

# Arizona Department of Forestry and Fire Management



## Landscape Scale Restoration Grant Program (LSR)

### ARIZONA 2020 REQUEST FOR GRANT APPLICATIONS

#### Application Deadline:

Applications must be received via email at:

[grants@dfm.az.gov](mailto:grants@dfm.az.gov)

No Later than: September 25, 2020 by 11:59 PM

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# Arizona Department of Forestry and Fire Management Landscape Scale Restoration Grant Program 2020 Grant Guidelines



## Introduction

The Landscape Scale Restoration Program (LSR) is a USDA Forest Service State and Private Forestry (S&PF) competitive grant program that promotes collaborative, science-based restoration of priority forest landscapes and furthers priorities identified in the Arizona Forest Action Plan.

Arizona Department of Forestry and Fire Management (DFFM) is soliciting project proposals from **\$150,000** to **\$280,000**. Project proposals will be reviewed and ranked by DFFM with the five most competitive proposals being submitted to the Western Forestry Leadership Coalition (WFLC) online portal system. Project proposals will then undergo westwide review by a multi-agency LSR grants review panel.

## Program Objectives

Successful projects will prioritize funding and other resources towards one or more landscape/resource objective identified below:

- Reduce the risk of uncharacteristic wildfires;
- Improve fish and wildlife habitats, including for threatened and endangered species;
- Maintain and improve water quality and watershed function;
- Mitigate invasive species, insect infestation, and disease;
- Improve important forest ecosystems;
- Measure ecological and economic benefits including air quality and soil quality and productivity.

## Eligible Applicants

Units of local government (counties, municipalities, towns, etc.), State Agencies, Non-Profit Organizations, Indian Tribes, Public educational institutions

**Tribes interested in applying should route their proposal through the LSR official in the USFS Region 3 Office ([laura.moser@usda.gov](mailto:laura.moser@usda.gov)).** Individuals working in partnership with their neighborhood association may apply if they work through or in conjunction with one of the above groups. Individuals and for-profit companies do not qualify for direct funding. Organizations that have previously received any grant from DFFM must be current on their reporting requirements per their signed grant agreement(s) prior to receiving a new award. *The LSR Grant Program does not discriminate against any person or organization because of race, color, religion, disability, sex, age or national origin.*

## **Eligible Costs**

Research activities cannot be paid for using LSR grant funds (i.e. via direct federal funding or in the form of match). Research involves testing a new theory or hypothesis, and the end product may be a new model that the researcher will be publishing. However, a research entity could be included as a partner, with their contribution included as non-match leverage. Any research items included in a project description MUST explicitly outline their funding source as being from non-federal funds. Projects that seek to use S&PF dollars to fund research will be excluded from selection consideration due to being ineligible.

**Capital Equipment Purchases (over \$5,000), Construction Costs, Purchasing of Land, and Research Activities are NOT ALLOWED.**

## **Leverage**

Projects should maximize S&PF funding by using it to leverage contributions from both federal and non-federal entities. Projects that leverage funding from multiple entities will be given priority. Project applications should include a budget table that clearly identifies LSR requested funds and associated non-federal contributions from each partner and separately document non-match leveraged contributions. Successful applicants will be required to report information on match and non-match leverage each fiscal year.

## **Knowledge and Technical Transfer**

Technical transfer is the sharing of knowledge, tools, and innovations for practical application. Projects should describe how others will learn from project implementation, including the project's potential to inform practitioners and enhance the effectiveness of similar initiatives. Knowledge and technical transfer need not necessarily be between different legal entities but should aim to share innovation across the landscapes of importance. While projects may include a component of outreach, education, and training as a means to achieve the project goals, these elements should not be the sole anticipated outcome.

## **Rural Requirement**

Projects must focus on-the-ground outcomes on rural forest land, which is also considered nonindustrial private forest land or State forest land. For the purposes of this program, rural (as defined by 7 USC 1991(a)(13) Consolidated Farm and Rural Development Act) means any area other than an urbanized area such as a city or town that has a population of greater than 50,000 inhabitants according to the latest census (2010 Census for FY2021). The term nonindustrial private forest land means land that is rural, that has existing tree cover or is suitable for growing trees, and is owned by any private individual, group, association, corporation, Indian Tribe, or other private legal entity. The term State forest land means land that is rural, and that is under state or local governmental ownership, and considered to be non-Federal forest land. Please refer to the [LSR Project Planning Tool Project Eligibility Tab](#) to confirm if a project's focus area conforms to the requirements of being rural per the definition above.

## Implementation and Project Timing

Projects can indicate a multi-year implementation timeframe, up to three (3) years. Projects should begin with an anticipated start date of no earlier than October 2021.

Past LSR proposals can be reviewed at: <https://www.forestrygrants.org/westernLSR/>

## Grantee Responsibilities

### Match

At least 1:1 matching funds are required. Projects that provide a matching contribution greater than 1:1 may receive priority. Eligible match may be in the form of cash, services, volunteer time, equipment usage, and/or in-kind contributions and should be clearly described in the project proposal.

### Administrative and Accounting Requirements

Program activities must be in compliance with all federal and state laws and regulations. It is the sub-recipient's responsibility to develop, document, administer and manage the grant in accordance with all applicable federal Cost Principles, Uniform Administrative Requirements, and Audit Requirements of federal grants. For all organizations this includes requirements contained in subparts A through F of the Code of Federal Regulations, 2 CFR 200. The full reference material (Code of Federal Regulations) is available electronically at – <http://www.ecfr.gov>. If applicants need assistance in obtaining these documents in electronic or printed format, please contact Arizona Department of Forestry and Fire Management for assistance.

All records for awarded grants must be maintained for five (5) years following final payment, or longer if required by law.

### Procurement Requirements

All procurement activities must be compliant with applicable Uniform Administrative Requirements. This includes requirements contained in the Code of Federal Regulations, 2 CFR 200. All Sub-recipients are responsible for developing, documenting, and adhering to their own established procurement policies that include both administrative and accounting controls.

### DUNS Number and SAM Registration

Grant requests should be between **\$150,000** and **\$280,000**. Applicants should have a project managed by a professional land manager that is ready for implementation. All sub-recipients are required to provide a DUNS number to DFFM.

- **DUNS #:** A *Data Universal Numbering System (DUNS) Number* is a nine-digit number established and assigned by Dun and Bradstreet, Inc. (D&B) to uniquely identify business entities. A DUNS number may be obtained at no charge from D&B by telephone (currently 1-866-705-5711) or the Internet (currently at <http://fedgov.dnb.com/webform>)

### Payment of Funds

Grant funds may only be used for reimbursement of actual costs, and payment will be made only after expenses are incurred, documented, and reported by the sub-recipient organization. Approved project expenses will be supported by source documentation; such as canceled checks, paid bills,

payroll records, time and attendance records, contracts, etc. Payment for employee related expenses (ERE) are allowed and indirect costs are allowed up to 10% of total reimbursable costs. Reimbursement of funds may take 30-60 days once approved by DFFM. Up to 10% of the total award may be withheld until all deliverables, reports, and documentation is completed and approved.

No funds will be reimbursed for expenses incurred prior to execution of a formal written agreement between DFFM and the applicant organization.

### **Grant Reports and Reimbursement Requests**

Applicants that receive a grant will need to appoint a specific representative to manage the grant and fiduciary responsibilities. Grant recipients are required to submit reimbursement forms and documentation of all expenditures along with quarterly reports. A final accomplishment report is required within one month of the grant termination date.

## **State Responsibilities**

### **Provide Forestry Technical Assistance**

DFFM will provide a point of contact for each awarded grant project. The point of contact will provide, or coordinate on-the-ground expertise and offer recommendations to properly implement landscape scale restoration projects. This person will review all reimbursement requests, quarterly reports, and be the main contact for the DFFM, LSR Grant Program.

### **Reimbursement**

DFFM will reimburse grantees after eligible expenses and match are incurred and documented.

### **Site Visits**

Prior to funding proposals, DFFM personnel may conduct a site visit and review the project area with the grant applicant. Site visits to monitor project progress and completion will also be performed throughout the grant period.

# Evaluation Criteria

	<b>4-5 pts - High</b>	<b>3 pts – Medium</b>	<b>0-2 pts - Low</b>
<p><b><i>Project Overview/Purpose Statement</i></b></p> <p><b><i>1,250 Characters</i></b></p> <p>Description includes:</p> <ul style="list-style-type: none"> <li>● location and importance of landscape;</li> <li>● landscape need;</li> <li>● high level overview of main goals, objectives, and deliverables;</li> <li>● collaboration, boundaries, jurisdictions;</li> <li>● amount of funds requested and total project value; and</li> <li>● relationship to Forest Action Plan (or equivalent state-wide restoration strategy) and Landscape Objectives.</li> </ul>	<p>Provides a succinct and relevant project overview/purpose statement; clearly communicates the value of the project.</p> <p>Description covers all description elements in the left column.</p>	<p>Summarizes the project but the value of the project is not clearly communicated. Includes some of the description elements required for a high score, but lacks others.</p>	<p>Does not effectively summarize the proposed project. Does not include many of the description elements required for a high score.</p>

	<b>10-15 pts - High</b>	<b>4-9 pts – Medium</b>	<b>0-3 pts - Low</b>
<p><b><i>Context, Goals, and Objectives</i></b></p> <p><b><i>2,500 Characters</i></b></p> <p>Priority landscape is identified and an explanation is included that relays clearly how the project advances priorities within the state Forest Action Plan (or equivalent state-wide restoration strategy) and to the Landscape Objectives. The need for treatment of the landscape is clearly explained, and the goals of the project are clearly addressed and linked to the needs. Project objectives are clearly identified, developed, and linked to project goals.</p>	<p>Context clearly identifies priority landscapes and issues that are the focus of the project. Goals and objectives are explicitly explained and linked to state Forest Action Plan (or equivalent state-wide restoration strategy) priorities and to the Landscape Objectives. The need for treatment of the landscape is clearly explained, and the goals of the project are clearly addressed and linked to the needs. Project objectives are clearly identified, developed, and linked to project goals.</p>	<p>Project context, goals and objectives are present, but underdeveloped. The priority landscape and link to state Forest Action Plan (or equivalent state-wide restoration strategy) and to the Landscape Objectives are not adequately explained. The need for treatment of the landscape and the goals and objectives of the project are mentioned but underdeveloped.</p>	<p>Project context, goals, and objectives are unclear. The priority landscape and link to state Forest Action Plan (or equivalent state-wide restoration strategy) and to the Landscape Objectives are not explained. The need for treatment of the landscape and the goals and objectives of the project are absent.</p>

	<b>14-20 pts - High</b>	<b>6-13 pts – Medium</b>	<b>0-5 pts - Low</b>
<p><b><i>Proposed Activities and Budget</i></b></p> <p><b><i>3,000 characters</i></b></p> <p>Describes activities to be completed with grant funds and leveraged resources. Identifies project expenditures and links them to project goals, objectives, and activities. Match funds, their source, which goals they support and costs are detailed. The financial contributions of partners should be documented clearly under leverage. Projects that leverage funding from multiple entities will be given priority.</p> <p>Please note: Any research items included in a project description <b>MUST</b> explicitly outline their funding source as non-federal funds. Projects that use S&amp;PF dollars to fund research are considered ineligible.</p>	<p>Clearly describes with specificity, activities to be completed with grant funds and leveraged resources. All project expenditures are explicitly identified and linked to specific project goals, objectives, and activities. Match funds, their source, which goals they support, and specific costs are well detailed. The financial contributions of partners are documented clearly under leverage.</p>	<p>Describes project activities and how grant funds and leveraged resources will be used, but lacks detail and/or some resources included in the Project Budget are unaccounted for. Links to the stated goals and objectives may be weak or not fully described.</p>	<p>Insufficient detail is provided as to what work will be completed using grant funds and leveraged resources. Little or no link to the Project Budget or stated goals and objectives.</p>

	<b>10-15 pts - High</b>	<b>4-9 pts – Medium</b>	<b>0-3 pts - Low</b>
<p><b><i>Deliverables and Outcomes</i></b></p> <p><b><i>2,500 Characters</i></b></p> <p>Project deliverables and outcomes are indicated. Project outcomes link to the state Forest Action Plans (or equivalent state-wide restoration strategy) and to the Landscape Objectives. Projects will clearly describe how the selected objectives will lead to measurable outcomes on the landscape and how applicants will measure progress towards those outcomes. Proposals that clearly articulate the planned results of their effort and the metrics by which those results will be measured (e.g., acres treated to reduce hazardous fuels, acres treated for insects and disease, acres of trees and seedlings planted to enhance water quality) will be prioritized for funding. Proposed metrics should be specific, measurable, achievable, realistic, and timely.</p>	<p>Clearly lays out deliverables and outcomes and links them to achievement of state Forest Action Plan (or equivalent state-wide restoration strategy) priorities and to the Landscape Objectives. Provides clear measures of success that are specific, measurable, achievable, realistic, and timely.</p>	<p>Project deliverables are described, though how they will be measured and on what timeframe is unclear. Project outcomes are vague and the link to how they will support project goals and state Forest Action Plan (or equivalent state-wide restoration strategy) priorities and to the Landscape Objectives is present but underdeveloped.</p>	<p>Insufficient detail is provided as to what the project deliverables and outcomes are. Unclear or no measures of success or whether the stated goals can be achieved. No link is made to the state Forest Action Plan (or equivalent state-wide restoration strategy) or the Landscape Objectives.</p>
<p><b><i>Collaboration/Cross-Boundary</i></b></p> <p><b><i>2,500 Characters</i></b></p> <p>Proposal describes how the project is cross-boundary. Projects clearly identify partners that are actively engaged and add value towards project planning and implementation. Collaboration may be qualitative in nature, and the contribution of the partners may be more important than the number of partners involved in the projects. Demonstrates partnership, conveys that regular meetings/dialogue of partners will be convened, cultivates organization of partners/landowners around common goals/objectives, shares funding or resources, and generates commitment to working across boundaries for achievement of the project. Project proposal details prior collaborative work.</p>	<p>Project achieves all elements listed in the left hand column. Towards this end, it demonstrates use of coordination and partnerships with complementary state and federal programs to improve outcomes. Clearly describes how partners are committed and will add value during project development and implementation. Clearly details prior collaborative work. Collaboration will clearly result in a successful cross-boundary project. Clearly explain how multiple entities are included in the project. High scoring projects may also coordinate with or be proximate to other landscape-scale projects on federal or state land to increase collaboration and overall impact.</p>	<p>Collaboration with partners is identified but contribution to project or commitment to outcomes is limited. Discussion of how partners have been engaged is limited. Cross-boundary impacts are limited or unclear.</p>	<p>Very little or no collaboration appears to exist. The project does not appear to have a cross-boundary impact.</p>

	<b>7-10 pts - High</b>	<b>3-6 pts – Medium</b>	<b>0-2 pts - Low</b>
<p><b>Forest Action Plan Integration</b></p> <p><i>2,000 Characters</i></p> <p>Clearly describes how the need for the project is directly linked to the state Forest Action Plan (or equivalent state-wide restoration strategy) priorities. Explains that the landscape falls within a priority area identified in the state Forest Action Plan (or equivalent restoration strategies). Describes how project strategies align with strategies identified in state Forest Action Plan (or equivalent state-wide restoration strategy).</p>	<p>Clearly describes the need for the proposed project and relates it to one or more priority landscapes, issues, areas, or strategies identified in the state Forest Action Plan (or equivalent state-wide restoration strategy). May additionally use Forest Stewardship Priority Areas and other state or regional assessments and plans, including those completed by other agencies or partners to help strengthen the identification of priority issues or landscapes. Use of these other documents enhances the case for prioritization, but the linkage to the state Forest Action Plan (or equivalent state-wide restoration strategy) must still be clearly established.</p>	<p>Need for the project is apparent but underdeveloped and/or link to the state Forest Action Plan (or equivalent state-wide restoration strategy) is unclear. May include use of Forest Stewardship Priority Areas and other state or regional assessments and plans, including those completed by other agencies, but does not clearly link to Forest Action Plan (or equivalent state-wide restoration strategy).</p>	<p>Little to no information is provided as to why the project is a priority or how it relates to the state Forest Action Plan (or equivalent state-wide restoration strategy).</p>
	<b>7-10 pts - High</b>	<b>3-6 pts – Medium</b>	<b>0-2 pts - Low</b>
<p><b>Meaningful Scale/ Cross-Boundary</b></p> <p><i>2,000 Characters</i></p> <p>Scale (i.e. scope) of the project is a function of the most appropriate size associated with ownerships, objectives, and outcomes (including cross-boundary goals) for the priority landscape. Projects should describe the project area, the land ownerships and specific areas targeted for treatments. The scale is sufficient to address the identified relevant priority landscape and issues from the Forest Action Plan (or equivalent state-wide restoration strategy) and the Landscape Objectives being addressed by the project. Rationale for why the scope is meaningful is clearly articulated. Project may also coordinate with or be proximate to other landscape-scale projects on</p>	<p>Encompasses all elements detailed in the left hand column, including: scale (i.e. scope) of the project is clearly based on and is appropriate for the stated goals, objectives, and outcomes including cross-boundary goals. The scale is sufficient to address the identified relevant priority landscape and issues from the Forest Action Plan (or equivalent state-wide restoration strategy), as well the Landscape Objectives identified as being addressed. Rationale for why the scope is meaningful is clearly articulated. Project may also coordinate with or be proximate to other landscape-scale projects on federal or state land as a means of enhancing the scope of the project.</p>	<p>Scale (i.e. scope) of the project appears to be only partially appropriate for the stated goals, objectives, and outcomes, including cross-boundary goals. The scale may not be sufficient to address the identified relevant priority landscape and issues from the state Forest Action Plan (or equivalent state-wide restoration strategy).</p>	<p>Scale (i.e. scope) of the project is not appropriate for the stated goals, objectives, and outcomes, including cross-boundary goals. The scale will not address identified relevant priority landscape and issues from the state Forest Action Plan (or equivalent state-wide restoration strategy).</p>

federal or state land as a means of enhancing the scope of the project.			
	<b>7-10 pts - High</b>	<b>3-6 pts – Medium</b>	<b>0-2 pts - Low</b>
<p><b><i>Sustainability of Outcomes</i></b></p> <p><b><i>2,000 Characters</i></b></p> <p>Technical transfer is the sharing of knowledge, tools and innovations for practical application. Projects should describe how others will learn from project implementation including the project’s potential to inform practitioners and enhance the effectiveness of similar initiatives. Knowledge and technical transfer need not necessarily be between states, but should aim to share innovation across the landscapes of importance as relevant.</p> <p>Provides rationale for why dollars invested will sustain project outcomes into the future beyond project end date. Replicability to increase future impact is clearly outlined. Explains how development and/or strengthening of partnerships will also be a means of supporting project outcomes beyond the project end date.</p> <p>Please note: While projects may include a component of outreach, education, and training as a means to achieve the project goals, it should not be the sole outcome.</p>	<p>Project addresses elements in left column and describes how the project results in skills and enhanced capabilities that extend beyond the life of the project. Project displays how this investment will lead to a specific, quantifiable, cost effective, replicable benefit that addresses the priority landscape and issues from the Forest Action Plan (or equivalent statewide restoration strategy), as well as the Landscape Objectives. Project results in resource sharing and cross-boundary/jurisdictional agreements that extend beyond the project period. Project clearly describes how others will learn from project implementation including the project’s potential to inform practitioners and enhance the effectiveness of similar initiatives.</p>	<p>Description of how the project may result in skills, enhanced capability beyond the life of the project is limited or unclear. Explanation of how the project could or will be replicated is underdeveloped. Minimal explanation of resource sharing, agreements, or other partnership strengthening extending beyond the project period. Does not effectively describe technical transfer.</p>	<p>Description does not address how the project will create any lasting skills and capability. How the project would be replicated is not clearly indicated. No explanation of resource sharing, agreements, or strengthened partnerships exists. No technical transfer described.</p>

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## **Application Details and Due Date**

The 2020 Landscape Scale Restoration Grant application must be filled out and submitted via email no later than 11:59 pm on Friday, September 25, 2020. Proposals received after this date will not be accepted.

All grant documents can be found at [dffm.az.gov/grants/landscape-scale-restoration-grants](https://dffm.az.gov/grants/landscape-scale-restoration-grants)

Applications must be submitted to [grants@dffm.az.gov](mailto:grants@dffm.az.gov)

Any project reimbursable costs or match accrued prior to a signed agreement with the State Forester will **NOT** be eligible for reimbursement.

For questions regarding the LSR Grant Program, please contact: John Richardson, Forestry Programs Administrator, [JRichardson@dffm.az.gov](mailto:JRichardson@dffm.az.gov) or (602) 771-1420