

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:

- Internet access
- 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: <http://tinyurl.com/LOFFAP2024-3>

Click on and review the Overview, Eligibility, Financial, Contact and Files tabs:



Arizona

Livestock Operator Fire and Flood Assistance Program 2024-3

✓ Apply

Overview	Eligibility	Financial	Contact	Files
ID: N/A		Summary: The primary purpose of the LOFFAP is to provide a source of funding for landowners and lessees of a livestock operation who require reconstruction assistance as a result of infrastructure damage caused by a wildfire and associated flooding. The Manual is designed to assist applicants with the preparation of applications for grant monies from the LOFFAP FY 2024 grant cycles. Section I of the Manual provides general information on the AZDA's LOFFAP granting process. Section II contains information describing how to complete a grant application. Section III contains information on the process of grant awards and Grant Agreements. Section IV contains all necessary grant application forms and instructions. Section V contains appendices A – E.		
Title: Livestock Operator Fire and Flood Assistance Program 2024-3				
Application Start Date: 02/27/2024				
Application End Date: 03/29/2024				
CFDA/ALN: N/A				
Reference URL: https://agriculture.az.gov/about-us/divisions/agricultural-consultation-training/livestock-operator-fire-and-flood-assistance				

<http://agriculture.az.gov>



Arizona

Livestock Operator Fire and Flood Assistance Program 2024-3

✓ 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 wildfire and 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.

<http://agriculture.az.gov>



Arizona

Livestock Operator Fire and Flood Assistance Program 2024-3

 Apply



Overview	Eligibility	Financial	Contact	Files
Funds Available: \$9,500,000.00		Financial Notes:		
Award Amount: N/A (min) \$250,000.00 (max)		<p>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.</p> <p>Grant of LOFFAP funds is limited as follows:</p> <ul style="list-style-type: none">a. No more than 50% of the monies in the Fund may be awarded with respect to projects in any one county in one fiscal year.b. A grant cannot exceed 50% of the total cost of the grantee's infrastructure project cost, 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:<ul style="list-style-type: none">i. Insuranceii. Charitable Organizationsiii. FEMA Hazard Mitigation Assistance Program Grantsiv. USDA Forest Service<ul style="list-style-type: none">• Burned Area Emergency Response• Burned Area Rehabilitationv. USDA Farm Service Agency<ul style="list-style-type: none">• Livestock Indemnity Program• Livestock Forage Disaster Program• Emergency Conservation Programvi. USDA NRCS<ul style="list-style-type: none">• Environmental Quality Incentives Program• Emergency Watershed Protection Programvii. Under a federal disaster declaration, the following could be sources of financial assistance:<ul style="list-style-type: none">• Individual Assistance• Small Business Administrationc. A grant cannot exceed an aggregate of \$250,000 for damage caused to a livestock operation as a result of a single wildfire and associated flood.d. If a grantee is using Supplemental Funds, and the grantee receives more funds than expected from other sources, the grantee is only entitled to the amount of LOFFAP funds needed to complete the infrastructure project, even if the original grant was larger than that amount.		
Number of Awards: N/A				
Average Award Size: N/A				
Matching Required: No				

<http://agriculture.az.gov>



Arizona

Livestock Operator Fire and Flood Assistance Program 2024-3



Overview	Eligibility	Financial	Contact	Files
Agency/Department: AHA - Agricultural Consultation and Training		Contact Notes:		
Contact/Help: msuter@azda.gov		Marty Suter		
Office: N/A		Arizona Department of Agriculture		
Program Contact: Marty Suter Arizona Department of Agriculture 1110 W. Washington Street, Suite 450 Phoenix, AZ 85007 Mailing Address: 1802 W. Jackson Street #78 Phoenix, AZ 85007 Cell: (602) 396-8365 E-mail: msuter@azda.gov		1110 W. Washington Street, Suite 450 Phoenix, AZ 85007		
Application Address: Applications must be submitted online.		Mailing Address: 1802 W. Jackson Street #78 Phoenix, AZ 85007 Cell: (602) 396-8365 E-mail: msuter@azda.gov		

<http://agriculture.az.gov>



Arizona

Livestock Operator Fire and Flood Assistance Program 2024-3



Overview	Eligibility	Financial	Contact	Files																
<div>Files:</div> <table><tbody><tr><td>Grant Manual:</td><td> LOFFAP Grant Manual Final (626.2 Kb)</td></tr><tr><td>Attestation Form:</td><td> LOFFAP Attestation Form (128.4 Kb)</td></tr><tr><td>Project Proposal:</td><td> LOFFAP Project Proposal Form (748.3 Kb)</td></tr><tr><td>Project Budget:</td><td> LOFFAP Project Budget Form (972.3 Kb)</td></tr><tr><td>Project Overview Map and Associated Photos:</td><td> LOFFAP Project Overview Map and Associated Photos (79.2 Kb)</td></tr><tr><td>Land Management Verification Form:</td><td> Land Management Verification Form (116.8 Kb)</td></tr><tr><td>Checklist:</td><td> LOFFAP Checklist (154.2 Kb)</td></tr><tr><td>Instructions for Submitting Applications:</td><td> Instructions for Submitting Applications (1.3 Mb)</td></tr></tbody></table> <div>File Notes:</div>					Grant Manual:	LOFFAP Grant Manual Final (626.2 Kb)	Attestation Form:	LOFFAP Attestation Form (128.4 Kb)	Project Proposal:	LOFFAP Project Proposal Form (748.3 Kb)	Project Budget:	LOFFAP Project Budget Form (972.3 Kb)	Project Overview Map and Associated Photos:	LOFFAP Project Overview Map and Associated Photos (79.2 Kb)	Land Management Verification Form:	Land Management Verification Form (116.8 Kb)	Checklist:	LOFFAP Checklist (154.2 Kb)	Instructions for Submitting Applications:	Instructions for Submitting Applications (1.3 Mb)
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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:

- Click on the file link to open the file.
- Click on the download icon in the upper right menu bar.



- Name the file(s) and save them to a location on your computer that you can access later.
- Prepare the application packet files off-line. All files must be in PDF format. (See Sections IV. A.):
 - Attestation Form (Notarization Required) – must use fillable form provided
 - Project Proposal Form – must use fillable form provided

<http://agriculture.az.gov>

- c. **Project Budget Form – must use fillable form provided**
 - d. **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:
 - a. Return to the LOFFAP solicitation web page at: <http://tinyurl.com/LOFFAP2024-3>
 - b. Click on the “Apply” button.



Arizona

Livestock Operator Fire and Flood Assistance Program 2024-3

✓ Apply

Overview	Eligibility	Financial	Contact	Files
<p>ID: N/A</p>		<p>Summary:</p>		
<p>Title: Livestock Operator Fire and Flood Assistance Program 2024-3</p>		<p>The primary purpose of the LOFFAP is to provide a source of funding for landowners and lessees of a livestock operation who require reconstruction assistance as a result of infrastructure damage caused by a wildfire and associated flooding.</p>		
<p>Application Start Date: 02/27/2024</p>		<p>The Manual is designed to assist applicants with the preparation of applications for grant monies from the LOFFAP FY 2024 grant cycles. Section I of the Manual provides general information on the AZDA's LOFFAP granting process. Section II contains information describing how to complete a grant application. Section III contains information on the process of grant awards and Grant Agreements. Section IV contains all necessary grant application forms and instructions. Section V contains appendices A – E.</p>		
<p>Application End Date: 03/29/2024</p>				
<p>CFDA/ALN: N/A</p>				
<p>Reference URL: https://agriculture.az.gov/about-us/divisions/agricultural-consultation-training/livestock-operator-fire-and-flood-assistance</p>				

<http://agriculture.az.gov>

- c. Either login to the eCivis Portal with an existing account and **skip to Step m.** or click on the “Create an account” button.

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- d. 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”.

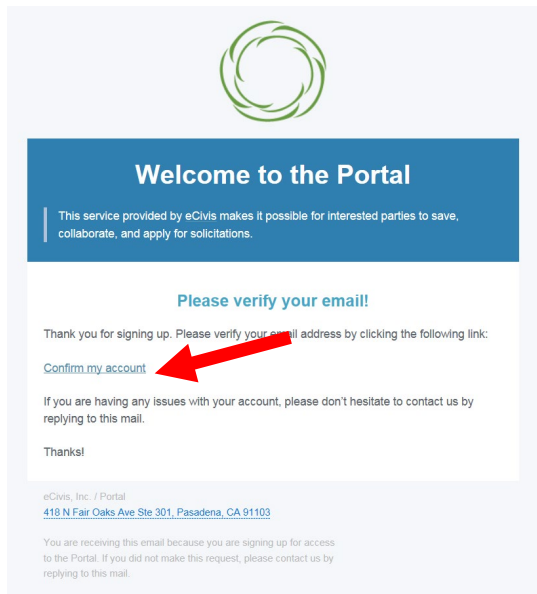
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- e. You will receive a message to confirm your email address via an email message sent to you.

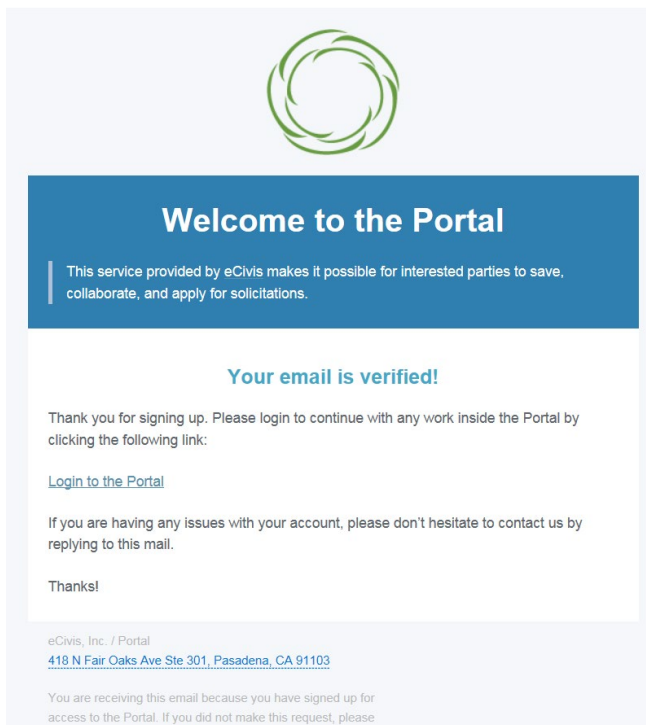
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<http://agriculture.az.gov>

- f. Confirm your account by clicking on the link provided in your email message.

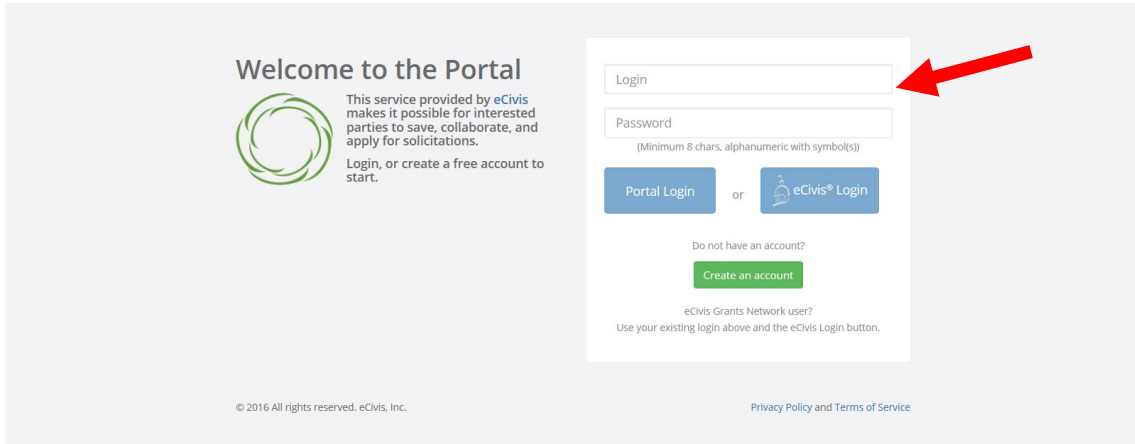


- g. You will receive a second email message confirmation that your email is verified. You can login to the Portal from here or return to the Portal login screen in your browser.



<http://agriculture.az.gov>

- h. Login to the Portal with your login and password.



Welcome to the Portal

This service provided by eCivis makes it possible for interested parties to save, collaborate, and apply for solicitations.

Login, or create a free account to start.

Login

Password
(Minimum 8 chars, alphanumeric with symbol(s))

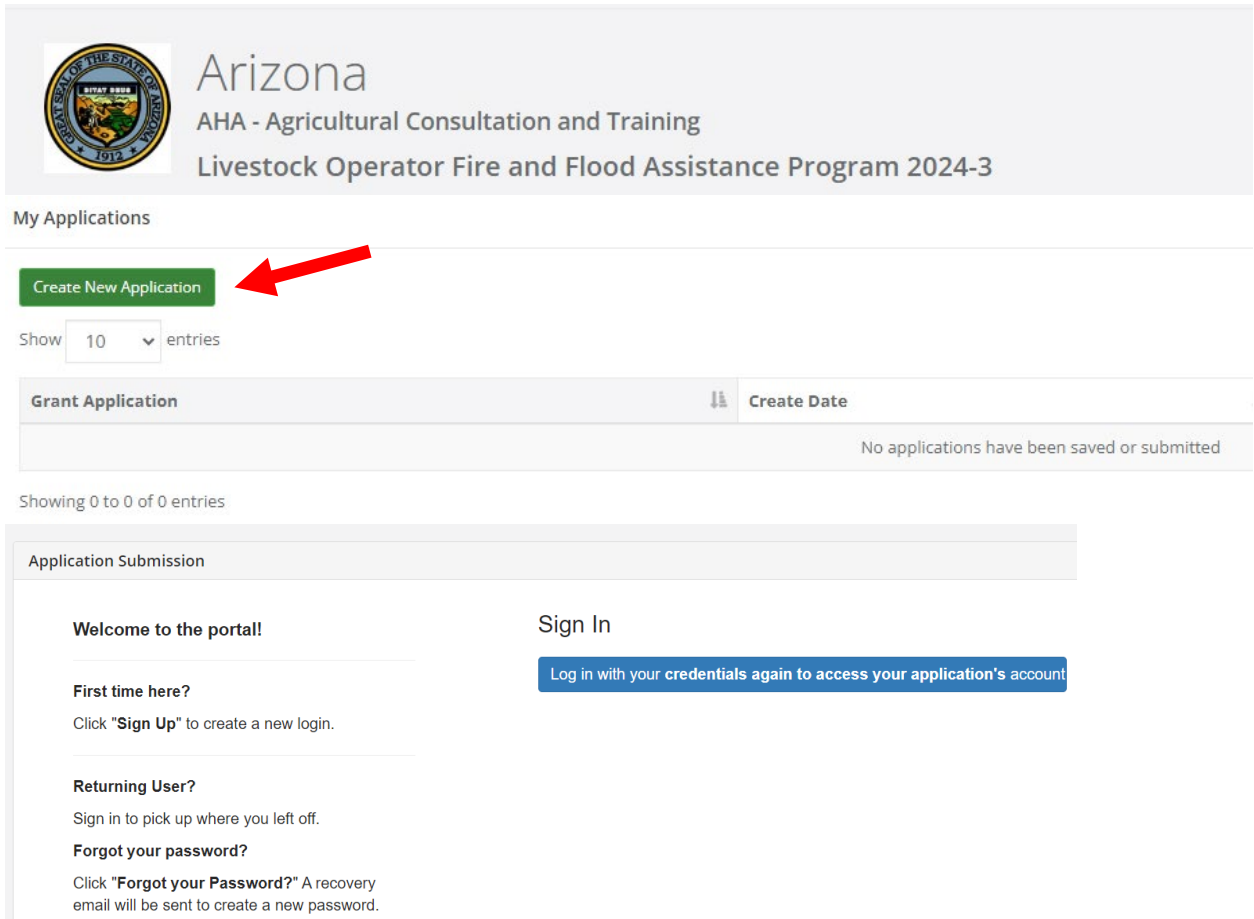
Portal Login or eCivis® Login

Do not have an account?
Create an account

eCivis Grants Network user?
Use your existing login above and the eCivis Login button.

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- i. 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.**



Arizona
AHA - Agricultural Consultation and Training
Livestock Operator Fire and Flood Assistance Program 2024-3

My Applications

Create New Application

Show 10 entries

Grant Application	Create Date
No applications have been saved or submitted	

Showing 0 to 0 of 0 entries

Application Submission

Welcome to the portal!

First time here?
Click "Sign Up" to create a new login.

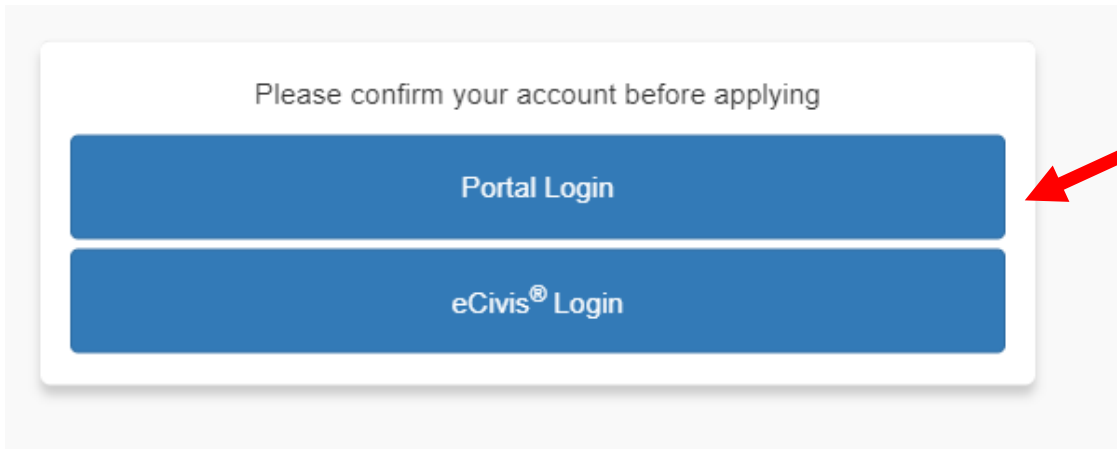
Returning User?
Sign in to pick up where you left off.

Forgot your password?
Click "Forgot your Password?" A recovery email will be sent to create a new password.

Sign In
Log in with your credentials again to access your application's account

<http://agriculture.az.gov>

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



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

A screenshot of a web form titled "Portal". It has two tabs: "Log In" (selected) and "Sign Up". Below the tabs are two input fields: the first is for an email address with the placeholder "yours@example.com" and an email icon; the second is for a password with the placeholder "your password" and a lock icon. Below these fields is a link that says "Don't remember your password?". At the bottom of the form is a large blue button labeled "LOG IN >".

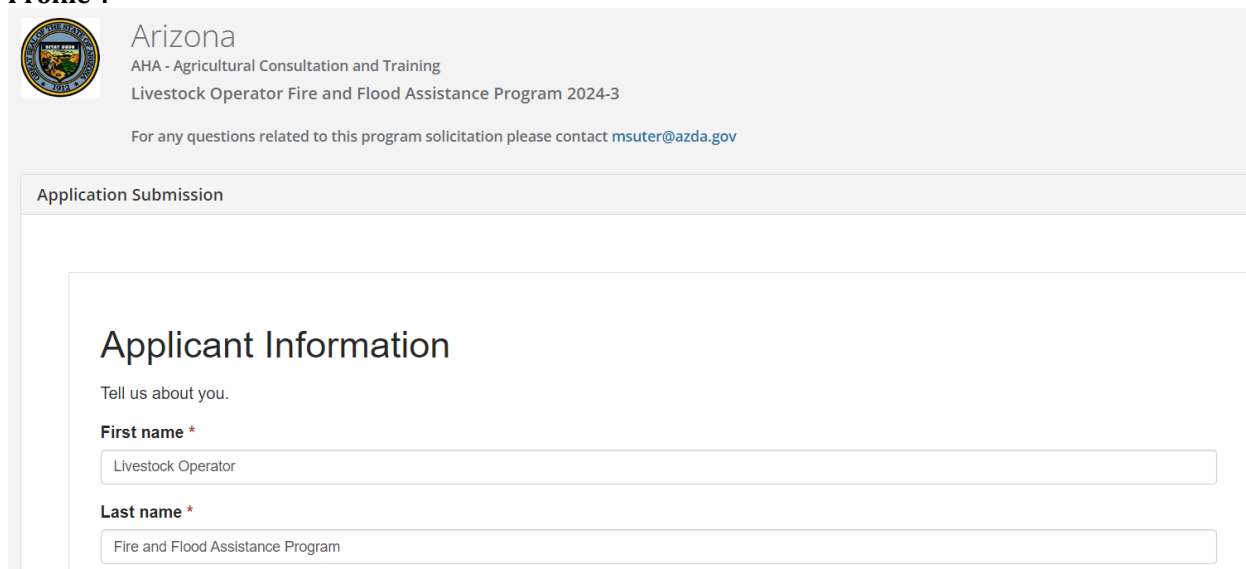
- l. Click on the "Open" button to update your profile information if action is required.

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

A screenshot of a web interface showing a profile update screen. On the left, the word "Profile" is displayed. On the right, there is a red rectangular box containing the text "Action Required". To the right of this box is a blue button labeled "Open". A red arrow points to the "Open" button.

<http://agriculture.az.gov>

- m. Enter the appropriate information on the “Applicant Information” page and **click on “Create Profile”**.



Arizona
AHA - Agricultural Consultation and Training
Livestock Operator Fire and Flood Assistance Program 2024-3
For any questions related to this program solicitation please contact msuter@azda.gov

Application Submission

Applicant Information

Tell us about you.

First name *

Livestock Operator

Last name *

Fire and Flood Assistance Program

Complete

- n. Confirm that the “Profile” step is checked as “Complete”.

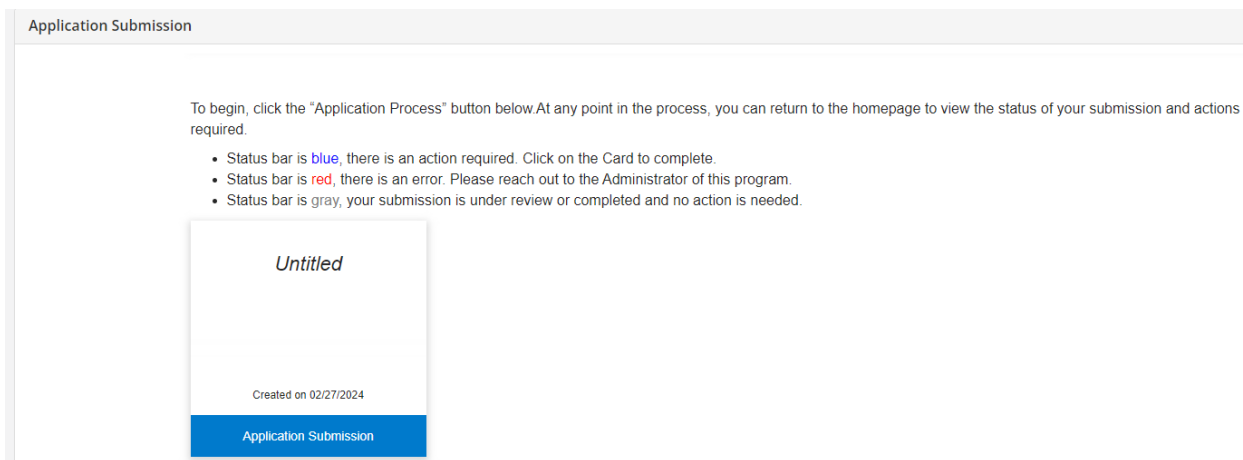


Profile

Complete

Edit

- o. To start the application, click in the blue bar titled, “Application Submission”.



Application Submission

To begin, click the “Application Process” button below. At any point in the process, you can return to the homepage to view the status of your submission and actions required.

- Status bar is **blue**, there is an action required. Click on the Card to complete.
- Status bar is **red**, there is an error. Please reach out to the Administrator of this program.
- Status bar is **gray**, your submission is under review or completed and no action is needed.

Untitled

Created on 02/27/2024

Application Submission

<http://agriculture.az.gov>

- 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

Action Required

Open

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.

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

Application Budget

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

<http://agriculture.az.gov>

Application Submission

7th District

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

Please enter, "See attached project proposal".

LOFFAP Attestation Form *

Please upload a signed and notarized attestation form. The file must be in PDF format.

+ Select a file

LOFFAP Project Proposal Form *

Please upload a completed project proposal form. The file must be in PDF format.

+ Select a file

LOFFAP Project Budget Form *

Please upload a completed 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.

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.

Budget Status *

- v. When all required fields are completed, click on “Mark Complete”.

- 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.

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.

Complete

- x. Click on “Submit”. **The Application must be submitted prior to 11:59:59 p.m. (MST) on March 29, 2024.**

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.

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.

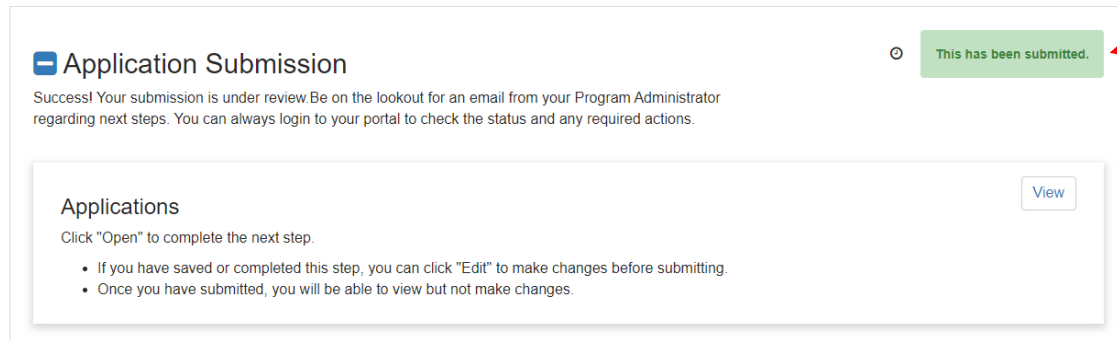
- If you have saved or completed this step, you can click “Edit” to make changes before submitting.
- Once you have submitted, you will be able to view but not make changes.

Complete

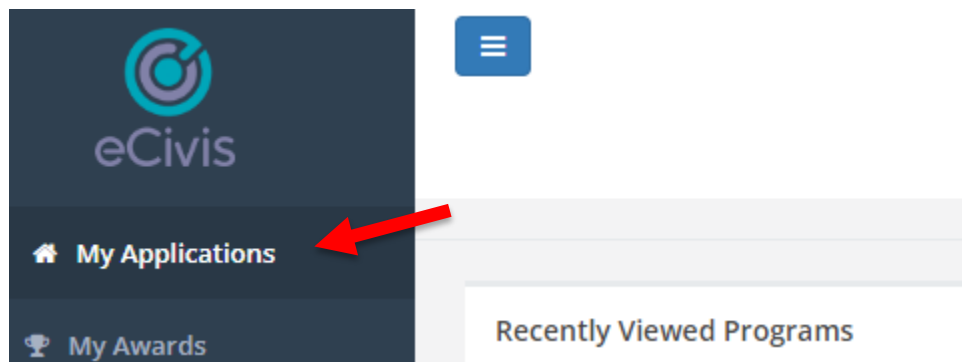
<http://agriculture.az.gov>

- 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.

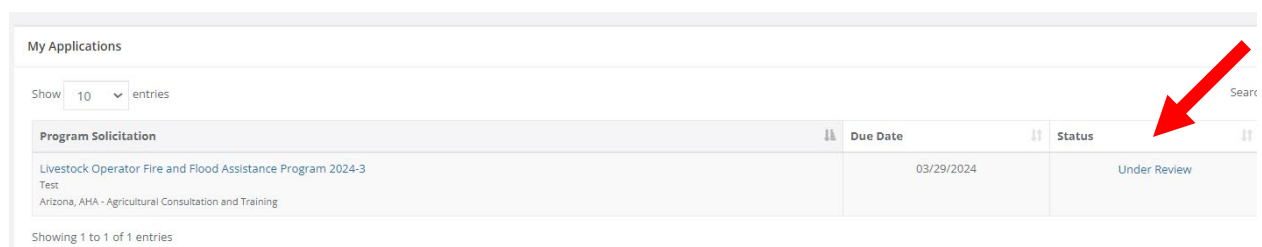
When you have completed the application, it will no longer state "Action Required," but "Complete." The "Submit" button will turn green, which indicates that you can now submit.



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



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



Remember, AZDA's Agricultural Consultation and Training Program (ACT) must receive completed applications no later than **11:59:59 p.m. (MST) on Friday, March 29th.**

Applications submitted by the March 29th deadline will be publicly opened, read and recorded beginning at 8:00 a.m. on April 1st at 1110 W. Washington, Suite 450, Phoenix, Arizona.

<http://agriculture.az.gov>

<http://agriculture.az.gov>