Arizona Department of Agriculture
Livestock Operator Fire and Flood Assistance Grant Program (LOFFAP)

INFRASTRUCTURE PROJECT PROPOSAL FORM - INSTRUCTIONS

1. **Infrastructure Project Title -** Using five to seven words, title your infrastructure project in a way that is clear and descriptive.

2. **Infrastructure Project Summary -** In one paragraph or less, sum up the overall infrastructure project (why is it needed/important, what will be accomplished and how).

3. **Type of Infrastructure Project -** Check the boxes that apply to the appropriate type of infrastructure project and provide descriptions where applicable.

4. **Proposed Infrastructure Project Will Take Place On -** Check all boxes that apply to the ownership of the land where the infrastructure project will take place. For example, if the infrastructure project will take place partially on your private land and partially on State Trust Land, check both the private property and State Trust Land boxes.

   Please enter how many acres will be affected by the infrastructure project per land type. (Please include the acres directly and indirectly affected by the infrastructure project. For example, replacing a flood damaged pipeline on less than one acre, but the availability of water may impact an entire allotment or several hundred acres.) ***Note: This is not a ranking criteria.***

5. **Wildfire Name and Year** - Enter the name and year of the wildfire event that caused the infrastructure loss.

6. **Associated Flooding Loss** - Describe how the wildfire created associated flooding damage and enter the date of the infrastructure loss due to that wildfire's associated flooding.

7. **Infrastructure Project Start/ End Date -** Enter the date you intend to begin the infrastructure project and the date you anticipate the infrastructure project will be completed, no later than May of 2026.

8. **Location of Infrastructure Project -** Enter the section, township and range coordinates of the infrastructure project location**.**

9. **Applicant Information -** Enter the applicable information for the entity/individual receiving funds and reporting funds on their tax return.

10. **Infrastructure Project Manager/ Contact Person -** Enter the applicable information for the person that will have day to day knowledge or management of the infrastructure project. This is the person that will be contacted if infrastructure project clarification is required.

11. **Infrastructure Project Purpose:** In no more than **two** pages, describe why the infrastructure project is necessary/important and address the following questions:
    - What problem is addressed by the infrastructure project?
    - What will the infrastructure project accomplish?

12. **Scope of Work:** In no more than **two** pages, describe in detailed steps how you will accomplish what you have described in the Infrastructure Project Purpose. Include the following:
    - **Infrastructure Project Location** - Outline where the infrastructure project will take place on the map(s) included with your application and provide section/township/range coordinates. Include maps that are appropriate to your infrastructure project so the grant evaluators will be able to clearly understand where your infrastructure project is located on the operation, the surrounding topography, the type of rangeland and what's around the infrastructure project site (i.e. is it close to a town, next to a USFS allotment, nearby a highway etc.). Make

sure your maps precisely illustrate the infrastructure project to give the evaluators a clear understanding of what you are planning to do. You may contact your local Natural Resources Conservation Service (NRCS) or Forest Service offices to obtain maps. Also see mapping website resources in Appendix B. You may also use the websites listed in Appendix B to help you with maps. The infrastructure project/topographical map should be in a 1:24,000 scale. Include state or federal permit/lease allotment maps. You are required to provide additional drawings and/or photographs describing the infrastructure project site. In order to provide a thorough evaluation, you are encouraged to include pre & post flood event photographs.

- **Key Personnel** - Who will be doing the work? If work is being contracted, include the name of the contractor if known or state "fence contractor" or "pipeline contractor," etc.
- **Timeline** - When will the work be done? Include a detailed schedule of **infrastructure project milestones** with estimated completion dates. Milestones are significant events or tasks which will occur throughout the implementation of the infrastructure project.
- **Schedule of Tasks and Deliverables (see example below), including:**

SAMPLE - **Schedule of Tasks and Deliverables**

No.	Task	Deliverable	Expected Date of Completion
I	Obtain fencing supplies and materials.	Fencing supplies obtained.	11/24
2	Contract labor/equipment to install fence.	Fence installed.	1/25
3	Purchase supplies/equipment.	Supplies purchased.	7/25
4	Contract well clean out.	Well clean out.	8/25
6	Write and submit quarterly report(s) to AZDA on the progress of infrastructure projects and disposition of grant funds to date. Request reimbursements as appropriate.	AZDA Quarterly Report(s) and Reimbursement Request Form(s) submitted.	1/15/25 4/15/25 7/15/25 10/15/25
7	Write and submit Final Report to AZDA to close out grant.	Final Report submitted.	10/25

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INFRASTRUCTURE PROJECT PROPOSAL FORM

Fill in all information on this page.

1. Infrastructure Project Title - *Please limit the length of the title to five to seven words.*

2. Infrastructure Project Summary- *Sum up the overall project in a few sentences.*

3. Type of Infrastructure Project - *check all that apply:*

☐ Well repair or replacement

☐ Building repair or replacement (Must be an essential component to the livestock operation).
  Describe: _____

☐ Fence repair or replacement

☐ Pipeline repair or replacement

☐ Spring and water distribution repair or replacement

☐ Corral repair or replacement

☐ Equipment (Must be an essential component to the livestock operation).
  Describe: _____

☐ Other essential component to the livestock operation

  Component Name: _____

  Essential Function: _____

4. Proposed Infrastructure Project Will Take Place On - *check all that apply:*

☐ Private Property   Estimated # of acres impacted _____

☐ State Trust Land   Estimated # of acres impacted _____

☐ Federal Land   Estimated # of acres impacted _____

5. Wildfire Name _____ **Year** _____

6. Was the infrastructure loss due to associated flooding? ☐ Yes ☐ No

   If yes, what was the date of the associated flooding loss: _____. Describe how flooding resulted from the wildfire:

   _____

   _____

7. Infrastructure Project Start Date: _____   Infrastructure Project End Date: _____

8. Location of Infrastructure Project:

Section: _____   Township: _____   Range: _____

Section: _____   Township: _____   Range: _____

Section: _____   Township: _____   Range: _____

9. Applicant Information:

Applicant Name:

Operation Name:

Address:

Address:

City:

State:

ZIP Code:

County:

Phone:

Email:

10. Infrastructure Project Manager/ Contact Person - *Individual who will have day to day knowledge or management of the* infrastructure *project and should be contacted if clarification is required (if different than applicant name):*

Name:

Title:

Address:

Address:

City:

State:

ZIP Code:

Phone:

Email:

11. Infrastructure Project Purpose:

Please address the following questions:

Why is the infrastructure project needed?

What problem is addressed by the infrastructure project?

What will the infrastructure project accomplish?

12. Scope of Work:

Please address the following points:

Infrastructure project location (including type of land infrastructure project will take place on)

Key personnel - who will be doing the work

Timeline – When will work be done, etc.?

Schedule of Tasks and Deliverables (see page 15 of this Manual for instructions and sample Schedule of Tasks)

No.	Task	Deliverable	Expected date of Completion