

INSTRUCTIONS FOR SUBMITTING COMPLETED APPLICATION PACKETS

All application packets 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**
- **Microsoft Word**
- **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 Section 6 private solicitation web page at: <https://tinyurl.com/Section-6-Segment-31>

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



Arizona
Native Plant - Section 6 - Segment 31

Overview

Eligibility

Financial

Contact

Files

ID: N/A Title: Native Plant - Section 6 - Segment 31 Application Start Date: 10/07/2024 Application End Date: 11/22/2024 CFDA/ALN: N/A Reference URL: https://herbarium.arizona.edu/section6#overlay-context=user	Summary: The purpose of this program is to help states establish and maintain "adequate and active" programs for the conservation of resident threatened and endangered species of fish, wildlife, and plants. Awards will allow states to implement their conservation programs. Ultimately, the principal objective of the program is to support the development and implementation of states' programs to conserve and recover threatened and endangered species under their jurisdiction. Funds may also be used to support the conservation of candidate and at-risk species whose listing is precluded by other higher-priority actions.
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Arizona

Native Plant - Section 6 - Segment 31

✓ Apply

Overview	Eligibility	Financial	Contact	Files
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Eligible Applicants:

- Local Government
- Academic Institutions
- Consortia
- Native American Tribe
- Non Profits
- Private Sector
- Schools/School Districts
- State Government

Eligibility Notes:

Eligible applicants are indicated on the left.



Arizona

Native Plant - Section 6 - Segment 31

✓ Apply

Overview	Eligibility	Financial	Contact	Files
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Award Amount: N/A (min) N/A (max)

Number of Awards: N/A

Average Award Size: N/A

Matching Required: Yes

Matching Type: Cash/In-Kind

Financial Notes:

Approximately 100,000.00 is available for funding.

Matching costs should be identified, and should be at least 40% to 50% of the requested funds. For example, if you are requesting \$10,000, you will need to provide at least \$4,000 costs towards the project. Matching costs can be in any category of expenditures, e.g., personnel, travel, supplies, or equipment. Federal funds may not be used to supply the match. Match must be at federal rates, if applicable (e.g., per diem, mileage), and a job classification must be indicated if salary is to be used as match.



Arizona

Native Plant - Section 6 - Segment 31

Overview | Eligibility | Financial | **Contact** | Files

Agency/Department:	AHA - Agricultural Consultation and Training	Contact Notes:
Contact/Help:	section6@azda.gov	
Office:	N/A	
Program Contact:	Ashley Estes Grant Program Coordinator Arizona Department of Agriculture 602-542-0972 section6@azda.gov	
Application Address:	Applications must be submitted online.	

Note: A red arrow points to the 'Contact' tab in the navigation bar.



Arizona

Native Plant - Section 6 - Segment 31

Overview | Eligibility | Financial | **Contact** | **Files**

Files:		File Notes:
Project Proposal:	 Section 6 Application Template - Segment 31 (49.9 Kb)	
Instructions for Submitting Applications:	 Application Submittal Instructions eCivis (1.4 Mb)	

Note: A red arrow points to the 'Files' tab in the navigation bar.

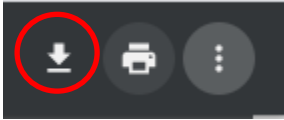
At the Files tab, download and save each of the files to your computer:

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.

<http://agriculture.az.gov>

Download and save the  PDF files and the  Word file 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:
 - a. **Project Proposal** - Must be completed in Microsoft Word Section 6 Application Template.
 - b. **Two Page CV** - A 2-page CV for the principal investigator.
 - c. **IPaC Resource List** - A polygon must be created for the area of the proposed study using the IPaC (<https://ecos.fws.gov/ipac/>) website.
 3. When the application packet files are complete, use the following steps to submit the application packet on-line:
 - a. **If you are submitting more than one application packet, follow the steps below for each application packet.**
 - b. Return to the Section 6 – Native Plant – Segment 30 solicitation web page at: <https://tinyurl.com/Section-6-Segment-31>
 - c. Click on the “Apply” button.



Arizona

Native Plant - Section 6 - Segment 31



Overview	Eligibility	Financial	Contact	Files
ID: N/A				
Title: Native Plant - Section 6 - Segment 31				
Application Start Date: 10/07/2024				
Application End Date: 11/22/2024				
CFDA/ALN: N/A				
Reference URL: https://herbarium.arizona.edu/section6#overlay-context=user				
Summary: The purpose of this program is to help states establish and maintain "adequate and active" programs for the conservation of resident threatened and endangered species of fish, wildlife, and plants. Awards will allow states to implement their conservation programs. Ultimately, the principal objective of the program is to support the development and implementation of states' programs to conserve and recover threatened and endangered species under their jurisdiction. Funds may also be used to support the conservation of candidate and at-risk species whose listing is precluded by other higher-priority actions.				

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

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.

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- e. 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”.

New Account Signup

Welcome to the grant application portal. This free service provided by eCivis allows grant seeking applicants the ability to save, collaborate

First Name

Last Name

Email Address

Passphrase

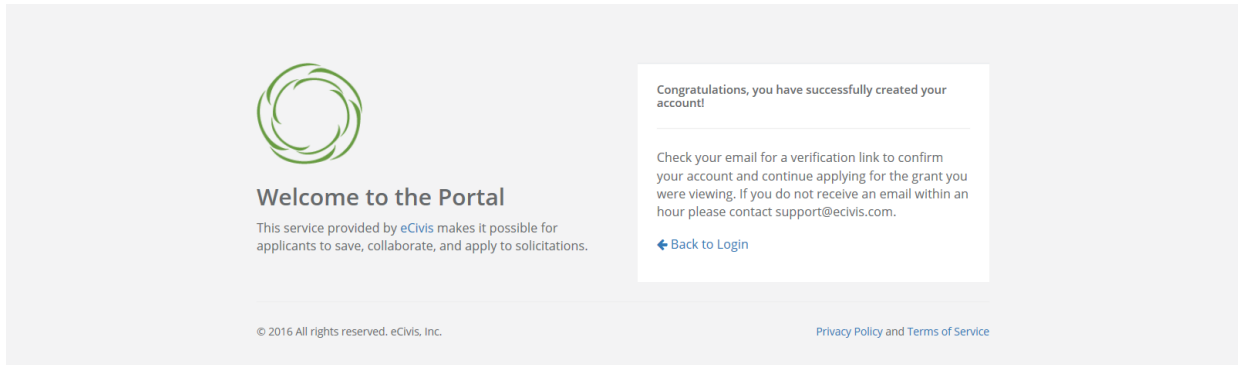
Weak

Sign Up

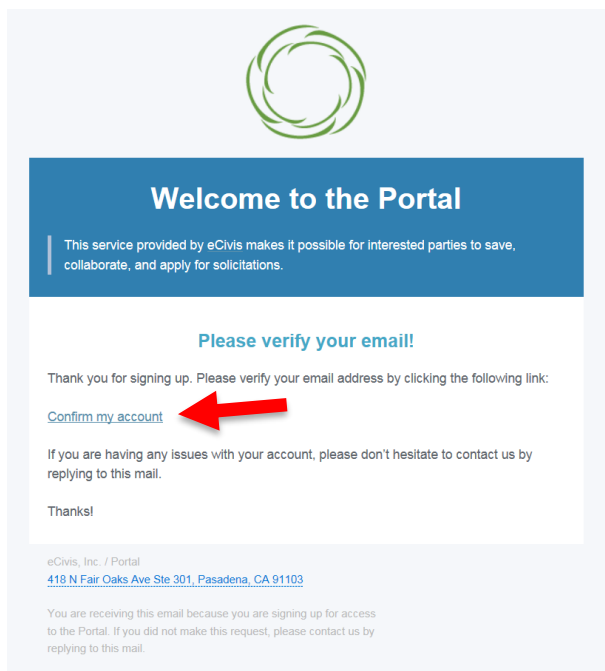
Back to Login

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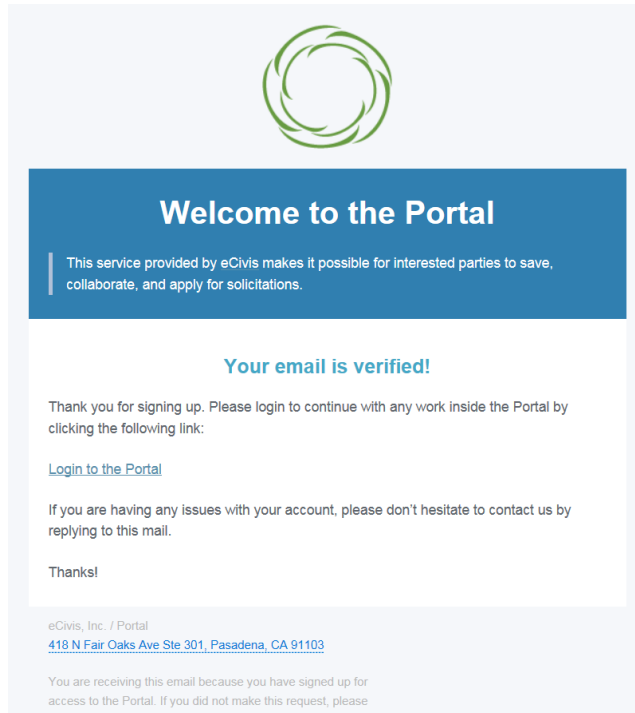
- f. You will receive a message to confirm your e-mail address via an e-mail message sent to you.



- g. Confirm your account by clicking on the link provided in your e-mail message.

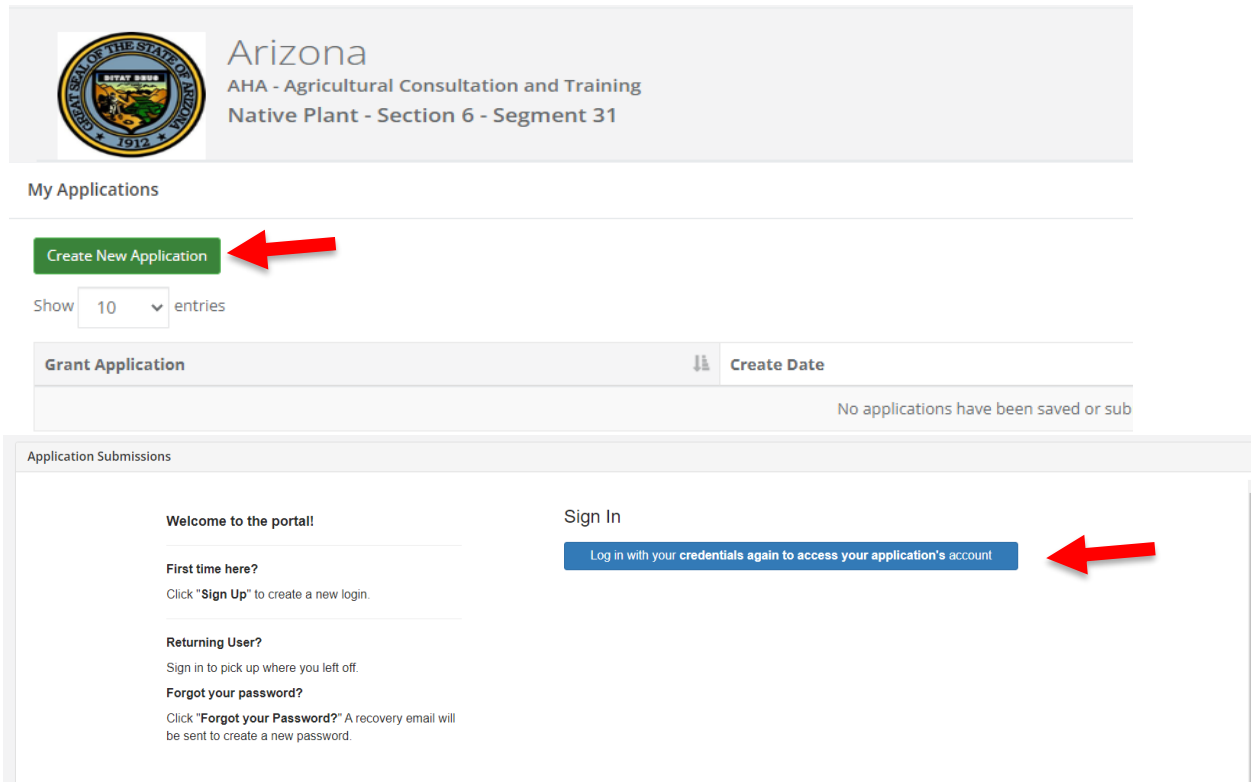


- h. You will receive a second e-mail message confirmation that your e-mail is verified. You can login to the Portal from here or return to the Portal login screen in your browser.



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

- j. Click on the “Create New Application” button. It may be necessary to repeat the sign-in process by logging in again. Otherwise **skip to Step m.**



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My Applications

Create New Application

Show 10 entries

Grant Application	Create Date
No applications have been saved or sub	

Application Submissions

Welcome to the portal!

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

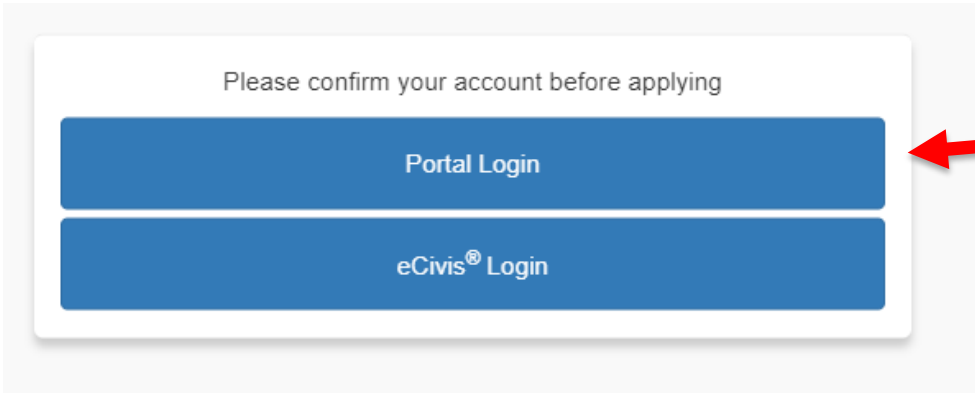
Returning User?
Sign in to pick up where you left off.

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

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

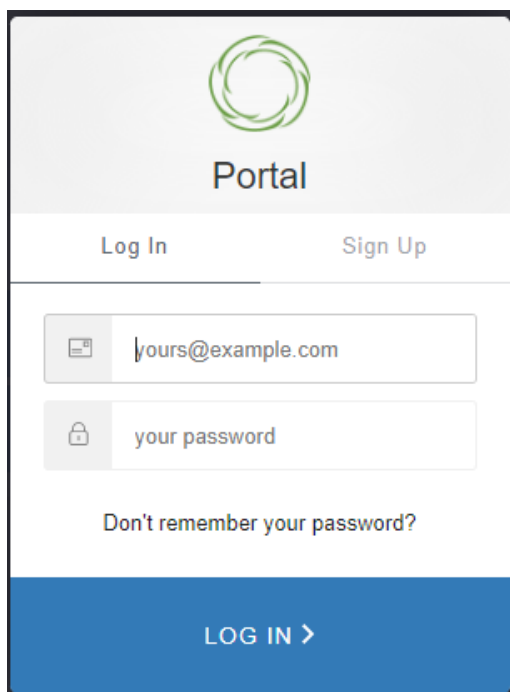


Please confirm your account before applying

Portal Login

eCivis® Login

- l. Login into the Portal with your e-mail and password.



The image shows a web portal interface. At the top, there is a green circular logo with the word "Portal" below it. Below the logo, there are two tabs: "Log In" (selected) and "Sign Up". Under the "Log In" tab, there are two input fields: one for email (containing "yours@example.com") and one for password (containing "your password"). 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 >".

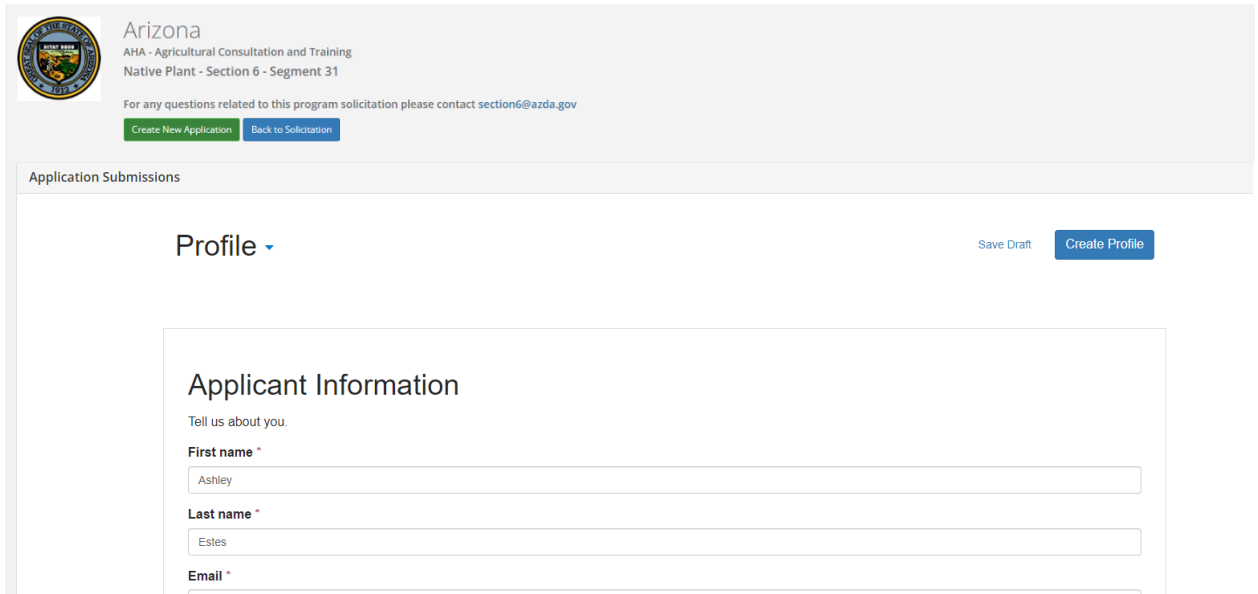
- m. Click on the "Open" button to update your profile information if action is required.

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.



The image shows a profile update interface. On the left, the word "Profile" is displayed. In the center, there is a red-bordered box containing the text "Action Required". On the right, there is a blue button labeled "Open". A red arrow points to the "Open" button.

- n. Enter the appropriate information on the “Applicant Information” page and **click on “Create Profile” or “Save Draft” at the bottom of the page.**



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For any questions related to this program solicitation please contact section6@azda.gov

Create New Application Back to Solicitation

Application Submissions

Profile Save Draft Create Profile

Applicant Information
Tell us about you.

First name *
Ashley

Last name *
Estes

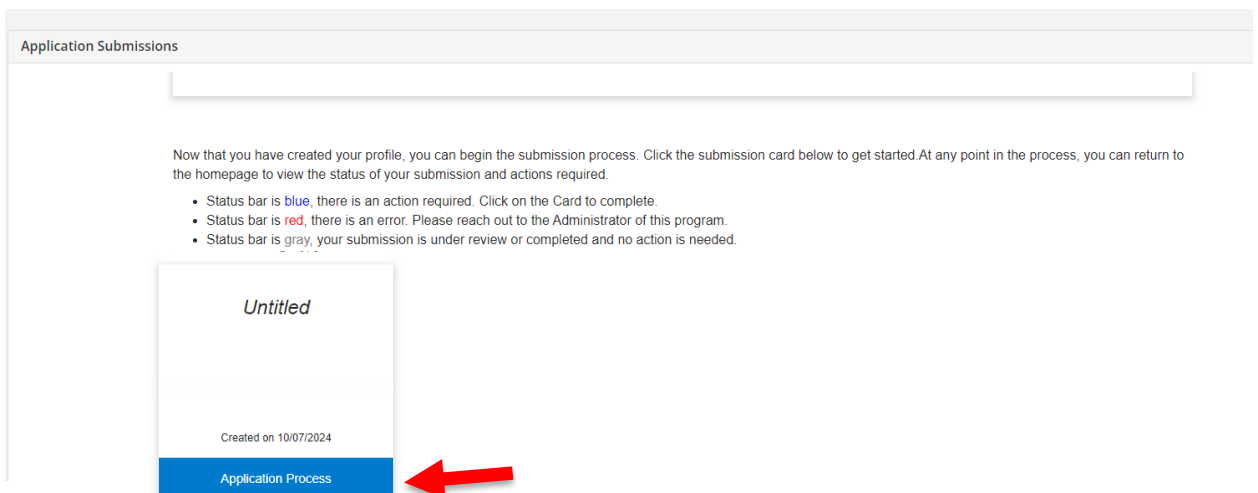
Email *

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



Profile Complete Edit

- p. To start the application, click in the blue bar titled, “Application Process”.



Application Submissions

Now that you have created your profile, you can begin the submission process. Click the submission card below to get started. 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 10/07/2024

Application Process

- q. 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 Process

There are 42 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.

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

Applications ▾

[Save Draft](#)
[Mark Complete](#)
[Close](#)

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

- You can save this form as a draft at any time by clicking "Save Draft" at the bottom of the page.
- When you have completed all required items, please click the "Mark Complete" button at the bottom of the page.

NOTE: When you have completed all required steps, be sure to click "Submit" on the next page.

1. Application/Project Title *

2. Org Name *

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

Application Submissions

ALL SUBS

5. Scope of Work *

See attached project profile

Please enter, "See attached project profile".

6. Project Timeline *

See attached project profile

Please enter, "See attached project profile".

7. Collaborative Elements and Partners *

See attached project profile

- s. Click on “Save Draft” to return to the application at a later time.



- t. Click “+ Select a file” to upload the completed Project Profile – Section 6 Application Template.

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For any questions related to this program solicitation please contact section6@azda.gov

[Create New Application](#) [Back to Solicitation](#)

Application Submissions

Project Profile - Section 6 Application Template *

[+ Select a file](#)

Two Page CV for the PI *

[+ Select a file](#)

Resource List from IPaC *

[+ Select a file](#)

Budget Status *

- u. Click “+ Select a file” to upload the completed Two Page CV for the PI.

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Application Submissions

Project Profile - Section 6 Application Template *

[+ Select a file](#)

Two Page CV for the PI *

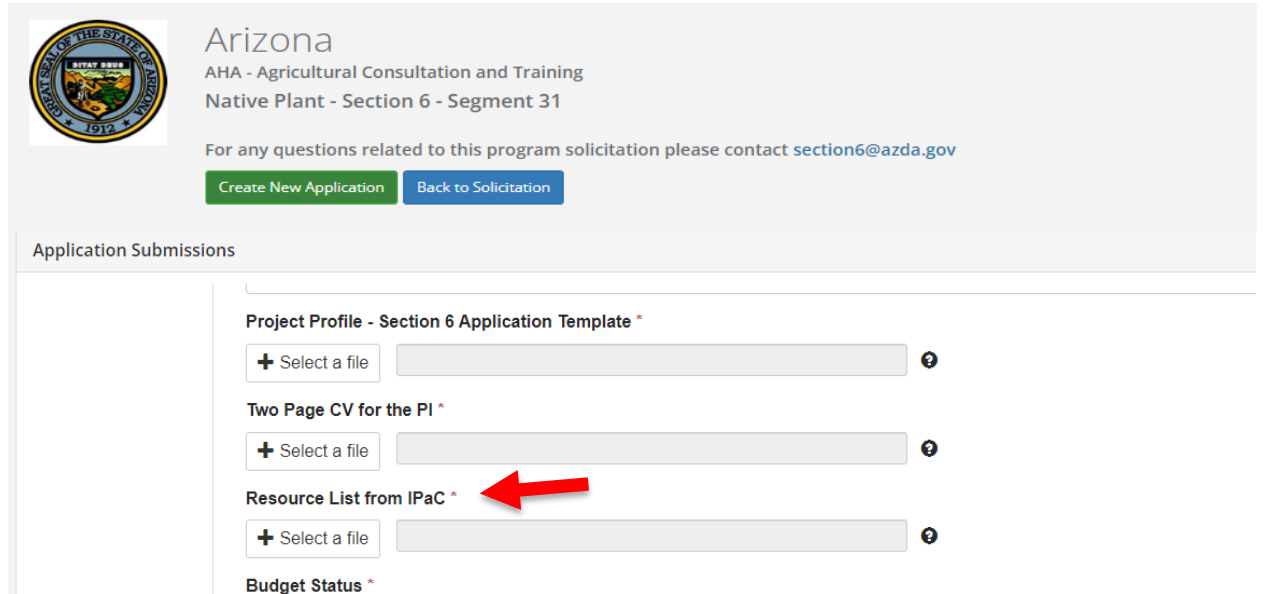
[+ Select a file](#)

Resource List from IPaC *

[+ Select a file](#)

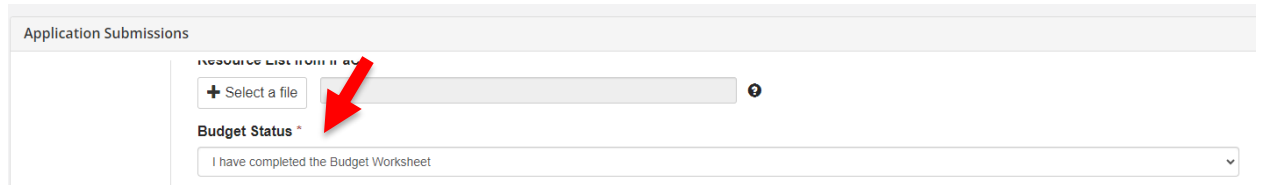
Budget Status *

- v. Click “+ Select a file” to upload the completed Resource List from IPaC. **You will only be able to upload a PDF document.**

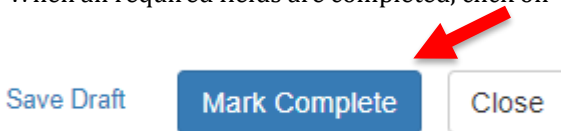


- w. Indicate the Budget Status as “I have completed the Budget Worksheet” **even though you will not complete the worksheet.**

x.

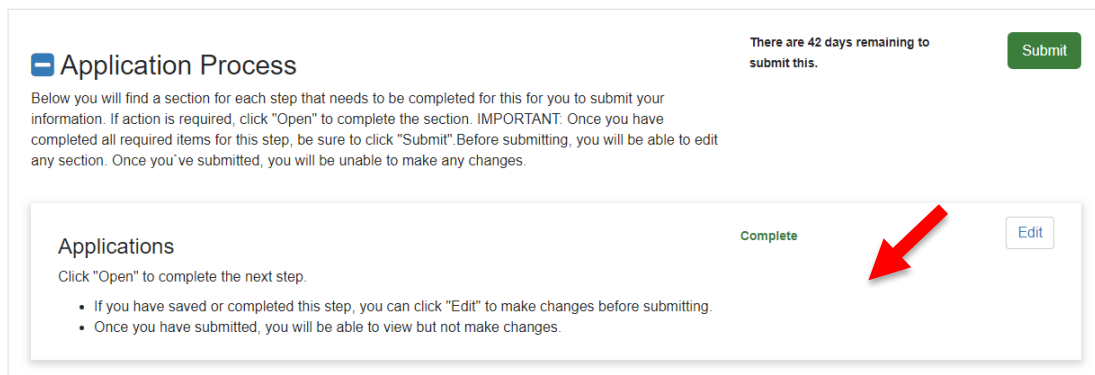


- y. When all required fields are completed, click on “Mark Complete”.



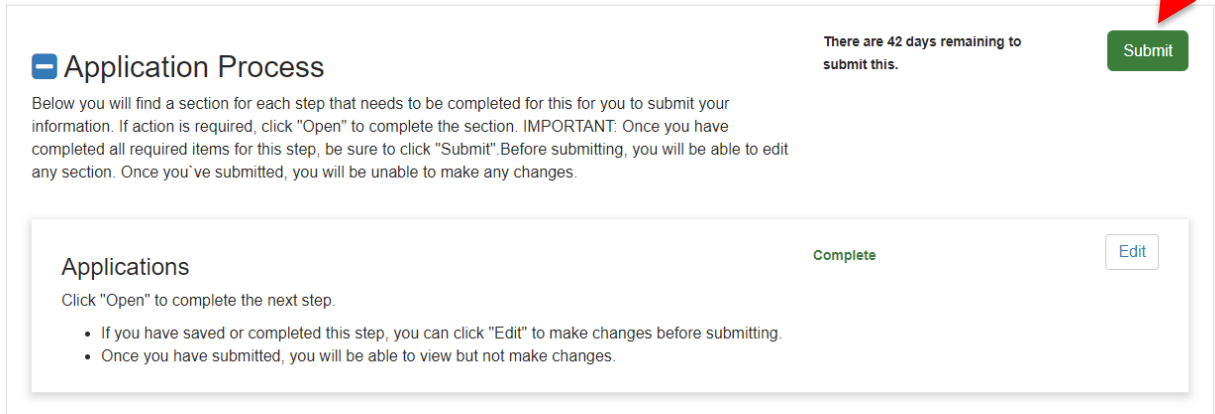
- z. Confirm that the Application is checked “Complete”.

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.



- aa. Click on "Submit". **The Application must be submitted prior to 11:59:59 p.m. (MST) on November 22, 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 Process

There are 42 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.

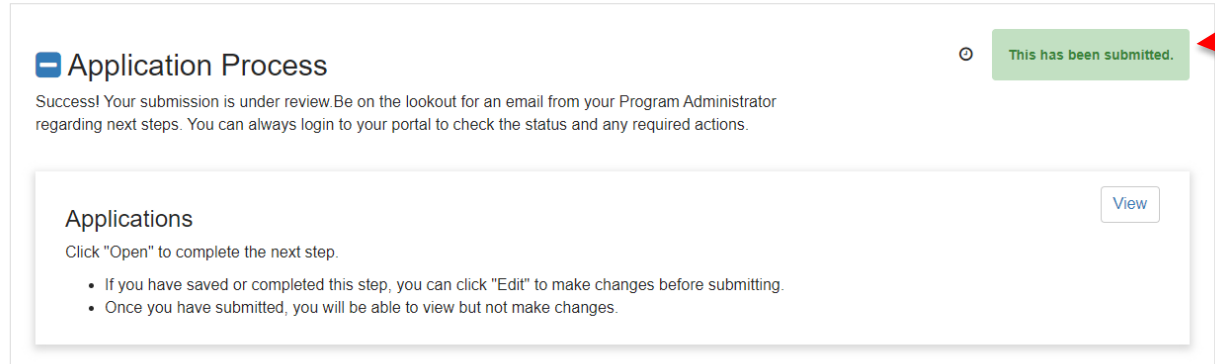
Applications Complete Edit

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.

- bb. Confirm that the application was successfully submitted. You will also receive an e-mail confirmation. If you DO NOT receive an e-mail confirmation please contact Ashley Estes, aestes@azda.gov or 602-542-0972.

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 Process

⊙ This has been submitted.

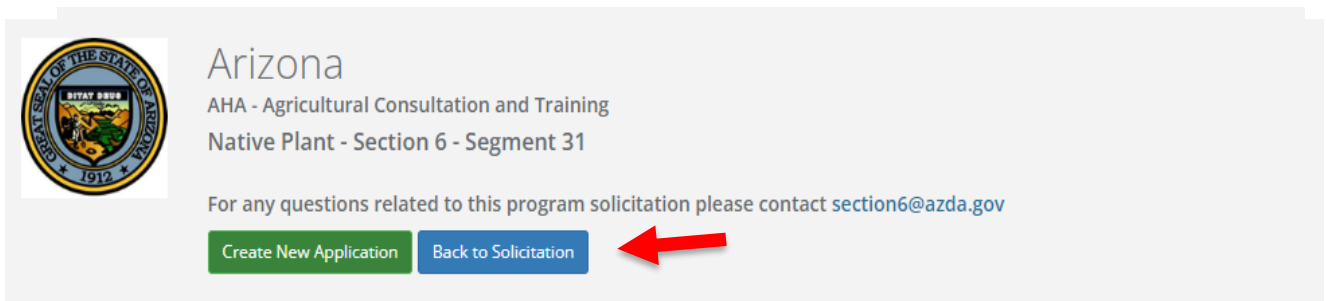
Success! Your submission is under review. Be on the lookout for an email from your Program Administrator regarding next steps. You can always login to your portal to check the status and any required actions.

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.

Use the "Back to Solicitation" button to view the status of applications.

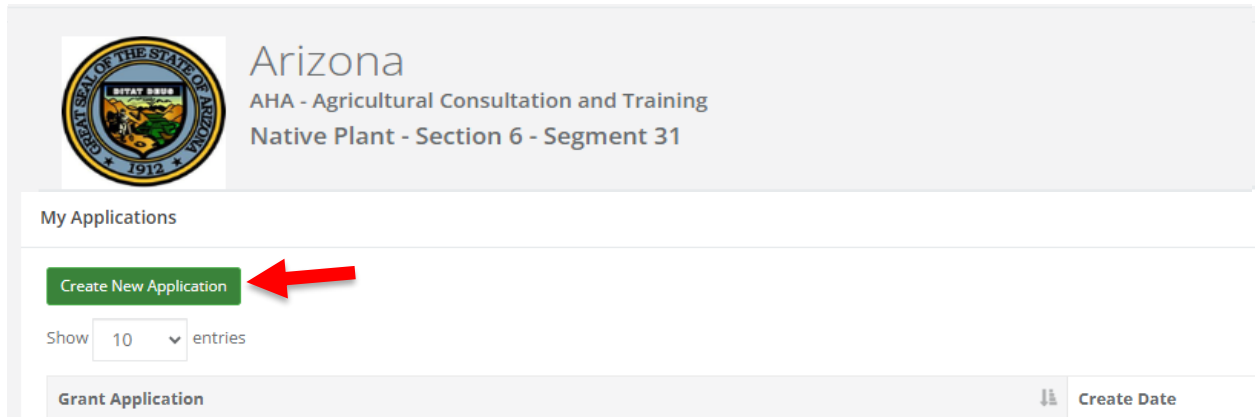


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Native Plant - Section 6 - Segment 31

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[Create New Application](#) [Back to Solicitation](#)

- cc. To complete another application click the “Create New Application” button and follow steps p. through z.



Remember, AZDA's Agriculture & Food Systems Support Divisions (AFSSD) must receive completed applications no later than **11:59:59 p.m. (MST) on Friday, November 22, 2024.**

Applications submitted by the November 22nd deadline will be publicly opened, read and recorded beginning at 8:00 a.m. on November 25th at 1110 W. Washington, Phoenix, Arizona.