ADEQ
Arizona Department of Environmental Quality

Water Quality Improvement Grant Manual

Chapter 4 – Grant Application Package

Chapter 4
Grant Application Package

Application Instructions

Before filling out the following Water Quality Improvement Grant application forms, the applicant should pre-plan the project and know:

- How the project needs to be structured;
- What the components are;
- When and what personnel are needed; and,
- How much it will cost to complete.

It is highly recommended that you attend a grant workshop and consult with ADEQ staff regarding any questions on the application forms.

Follow these guidelines when preparing the application:

- Read and familiarize yourself with all chapters of this manual. Make sure your proposed project can meet all of the described requirements.
- Complete the grant application package. Make sure to respond to all items and include all required schedules and attachments that are pertinent to your application. You can use the forms provided or create your own. If you substitute the forms, they must contain the same information as the ones in this chapter.
- Submit one (1) original and five (5) copies of the grant application package. Your package must be submitted in a sealed envelope or package. The original copy of the application should be clearly labeled "original" and must include the original *Grant Application Form* with an original ink signature by a person who is legally authorized to enter into an agreement on behalf of the applicant. The application should be in the sequence requested and include page numbers. *ADEQ will not provide any reimbursement for the cost of developing or presenting applications.* Failure to include requested information may result in the rejection of your application or may have a negative impact on the evaluation of the application.
- Submit the completed grant application package by the deadline (refer to the *Water Quality Improvement Grant Program Request for Grant Applications* for this current cycle). **Late applications will not be accepted.**
- Additional materials such as promotional brochures or examples of other programs should only be submitted if they directly relate to information requested in this grant application package.
- The Department may conduct discussions, request additional information, suggest changes to the application, and negotiate project price adjustments. If discussions/negotiations are conducted, applicants will be invited to modify their applications. ADEQ reserves the right to award grants for less monies than requested.
- ADEQ cannot accept submissions via fax or e-mail. The application must be physically delivered or mailed in paper copy.

The grant application is made up of seven parts:

- **Part I -** Grant Application Form and Signature Page;
- **Part II -** Executive Summary;
- **Part III -** Scope of Work;
- **Part IV -** Project Milestones;
- **Part V -** Water Quality Improvement Plan(s);
- **Part VI -** Budget; and,
- **Part VII -** State Historic Preservation Office (SHPO) Form.

The application is set up with electronic interactive forms to make it easier for you to provide the requested information. You can either print the forms and hand-write your responses on the form or type the information in the shaded fields and mark the shaded check boxes. For applications completed electronically, use the tab key or arrow keys to move from one shaded field to another, or click a shaded field with your mouse.

Follow the instructions within each category and address each of the seven parts for a complete application. Use as many pages as necessary and attach additional information as needed.

Part I - Grant Application Form and Signature Page
Fill in answers for the requested information.

Part II - Executive Summary
Please provide an executive summary of your project. An executive summary is a synopsis of the key points of your proposed project plan. The summary previews the main points of your project, enabling readers to build a mental framework for organizing and understanding the detailed information in your application. The executive summary is a miniature business plan.

Part III - Scope of Work (A-G)
Section A – Water Quality Problem(s)

A-1 Problem: Describe the water quality problem or issues your proposal will manage or eliminate. Clearly identify the cause(s) and source(s) of nonpoint source pollution your project addresses. Explain how your project will improve and/or protect water quality.

A-2 Pollution sources (primary and secondary): Identify the primary and secondary pollution sources being addressed by the project. Please refer to **Appendix A**, Pollution Sources, for code number identification and name to be used in primary (**bolded** selections) and secondary pollution source tables. The **Primary** category is intended to identify the principal or main pollution source(s) the project will manage (select up to five). **Secondary** Pollution Sources are the other nonpoint pollution source categories that apply to the project (list all that apply). Also estimate the percent of project area that each pollution source affects (must total 100%). *Note that you might only have one pollution source (i.e. agriculture) that affects 100% of the project area.*

Section B - Action Plan

B-1 Plan of Action: Explain how the project remedies, solutions, specific actions or best management practices will be implemented to control nonpoint source pollution and

restore natural resources. Provide attachments, maps or pictures to clarify and describe exactly what you plan to do and how you plan to do it (i.e., reseed, replant, and install fencing).

B-2 Method of Approach: Fill in the appropriate numeric code (only one). Refer to **Appendix B** for selecting the numeric code that best describes the activity that will be carried out to improve water quality. The list of activities (Nonpoint Source Functional Category of Activity) is intended to identify the principal or *main* approach, remedy, or solution that will be used to achieve the objectives of the project.

B-3 Management Measures

a. Project site(s): Identify the project site area by name and/or number. Your project may only have one project site area; however you may select up to five (5) distinct project site areas or locations.

b. Best Management Practices (BMPs): Identify each best management practice that will be implemented (note that there may be more than one best management practice per project site area). For each best management practice identified, include the number or units to be installed, or the square feet, acres, or miles affected. Best management practices are methods that have been determined to be effective and practical as a means to preventing or reducing nonpoint source pollution. Refer to **Appendix C** for a list of best management practices.

c. Pollutant Type: Refer to **Appendix D** and identify the type of pollutant that will be controlled by implementing BMPs at each project site.

d. **Optional** - Load Reduction Estimate: If nitrogen, phosphorus, or sediment is identified as a pollutant type, please provide an expected load reduction estimate. Estimates should be presented for each project site area. Nitrogen = lbs/year, phosphorus = lbs/year, sediment = tons/year.

Remember, projects proposed with estimated load reductions will rank higher than projects that do not have projected quantitative measures of success (see Chapter 2, Prioritization).

Section C - Expected Outcomes

C-1 Goals: Explain the specific, measurable outcomes of the project. List these objectives in numerical order with the first objective having the most important outcome. Specific water quality goals should be identified with an estimate of the nonpoint source pollution reductions expected as a result of the project. Provide justification that the cost of implementing the project is reasonable for the benefits provided toward improving water quality.

C-2 Project Longevity: Estimate how long you expect the project to reduce pollution. If maintenance will be required to maintain the project's effectiveness, how will you assure the appropriate operation and maintenance (see *3.14* of the *Grant Agreement*) will be done? What is your level of commitment to maintenance of project benefits and/or capital improvements?

Section D - Project Evaluation
Explain how you will measure your project's effectiveness or how you will know if your project is successful. This could include photo monitoring, field surveys, water quality sampling, and/or laboratory analysis. Refer to *Chapter 1, Quality Assurance,* regarding water quality data requirements.

Section E - Public Education, Outreach, and Partnerships

E-1 Education and Public Outreach: Each project must have a component of education and public outreach. Explain how applicants will enhance the public's understanding of the project, nonpoint source pollution issues, and water quality.

E-2 Partnerships: Provide information about partnerships with other organizations that will assist in accomplishing your project. Identify entities that will provide matching support, either monetary or in-kind. Please provide verification of donated match, indicating the entity providing match and how much (hours, dollars, etc.) will be contributed to the project.

Section F - Key Personnel
Identify the people who will be working on or with the project. Describe the qualifications of the key project manager and any other key personnel involved in the project. Focus on the skills and/or knowledge needed to accomplish the project. If subcontractors will be hired, describe the minimum qualifications that will be required for selection. *If awarded a grant, you must follow the Disadvantaged Business Requirements (minority business enterprises, women owned business enterprises, and small business concerns) when obtaining quotations.*

Section G - Location & Site Plan

G-1 Map: All applicants must provide project location information. Every grant application must include a location map with the site(s) identified. This map should identify the precise location(s) of the project. A U.S. Geological Survey (USGS) 7.5 minute map is recommended (geography.usgs.gov/partners/viewonline.html, www.mytopo.com/search.cfm or www.topozone.com). (Most USGS maps show an area that spans 7.5 minutes of latitude and 7.5 minutes of longitude, and is usually named after the most prominent feature in the quadrangle.)
Reviewers must be able to locate the project, and/or proposed project area with the information provided. (Latitude/Longitude information is always the most precise and easiest way to locate a project.) Please submit more than one map, if necessary, and attach any additional information for clarification.
All maps should be on 8 ½ x 11 paper and include:

- The project title;
- Scale of the map;
- USGS map identifiers (identifying information located in the bottom right - name, provisional edition date, and north-west identifiers); and,
- Directional arrow.

G-2 Site Plan: A site plan must be submitted if there is any site development as part of the project, such as fencing and planting. If applicable, use the map provided to identify your site plan. In the case of habitat development/restoration, the plan must include lists and

locations of species to be planted. Reference your site plan (maps, drawings, etc.) throughout the grant application.

G-3 County: Identify the county where project is located.

G-4 Watershed Name(s): Provide the name of the watershed. Refer to the map on page 9 if necessary to identify your watershed(s).

G-5 HUC Code (USGS): Identify the Hydrologic Unit Code(s) (HUC) for your project(s). A HUC Code is the USGS designation for the geographic area or watershed affected by the project or pollution source. The HUC is an eight-digit number that identifies the four hydrologic levels—regional, sub-regional, accounting, and cataloging—into which the country has been divided for water resource planning and data management purposes. HUC Code information can be found at the EPA "Surf Your Watershed" website (cfpub.epa.gov/surf/locate/index.cfm).

G-6 Land Ownership: Identify who owns the land on which the project is located. Is the property (land) owned by federal or state government, BLM, Forest Service, private, tribal, etc.? Please list all that apply.

G-7 Current Land Use: Please list, and explain if necessary, all applicable land uses (recreation, cattle grazing, open range, crops, etc.)

G-8 Size and Total of Project Site(s): List the size (in acres) for each project site location (*refer to Part III, Section B-3a*), and the total acres for the entire project.

G-9 Waterbody Type(s): Please select all applicable waterbody types from the following list (enter as many as appropriate):

Ground water	Lakes
Ponds	Rivers/Streams
Reservoirs	Streams
Wetlands	Other

G-10 Affected Waterbody/Stream Name(s): Provide the name for the affected water(s).

G-11 Impaired Water(s): Please indicate (yes or no) whether the affected water body is impaired or not attaining water quality standards. Please refer to the ADEQ website for a list of impaired (Category V) and not attaining (Category IV) waters (www.azdeq.gov/environ/water/assessment/305-02.html).

Remember, projects implemented to improve impaired (and not attaining) waters will be given priority (see Chapter 2, Prioritization).

G-12 Length of Stream: What is the length of stream through the project area (if applicable)?

G-13 Miles of Stream Benefited: Estimate the miles of stream that will benefit from the project (if applicable).

G-14 Acres of Riparian Habitat: Estimate the acres of riparian habitat benefited by the project (if applicable).

Part IV - Project Milestones

All applications must include a schedule of project milestones with estimated completion dates. Milestones are significant events or tasks, including deliverables, which will occur throughout the implementation of the proposed project. The schedule of milestones will be used to track the progress of approved projects. If your project will take longer than 2 years, your schedule should provide adequate justification on why it will be longer.

Column 1: *Task Description/Deliverables:* Describe in detail, each task that you will perform to accomplish your objectives for a successful project. For example: Task # 1 = Execute Contract with ADEQ; Task # 2 = Submit Quality Assurance Project Plan. List the tasks in chronological order according to the proposed completion date.

Column 2: *Completion Date:* Enter the estimated date for completion in relationship to the tasks identified. Many practices will be ongoing throughout the project period and may be identified as "ongoing."

Column 3: *Percent Complete:* Leave this column empty. This column will be used for quarterly reporting to track progress. If awarded, you will submit a project milestones form with every quarterly report and reimbursement request. For example, when a task is completed, you will identify it as "100%" complete.

Part V - Water Quality Improvement Plan(s)

1. Please indicate if your project addresses a management or restoration strategy identified in a watershed-based plan, TMDL implementation plan, or other plan by checking the appropriate box and provide the title of the plan if applicable.
2. Identify how your project supports the goals and objectives of the plan.

Remember, priority will be given to projects that are supported in various water quality planning documents such as a watershed-based plan or TMDL implementation plan. Refer to Chapter 2 for more information regarding watershed-based plans and TMDLs.

Part VI - Budget

Accurate cost estimates should be developed based on the anticipated costs of completing the project within the appropriate time schedule. This form may be duplicated, expanded, or recreated on your computer.

Grant and Match Expenditures

You may add or customize categories in order for the budget to make sense for your individual project. It is important to account for all the costs associated with the proposed project. For grant application purposes, only fill in the original budget column. The other columns and instructions below will be used when completing and submitting quarterly reports and requests for reimbursement, if your project is awarded. Fill in amounts for the bolded items only.

Administrative Costs: Management and overhead (indirect) costs. Remember, the total administrative costs charged to ADEQ cannot exceed 10% of the total amount requested. Subcontractors and consultants working on this project must also conform to the 10% administrative cost limit if you will be paying them with ADEQ funding.

Project Administration: Document the amount associated with project administration.

Direct Costs: All costs associated with the project minus administrative and personnel (e.g. construction, equipment, materials).

Equipment: Account for any equipment which may be leased or purchased. Establish

a cost estimate for any equipment usage including time estimates, such as computer usage.

Supplies: Include the cost for supplies, materials, paper, pens, rock, cement, etc.

Other: Include and specify costs for outside services, subcontracts, and any other costs associated with your project not listed above.

Personnel Costs: Costs associated with personnel who are to be involved in the proposed project. Compensation for personal services covers all proposed amounts to be paid or accrued by the organization for services rendered to the project.

Salaries: List these costs by job classification (e.g. laborer, project scientist, hydrologist, foreman, volunteer etc). Job classification cost per hour, multiplied by the number of hours, equals the total cost.

Subtotals: Add and total each column/category for grant and match expenditures.

Total Expenditures: Add and total subtotals for both grant and match expenditures.

Match Requirement

The total nonfederal match must be at least 40% of the total project cost (total expenditures). Any donated match must be explained in full detail in *Part III, Section E* of the grant application.

Examples

- You have estimated your costs, developed your budget, and have determined that your *total expenditures* (includes grant funds and matching funds) will be $100,000.

  Multiple $100,000 by 40% = $40,000

  Based on the example above, you must contribute $40,000 in nonfederal match to the project. Your grant expenditures will subtotal $60,000. The total project will cost $100,000.

- You have estimated your costs, developed your budget, and have determined that you need $100,000 *from ADEQ* to complete your project.

  Step 1: Divide $100,000 by 60 = $1,666.67
  Step 2: Multiply $1,666.67 by 40 = $66,666.67

Based on the example above, you will need $66,666 in nonfederal match. Your grant expenditures will subtotal $100,000 and your match expenditures will subtotal $66,666. The total project will cost $166,666.

Part VII - State Historic Preservation Office (SHPO) Form

This form is mandatory for any projects submitted to the ADEQ Water Quality Improvement Grant Program. Please fill in answers for the requested information.

Grant Application

Part I - Grant Application Form and Signature Page

Arizona Department of Environmental Quality
Water Quality Improvement Grant Program
Grant Application Form

Project Title - *Please limit the length of the title to one line.*

Project Description - *The project description should identify the type of project and the name of the waterbody and/or ground water basin that the project will improve.*

Authorizing Agency - *Enter the name of the company, agency, or tribal authority who is applying for the grant.*	**Authorized Agency Contact -** *Enter the name of the person who will be accepting responsibility for the terms and conditions of the Grant Agreement. This person must sign the signature page.*
Name: **Address:** **City:** **State:** **Zip Code:**	**Name**: **Title:** **Phone #:** **Fax #:** **E-mail:**

Project Manager - *Enter the name, title and contact information of the individual who will have the day-to-day knowledge of the project and should be contacted if clarification is required*:

Name:	**Title:**
Address:	**Phone #:**
City:	**Fax #:**
State: **Zip Code:**	**E-mail:**

Project Period

☐ 0 - 2 Years (Preferred) ☐ Greater than 2 years – (*Provide justification in Part IV, Project Milestones)*

Project Costs	**Location Information**
Funds Requested: $ **Matching Funds:** $ **Total Project Cost:** $	**Latitude** **Longitude** **Hydrologic Unit Code** (*See Part III – Scope of Work, Section G-5)*

Are you or your organization currently debarred, suspended or otherwise lawfully prohibited from any public procurement activity? ☐ **Yes** ☐ **No**

Signature Page

The undersigned hereby offers and agrees to perform in compliance with all terms, conditions, specifications and scope in this grant application. Signature certifies understanding and compliance with the application attached hereto. ADEQ may approve the grant application with modifications to scope, methodology, schedule, final projects and/or budget.

Authorized Signature _____ Date _____

Print Name _____ Company/Agency _____

Title _____

The Grant Application Form must be signed by the individual legally authorized to act on behalf of the applicant in conducting all official business relating to the project. Signing this form and submitting a grant application package, certifies that the applicant has authority to enter into the agreement, accept funding, and fulfill the terms of the proposed project if approved. Applicant is required to read the Water Quality Improvement Grant Agreement Terms & Conditions and be legally authorized to enter into an agreement with ADEQ.

Part II - Executive Summary

Part III - Scope of Work (A-G)

Section A – Water Quality Problem(s)

A-1 Problem:

A-2 Pollution sources (primary and secondary):

Primary Pollution Source

Select a maximum of five (5) from the **BOLD** selections in **Appendix A**.		
Code #	**Name**	**% of Project Area**
1st -		%
2nd -		%
3rd -		%
4th -		%
5th -		%

Secondary Pollution Source

Choose all appropriate pollution sources that apply from **Appendix A -** (Do not include **bolded** entries from primary category)		
Code #	**Name**	**% of Project Area**
		%
		%
		%
		%
		%
		%
		%

Section B - Action Plan

B-1 Plan of Action:

B-2 Method of Approach:

B-3 Management Measures

a. Project Site (area 1):
b. BMPs:
c. Pollutant Type:
d. Load Reduction Estimate:

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a. Project Site (area 2):
b. BMPs:
c. Pollutant Type:
d. Load Reduction Estimate:
a. Project Site (area 3):

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b. BMPs:
c. Pollutant Type:
d. Load Reduction Estimate:

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a. Project Site (area 4):
b. BMPs:
c. Pollutant Type:
d. Load Reduction Estimate:

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a. Project Site (area 5):
b. BMPs:
c. Pollutant Type:
d. Load Reduction Estimate:

Section C - Expected Outcomes
C-1 Goals:
C-2 Project Longevity:

Section D - Project Evaluation

Section E - Public Education, Outreach, and Partnerships
E-1 Education and Public Outreach:
E-2 Partnerships:

Section F - Key Personnel

Section G - Location & Site Plan
G-1 Map:
G-2 Site Plan:
G-3 County:
G-4 Watershed Name(s):
G-5 HUC Code (USGS):
G-6 Land Ownership:
G-7 Current Land Use:
G-8 Size and Total of Project Site(s): and
G-9 Waterbody Type(s):
G-10 Affected Waterbody/Stream Name(s):
G-11 Impaired Water: ☐ Yes ☐ No
G-12 Length of Stream (if applicable):
G-13 Miles of Stream Benefited (if applicable):
G-14 Acres of Riparian Habitat (if applicable):

Part IV - Project Milestones

Task Description/Deliverables	Completion Date	Percent Complete
Task # 1=		
Task # 2=		
Task # 3=		
Task # 4=		
Task # 5=		
Task # 6=		
Task # 7=		
Task # 8=		
Task # 9=		
Task #10=		

Part V - Water Quality Improvement Plan(s)

1. Please select one of the following (See *Chapter 2* for additional information.):
   - ☐ Watershed-based plan in development
   - ☐ Watershed-based plan has been completed
   - ☐ TMDL implementation plan in development
   - ☐ TMDL implementation plan has been completed
   - ☐ Other plan which contains all required elements identified in *Chapter 2*.
   - ☐ N/A; no plan

   Title:

2. How does your project support the goals and objectives of the plan?

Part VI - Budget

ADEQ Grant Award # **Project Title:**
Time Period: From **To**

Grant Expenditures	Original Budget	Prior Expenditures	Current Expenditures	Cumulative Expenditures	Budget Remaining
Admin. Costs (10% max)					
Project Admin.				$0.00	$0.00
				$0.00	$0.00
Direct Costs					
				$0.00	$0.00
Equipment				$0.00	$0.00
				$0.00	$0.00
Supplies				$0.00	$0.00
				$0.00	$0.00
Other				$0.00	$0.00
				$0.00	$0.00
				$0.00	$0.00
				$0.00	$0.00
Personnel					
Salaries				$0.00	$0.00
				$0.00	$0.00
Sub-totals	$0.00	$0.00	$0.00	$0.00	$0.00

Match Expenditures	Original Budget	Prior Expenditures	Current Expenditures	Cumulative Expenditures	Budget Remaining
Admin. Costs					
Project Admin.				$0.00	$0.00
				$0.00	$0.00
Direct Costs					
				$0.00	$0.00
Equipment				$0.00	$0.00
				$0.00	$0.00
Supplies				$0.00	$0.00
				$0.00	$0.00
Other				$0.00	$0.00
				$0.00	$0.00
				$0.00	$0.00
				$0.00	$0.00
Personnel					
Salaries				$0.00	$0.00
				$0.00	$0.00
Sub-totals	$0.00	$0.00	$0.00	$0.00	$0.00

Total Expenditures	$0.00	$0.00	$0.00	$0.00	$0.00

Part VII - State Historic Preservation Office (SHPO) Form

Any Arizona Department of Environmental Quality (ADEQ) action, including grant projects paid in-part with ADEQ funds, on state, federal, or private lands that may impact historic properties (i.e., any prehistoric or historic-period district, site, building, structure, or object included in, or eligible for inclusion in the State Register of Historic Places) require consultation with the State Historic Preservation Office (SHPO) pursuant to the State Historic Preservation Act (ARS 41-861 to 864). ADEQ is legally responsible for making determinations and findings. In order to make informed decisions and facilitate consultation with SHPO, ADEQ requires applicants to provide the "project related" information requested below. By working together, we can seek out ways that "the historical and cultural foundations of this state can be preserved as a living part of our community life and development" (State Historic Preservation Act).

Please prepare and answer the following questions pertaining to historic properties and preservation. Add map(s), drawings and pictures where appropriate.

1. *Project Location and Area*:
   - County:
   - Township, Range and Section:
   - Nearest Town or City:
   - Describe the conditions of the land in the project area:

Attach a copy a USGS topographic map (*See Part III – Scope of Work, Section G-1*) with the project area clearly marked. On the map, please specify the area(s) where impacts will occur.

II. *Project Description*:
   - Describe the buildings or structures within project area and their age:
   - Describe any ground-disturbing activities:
   - Generally speaking, can this project impact historical properties, should they be present? ☐ Yes ☐ No

III. *Describe the steps taken to identify historic properties in the project area:*
   - Has the project area been previously surveyed to determine the presence or absence of historic properties? ☐ Yes ☐ No (If yes, include report.)
   - Are buildings, structures, or objects that are 50 years old or older present in the project area? ☐ Yes ☐ No (If yes, include description.)
   - Are any prehistoric or historic-period archaeological sites present? ☐ Yes ☐ No (If yes, please list and briefly describe.)
   - What does the state or federal land manager, if any, say about historic properties present in the project area? (Attach letter if available.)
   - What efforts, if any, would be reasonable to complete in determining the presence or absence of historic properties?

IV. *In the applicant's opinion, which determination listed below is appropriate for this project based on the information presented above:*

- ☐ No impacts/ historic properties not present
- ☐ No impacts/ historic properties present. Describe how historic properties will be avoided or protected:
- ☐ Negative impacts to historic properties. Suggest treatment measures:
- ☐ Positive impacts to historic properties. Describe:

For SHPO Use Only - Record of Consultation

SHPO advises ADEQ on the completeness of identification effort, determination of effect, and any proposed treatment measures.

___Concur with determination

___Do not concur with determination

___Request More Information

___Recommend that the project area be surveyed to determine the presence or absence of historic properties by a qualified professional

___Additional comments below:

Signed: _____ Date: _____

Checklist

This *Check List* is provided to assist you in submitting your application and does not need to be submitted. Complete and submit the following items and supply the requested information.

- ☐ **Part I** - Grant Application Form and Signature Page *(Authorized person must sign.)*
- ☐ **Part II** - Executive Summary
- ☐ **Part III** - Scope of Work (A-G)
  - ☐ *Section A - Water Quality Problem*
  - ☐ *Section B - Action Plan*
  - ☐ *Section C - Expected Outcomes*
  - ☐ *Section D - Project Evaluation*
  - ☐ *Section E - Public Education, Outreach, and Partnerships*
  - ☐ *Section F - Key Personnel*
  - ☐ *Section G - Location & Site Plan*
- ☐ **Part IV** - Project Milestones
- ☐ **Part V** - Water Quality Improvement Plan(s)
- ☐ **Part VI** - Budget
- ☐ **Part VII** - State Historic Preservation (SHPO) Office Form *(Authorized person must sign.)*

Combine the forms and information requested above. This is your complete ***Grant Application Package.*** ***Make five (5) copies of this package.***

*** * * Important * * ***

If you prepare your application using a computer, please also submit a single copy of your proposal on a disk (along with the original and five (5) paper copies mentioned above). *One paper copy of the application submitted MUST contain an original signature and be clearly labeled "original."*

Mail or deliver your grant application package (one original and five (5) copies), in a sealed envelope or package, clearly marked with the following information, "Water Quality Improvement Grant Application" and "the deadline date." See example below. ADEQ cannot accept applications via fax or e-mail.

Water Quality Improvement Grant Application
Deadline: Month/Day/Year
Attention: Grant Coordinator
1110 W. Washington Street, 5415A-1
Phoenix, AZ 85007