

Arizona State Forestry



Western States Wildland Urban Interface State Fire Assistance Grant Program (SFA)

ARIZONA FY2016 REQUEST FOR GRANT APPLICATIONS

Application Deadline:

Applications must be received electronically via email at

Arizona State Forestry: grants@azsf.gov

No Later than: August 21, 2015 at 5:00 PM

Criteria and Instructions

2016 Wildland Urban Interface / SFA Grant Program

Overview: The Arizona State Forestry Division is accepting applications for the 2016 Western Wildland Urban Interface Grant Program. Projects proposed for private, state, and tribal lands within Arizona are eligible for this grant. The application, submittal form, and instructions may be downloaded from the “Grants” section of the AZ State Forestry Division website at: <https://azsf.az.gov/grants/hazard-fuels/sfa>

Funding for this program is made available to the State of Arizona by the US Forest Service through a competitive process conducted across the western United States. Funding levels for 2016 have not been determined, but are anticipated at up to approximately \$1.5 million for Arizona projects. The grant program has the following goals:

- 1) Reduce Hazardous Fuels and Restore Fire-adapted Ecosystems
- 2) Improve Prevention and Education in the Interface, and
- 3) Community Wildfire Protection Planning.

Award announcements are anticipated in spring or summer of 2016 and will be limited to a maximum of \$250,000 per project. Depending on available funding, some projects may be offered only partial funding. All projects will require a minimum of 1:1 non-federal match investment. (50% grant / 50% match) and should be fully achievable within 2 years from award date. Once awarded, grant funds are dispersed on a reimbursement basis - after the subgrantee incurs costs and reports accomplishments and expenses to Arizona State Forestry on a quarterly basis. Qualifying organizations may submit more than one project proposal; however the number of awards to each organization may be limited. Project applications will be accepted through **August 21, 2015**. It is anticipated that each approved project will be funded by Arizona State Forestry as a subaward of USDA Forest Service grant funds (CFDA # 10.664). Recipients will not be reimbursed for any costs incurred prior to execution of a final grant agreement with Arizona State Forestry. Do not begin project work prior to completion of a formal agreement and acknowledgment of all terms and conditions.

Grant Considerations:

Applications will be evaluated using the criteria and instructions identified in this document. The highest priority projects will then be selected and incorporated in the State Forestry Application submitted to the Forest Service. The following considerations will serve as major criteria in determining grant awards. Additional guidance is offered within the included Application Instructions:

- Projects are in areas of Arizona that are at highest risk from wildland fire.
- Have the greatest impact per grant by addressing the greatest need as measured by the number of landowners impacted and number of acres treated. Organizations considering projects that are smaller in scope are encouraged to collaborate with other communities or organizations to develop projects that have a greater impact. For assistance with collaboration opportunities, please contact the Arizona State Forestry Division District Forester in your area. (See contact list on page 6).
- Proposal clearly describes how the budget will be spent to meet the project goals and objectives.
- Application clearly describes the challenges and issues that articulate why the project is important.
- Identifies a clear link to an existing community plan, or is consistent with Arizona's Forest Action Plan or goals of the national Cohesive Wildfire Strategy.
- Project is well-defined and measurable – and clearly defines how the project will be accomplished.
- Project landscape is clearly described. Application clearly defines the scale of the project including relationships with past, present, and future projects.
- Are cooperative in nature, involve multiple communities, or provide collaborative opportunities for individual communities and landowner groups.
- The project timeline is clearly described and work can be achieved within 2 years of award.
- Future project maintenance planned without reliance on additional federal or state funding.

Minimum Grant Requirements:

The following criteria must be met for consideration of proposals:

- Application must be complete and received on time:
Project applications must be received by the date due.
- Applicant must be a qualifying organization:
Eligible organizations include Arizona fire departments and fire districts, governments (state, county, local, etc), universities, and non-profit (501-c3) organizations. Individuals and for-profit companies are not eligible.
- Proposals must address one or more of the three project categories:
 - 1) Reduce Hazardous Fuels and Restore Fire-adapted Ecosystems
 - 2) Improve Prevention and Education in the Interface
 - 3) Community Wildfire Protection Planning
- Grant request may not exceed a maximum of \$250,000:
Grant funding will be made on a reimbursement basis after costs are incurred and will require quarterly progress reporting by grant recipients. Only eligible costs may be reimbursed. Specific administrative, program, and auditing requirements will apply to all grant subrecipients.
- Projects may be planned for a maximum of two years:
Projects are expected to start soon after awards are finalized, and projects that can be initiated quickly after award will be given a priority.
- Project must meet the 50/50 (1:1) match requirement (50% non-federal matching investment):
No more than 50% of the total project budget may be funded by the grant. At least 50% of the total project must be provided by the sub-recipient using non-federal funds or resources. The matching share can be actual dollars spent on the project or In-kind contributions (such as volunteer time or donated equipment and labor.) All project expenses and matching investment must be supported with sufficient documentation and must meet federal cost principles and administrative requirements.
- Project work done by individual landowners and family members:
Physical work done by individual landowners and family members on their own property will not be reimbursed, but may be documented as an in-kind portion of the required match.

Application Instructions:

The application is in adobe pdf format. It is fill-in enabled and compatible with any form of Adobe Reader 5.0 or higher. If you do not have Adobe Reader, go to <http://get.adobe.com/reader> and download the latest version.

1) All blocks are fill-in enabled and character locked. Applicants must fit all information into the allotted box space. Hold your mouse arrow over each block for further instructions. **Applications that have been modified for any reason will be considered ineligible by the review committee.**

2) Application guidelines by box number: (All boxes must be filled in on the application. If a box does not apply to your project fill in that space with NA.)

- **Box 1 & 2-** Applicant and project information.
- **Box 3 -** The totals in these boxes will add automatically when all data is entered into the fields. It is recommended you check all numbers add up correctly. If the total didn't add correctly go back and tab through each box and see if that fixes the addition. Match includes training hours valued at an accepted rate, donated labor/equipment, etc., and hard match is actual dollars spent other than federal grant funds within the specified scope of work. Federal funds contributed are ineligible for match calculation.
- **Box 4-** The budget narrative must give specific details for each grant expenditure item (not matching funds) in box 4 (i.e. personnel/labor, fringe benefits, travel, equipment, supplies, contractual, other, and indirect costs). Explain exactly how grant dollars will be spent and how these expenditures tie directly to the project goals and objectives.
- **Box 5-** The description of project area and challenges- applicants must give an overview of the project area and point out the hazards and clearly show the need for work in this area. If applying for a fuels reduction project, describe the fuel/vegetation types. It is important to define the problems and challenges so when you get to box 7 you are clearly stating how the funding will be used to address the challenges in this box.

- **Box 6-** Relationship to Forest Action Plans and/or CWPP's. Clearly describe how the project fits into the broad goals of Arizona's forest action plan (Enhancing, Protecting and or Conserving) and/or CWPP goals and objectives. It is important to describe how the project directly meets the goals of one or both of these planning documents. Relationships to the three goals within the Cohesive Wildfire Strategy could also be included in this section.
- **Box 7-** The Proposed Activities this section must clearly explain exactly how the grant dollars will be spent on this project and outline what will be accomplished. Unlike the overview, this will provide the specific details of the project using measurable units where applicable. Treatment prescriptions and measures of success should be clearly stated. For prevention/education activities, the audience, deliverables and measures of success should be clearly stated.
- **Box 8-** Describe the landscape this project influences. Show how the project has or will have impact outside the immediate project area. For example, a project in a community may compliment a Forest Service project on their land where they are creating a fuel break around your community defensible space project. Give specifics on how this project will tie into the larger picture of community protection or education. For information/education and/or planning projects explain how your project compliments or enhances those by other agencies or groups and/or ties into a greater goal. Explain, the who, what, when, where, why, and how of its anticipated impacts.
- **Box 9-** Describe the contributions each partner will make to the project by stating the collaborating partners name and what they will be contributing to the project such as manpower, equipment, matching funds, etc. This should include the partners listed in Box 3 (matching share) but may also include federal and other partners that are contributing but are not eligible to use as match. Identify if using overmatch from the consolidated payment grant.
- **Box 10-** The Project Timeline must include such things as: begin/end dates, milestones, quarterly accomplishments, etc.
- **Box 11-** Sustainability must clearly describe the who, what, when, where and why of how this project will remain effective and be sustained over time. The four main points to be included for fuels projects are:
 - 1) Environmental Factors: describe the maintenance requirements unique to this project based on site characteristics i.e., present and future vegetation occupying the site, growth rates, natural fire return intervals or any other environmental factor that affects the continued maintenance of this project.
 - 2) Education: describe how key players have been trained and educated to maintain the project and explain their understanding of the needs and expectations of the project's maintenance. If this is an information/education project make sure to explain how it will be delivered, the audience you are targeting, and specific deliverables.
 - 3) Commitment: describe the commitment by the individual/community to maintain this project into the future, i.e. state laws, CWPP terms, signed landowner agreements or other documents or agreements that hold the sub-grantee accountable for project maintenance over time. If this is an information/education project, make sure you explain the commitment to carry this program forward and update as necessary.
 - 4) Monitoring: describe who will be responsible for monitoring the project, what qualifications they have if they are not obvious (i.e. State Forestry personnel, Fire Safe Council member, Fire Department personnel, etc.), and at what intervals they will be checking (i.e. yearly, quarterly, etc.); clearly describe timelines, and milestones.

Administrative and Accounting Requirements:

Successful applicants must comply with all regulations pertaining to Federal Grants. It will be the subgrantee's responsibility to develop, document, administer and manage the correct accounting and administrative procedures for administering the grant in accordance with all applicable Federal and State laws, including the Federal Government Single Audit Act and all relevant Office of Management and Budget (OMB) circulars.

All project expenses and matching investments must be incurred, paid, and adequately documented before reimbursement of costs will be made. Approved project expenses will be supported by source documentation; such as canceled checks, paid bills, payroll records, time and attendance records, contracts, etc. Reimbursement of funds may take from 30-90 days once approved by Arizona State Forestry.

All records for awarded grants must be maintained for five (5) years following final payment or longer if required by law. An audit requirement for all federal grantees is now provided in the new Code of Federal Regulations: 2 CFR 200. Recipients are subject to the following administrative requirements and cost principles based on their organizational structure:

Grantee Structure	Administrative Requirements	Cost Principles
Non-Profit Organization	2 CFR 200 - New !	2 CFR 200 - New !
Local and Tribal Governments	State and Federal laws, regulations	2 CFR 200 - New !
State Agencies	State and Federal laws, regulations	2 CFR 200 - New !
Universities	2 CFR 200 - New !	2 CFR 200 - New !

All CFR and OMB documents are available online at:

CFR (Code of Federal Regulations) – <http://www.ecfr.gov>
OMB (Office of Management and Budget) - www.whitehouse.gov/omb/grants

If grantees need assistance in obtaining any of these documents in electronic or printed form, please contact your Arizona State Forestry representative.

No costs will be reimbursed for expenses incurred before a formal award agreement has been finalized and signed by all parties.

Additional Notes:

- Information about **Arizona's Forest Action Plan** (Arizona Forest Resource Strategy), as referenced in the application instructions, may be found on the Arizona Forestry website: <https://azsf.az.gov/forestry-community-forestry>
- The **National Cohesive Strategy** as referenced in the application instruction focuses on three key areas: *Restore and Maintain Landscapes, Fire Adapted Communities, and Response to Fire*. See their website: <http://www.forestsandrangelands.gov/strategy>
- The program cannot approve purchase of any **capital equipment** with these grant funds. Do not include purchase of items costing \$5,000 or more per unit in the proposed budget.
- Proposed funding cannot be used for maintenance of fuels projects previously funded with federal dollars, and the response to question #11 (Sustainability) must describe how the project will remain effective over time without reliance on future federal or state grant funding.
- The regional grant application includes a budget line for **indirect costs**. Applicants must have an indirect cost plan established and approved prior to grant award by Arizona State Forestry for these costs to be considered.
- All project proposals will be evaluated at two levels. 1) An Arizona State Forestry review committee will score and rank all proposals received from across the state, and 2) The highest ranked projects will be incorporated into Arizona State Forestry applications submitted for regional competition. The number of projects submitted by Arizona State Forestry will be limited and only the ten (10) highest ranked projects will be included in Arizona State Forestry's final regional application process.

Application Submittal:

- Each project submission will include:
 1. A fully completed **2016 Arizona Project Submittal Form** (PDF document)
 2. A fully completed **2016 Western States WUI / SFA Grant Application** form (PDF document - format may not be altered.)
 3. Additional **attachments** for state prioritization (optional)
- Project proposals must clearly address each of the grant application questions in the space provided.
- Proposals and all accompanying documentation must be received via email at the Arizona State Forestry Division by the **Deadline: August 21, 2015**
- **Email to:** grants@azsf.gov
- If the application cannot be transmitted electronically, please contact the Grants Manager at (602) 771-1410 or by email at grants@azsf.gov

Direct questions to the Arizona State Forestry Division Grants Program Office or the District Forester in your area:

Arizona State Forestry – State Office

1110 West Washington, Suite 100
Phoenix, Arizona 85007
(602) 771-1400

Arizona State Forestry - District Offices

Phoenix District

2901 W Pinnacle Peak Rd
Phoenix, AZ 85027
623-445-0274

Flagstaff District

3650 Lake Mary Rd
Flagstaff, AZ 86001
928-774-1425

Tucson District

3237 E 45th Street
Tucson, AZ 85713
520-628-5480

Additional Documents:

- **2016 Arizona Project Submittal Form**
- **2016 Western States WUI / SFA Grant Application**