note: If the Program has multiple Submission Stages, pay attention to the Submission Stage titles (indicated by a folder icon).



When all forms are completed, you should see NO stages with a yellow star over the folder icon and with a status of **In Progress**.

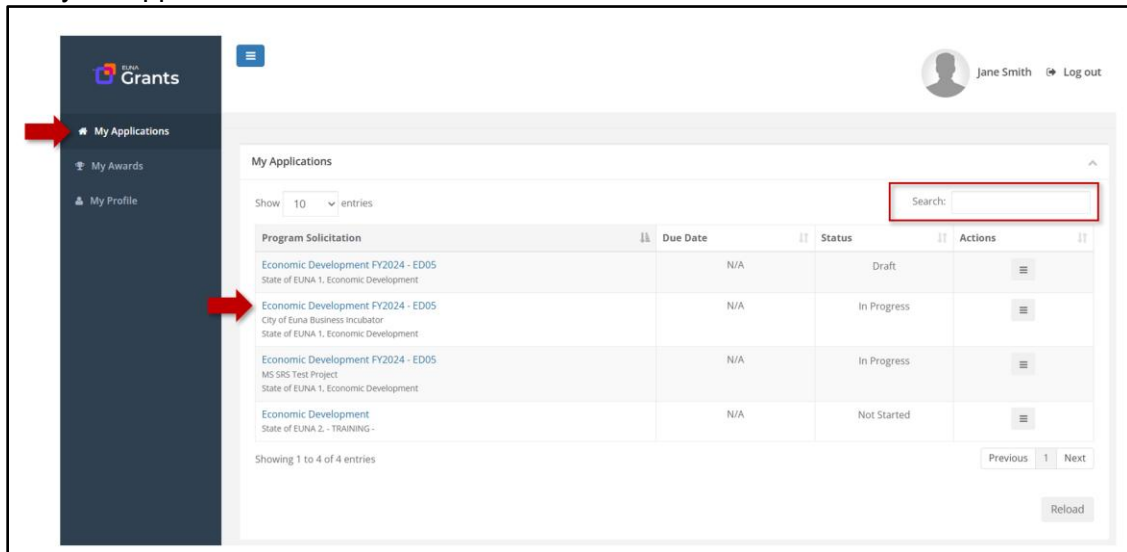


8. The Grantor will then assign Review Committee members to access and review select portions of the application content.

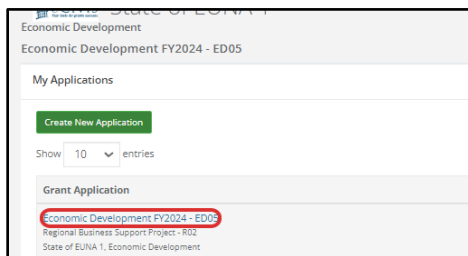
Tracking Current & Submitted Applications

You can track your application review process from the **My Applications** view on your Euna Grants Subrecipient Portal dashboard.

1. Click on **My Applications** in the left navigation bar to change the view to show your applications.
2. Click in the **title** of the Program Solicitation that holds the application you want to view. You can use **Search** field in the upper right corner or sort the headings of this table to find your application.



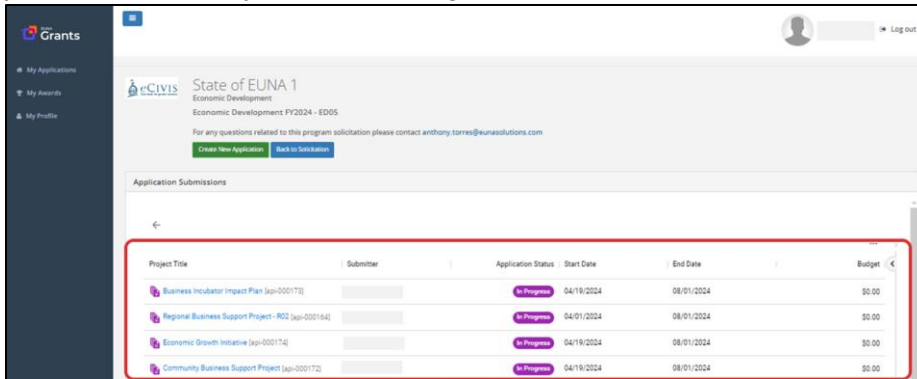
3. You will be taken to a table of all applications you've created for this Program (ability to submit multiple applications is only available at Grantor discretion and may be deactivated).
4. Click on the **application title** in this table to access the **Application Submissions** screen.



5. The Applications Submissions window contains a detailed table of your applications for the Project, along with information including the Submitter, Application Status, Application Stage, Submission Date, Recent Activity Date and Budget.

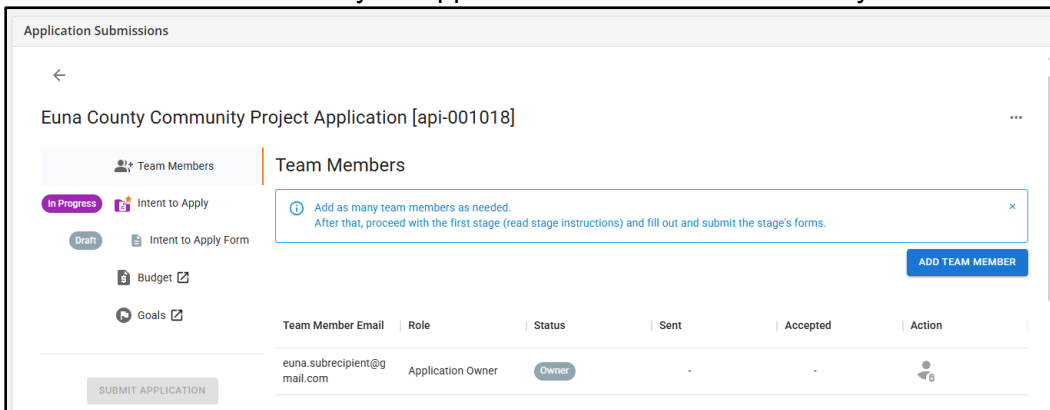
If your application is **Denied**, the status will appear in the **Application Status** section, and the grant program team may provide additional information to denied applicants.

If your application is **Recommended** for Award, you will receive an email titled **Application Award Notification** containing award details and instructions for accepting your award. Activity Date and Budget.

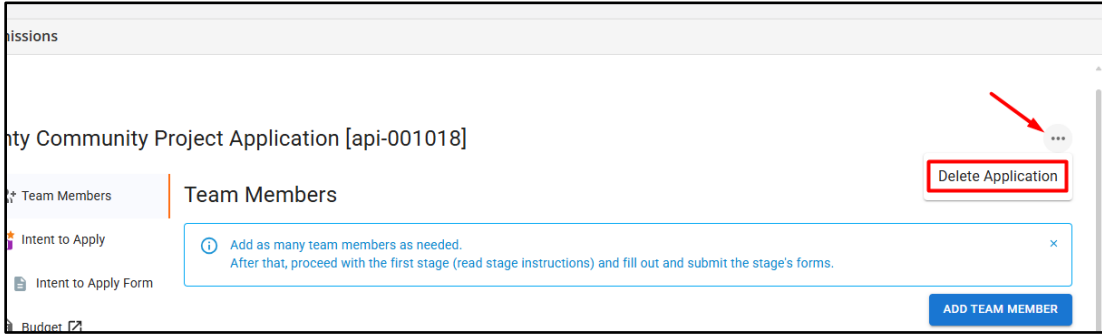


6. Click on the **Project Title** of the application you want to review.
7. You will land on the application details where you can manage the team, forms, and other elements of your application

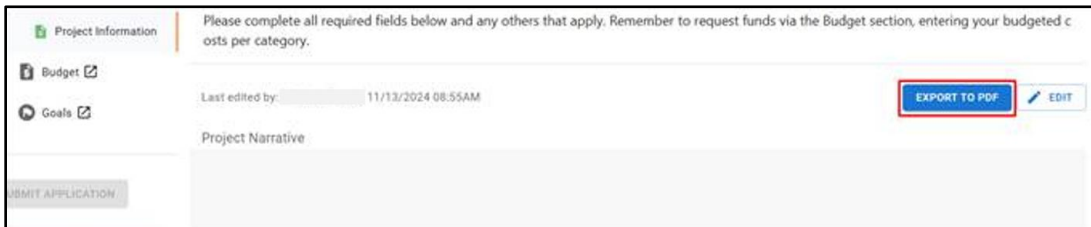
*Note: Certain elements of your application will be locked if already submitted.



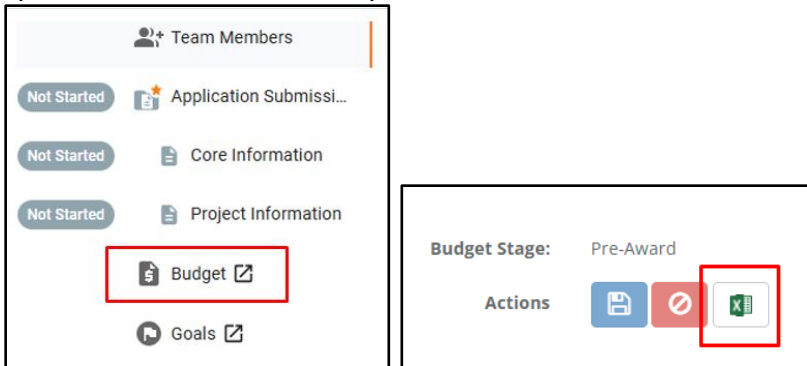
8. To delete an application draft that you no longer need, click the **three-dot menu** in the upper right corner and select **Delete Application**.



- To export a copy of the filled application form to PDF format, open the form name and click **Export To PDF** from the top-right corner of the page.



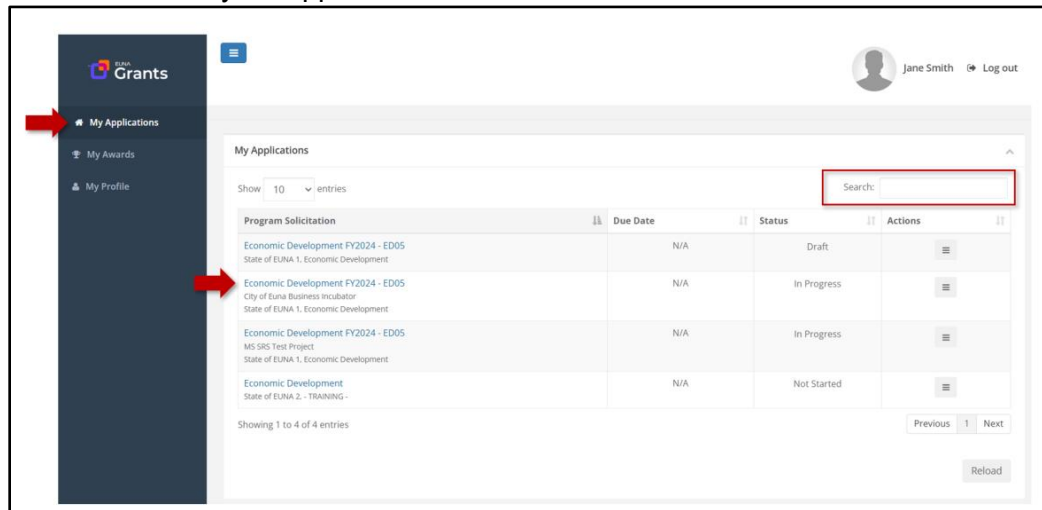
- To export a copy of the budget worksheet, open the **Budget** menu item and click the spreadsheet button at the top of the worksheet.



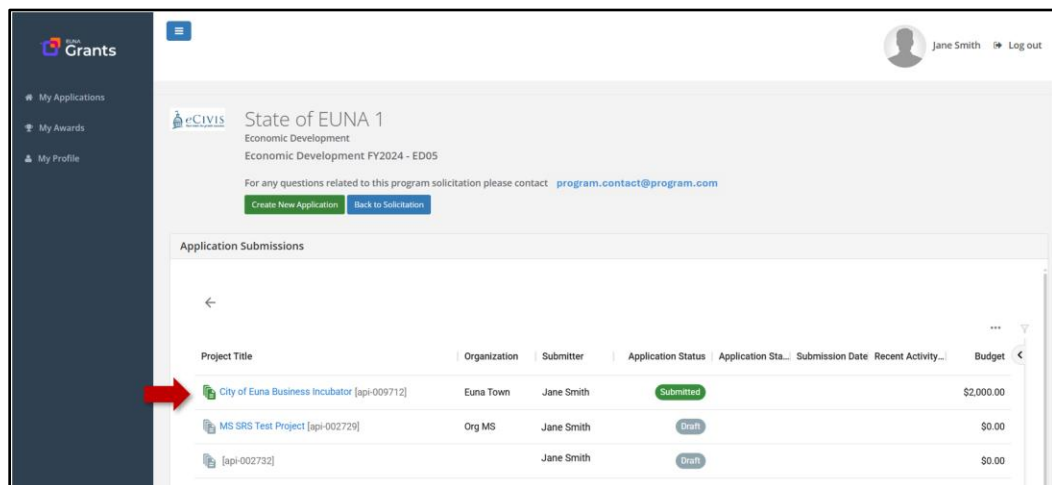
Reassigning Application Ownership

Applicant ownership can be reassigned by the current Applicant Owner in the Euna Grants Subrecipient Portal. Please note that the new owner must be an existing Team Member on the application.

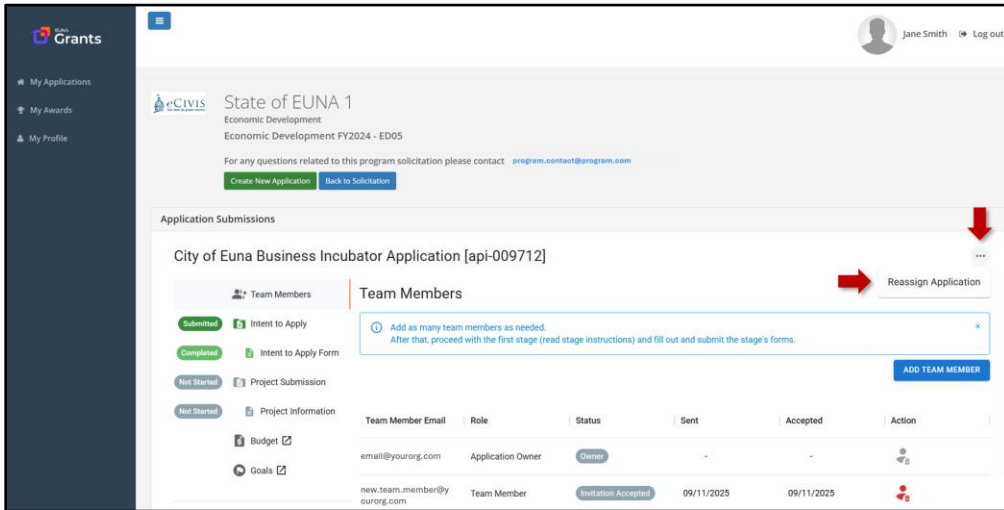
1. Navigate to the application:
 - a. Click on **My Applications** in the left navigation bar to change the view to show your applications.
 - b. Click in the **title** of the Program Solicitation that holds the application you want to view. You can use **Search** field in the upper right corner or sort the headings of this table to find your application.



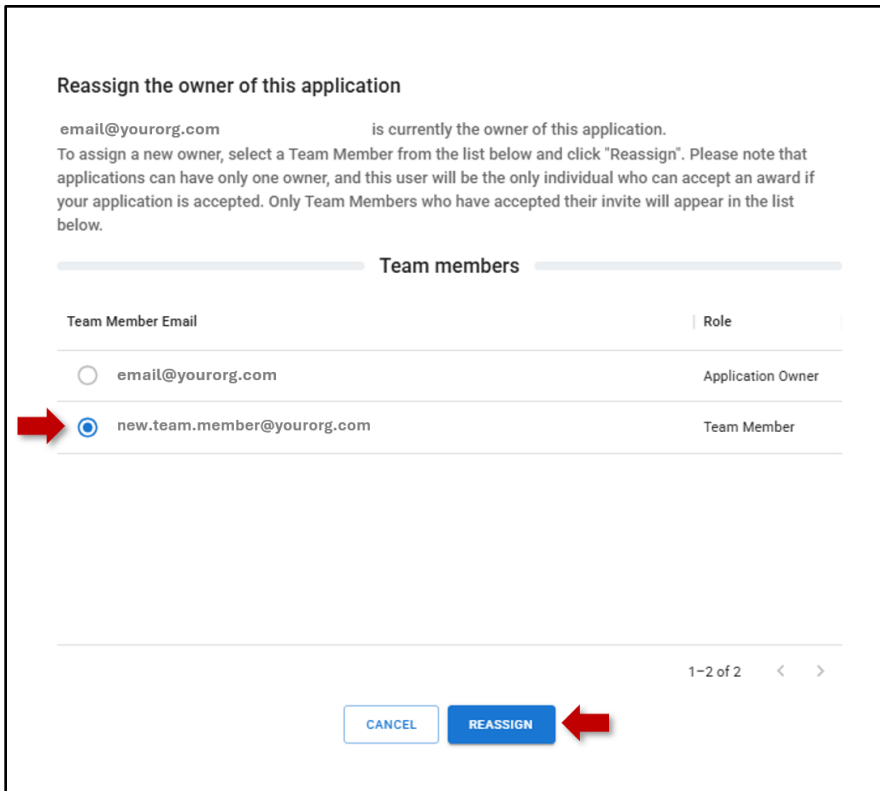
- c. You will be taken to a table of all applications you've created for this Program (ability to submit multiple applications is only available at Grantor discretion and may be deactivated).
- d. Click on the **application title** in this table to access the **Application Submissions** screen.



2. Click on the **three-dot menu** on the right side of the screen and then click on **Reassign Application**.



3. Select the **radio button** next to the Team Member you want to reassign the application to, then click the blue **REASSIGN** button at the bottom of the page.



Resources for Managing Awards

If your application is awarded, the following resources will guide you through accepting and managing your awards in Portal:

[Accepting an Award](#)

[Accessing your Awards](#)

[Navigating your Award Management Tools](#)

[Submitting Reports to your Grantor](#)

[Submitting a Grant Amendment](#)

[Monitoring Tasks and Corrective Action Plans](#)

[Subprograms](#)

[Portal Transfer of Award Ownership](#)

[Grantor Initiated Amendments](#)