

**Arizona State Forestry**  
**Forest Health Program**  
**2015 Western Bark Beetle Initiative Grant Program**  
**Q&A**

**How do I apply?**

A fillable application form can be found online at <https://azsf.az.gov/grants/forest-health>. After this form is complete, you may mail the application to Arizona State Forestry, WBBI Grant Program at 1110 West Washington, Suite 100, Phoenix, Arizona 85007. You may also email the application to [grants@azsf.gov](mailto:grants@azsf.gov)

**Who are eligible grantees?**

Grants may be awarded to units of local governments (counties, municipalities, cities, and towns), nonprofit organizations 501 (c)3, and public educational institutions.

Neighborhood associations are also eligible if they work through or in conjunction with one of the above groups. Non-governmental organizations must be a designated 501(c)3 non-profit by the Internal Revenue Service, or submit their application in partnership with another eligible entity.

Project approval is needed by the authorized representative of the local governing body, organization, or institution applying for the grant.

**What are some Grant Limitations?**

This program requires 50/50 match and must be contributed by the applicant from sources other than the Federal Government. No grant funds will be distributed until project expenditures and local match have been incurred.

Treatment costs range from **\$400-\$1300/acre** and are based on the sum of the dollar amount requested for reimbursement as well as match.

A minimum of **10 acres** (contiguous preferred) must be treated.

Minimum and maximum grant request is **\$10,000** and **\$115,000** respectively.

Projects are limited to **24 months** with this funding.

Treatments can **only** be applied on Non Federal Lands (Private, State, County, Municipal, etc). Individuals, for-profit companies, and tribes do not qualify for direct funding through this grant.

## **What are the matching funds requirements?**

Funds are awarded on a matching basis. The grantee share of the match may be in the form of cash and/or in-kind contributions. The grantee share cannot come from a Federal source and must not be used as a match for any other Federal cost-share projects.

Cash purchases are direct, out-of-pocket expenditures for eligible project activities that are supported by paid invoices, cancelled checks, signed receipts, or official payroll records.

In-kind contributions include on-hand supplies, third party donations of supplies or equipment, the value of time, professional services obtained through competitive bidding at the professional rate, or time spent by employees or volunteers on eligible project activities. Volunteer time may be valued at the local market rate for equivalent work. Hourly rates for volunteers exceeding \$20 per hour will require specific support documentation for justification and approval.

## **What are some ineligible costs?**

Ineligible costs include overhead greater than 10% of the project. The purchase of equipment \$ 5,000 or greater is not eligible.

## **How long should auditable records be maintained?**

Since funding for this project originates with the USDA Forest Service, projects are open to audit by either the State or Federal government. Therefore all records must be maintained for a period of 5 years.

## **What reports are required?**

Quarterly reports are required of the grantee. If no activity has occurred within the quarter, a report is still required stating “no work was completed during this time”. A final closeout report and site visit conducted by Arizona State Forestry personnel is also required at the end of the project.

## **Should funding source be acknowledged?**

Arizona State Forestry shall be acknowledged in all publications, audiovisuals, and electronic media. This program is funded by the USDA Forest Service, therefore they must also be acknowledged in all publications, audiovisuals, and electronic media.

The following statement must be included, in full, in any printed, audiovisual, or electronic media for public distribution:

*In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. (Not all prohibited bases apply to all programs.)*

If there is not enough room to fit the full statement above, the publication must, at a minimum, include the following statement, in print size no smaller than the text of the publication:

*“This institution is an equal opportunity provider”*

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## **What is the payment process?**

Instructions will be provided for the reimbursement process. Payment may take up to **90** days.

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## **Definitions:**

**Contiguous** – Lots or parcels where forest land is adjacent to each other.

**Forest Management or Stewardship Plan** – A written document establishing direction and goals for the management of a specific forest land area. The following link provides more information: <https://azsf.az.gov/forestry-community-forestry/stewardship>.

**Hazard Tree** – Any tree or tree part(s) that poses a high risk of failure or fracture that causes damage to property or injury to people.

**Wildland Urban Interface** – The line, area, or zone where structures and other human development meet or intermingle with undeveloped wildland or vegetative fuel.

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**For further information, contact: Chris Erickson, Arizona State Forestry at (o) 602-771-1407 or (e) [ChrisErickson@azsf.gov](mailto:ChrisErickson@azsf.gov)**

**Alternate contact: Bob Celaya (o) 602-771-1415 (e) [BobCelaya@azsf.gov](mailto:BobCelaya@azsf.gov)**