

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

PROJECT PROPOSAL FORM - INSTRUCTIONS

1. **Project Title** - Using five to seven words, title your project in a way that is clear and descriptive.
2. **Project Summary** - In one paragraph or less, sum up the overall project (why is it needed/important, what will be accomplished and how). Include whether you are applying for leveraged funds.
3. **Type of Project** - Check the boxes that apply to the appropriate type of project and provide descriptions where applicable.
4. **Proposed Project Will Take Place On** - Check all boxes that apply to the ownership of the land where the project will take place. For example, if the project will take place partially on your private land and partially on State land, check both the private property and State Trust Land boxes.

Please enter how many acres will be impacted/improved by the project per land type. (Please include the acres directly affected by the project. For example, putting in a well may take place on less than one acre, but the availability of water may impact an entire allotment or several hundred acres.) Additionally, if installing pipeline or fencing, include how many acres are impacted. **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 Date** - Describe how the wildfire created associated flooding damage and enter the date of the infrastructure loss due to associated flooding.
7. **Project Start/ End Date** - Enter the date you intend to begin the project and the date you anticipate the project will be completed, no later than October of 2025. Please do not put a project start date prior to October 2023 unless you are applying for Supplemental Funds to be put toward a contract with another Agency.
8. **Location of Project** - Enter the section, township and range coordinates of the **project location**.
9. **Applicant Information** - Enter the applicable information for the entity/individual receiving funds and reporting funds on their tax return.
10. **Project Manager/ Contact Person** - Enter the applicable information for the person that will have day to day knowledge or management of the project. This is the person that will be contacted if project clarification is required.

11. Project Costs

LOFFAP Funds Requested - Enter the amount of your grant request.

Funds from another Agency - Enter the amount (if any) that another Agency will provide. Also, enter the name of the Agency if applicable.

Funds from Applicant - Enter the amount (if any) that the applicant will provide. (Includes any time/labor, supplies, or equipment use that the applicant will receive reimbursement for).

Total Project Cost - Enter the total project cost, which equals the grant request plus funds from other sources.

12. Project Purpose: In no more than two pages, describe why the project is necessary/important and address the following questions:

- What problem is addressed by the project?
- What will the project accomplish?

13. Scope of Work: In no more than two pages, describe in detailed steps how you will accomplish what you have described in the Project Purpose. Include the following:

- **Project Location** - Outline where the 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 project so the grant evaluators will be able to clearly understand where your project is located on the operation, 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.). Make sure your maps precisely illustrate the 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 project/topographical map should be in a 1:24,000 scale). Include state or federal permit/lease allotment maps. You are encouraged to provide additional drawings and/or photographs describing the project site.
- **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 **project milestones** with estimated completion dates. Milestones are significant events or tasks which will occur throughout the implementation of the project.
- **Schedule of Tasks, Deliverables and Payments (see example below), including:**

SAMPLE - Schedule of Tasks, Deliverables and Payments

No.	Task	Deliverable	Expected Date of Completion	LOFFAP Cost
1	Obtain fencing supplies and materials.	Fencing supplies obtained.	11/15	12,500.00
2	Contract labor/equipment to install fence.	Fence installed.	1/16	10,000.00
3	Purchase supplies/equipment for new well.	Supplies purchased.	7/16	12,500.00
4	Contract well drilling.	Well drilled.	8/16	15,000.00
6	Write and submit quarterly report(s) to AZDA on progress of projects and disposition of grant funds to date. Request reimbursements as appropriate.	AZDA Quarterly Report(s) and Reimbursement Request Form(s) submitted.	1/15/16 4/15/16 7/15/16 10/15/16	-
7	Write and submit Final Report to AZDA to close out grant.	Final Report submitted.	10/16	-
TOTAL GRANT AMOUNT:				\$50,000.00

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PROJECT PROPOSAL FORM

Fill in all information on this page.

1. Project Title - <i>Please limit the length of the title to five to seven words.</i>
2. Project Summary - <i>Sum up the overall project in a few sentences.</i>
3. Type of Project - <i>check all that apply:</i> <input type="checkbox"/> Well repair or replacement <input type="checkbox"/> Building repair or replacement (Must be an essential component to the livestock operation). Describe: _____ <input type="checkbox"/> Fence repair or replacement <input type="checkbox"/> Pipeline repair or replacement <input type="checkbox"/> Spring and water distribution repair or replacement <input type="checkbox"/> Corral repair or replacement <input type="checkbox"/> Equipment. (Must be an essential component to the livestock operation). Describe: _____ <input type="checkbox"/> Other essential component to the livestock operation Component Name: _____ Essential Function: _____
4. Proposed Project Will Take Place On - <i>check all that apply:</i> <input type="checkbox"/> Private Property Estimated # of acres impacted _____ <input type="checkbox"/> State Trust Land Estimated # of acres impacted _____ <input type="checkbox"/> Federal Land Estimated # of acres impacted _____
5. Wildfire Name _____ Year _____
6. Associated Flooding Loss Date: _____ . Describe how flooding resulted from the wildfire: _____ _____ _____
7. Project Start Date: _____ Project End Date: _____

8. Location of 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. Project Manager/ Contact Person - *Individual who will have day to day knowledge or management of the 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. Project Costs:

LOFFAP Funds Requested: \$ _____ (Not to exceed 50% of Total Project Costs or \$250,000 per wildfire and flooding event)

Funds from another Agency: \$ _____

Agency Name: _____

Funds from Applicant: \$ _____

Total Project Costs \$ _____ (Total Project Costs must equal the total on the budget form included in the application)

12. Project Purpose:

Please address the following questions:

Why is the project needed?

What problem is addressed by the project?

What will the project accomplish?

13. Scope of Work:

Please address the following points:

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

Key personnel - who will be doing the work

Timeline – When will work be done, etc.?

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