

Arizona Department of Agriculture



LIVESTOCK & CROP CONSERVATION GRANT PROGRAM WORKSHOP

FY 2016
FUNDING CYCLE

LIVESTOCK & CROP CONSERVATION GRANT PROGRAM

- **Authorizing Statute A.R.S. 41-511.23 (G)(1)**
- **Program Purpose – to assist farmers and ranchers with the implementation of conservation practices that provide public benefits that preserve open space**
- **Eligible Applicants for FY2016**
 - **Individual Landowners within two distinct focal areas in Apache, Cochise, Coconino, Graham, Greenlee, Navajo, Pima, Pinal and Santa Cruz counties.**
 - **Grazing or agricultural lessees of State or Federal land within two distinct focal areas in Apache, Cochise, Coconino, Graham, Greenlee, Navajo, Pima, Pinal and Santa Cruz counties.**
- **Applicants with the greatest need for funding are encouraged to apply**

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- **FY2016 grant cycle was designed to compliment the USDA's Regional Conservation Partnership Program (RCPP)**
- **Loosely based on a Memorandum Of Understanding (MOU) between USDA Natural Resources Conservation Service (NRCS) and the AZ Game and Fish Department (AGFD)**
- **The LCCGP is not a party to the MOU but is identified as a financial contributor in the budget**

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- **Deliverables of the MOU include:**
 - Restoration of approximately 25,000 acres of grassland habitat by September 2019
 - Provide/ensure a reliable water supply on 60,000 acres by September 2019
 - Eliminate fencing barriers on 20 miles of fencing by September 2019
- **All projects within the two focal areas**

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FY2016 Cycle

- **Approximately \$700,000 available**
- **Grant funds can be used for projects on private, State and Federal land**
- **Multiple grants will be awarded (no more than 50% to one county)**
- **Grants will be capped at no more than \$50,000 each**

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LCCGP funds may be used for the following purposes:

- Use of LCCGP funds to restore grassland habitat within two distinct focal areas in the high desert and semi-desert grasslands of Northern and Southeastern Arizona.
- Use of LCCGP funds to provide and/or ensure reliable water on grassland habitat within two distinct focal areas in the high desert and semi-desert grasslands of Northern and Southeastern Arizona.
- Use of LCCGP funds to eliminate fencing barriers and/or install wildlife friendly fencing within two distinct focal areas in the high desert and semi-desert grasslands of Northern and Southeastern Arizona.
- Use of LCCGP funds to cover the costs of livestock deferment related to the conservation management practices in the items above.

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LCCGP funds may be used for the following purposes:

- Use of LCCGP funds as matching or leveraged funds to other partner programs included in the Regional Conservation Partnership Program (RCPP). For example, if the applicant is participating in or plans to apply for any of the eligible partner programs below, LCCGP funds could be awarded for use as matching funds to the agreement.
 - US Department of Agriculture, Natural Resources Conservation Service, Environmental Quality Incentive Program (USDA NRCS EQIP)
 - Arizona Game & Fish Department (Landowner Relations Incentive Program)
 - US Fish and Wildlife Service (Partners for Wildlife Program)
 - Department of Environmental Quality (Watershed Improvement Program)

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Matching or Leveraged Funds

- When LCCGP funds are used as matching or leveraged funds, LCCGP funds may only be used for actual costs less the funds received from any other program. So, if the actual cost of a project is \$50,000 and the grantee received \$35,000 from USDA-NRCS (or other eligible partner program) for that project, then the grantee can only use \$15,000 of LCCGP funds as a match, even if the originally estimated LCCGP match was 50% or \$35,000.
- LCCGP grant funding for this type of proposal can only be used for expenses incurred after the LCCGP agreement is fully executed. For example, if the applicant has an existing agreement with USDA-NRCS EQIP that began before the LCCGP agreement is fully executed, the LCCGP funding cannot be used retroactively. Only matching funds required after the LCCGP agreement is fully executed will be eligible for funding under the LCCGP.

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LCCGP funds may NOT be used for:

- Construction or repair of buildings, corrals, holding/shipping pens and roads.
- Equipment or tools that can be used beyond the length of the project and in other areas of the operation.

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- Grant manual is currently available and is posted on the agency website at:
<http://searchagriculture.az.gov/act/grantopportunities.aspx>
- Grant Application Deadline:
5:00 PM, Tuesday, October 13, 2015
 - Applications must be physically received at ADA (not postmarked) by the application deadline.
 - Late applications will not be accepted.
- ADA anticipates that grant funds will be awarded in November 2015

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Application Evaluation Steps

- Applications will be ranked according to Rating Criteria Questionnaire score.
- Project proposals will then be evaluated by a grant evaluation team made up of individuals with expertise in natural resource management, land management, crop management, livestock management and conservation.

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Contract Agreement

- If you are awarded funding, you will be required to sign a contract with the Arizona Department of Agriculture.
- Additionally, if you are awarded funding, you will be required to show proof of citizenship.
- You will also be required to register with E-verify if you meet the statutory definition of an “employer”.

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Required Application Forms:

1. Grant Application Cover Letter
2. Applicant & Project Information Form
3. Rating Criteria Questionnaire (with supporting documentation)
4. Land Management Agency Verification Form
5. Project Proposal Form
6. Map of Distinct Focal Area with Location of Operation Indicated
7. SHPO Certification Form
8. W-9 Vendor Form

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Grant Application Cover Letter

- No more than one page
- Reason for applying to the LCCGP
- Short project summary to include:
 - Problem(s) that will be addressed
 - What the project will accomplish
 - What public benefit(s) will be provided
 - How will it preserve open space

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Application and Project Information Form

(Page 1)

- **Project Title** (five to seven words)
- **Project Summary** (paragraph)
- **Project Type**
- **Project Land Type**
- **Project Time Frame** (no sooner than contract execution date)
- **Project Location**
- **Applicant Information**

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Application and Project Information Form

(Page 2)

- **Project Manager or Contact Person** (if not applicant)
- **Project Costs:**
 - LCCGP Funds (not to exceed \$50,000)
 - Other Agency Funds
 - In-Kind
 - Total Costs includes all funds (should match budget)
- **Applicant Signature - Inked**
 - Same person that will sign contract /agreement

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Rating Criteria Questionnaire

"Operation" is defined as all private and public land holdings managed by applicant

- Land Management – up to 25 points
- Livestock Management – up to 35 points
- Crop Management – up to 35 points
- Wildlife and Habitat – up to 30 points
- Open Space Preservation – up to 25 points
- Partnerships – up to 30 points
- Up to 180 points total
- Be sure to document all “Yes” responses

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Land Management Agency Verification Form

- Documentation for General Rating Criteria
- Verification of “required” livestock reduction
- Verification of “voluntary” livestock reduction
- Verification of “good standing” with agency
- Can be submitted directly to ADA if necessary

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Project Proposal Form

- **Project Title** (same as application form)
- **Project Purpose – 2 pages**
- **Scope of Work** (including Schedule of Tasks) – **2 pages**
- **Not to exceed 4 pages total**
- **Double Spaced**
- **12 point font**
- **Standard margins**
- **Project Budget** (include ALL funding sources)

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Project Proposal Hints:

1. Before filling out the Project Proposal Form, you should pre-plan your project and know:
 - How the project needs to be structured
 - What the project components are
 - When and what personnel are needed
 - How much it will cost to complete
2. Read and familiarize yourself with all sections of the grant manual. Make sure your proposed project addresses all the described requirements of the Project Proposal Form.

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Project Proposal Hints:

- 3. You MUST demonstrate through your project proposal how your conservation project will provide some sort of public benefit that preserves open space.** You need to clearly connect the ‘conservation based management’ practice (such as fencing a riparian area) to the public benefit it provides (such as protecting/enhancing wildlife habitat and/or water quality etc.) and how this helps to preserve open space (allows you to have better pasture rotation resulting in better productivity, which allows you to keep your private property intact).

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Project Proposal Hints:

4. Including additional supporting information in your project proposal may better equip the evaluation team to evaluate your project. **Additional information may include drawings, photographs or other information that you feel enhances the strength of your project proposal and makes it easy to understand.**

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Project Proposal Hints:

5. Be sure to **include maps** that are appropriate to your project so the grant evaluators will be able to clearly understand where your project is located, the surrounding topography, the type of rangeland and what's around the project site (i.e. is it close to a town, next to a USFS allotment, nearby a highway etc.). Also, indicate where your operation is located on the appropriate map of the two focal areas included in the application package so it will be easy for the evaluation team to determine where your project is taking place.

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Project Proposal Hints:

6. If you will be implementing a project on State or Federal land, be sure to review your project proposal with the appropriate land management agency prior to submitting your application, and be sure to gain the approval of the land management agency to go forward with the project.

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State Historic Preservation Office (SHPO) Certification Form

- **Self-certification**
- **Project Title** (same as application form and proposal form)
- **Signature**

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W-9 & Vendor Authorization Form

- Operation or individual
- Legal name or entity receiving grant funds
- Authorized signature (should be the same as applicant)

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**Other things you should know
if you are awarded LCCGP
grant funds**

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Grant Payments

- Generally made on a reimbursement basis
- Receipts and/or invoices (proof of payment on invoices may be required)
- Advance payments cannot exceed 50% of grant award
- Advance payments must be expended and reported on within 60 days of receipt

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Reimbursement of In-kind Costs

- **No actual expense incurred (no receipts or invoices)**
 - Personal equipment use
 - Labor
 - Travel/mileage
 - Supplies
- **Rates must be pre-approved and included in contract/agreement**
- **Can be negotiated**
- **Keep proper records**

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Reporting Requirements for Successful Applicants

- **Quarterly reports (updates) shall be submitted:**

Reporting Periods

Report Due on or before

July 1 – September 30

October 15

October 1 – December 31

January 15

January 1 – March 31

April 15

April 1 – June 30

July 15

- **A quarterly report template will be provided by ADA**
- **Final report (budget and narrative)**
- **Schedule monitoring visit**

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NOTE:

Failure to include any required information in your application will result in the rejection of your application.

You may submit your application early to be reviewed for completeness by ADA staff. All applications being submitted for review must be received by 5:00 p.m. Friday, September 25, 2015. ADA staff will only check if any required information is missing. We will not review the application for content.

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**LCCGP APPLICATION DEADLINE:
5:00 PM, Tuesday, October 13, 2015**

For questions or additional information contact:

**Lisa James or Ashley Worthington
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