## INSTRUCTIONS FOR SUBMITTING COMPLETED APPLICATION PACKETS

All application packets that were not submitted prior to the early review deadline must be submitted to the AZDA electronically on-line using the following process:

> Step 1 - Download the Application Packet files.
> Step 2 - Complete the Application Packet files.
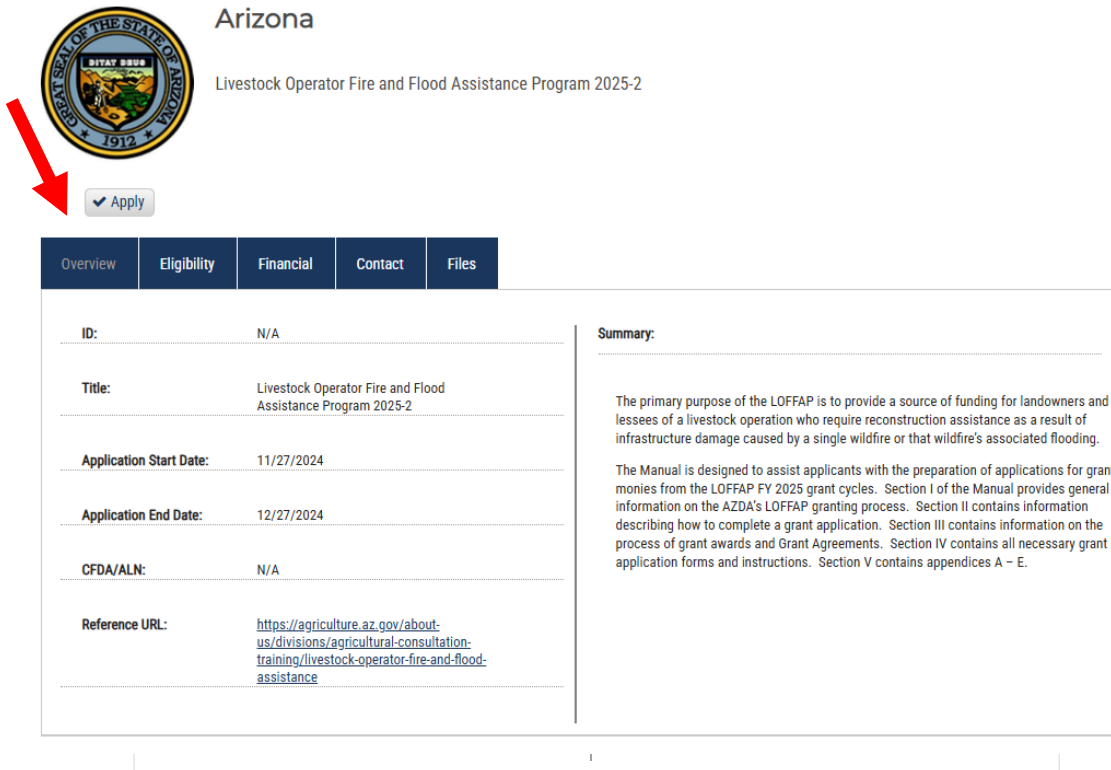> Step 3 - Submit the Application Packet files.

**To complete the steps above, your computer system must have the following:**

- o **Internet access**
- o **Adobe Acrobat Reader**

**If you have technical difficulties during this process, please contact us during regular business hours. See Section II.F.**

1. Access the LOFFAP private solicitation web page at:
   **https://gn.ecivis.com/GO/gn_redir/T/1d335j53gb2l1**

   <u>Click on and review</u> the Overview, Eligibility, Financial, Contact and Files tabs:

# Arizona

Livestock Operator Fire and Flood Assistance Program 2025-2

✔ Apply

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

**Eligible Applicants:**

- Other

**Eligibility Notes:**

Only one application per applicant will be accepted per grant cycle. Eligible applicants are livestock-operation landowners and lessees:

1. Who own over forty animals, as defined by this Manual, as part of a livestock operation;

2. Whose livestock-operation infrastructure was damaged as a result of a single wildfire or that wildfire's associated flooding;

3. Who needs assistance for infrastructure repair to continue the livestock operation; and

4. Who are ineligible for funding from, or are only partially funded by, another federal or state program, to repair their damaged infrastructure.

## Arizona

Livestock Operator Fire and Flood Assistance Program 2025-2

**✔ Apply**

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

| | | |
|---|---|---|
| **Funds Available:** | $9,500,000.00 | |
| **Award Amount:** | N/A (min) | $250,000.00 (max) |
| **Number of Awards:** | N/A | |
| **Average Award Size:** | N/A | |
| **Matching Required:** | No | |

**Financial Notes:**

The source of funding for LOFFAP is the Livestock Operator Fire and Flood Assistance Fund, established under A.R.S. § 3-109.03. The legislature has appropriated $10,000,000.00 to the Fund, of which an amount of $9,500,000.00 will be available for grant awards. Multiple grants may be awarded.

Grant of LOFFAP funds is limited as follows:

No more than 50% of the monies in the Fund may be awarded with respect to infrastructure projects in any one county in one fiscal year.

A grant cannot exceed 50% of the total cost of the grantee's infrastructure project cost as a result of that wildfire's associated flooding, including all amounts received from other sources, whether from the grantee or from other state and federal programs. Grantees will be required to sign a consent to allow sharing of information between AZDA and other state and federal programs. Sources of other funding include but are not limited to:

i. Insurance

ii. Charitable Organizations

iii. FEMA Hazard Mitigation Assistance Program Grants

iv. USDA Forest Service

- Burned Area Emergency Response
- Burned Area Rehabilitation

v. USDA Farm Service Agency

- Livestock Indemnity Program
- Livestock Forage Disaster Program
- Emergency Conservation Program
- Emergency Relief Program
- Noninsured Crop Disaster Assistance Program

vi. USDA NRCS

- Environmental Quality Incentives Program
- Emergency Watershed Protection Program

vii. Under a federal disaster declaration, the following could be sources of financial assistance:

- Individual Assistance
- Small Business Administration

A grant cannot exceed an aggregate of $250,000 for damage caused to a livestock operation as a result of a single wildfire and that wildfire's associated flooding.

http://agriculture.az.gov

# Arizona

Livestock Operator Fire and Flood Assistance Program 2025-2

✔ Apply

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

| | | | |
|---|---|---|---|
| **Agency/Department:** | AHA - Agricultural Consultation and Training | **Contact Notes:** | |
| **Contact/Help:** | msuter@azda.gov | | Marty Suter |
| **Office:** | N/A | | LOFFAP Grant Program Coordinator |
| **Program Contact:** | Marty Suter | | Agriculture and Food Systems Support Division |
| | LOFFAP Grant Program Coordinator | | Arizona Department of Agriculture |
| | Agriculture and Food Systems Support Division | | 1110 W. Washington Street, Suite 450 |
| | Arizona Department of Agriculture | | Phoenix, AZ 85007 |
| | 1110 W. Washington Street, Suite 450 | | Cell: 602.396.8365 |
| | Phoenix, AZ 85007 | | Email: msuter@azda.gov |
| | Cell: 602.396.8365 | | |
| | Email: msuter@azda.gov | | |
| **Application Address:** | Applications must be submitted online. | | |

http://agriculture.az.gov

At the Files tab, download and save each of the files to your computer:

**Note: These are general instructions based on the use of Windows 10 Pro as the operating system and Google Chrome as the browser. The use of a different operating system and/or a browser other than Google Chrome, i.e. Internet Explorer, Safari or Firefox may vary the process of saving or downloading files to your computer.**

Download and save the  PDF files using the following steps:

a.  Click on the file link to open the file.

b.  Click on the download icon in the upper right menu bar.



c.  **Name the file(s) and save them to a location on your computer that you can access later.**

2.  Prepare the application packet files off-line. All files must be in PDF format. (See Sections IV. A.):

http://agriculture.az.gov

a. **Attestation Form (Notarization Required) – must use fillable form provided**
b. **Infrastructure Project Proposal Form – must use fillable form provided**
c. **Infrastructure Project Budget Form – must use fillable form provided**
d. **Infrastructure Project Overview Map and Associated Photos**
e. **Land Management Agency Verification Form (If Applicable) – must use fillable form provided**

3. When the application packet files are complete, use the following steps to submit the application packet on-line:

   Return to the LOFFAP solicitation web page at: **https://gn.ecivis.com/GO/gn_redir/T/1d335j53gb2l1**

   a. Click on the "Apply" button.

b.  Either login to the eCivis Portal with an existing account and **skip to Step m.** or click on the "Create an account" button.
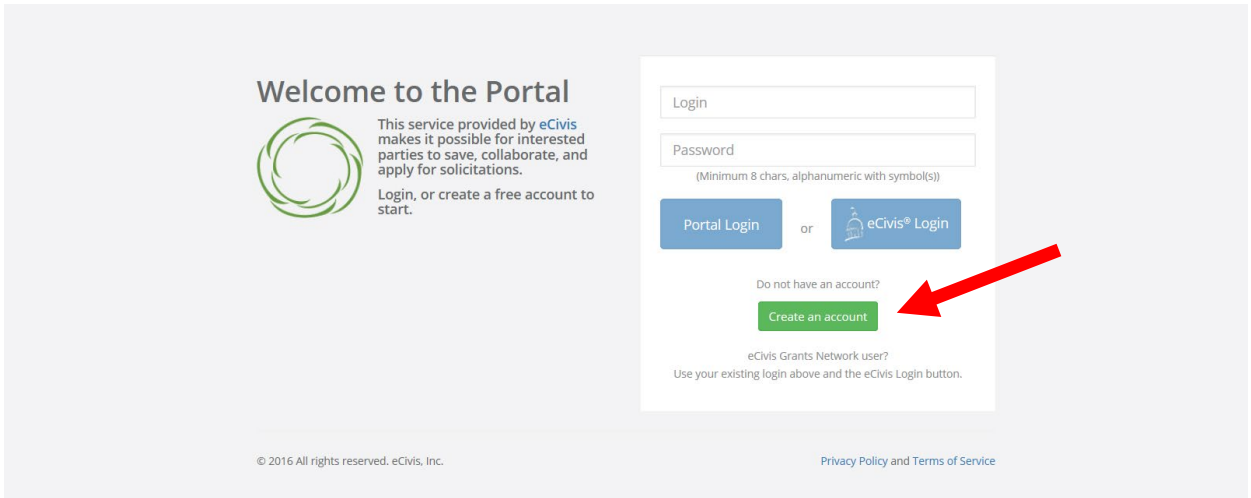


c.  Enter the appropriate information for a new account signup. Note: The "Passphrase" (password) must rate as "strong" or "perfect" or the system will not allow a "Signup".
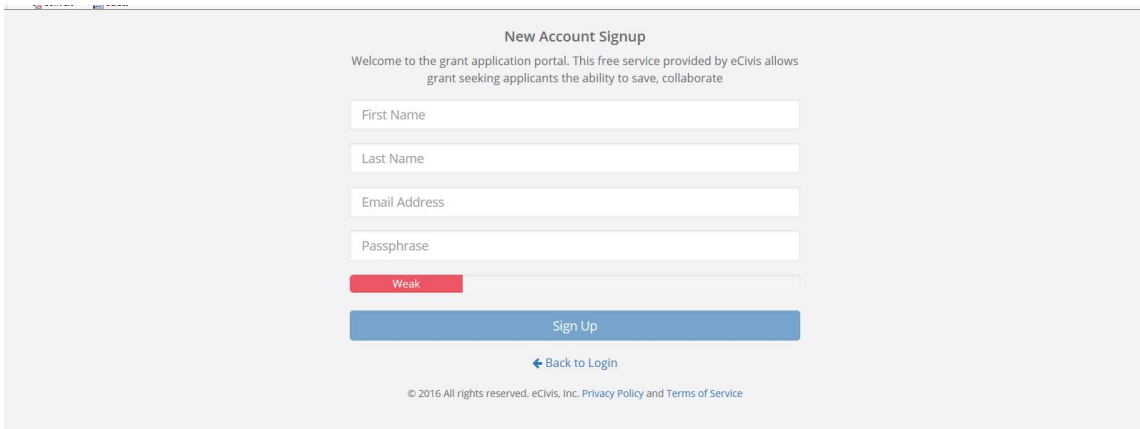


d.  You will receive a message to confirm your email address via an email message sent to you.



http://agriculture.az.gov
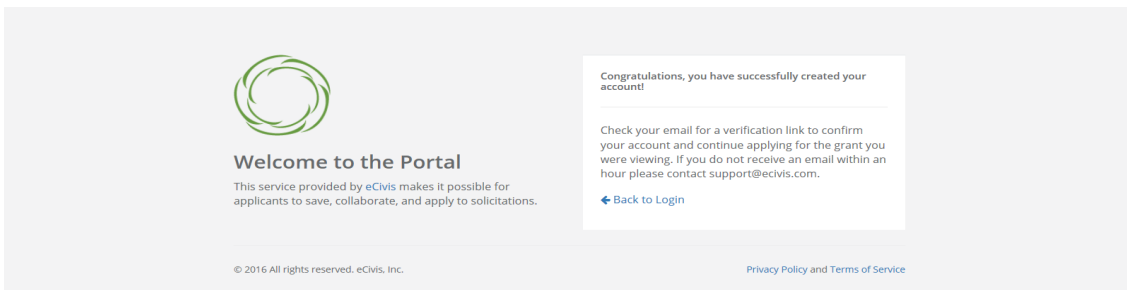
e. Confirm your account by clicking on the link provided in your email message.
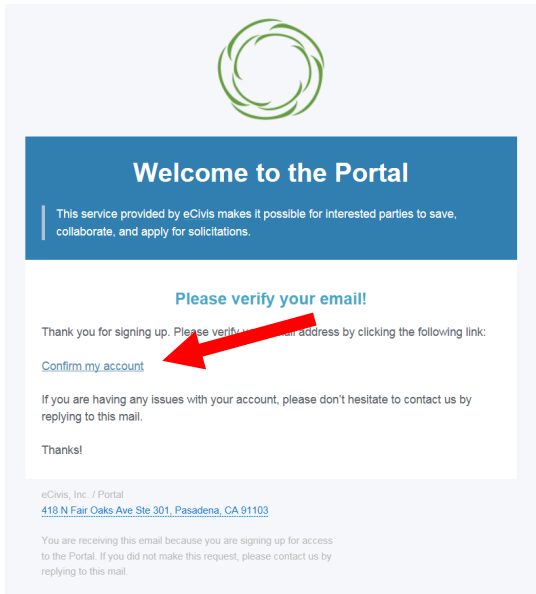


f. You will receive a second email message confirmation that your email is verified. You can login to the Portal from here or return to the Portal login screen in your browser.



http://agriculture.az.gov
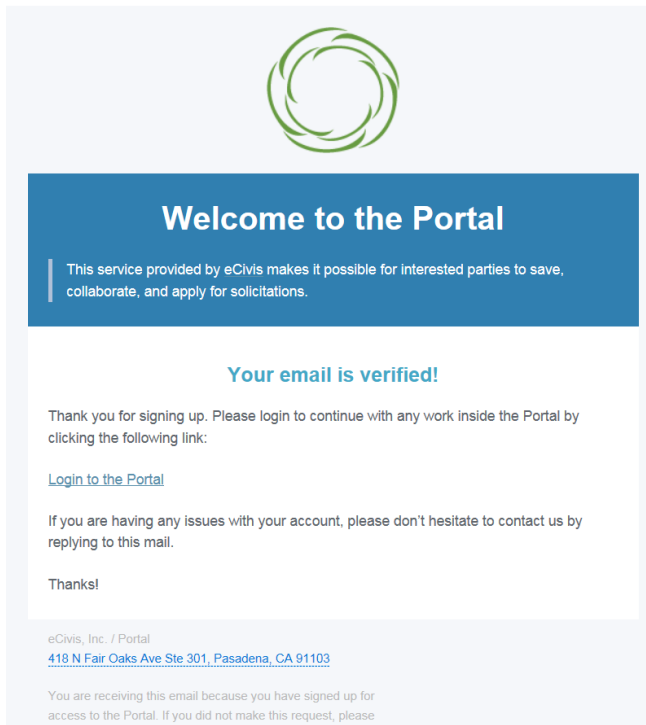
g. Login to the Portal with your login and password.



h. Click on the "Create New Application" button. It may be necessary to repeat the sign-in process by clicking on the blue button. Otherwise **skip to Step m.**

j.  Always log-in using the "Portal Login" button.
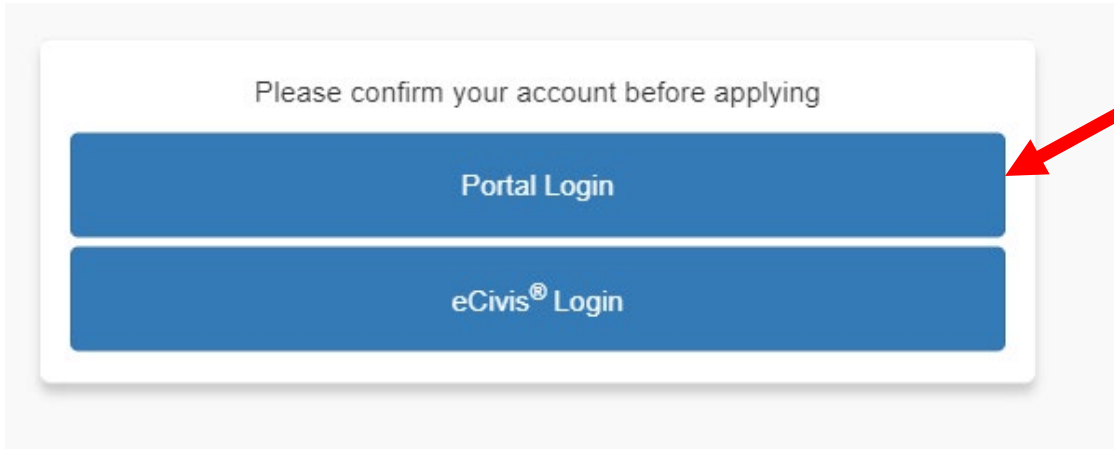


k.  Login into the Portal with your email and password.
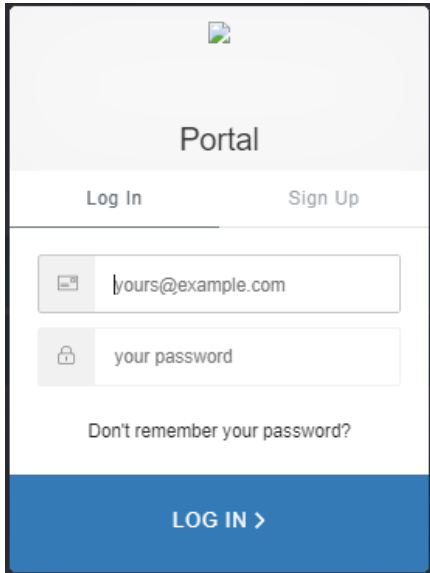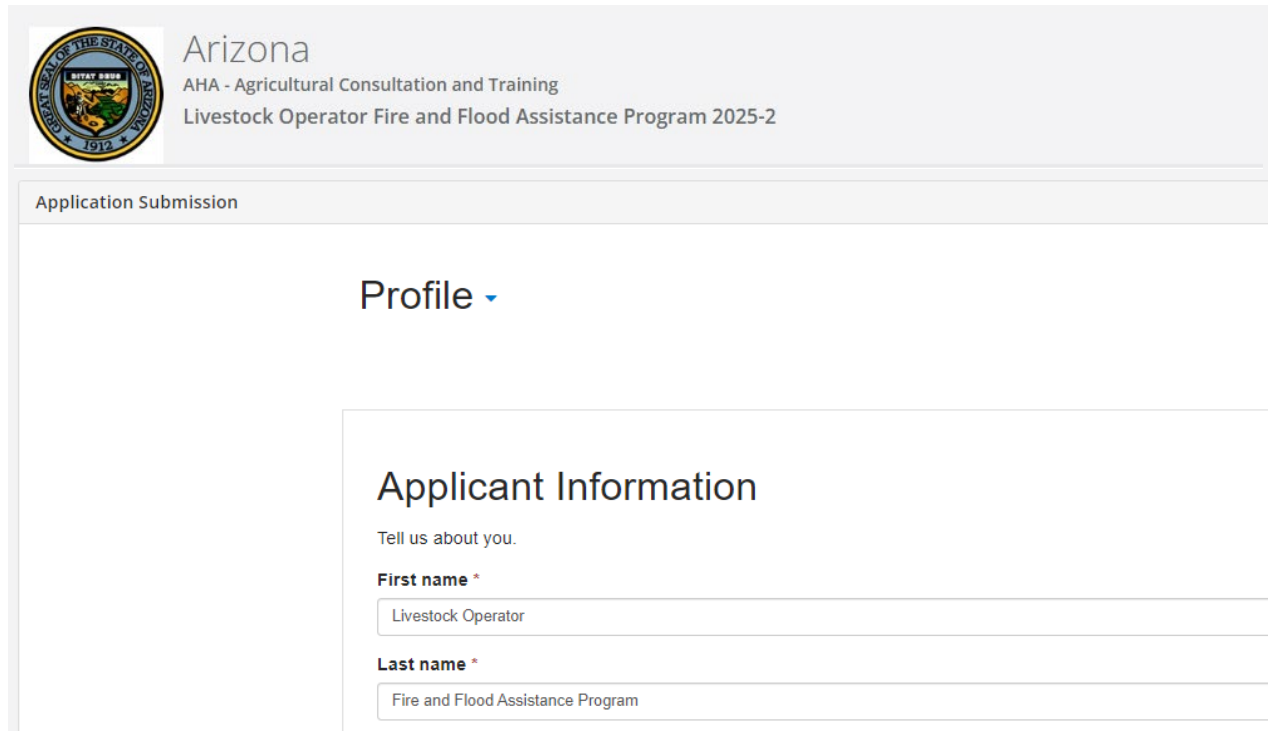


l.  Click on the "Open" button to update your profile information if action is required.
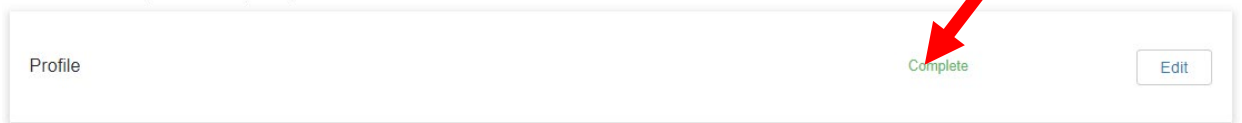
m. Enter the appropriate information on the "Applicant Information" page and **click on "Create Profile".**
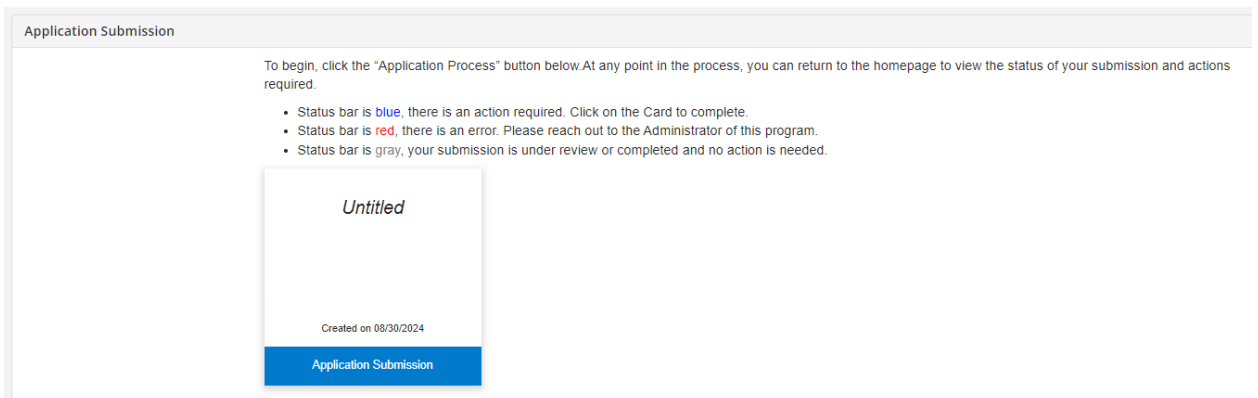


n. Confirm that the "Profile" step is checked as "Complete".



o. To start the application, click in the blue bar titled, "Application Submission".

p.  Click on the "Open" button to enter the application information.

When you have completed the application, it will no longer state "Action Required," but "Complete." The "Submit" button will turn green, which indicates that you can now submit.

### ⊟ Application Submission

There are 28 days remaining to submit this.

Submit

Below you will find a section for each step that needs to be completed for this for you to submit your information. If action is required, click "Open" to complete the section. IMPORTANT: Once you have completed all required items for this step, be sure to click "Submit".Before submitting, you will be able to edit any section. Once you`ve submitted, you will be unable to make any changes.

Applications

Click "Open" to complete the next step.

- If you have saved or completed this step, you can click "Edit" to make changes before submitting.
- Once you have submitted, you will be able to view but not make changes.

Action Required          Open

q.  It will not be necessary to enter information in the Application Budgets. **Please disregard this section.**

**Application Budget**

# DISREGARD

Show [ 10 ∨ ] entries

| Project Title | Create Date | Status |
|---|---|---|
| N/A | 03/02/2023 | Draft |

r.  Enter all "required" information indicated with an asterisk. **Please see instructions for each section.**

## Applications ▾

Save Draft    Mark Complete    Close

Please complete all required fields.

You can save as a draft and return later to complete by clicking "Save Draft" at the bottom of the page.

When you are ready to submit this step, please click the blue "Save" button at the bottom of the page.

1. Application/Project Title *

2. Org Name *

3. Program/Project Congressional District (check all that apply) *
☐ 1

5. **Scope of Work** *

> See attached project proposal

Please enter, "See attached project proposal".

6. **Project Timeline** *

> See attached project proposal

Please enter, "See attached project proposal".

7. **Collaborative Elements and Partners** *

> See attached project proposal

s.  Click on "Save Draft" to return to the application at a later time.

Save Draft      Mark Complete      Close

t.  Click "+ Select a file" to upload the corresponding PDFs files. **The system will only accept a file in PDF format.**

Application Submission

**Attestation Form** *
Please upload a signed and notarized form. The file must be in PDF format.
+ Select a file

**LOFFAP Infrastructure Project Proposal** *
Please upload a completed infrastructure project propsal form. The file must be in PDF format.
+ Select a file

**LOFFAP Infrastructure Project Budget Form** *
Please upload a completed infrastructure project budget form. The file must be in PDF format.
+ Select a file

**Overview Map and Associated Photos** *
Please upload an overview map and any associated photos. The file must be in PDF format.
+ Select a file

**Land Management Verification Form (If applicable)**

http://agriculture.az.gov

u.   Indicate the Budget Status as "I have completed the Budget Worksheet" **even though you will not complete the worksheet.**

**Overview Map and Associated Photos** *

Please upload an overview map and any associated photos. The file must be in PDF format.

**+ Select a file** [                              ] ❸

**Land Management Verification Form (If applicable)**

Please upload a completed and signed land management verification form (if applicable). The file must be in PDF format.

**+ Select a file** [                              ] ❸

**2nd Land Management Verification Form (If applicable)**

Please upload a second completed and signed land management verification form (if applicable). The file must be in PDF format.

**+ Select a file** [                              ] ❸

**Budget Status** *

[ I have completed the Budget Worksheet                                              ⌄ ]

v.   When all required fields are completed, click on "Mark Complete".

Save Draft        **Mark Complete**        Close

w.   Confirm that the Application is checked "Complete".

When you have completed the application, it will no longer state "Action Required," but "Complete." The "Submit" button will turn green, which indicates that you can now submit.

**⊟ Application Submission**

There are 28 days remaining to submit this.        **Submit**

Below you will find a section for each step that needs to be completed for this for you to submit your information. If action is required, click "Open" to complete the section. IMPORTANT: Once you have completed all required items for this step, be sure to click "Submit".Before submitting, you will be able to edit any section. Once you`ve submitted, you will be unable to make any changes.

**Applications**

**Complete**        Edit

Click "Open" to complete the next step.

- If you have saved or completed this step, you can click "Edit" to make changes before submitting.
- Once you have submitted, you will be able to view but not make changes.

x.   Click on "Submit". **The Application must be submitted prior to 11:59:59 p.m. (MST) on December 27, 2024.**

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When you have completed the application, it will no longer state "Action Required," but "Complete." The "Submit" button will turn green, which indicates that you can now submit.

## Application Submission

There are 28 days remaining to submit this.

**Submit**

Below you will find a section for each step that needs to be completed for this for you to submit your information. If action is required, click "Open" to complete the section. IMPORTANT: Once you have completed all required items for this step, be sure to click "Submit".Before submitting, you will be able to edit any section. Once you`ve submitted, you will be unable to make any changes.
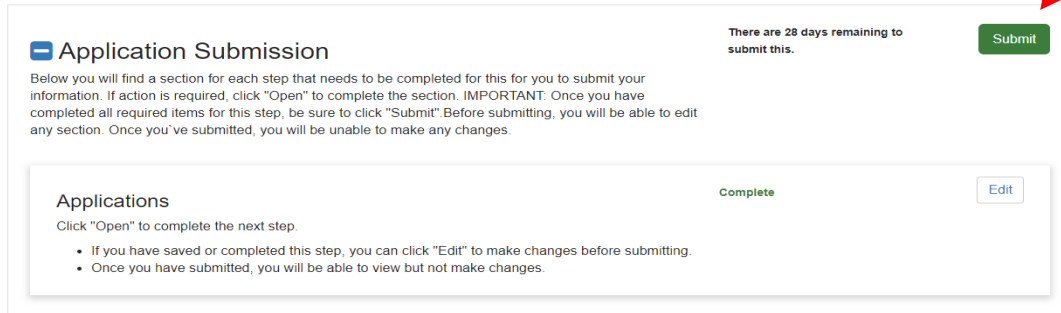
### Applications

Complete    **Edit**

Click "Open" to complete the next step.

- If you have saved or completed this step, you can click "Edit" to make changes before submitting.
- Once you have submitted, you will be able to view but not make changes.

y.   Confirm that the application was successfully submitted. You will also receive an email confirmation. If you DO NOT receive an email confirmation please contact the LOFFAP staff, see Grant Manual.
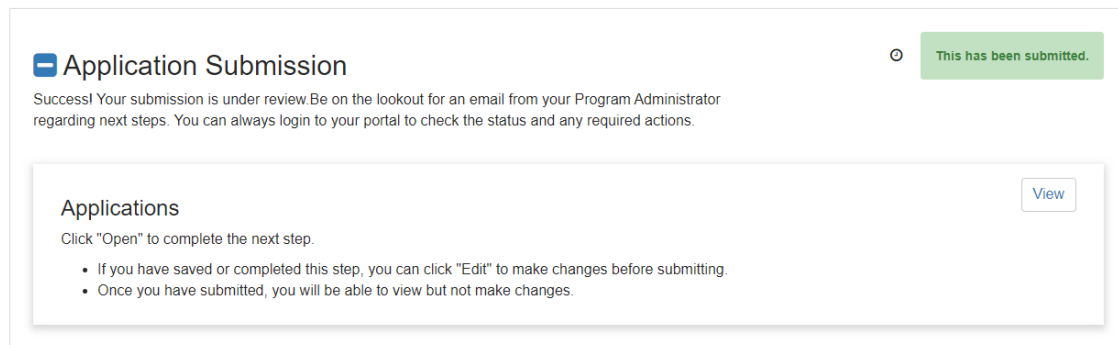
When you have completed the application, it will no longer state "Action Required," but "Complete." The "Submit" button will turn green, which indicates that you can now submit.
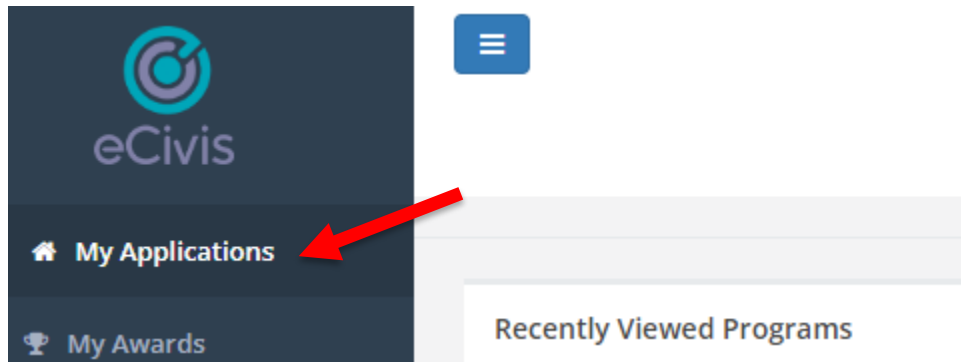
## Application Submission

🕐    **This has been submitted.**

Success! Your submission is under review.Be on the lookout for an email from your Program Administrator regarding next steps. You can always login to your portal to check the status and any required actions.

### Applications

**View**

Click "Open" to complete the next step.

- If you have saved or completed this step, you can click "Edit" to make changes before submitting.
- Once you have submitted, you will be able to view but not make changes.

z.   Click on "My Applications" in the upper left hand corner to view the status of applications.

eCivis

☰

🏠 **My Applications**

🏆 My Awards

Recently Viewed Programs

aa.   Under "My Application" the status will show "Under Review" which means your application has been successfully submitted.

http://agriculture.az.gov

Remember, AZDA's Agriculture & Food Systems Support Division (AFSSD) must receive completed applications no later than **11:59:59 p.m. (MST) on Friday, December 27th.**

Applications submitted by the December 27th deadline will be publicly opened, read and recorded beginning at 8:00 a.m. on the next business day after the Final Deadline at 1110 W. Washington, Suite 450, Phoenix, Arizona.