

# Arizona Post-Wildfire Infrastructure Assistance Program

## REQUEST FOR FUNDING PROPOSALS



Applications must be submitted electronically through the Department of Forestry and Fire Management application portal

**Visit our website for more information:**

<https://dffm.az.gov/grants/post-wildfire-infrastructure-assistance-program>

Department of Forestry and Fire Management (DFFM)

1110 West Washington Street, Suite 500 | Phoenix, AZ 85007 Telephone: (602) 771-1400

## **Purpose**

The State of Arizona through the Department of Forestry and Fire Management (DFFM) invites proposals from Arizona public and private landowners for emergency repairs for infrastructure damaged by fires or fire suppression activities occurring July 1, 2020 and after. The Post-Wildfire Infrastructure Assistance Program goal is to assist in infrastructure repairs to physical systems, operational structures and facilities needed for the use of urban, rural, agricultural, cultural and natural resources.

## **Funding Overview**

The Arizona Post-Wildfire Infrastructure Assistance Program has allocated \$10,000,000 to support infrastructure recovery efforts to mitigate the impact of Arizona wildfires. Awards will be limited to those applicants most significantly impacted, on a first-come-first-served basis. Applicants will be those whose needs were not met by other funding sources (insurance, federal agencies, etc.) and who can demonstrate that the Arizona DFFM Post-Wildfire Infrastructure Assistance Program is the *payer of last resort*. Awards will be limited to a minimum of **\$5,000** and a maximum of **\$500,000 per award**. Some projects may be offered only partial funding depending on the severity of demonstrated need and funding availability at the time of the request.

All funding requests must address infrastructure damage caused by an Arizona wildfire occurring July 1, 2020 and after. All funding requests must address an achievable recovery objective that can be completed within 24 months from the award date. Award notices will be made within 15 business days from the date that a complete and satisfactory application is received.

Eligible requests will be funded (per the conditions listed above) through an Agreement between the applicant and the Arizona Department of Forestry and Fire Management. Awards will be allocated in the form of reimbursement of eligible expenditures that are described in the Agreement. Agreements will allow for a 50% drawdown payment for pending project activities.

Qualifying applicants may submit more than one project proposal; however, the number of awards to each applicant may be limited.

## **Program Goals**

The goal of the Arizona Post-Wildfire Infrastructure Assistance Program is to provide funding to public and private landowners for emergency repairs to infrastructure that was damaged from fires or fire suppression activities that occurred on or after July 1, 2020.

The Arizona Post-Wildfire Infrastructure Assistance Program will start accepting applications for financial assistance on **August 20, 2021**. Applications will be accepted until all funds are expended. If an application is approved, then agreements will allow up to 50% direct drawdown with a 50% reimbursement of the total award at completion. Retroactive reimbursement can be requested for all eligible items and activities dating back to July 1, 2020. Applicants who require drawdown payment assistance should not begin project work before completing a formal award notice and acknowledging all of the award's terms and conditions.

Matching contributions are not mandatory but will strengthen the competitiveness of each application, and projects may be prioritized according to matching efforts. Matching funds may include awards from federal or non-federal entities, cash payments, donations, in-kind contributions of materials, work performed, materials and services donated,

or other tangible contributions to project objectives and outcomes. All project costs, including matching contributions, must be eligible expenses related to fires or fire suppression activities occurring on or after July 1, 2020.

Projects awarded through this funding source must be completed within 24 months of the initial award; however, exceptions may be made depending on the time required for proposed activities. For example, some large-scale, longer duration projects may warrant either an extended period of performance or distinct phases that are funded over separate funding cycles. If longer or multiple funding cycles are needed, then applications must clearly state and justify why they require additional time.

**RFP TIMELINE:**

Application Open	August 20, 2021, 9:00 AM
Application Close	Once all available funds have been expended
Review Period	15 business days from the date a complete and satisfactory application is received

**ELIGIBILITY:**

Projects must address infrastructure damaged from fires or fire suppression activities that occurred on or after July 1, 2020. Infrastructure is defined as the physical systems, operational structures and facilities needed to manage urban, rural, agricultural, cultural, and natural resources.

**Examples of infrastructure (not all-inclusive):**

- Repair or replacement of:
  - fences
  - piping systems
  - water holding tanks and troughs
  - electrical systems
  - sewer systems
  - culverts, tunnels, bridges, roads
  - communication systems

**Eligible applicants include:**

- Governmental organizations (including state, county, and local), 501(c) non-profit organizations, and Indian Tribes.
- Private landowners who work through one of the eligible applicants listed above (i.e. the eligible applicant must apply on behalf of one or more private landowners).

Private landowners and for-profit companies do not qualify for direct funding (see statement above).

**Ineligible uses of funds (not all-inclusive):**

- Large equipment purchases: Applicants are encouraged to rent equipment when possible and cost-effective, or to use matching funds to purchase large equipment. DFFM acknowledges that some projects may only be completed using Arizona Post-Wildfire Infrastructure Assistance Program funds to procure equipment. If this applies to your project, then please describe in your application why purchasing this equipment is necessary.

- Infrastructure does not include real or personal property that may have been damaged. Real or personal property may include housing, outbuildings not used as part of an infrastructure system, vehicles, furnishings, equipment, etc.
- Research projects.
- General maintenance such as mowing, trimming, regular repairs, etc.
- Replacement of old, worn or defunct equipment or infrastructure that required serious maintenance or replacement before July 1, 2020.
- Replacement of infrastructure that exceeds the cost or functionality of the damaged infrastructure it is replacing.
- Installation of new infrastructure that did not exist or that existed in a significantly different form or condition before July 1, 2020.

## **APPLICATION PROCESS:**

Applicants will complete the grant application online as outlined below. The application materials are available on the Arizona Department of Forestry and Fire Management website at: <https://dffm.az.gov/grants/post-wildfire-infrastructure-assistance-program> If the application cannot be submitted electronically, then please contact eCivis Customer Support at [support@ecivis.com](mailto:support@ecivis.com) or DFFM's Grants Program at (602) 761-0285.

## **APPLICATION SUBMISSION:**

Applicants will complete an online application with multiple parts. After creating an individual user log-in, the applicant will complete three required online forms:

- 1) **Organization Profile Form** – This includes information about the applicant organization and points of contact.
- 2) **Application Form** – This includes questions asking for details about your proposed project. Several questions are common to most state grant applications. Some questions are specific to this grant program. All questions and required responses are outlined below.
- 3) **Budget Form** – The budget form provides details about how the requested GRANT FUNDS and contributed MATCH will be used to support the project.

## **ORGANIZATION PROFILE FORM:**

- This form includes information about your organization, your management contacts, and who will be responsible for the grant implementation if awarded.
- Employer Identification Number (EIN).
- Organization DUNS Number – A DUNS number is required before an award can be made.
- The form also allows identification of a separate point of contact for a business/finance representative and an authorized representative other than the online applicant.

## **APPLICATION FORM - One form per project:**

- 1) **APPLICATION/PROJECT TITLE** – (100 character max)  
Provide a brief descriptive title for your project.
- 2) **SELF ATTESTATION** – (check box)

All other funding sources to address the infrastructure damaged as part of this project have been exhausted.

**3) PROGRAM/PROJECT CONGRESSIONAL DISTRICT – (check box)**

The US Congressional District(s) where the proposed project work is located. Reference this or similar websites if needed: <https://www.house.gov/representatives/find-your-representative>

**4) PROGRAM/PROJECT LEGISLATIVE DISTRICT – (check box)**

The Arizona Legislative District(s) where the proposed project work is located. Reference this or similar websites if needed: <https://azredistricting.org/districtlocator/>

**5) PROJECT LEAD**

List Name(s). Describe the experience of the person(s) managing this project.

**6) PROJECT OVERVIEW AND AREA DESCRIPTION – (1,000 character max)**

Provide an overview of the area and land ownership, type of infrastructure needing repair or replacement, and the need for work.

**7) LAND OWNERSHIP – (check box)**

Identify if you own or lease the land.

**8) LAND PARCEL NUMBER(S) – (1000 characters max)**

List the parcel number for the land where the infrastructure project is occurring.

**9) SCOPE OF WORK- (1,500 character max)**

Describe the infrastructure to be repaired or replaced and what activities need to occur to mitigate the problem. How will the project be implemented? Who will do the work and how will funds be spent?

**10) PROJECT TIMELINE – (750 character max)**

Provide a timeline for the project. Be as realistic and specific as possible; consider factors that could delay the project. Include begin and end dates and milestones.

**11) COLLABORATIVE ELEMENTS AND PARTNERS – (1,000 character max)**

Provide information about collaborative planning and implementation. Describe contributions of any partner and their role.

**BUDGET FORM - One form per project:**

- This form asks for financial details about how requested grant funds and local match contribution will be used by the recipient.
- For each expense category, a dollar entry is required for both the Grant Request and the local Match Contribution. Budget categories include:
  - **Administrative Labor** - Grant Request & Match Contribution.
  - **Project Labor** - Grant Request & Match Contribution.
  - **Fringe Benefits** - Grant Request & Match Contribution.
  - **Travel** - Grant Request & Match Contribution.
  - **Equipment** - Grant Request & Match Contribution.
  - **Supplies** - Grant Request & Match Contribution.
  - **Contractual** - Grant Request & Match Contribution.
  - **Other** - Grant Request & Match Contribution.

- Use the Budget Narrative boxes to provide an explanation of how the dollar figures were calculated. Provide as much detail as possible. Reviewers will be evaluating whether the costs are reasonable and necessary for the completion of the proposed work.
- **Additional Budget Notes**
  - Only eligible costs and match which are reasonable and necessary for completion of the project may be included.
  - Equipment budgets may include operational costs or equipment rental to implement the project.
  - Matching contributions are not mandatory but are strongly encouraged, and projects may also be prioritized according to matching efforts and project size.

**REQUIRED ATTACHMENTS (files to be uploaded):**

- **Budget Form** – 1 form per project (Maximum of 2 pages)
- **Project Overview Map** – The Overview Map should show the area where the infrastructure project will be conducted. The overview map should also clearly illustrate assets at risk and other factors that may prioritize the project.
- **Self-Attestation Form** – 1 form per project.

**ADMINISTRATIVE AND ACCOUNTING REQUIREMENTS:**

This program provides subawards of state funding. All grant-funded activities and activities used as match must comply with local, state and federal laws and regulations. Subrecipients must develop, document, administer and manage the grant in accordance with all applicable Cost Principles, Uniform Administrative Requirements, and Audit Requirements of grants.

**PROCUREMENT REQUIREMENTS:**

All procurement activities must comply with applicable Uniform Administrative Requirements. All Subrecipients are responsible for developing, documenting and adhering to their own established procurement policies that include both administrative and accounting controls.

**DUNS NUMBER:**

All subrecipients of funding are required to provide a DUNS number to the Arizona Department of Forestry and Fire Management prior to receiving an award.

- **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>)

**QUESTIONS:**

Questions about the application process or program may be directed to:

<b>Forestry Grants Manager</b>	<b>eCivis Customer Support</b>
Arizona Department of Forestry and Fire Management	eCivis
Phone: (602) 761-0285	Phone: 626-578-6206
Email: <a href="mailto:jhudson@dffm.az.gov">jhudson@dffm.az.gov</a>	Email: <a href="mailto:support@ecivis.com">support@ecivis.com</a>

## **EVALUATION CRITERIA**

All proposals will be screened for relevance, accuracy, completeness, and compliance in accordance with DFFM and funding source policies. Proposals may be evaluated in consideration of the following criteria (some criteria may not apply to your project):

- **Addresses stated goals and intent of funding program**
- **Technical Merit** - The project is technically sound and feasible, and the proposal sets forth a clear, logical, and achievable work plan and timeline.
- **Cost-Effectiveness** – The project includes a cost-effective budget that balances performance risk and efficient use of funds.
- **Budget and Budget Narrative** – Costs are allowable, reasonable, and budgeted by DFFM’s cost categories. The project establishes a clear need for the funds being requested and demonstrates that activities would not move forward without DFFM funding.
- **Matching and/or In-Kind Contributions** – Matching contributions consist of any payment(s) made to assist in the project. In-Kind expenses are necessary costs incurred by the recipient to support the project, e.g., contributed time for personnel and/or equipment.