

Cover Page: Application Information

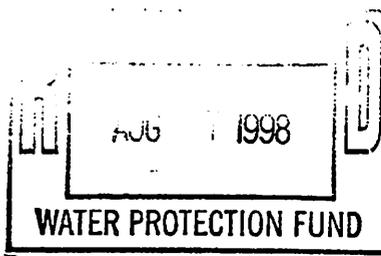
COPY

1. Title of Project: Empire/Cienega/Empirita (E/C/E) fencing project

2. Type of Project: 3. Stream type 4. Date submitted 8/17/98

Water Acquisition, Capital Project or other, Water Conservation, Research, Perennial, Intermittent, Ephemeral, Date Attended an AWPf Workshop, Date Attended an AWPf Consultation, Applicant Name Empire Ranch

7. Applicant address (city, county, zip code) Phoenix, Tucson, Prescott, Pinal, Santa Cruz, Inside AMA, Outside AMA X



9. Contact person/title: Mac Donaldson, Phone number, Fax number

10. Type of application: New (X) Continuation, 11. Project start date: 2/15/99, End date: 11/30/02

12. Other monies obtained and secured: Grant type, Amount, BLM Tucson Field Office \$23000, 13. Estimated funding: a. AWPf \$58850, b. Applicant \$8000, c. Other, d. Total \$66850

Total \$23000, 14. Tax ID number

15. The undersigned hereby offers and agrees to perform in compliance with all terms, conditions, specifications and scope in the application. Signature certifies understanding and compliance with the attached application. Signature certifies that all information provided by the applicant within this application is true and accurate. The Arizona Water Protection Fund Commission may approve grant award agreements with modifications to scope items, methodology, schedule, final products, and/or budget.

Mac Donaldson, Foreman, Typed Name of Authorized Representative, Title and Telephone No., Signature, Date Signed 8/14/98

Summary: The purpose of this project is to better manage the land uses upon the Empire/Cienega/Empirita BLM allotments, which will enhance the ecosystem in the Cienega Creek drainage.

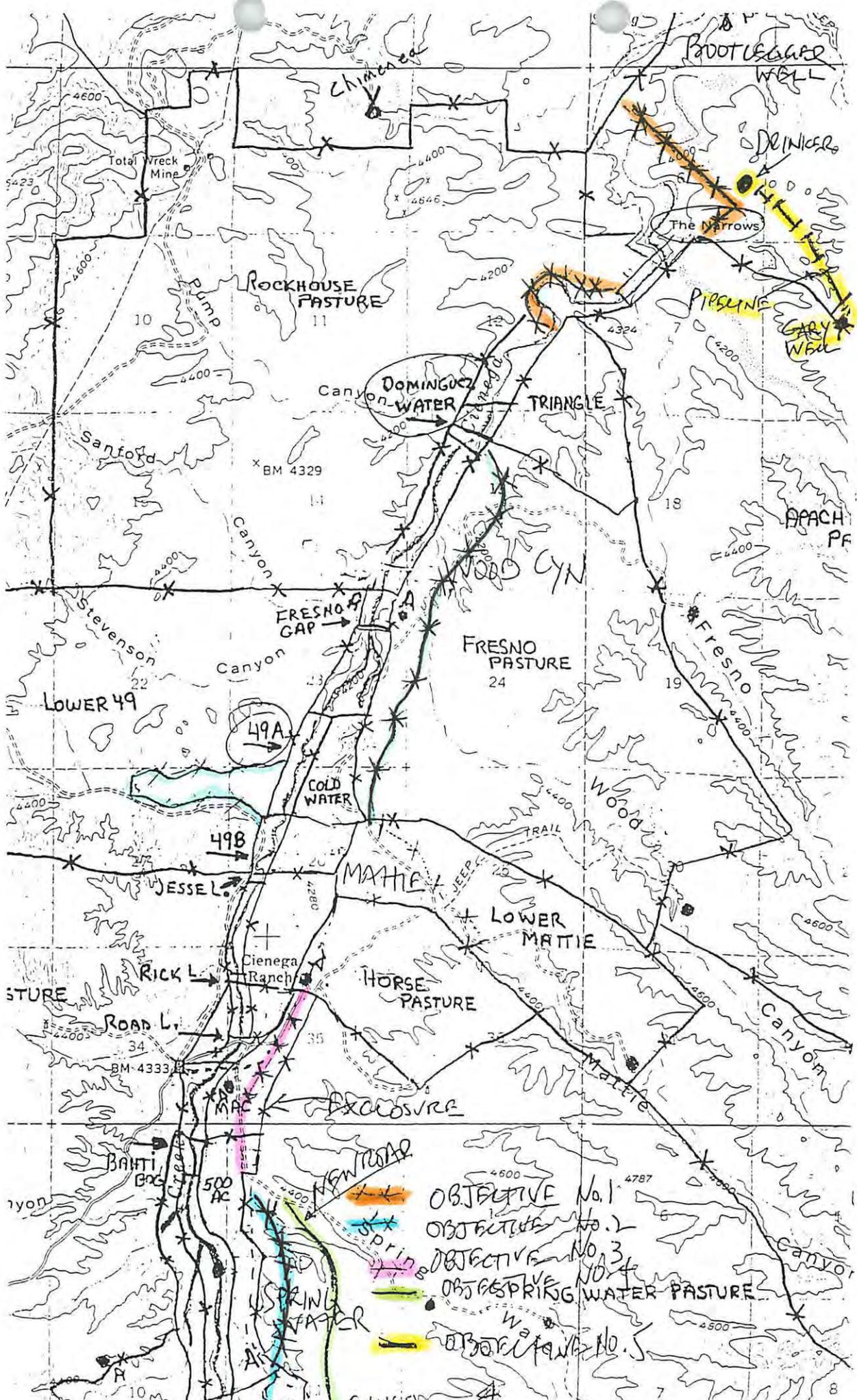
The Cienega Creek currently has one of the most intact cienega (marsh) communities in the Southwestern United States. This stream supports a diverse population of native flora and fauna to include the Federally Endangered Gila Topminnow. Since 1975 the lessees of the Empire-Cienega ranch have made dramatic improvements to these cienegas and the resources on the whole; by separating upland grasses from sacaton, bottomland, grasses and allowing for the proper management of these different sites. Our objective is to continue to improve livestock management, recognizing multiple compatible occupancy upon the sacaton benches adjacent to the creek, thus continuing to promote the health of these unique benches and the species that reside therein.

The objectives of this project are to:

- 1) Extend an existing fence, adjacent to the Cienega Creek, to mitigate land use impacts on water quality and upon plant and animal species of concern.
- 2) Separate some predominately sacaton benches from upland hillsides to promote the health of these benches and, as well as, to minimize soil erosion from these upland sites.
- 3) To create a livestock enclosure to provide a reference for monitoring these sacaton and upland sites.
- 4) To divert an existing road along a sacaton site that is currently degrading resource and creating a recreational hazard.
- 5) And to create an alternate wildlife/livestock water source from an existing upland well site.

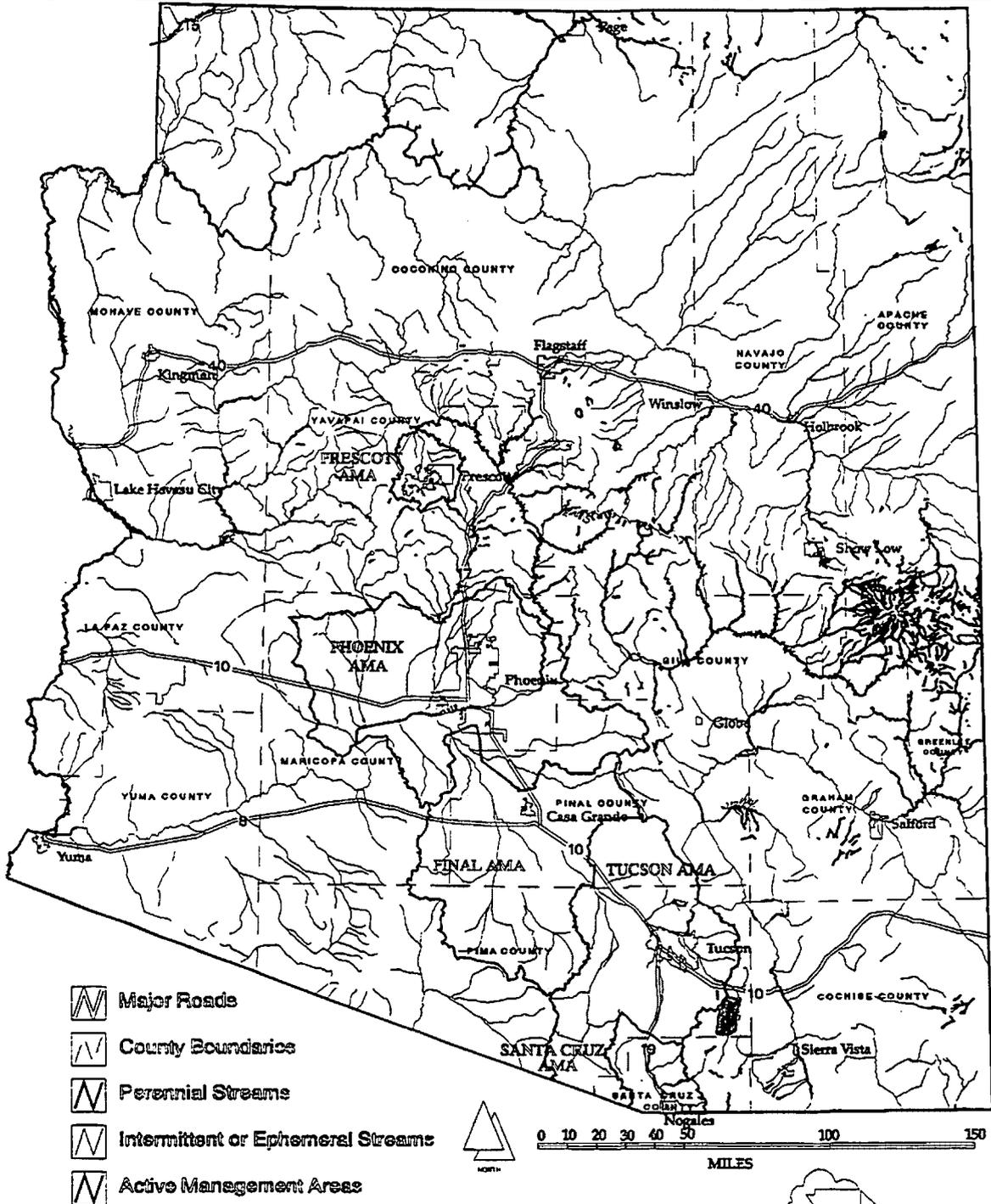
The methods used to achieve these objectives are:

- 1) Construct a fence on the west side of Cienega Creek from the Dominguez Water to the Narrows, construct a fence from Bootlegger to cross Cienega Creek then continue on to the south to the Narrows on the east side of Cienega Creek.
 - 2) To fence, according to contour and soil site, the division of sacaton grasses from upland grasses in the 49, Wood, Mattie, Milpa, and Springwater drainage's.
 - 3) Obtain a state land permit and to change approximately one-half mile of the Springwater-Cinco road.
 - 4) Purchase a pump, distribution pipe, and create a livestock/wildlife drinker below Gary well.
- The outcome of this project will enhance the Cienega Creek ecosystem process on a long term basis through continued good management of the resource while providing for multiple uses.



Arizona Map Instructions

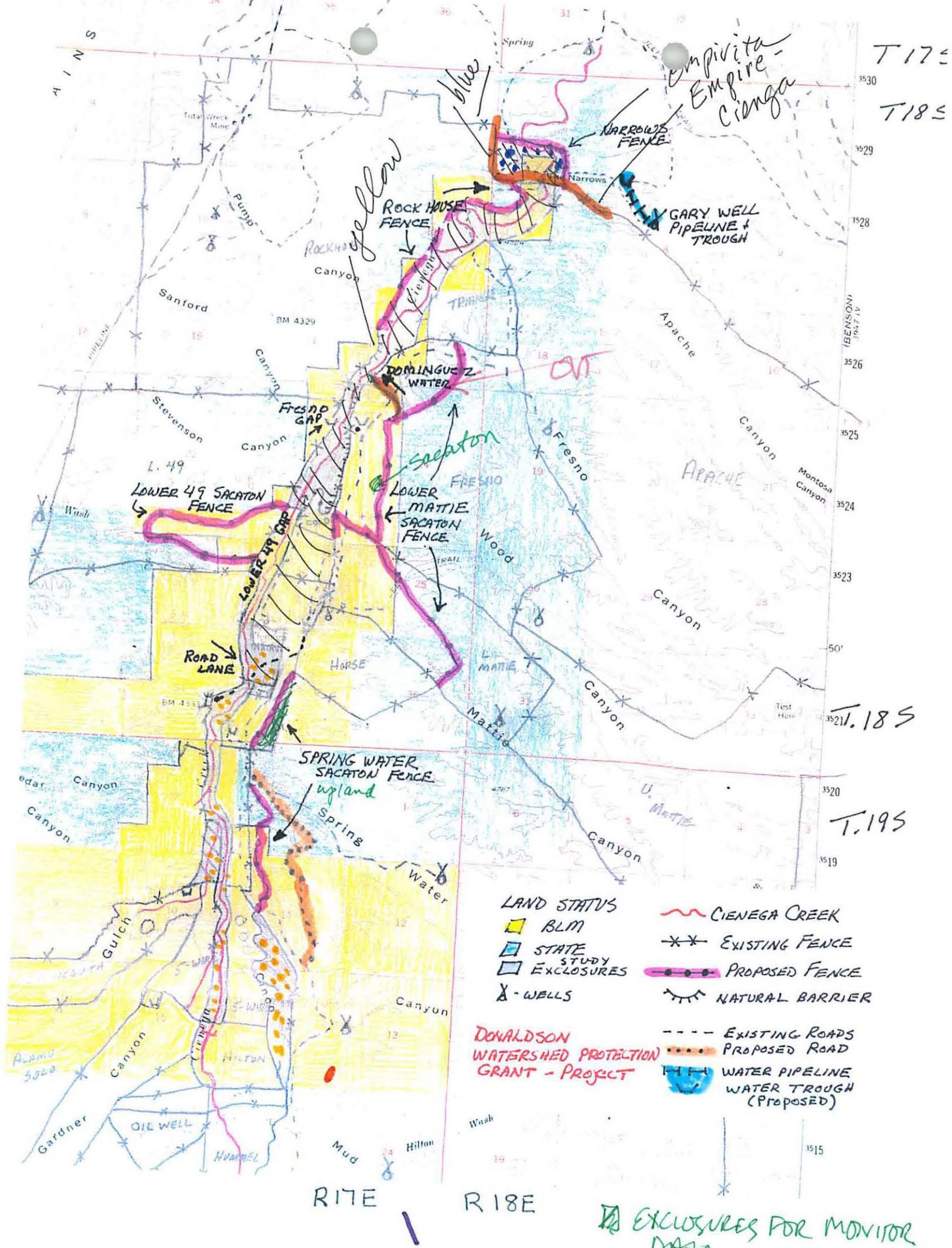
Indicate on the map the approximate location of your project. Ensure that your markings are clearly visible on all five copies submitted.



PROJECT NAME:

EMPIRE/CIENEGA/EMPIRITA FENCE





T175
T185

T.185

T.195

R17E R18E

EXCLUSURES FOR MONITOR

Empivita
Empire
Cienega

yellow

blue

Sacaton

upland
Spring

LOWER 49 SACATON FENCE

LOWER MATTIE SACATON FENCE

SPRING WATER SACATON FENCE

ROCK HOUSE FENCE

GARY WELL PIPELINE & TROUGH

DOMINGUEZ WATER

ROAD LANE

LAND STATUS

- BLM
- STATE
- STUDY EXCLUSURES
- WELLS

CIENEGA CREEK

- EXISTING FENCE
- PROPOSED FENCE
- NATURAL BARRIER

DONALDSON WATERSHED PROTECTION GRANT - PROJECT

- EXISTING ROADS
- PROPOSED ROAD
- WATER PIPELINE
- WATER TROUGH (PROPOSED)

R17E

R18E

EXCLUSURES FOR MONITOR

WPF193.508

Biologic/Ecologic Review
Arizona Water Protection Fund
Review Period (August 24 - October 2, 1998)

Review Date: September 16, 1998 Reviewer's Name: Kurt Bahti
Project #: WPF0193

Instructions to reviewer: Please answer questions to the best of your ability. These questions are provided to help guide you in your review. If you are uncertain about how to answer a question, or you simply do not know, please feel free to state that or leave it blank. Our intention is to elicit your professional evaluation of this project as a supplement to our own review. Any additional pertinent information about the project that is not specifically requested can be added under General Comments. We would like to thank you for your valuable assistance in this review process!

Arizona Water Protection Fund Commission and Staff

NEED FOR PROJECT / FEASIBILITY OF PROJECT:

1. Please review the "Introduction" provided in the grant application. This section lists "Statement of problems," "Statement of cause/s of the problem/s," and "Statement of remedies or solutions." Based on your knowledge of the project area, are the problems and causes accurately identified and do remedies or solutions fit the identified problems? Explain.

I am very familiar with the area and the existing problems are accurately portrayed along with viable solutions to those problems.

2. Does the applicant accurately identify the ecosystem and habitat values that would be benefited by the proposed project? (In other words, do you agree with the statements made by the grantee about the habitat and ecosystem benefits of this project?) Explain.

The benefits are accurately explained and are mirrored by successes already accomplished on the ranch in the same habitat types using the same methods.

3. Are the habitat needs and threats adequately identified in the application? Will the activities proposed in this project adequately address these needs and threats?

Yes. There has already been a substantial improvement in the habitat for the Gila Topminnow in similar project areas on the ranch and this will further the effort.

4. If there is a habitat protection/enhancement/restoration/creation

The riparian habitat in the proposed fenced area will show substantial improvement as has done the adjacent riparian areas that have already been fenced. The sacaton bottoms and the adjacent uplands will also show improvement with the improved management allowed by the proposed project.

5. If addition of an outside water supply is a component of the project, is it appropriate for the proposed use? If not, briefly indicate why not.

The water supply already exists and the benefits to another watering source for wildlife will benefit wildlife.

6. Do you agree with the "years of benefit" to the resource that are claimed by the applicant (see Introduction - Statement of project years of benefit). Explain.

The benefits of the project will last as long as the fence and the water source is maintained. This is a working ranch which benefits from the maintenance of these items so I am confident the habitat benefits will last the 25+ years that is noted.

7. If the ecosystem is disturbance based, does the project provide for future disturbance? (For instance, is some sort of disturbance needed in a naturally functioning system of this type to regenerate vegetation, establish seedbeds, etc.) If the project does not provide for this, briefly indicate why not.

NA

PROJECT OBJECTIVES

1. Are the project objectives clearly identified? Are they realistic and achievable?

Yes. They are identified, supported, and achievable.

2. In your opinion, will the project actions (tasks) accomplish the project

objectives if the project is successfully implemented? Explain.

Yes. The same actions have been used before in the same area and the results are obvious.

3. Is the proposed methodology clearly identified? Are the methods appropriate and adequate? Will they achieve the desired outcome? Please explain.

Yes. See above.

4. If there are design specifications provided for aspects of the project, please review them and provide comment on their suitability.

The proposed fence design is 'wildlife friendly' and appropriate. It will deny access to livestock while allowing movement by wildlife.

MONITORING

1. Is the monitoring program sufficient to evaluate the results of the proposed action(s) and the success of the project? If not, what aspects are lacking?

Monitoring is sufficient and is comparable to what BLM is doing now.

2. Identify any on-going AGFD or other monitoring efforts in the project area which the applicant or AWPf may be able to take advantage of (recognizing that coordination would be needed). Please identify the entity conducting the monitoring and contact person, if known.

BLM is doing the monitoring in the area except for deer populations which AZGF accomplishes with winter surveys.

PROJECT COSTS

1. If you are familiar with other projects of this type, do project costs seem reasonable? You may address this question on an overall project basis, or you may address specific items.

I'm not familiar with exact costs of the listed items but the overall cost of the project appears to be substantially less than the overall benefits that will be realized.

- 2. To the best of your knowledge, do project benefits seem commensurate with costs (are we getting good value for our dollar)?

Absolutely!

- 3. Check one:

High cost/low benefit_____	Medium cost/low benefit_____
Low cost/low benefit_____	
High cost/med. benefit_____	Medium cost/med.benefit_____
Low cost/med.benefit_____	
High cost/high benefit_____	Medium cost/high benefit_____
Low cost/high benefit_X__	

IMPACTS

- 1. Is there an indication that off-site and/or on-site impacts may occur to natural resources, including T&E species, as a result of this proposed project?

Nothing significant

- 2. If yes, provide brief explanation. If impacts could be acceptable with the inclusion of appropriate conditions, please suggest specific stipulations that should be required of the grantee to minimize impacts, should this project be funded.

EXISTING PLANS

- 1. Please review the sheet in the application labelled "Existing Plans." Is the proposed action(s) consistent with existing plans and designations. If not, briefly explain.

Yes

- 2. Would the proposed project complement or conflict with on-going or planned habitat maintenance/enhancement/restoration efforts? If

WPF193.508

applicable, identify project(s) and contact person and provide brief description.

It will be complementary and additive to on-going projects.

OTHER

1. Are you aware of any institutional constraints that would preclude the applicant from implementing the project?

No

2. Has the applicant identified all permits necessary to accomplish the project (for example, EA, EIS, Section 7, Section 401/404, AGFD permits or coordination)? Does timeline provide adequate time for permitting?

Yes

IF YOU ARE VERY FAMILIAR WITH THE PROJECT AREA

1. Are you aware of any environmental contaminants contained on or near the project area?

No

2. Can you verify that the stream type identified on page 1 of this application is correct?
If so, do you believe it to be correct? If not, explain.

It is correct.

GENERAL COMMENTS: This project will allow a continuation of on-going protection projects for Cienega Creek. The work that has been done so far by similar fencing projects has shown major benefits to the riparian area. This project will also allow for better grazing management and provide an additional water source for wildlife. I strongly recommend that it be funded.



Evidence of Control and Tenure



See attached Documents: Exhibit "A"

Introduction

Background: The Empire/Cienega/Empirita Ranches have been grazing cattle since before the Gadsden Purchase and because of historical use of the natural water sources some degradation of adjacent vegetation had occurred. Since 1975 the Cienega Creek under, Donaldson management, has begun a restoration process. One of the first progressive on ground management decisions was to fence Sacaton bottoms from upland grasslands; the benefits were realized immediately as to the health of those sites. After the federal listing of the Gila topminnow, the health of the creek became a major concern; and the Donaldsons' again provided monies and energy to fence these riparian areas and provide alternate waters. The excellent condition of these ranches, and the ability to have a section 7 consultation with the U S Fish and Wildlife Service could have only occurred with progressive management and a real commitment to the resource. The Empirita Ranch managed by the Parson family is in excellent condition and they want to continue to see improvement in their small portion of flowing Cienega Creek. They feel that a pasture with an alternate source of water for their cattle and their wildlife is far and away the most logical solution.

Statement of problem(s) : In an effort to continue with this positive management further areas of sacaton are desired to be separated from uplands, as well as, fence some more riparian pastures to enable a more sophisticated management to continue.

Statement of cause(s) of the problem(s): The most beneficial management of these sacaton benches seems to be stimulation (Ron Tiller AWP #54) and the best stimulation seems to be grazing, therefore, a system of fencing that allows for proper managed grazing of the sacaton without overuse of the adjacent hillsides. A fence is the ideal tool to accomplish this goal.

Statement of project-related remedies or solutions:

These fences and alternate water systems will be a minor expense for a long term positive development of the entire riparian, sacaton, and Mesquite Bosques of this unique resource. The alternate road will stop resource damage and not be such a hazard to vehicles, as the sacaton fence will prohibit any further traffic from continuing on the original road.

Statement of project years of benefit (Demonstrate your level of commitment to maintenance of project benefits and capital improvements; is it < 5 years, 5 - 10 years, 11-15 years, or 16 - 20 years?)

There will be a maintenance schedule in place and a monitoring schedule which will last from 25 years and most possibly be continued into the future.

Scope of Work: Objectives

Objective #1: Extend an existing fence, adjacent to the Cienega Creek, to mitigate land use impacts on water quality and upon plant and animal species of concern.

Objective #2: Separate some predominately sacaton benches from upland hillsides to promote the health of these benches, as well as, to minimize soil erosion from these upland sites.

Objective #3: To create a non livestock enclosure to provide a reference for monitoring these sacaton and upland sites.

Objective #4: To divert an existing road along a sacaton site that is currently degrading resource and creating a recreational hazard.

Objective # 5 To create an alternate wildlife/livestock water source from an existing upland well site.

Task # 1 Description: Applicant will obtain all applicable permits and clearances(ASLD,SHPO)

Deliverable description: Comply with all permits and clearances.

Due date: Prior to commencement of the following tasks.

AWPF cost: \$250 ✓

Task #2 Description:To build a 3 wire fence for approximately 3 miles adjacent to Cienega Creek(northern most riparian fence).

Deliverable description: Copies of invoices or receipts with photographs.

Deliverable due date: 5/30/99

AWPF task cost:\$9000. ✓

Task #3 Description: To build a 3 wire fence for approximately 7 miles between sacaton and upland sites

Deliverable description: Copies of invoices or receipts with photographs.

Deliverable due date:7/30/99

AWPF task cost:\$21000 ✓

Task #4 Description: To build a 3 wire fence for 1.5 miles between a sacaton and upland site (enclosure)

Deliverable description: Copies of invoices or receipts with photographs.

Deliverable due date:8/15/99

AWPF task cost: \$4500 ✓

Task #5 Description: Create an alternate road an alternate road from Springwater to Cinco

Deliverable description: Copies of invoices or receipts with photographs.

Deliverable due date: 6/15/99

AWPF task cost:\$5000 ✓

Task#6 Description: To install a 1.5 horsepower submersible into an existing well (Gary),purchase and install a 1 1/4 pvc pipe, 3/4 mile in length, purchase a transportable Lister generator, and install a 500 gallon drinking trough.

Deliverable description: Copies of invoices or receipts with photographs.

Deliverable due date: 7/30/99

AWPFcost \$18000 ✓

Task # 7 Description: Monitoring, BLM will conduct , see attached plans for objective and scope of the monitoring.

Deliverable description: Copies of the monitoring reports.

Deliverable date: Annually.

AWPF cost: \$0 ✓

Task Description: Attend AWPF Information Transfer Meeting. _

Deliverable description: Photograph of poster to be used at annual session or copy of paper given.

Deliverable due date:

AWPF task cost: \$500 ✓

Task # (LAST) Description: Prepare and submit a final report.

Deliverable description: Final project report will summarize all methodologies used, outcome of all tasks, summarize and analyze project data & monitoring data, suggest any further changes needed in the project and evaluate project success measured against the objective and to evaluate the success of these projects.

Deliverable due date:11/30/02

AWPF task cost: \$600 ✓

Scope of Work : Sampling, Revegetation and monitoring Plans

Task #7 Description

BLM Task Cost: \$23,000

Deliverable description:

→ only 21 listed in the AWPF (1995) sites designated only to quarter Section (160 mi²)

Upland Vegetation: There are 28 permanent upland monitoring sites established on the Empire-Cienega in 1995 . These were also read in 1997. BLM will monitor trends in range condition using Pace Frequency methodology, utilization will be measured at each site using grazed class photo guides, annually through 2002. If the data indicate the trend is changing, an ecological site inventory will be conducted to evaluate the change. The BLM also collects actual use data (on a pasture basis) from the grazing lessee on their livestock operation, and supervises pasture use for compliance with the planned rotation. Four monitoring sites (including one livestock enclosure) will be established in the project area to assess any changes in the sacaton bottoms and upland conditions attributed to changes in the livestock management from this project. Annual photos and monitoring evaluation reports will result.

what data? utilization?

Riparian Vegetation: Cienega Creek has been divided into stream segments based on the stream characteristics. BLM has established permanent monitoring sites along the entire portion of the stream on BLM lands. BLM will conduct Riparian Area Condition Ratings at these sites every other year through 2002 to measure any changes. A rating and photo will result. The BLM also monitors aquatic conditions (including streamflow) and fisheries along the creek (fall fish counts are done annually).

Climate: 17 Rain gauges were installed on the Empire in the spring of 1998. This data will be used to assess any changes in conditions due to precipitation.

Task - Timetable

Start Date: <u>3/15/99</u> Yrs of Benefit: <u>25+</u> End Date: <u>11/30/02</u> Duration: <u>3 years</u>			Project Name: Empire/Cienega/Empirita fence project											
Project Categories and Tasks			Months Since Project Initiated (Year 1)											
Task No.	Task Cost	Task Description	1	2	3	4	5	6	7	8	9	10	11	12
1	\$250	Secure permits	X	X										
2	\$9000	Build fence		X	X	X	X							
3	\$21000	Build fence				X	X	X	X					
4	\$4500	Build fence						X	X	X				
5	\$5000	Change road			X	X	X							
6	\$18000	Install drinker & well service												
7	\$0	Monitoring (annually)												
8	\$500	Transfer Meeting												
9	\$600	Final Report												

Project Budget Forms

TASK: Number and short description	AWPF FUNDS REQUESTED			TOTAL
	ADMIN COSTS (1)	DIRECT LABOR COSTS (2)	OTHER DIRECT COSTS	
1 Secure Permits			\$250	\$250
2 Build fence		\$6198.06	\$2801.94	\$9000
3 Build fence		\$14462.14	\$6537.86	\$21000
4 Build fence		\$3099.03	\$1400.97	\$4500
5 Change road		\$2000	\$3000	\$5000
6 Installdrinker		\$1500	\$14000	\$18000
7 Monitor				\$0
8 Transfer	\$500			\$500
9. Final	\$600			\$600

- (1) Administration costs are limited to 5% of the total dollars requested for a project.
- (2) Include wages, salaries, and fringe benefits.
- (3) Attach list of capital equipment expenditures over \$1,000.00, Water (CAP/Emuent), etc.

Budget Forms Continued

TASK: Number and short description	OTHER FUNDS (MATCHING) (4)				CAPITAL OUTLAY (3)	TOTAL
	ADMIN COSTS (1)	DIRECT LABOR COSTS (2)	OTHER DIRECT COSTS	OUTSIDE SERVICES		
7. BLM monitoring						
A. EA preparation and monitoring		\$4000				\$4000
B. Cultural resources monitoring and clearance		\$2000				\$2000
C. T&E species monitoring and clearance		\$1000				\$1000
D. Upland Vegetation (\$2700 X 5 years)		\$13500				\$13500
E. Riparian, riparian, & fisheries (\$2500 X 5 years)		\$12500				\$12500
TOTAL						\$23,000

(1) Administration costs are limited to 5% of the total dollars requested for a project.

(2) Include wages, salaries, and fringe benefits.

(3) Attach list of capital equipment expenditures over \$1,000.00, Water (CAP/Effluent), etc.

(4) Use the value of volunteer labor based on current minimum wage; technical volunteer labor can be based on an hourly fee comparable to a consultant's fee.

FENCEING COSTS

<u>176</u>	<u>T posts</u>	<u>\$2.50</u>	<u>\$440.00</u>
350	Stays	\$0.17	\$59.50
8	Barbed wire	\$32.75	\$262.00
4	Smooth wire	\$32.00	\$128.00
			Tax 44.48
10 Days	3 Men	\$50.00/day	\$1500.00
10 Days	Supervisor	\$56.60/day	\$566.02
			<hr/>
Total per mile			\$3000.00

Matching Information

I have contacted 2 other outside sources for possible support: 1) the W. Alton Jones Foundation who have yet (8/8/98) to send me a requested application form. And 2) the North American Wetlands Conservation Act which grants small (\$50000 or less) in early April. The BLM is prepared to assist in the project \$23000. The Empire Ranch and the Empirita Ranch are both willing to commit \$4000 for a total of \$8000.

Existing Plans

Existing Plans:

Currently on Cienega Creek the AWPf has funded 4 projects: 38, 54, 135, 164. These projects dovetail well into the Empire/Cienega/Empirita fencing project and will enhance the complete management of this watershed. Of special note is that AWPf project # 54 "Autecology and Restoration of *Sporobolus wrightii* Riparian Grasslands in Southern Arizona " puts forth that disturbance is very beneficial to this unique Grassland. See attachment "B "



Community Support

See attachments "C"

Personnel

John W. Donaldson: Rancher. 78 years old and a leading conservation orientated rancher for the past 50 years. John has implemented range restoration on many projects in Arizona and New Mexico and long been considered an excellent land manager.

Macfarland Donaldson: Rancher. 50 years old and currently foreman of the Empire Ranch. Mac has had more than 25 years of management experience in ranching and livestock related fields. Mac will be directly in charge of this project.

Joe and Clay Parsons: Ranchers, Businessmen. Both Joe and Clay operate the Empirita Ranch as well as other ranches , a steel manufacturing business, and a livestock auction. Their collective abilities and energy will greatly benefit this project.

Grant Drennen, Range Management Specialist with the BLM in the Tucson Field Office, Grant has worked with the BLM in range for 20 Years. Grant administers the livestock grazing lease on the public lands in the Empire-Cienega. He will be working closely with the Donaldsons on this project and will be the primary contact with the BLM.

Karen Simms, Wildlife Biologist with the BLM in the Tucson Field Office. She is also the team leader on the Community based planning effort for the Empire-Cienega Resource Conservation Area currently underway. She will be overseeing the project to make sure it stays in line with the planning effort. In her biologist role she will be conducting the riparian monitoring.

Jeff Simms, Fisheries Biologist with the BLM in the Arizona State Office. Jeff is currently the project leader on the Cienega Creek Restoration Project (AWPF #135) and will also be conducting the aquatic and fisheries monitoring on this project.

SHPO Certification

This certification is required by regulations implementing the State Preservation Act (A.R.S. 41-861 through 41-864), effective July 24, 1982. It is understood that **recipients of state funds are required to comply with this law** throughout the project period. The State Historic Preservation Act mandates that all State agencies consider the potential of activities or projects to impact significant cultural resources. Each State agency is required to consult with the State Historic Preservation Officer with regard to those activities or projects that may impact cultural resources. All projects that affect the ground-surface that are funded by AWPf require SHPO clearance **including those on private lands.**

PROJECT TITLE: Empie/ Cienega/Empirita fencing project _____

Please answer the following questions which provide information about the potential of the project to impact cultural resources:

1. Does the project have the potential to disturb the surface and/or subsurface of the ground?

YES: NO: _____

2. Are there any buildings or structures (including mines, bridges, dams, canals, etc.) which are 50 years or older within the project area that have the potential to be disturbed by the proposed activity?

YES: _____ NO:

3. Are there any known prehistoric and/or historic archaeological sites within the project area?

YES: NO: _____

4. Are you aware of any archeological investigations that have been performed within one (1) mile of the project area?

YES: NO: _____

If you have answered "NO" to all of the above questions, please sign on the line below certifying that the activity or project is in compliance (and will remain in compliance throughout the project period) with the State Historic Preservation Act. **YOU MUST SUBMIT THIS FORM WITH YOUR COMPLETED APPLICATION.**

Authorized Signature

Date

SHPO Certification

If you answered yes to question #1, specifically identify any surface or subsurface impacts that are expected. Attach extra sheets if more space is needed.

_____ On one of the 7 tasks a new road will be put in place of an existing road that has been a past problem of many vehicles being stuck. This new road will be routed up a slight hill. The area is under the ownership of the State of Arizona, therefore a permit and EA will have to be in place before any change can occur. _____

If you answered yes to question #1, describe the current ground surface condition within the entire project area boundary (i.e., is the ground in a natural undisturbed condition, or has it been bladed, paved, graded, used for agriculture, etc.). Attach extra sheets if more space is needed.

_____ Current conditions are a limey upland soil hill in good to excellent condition with no past road but existing cattle trails are present. _____

If you answered yes to question #2, list the sites, their names, and provide a brief description of the site.

Has the project area been previously surveyed for cultural resources by a qualified Archaeologist?

YES: ___ NO: _____

DON'T KNOW: X

If yes, submit a copy of the Archaeologist's report with your application.

YOU MUST SUBMIT THIS FORM WITH YOUR COMPLETED APPLICATION