

# Arizona Department of Forestry and Fire Management Invasive Plant Program 2020 Grant Guidelines



## Introduction

Non-native invasive plants are a major threat across the state of Arizona. They recognize no borders and occur across all land ownerships. Non-native invasive plants change the natural fire regime, alter watersheds, degrade wildlife habitat, out-compete native vegetation and crops, and destroy the natural beauty of the Arizona landscape.

Arizona Department of Forestry and Fire Management (DFFM) with funding provided by the State of Arizona and USDA Forest Service is soliciting project proposals from **\$10,000** to **\$300,000** to treat invasive plant infestations that threaten forested, woodland, or rangeland areas. The theme for the 2020 grant is riparian areas, or areas that interface between land and a river or stream.

## Program Objectives

DFFM's Invasive Plant Grant Program focuses on prevention, control, and eradication of invasive plants and aims to achieve the following objectives:

- Target and treat invasive plants that are capable of transforming native plant communities in forests, woodlands, or rangeland.
- Assist in preventing fire and flooding, conserving water, and restoring habitat to wildlife.
- Increase local capacity to manage and prevent encroachment of invasive plants.
- Use an integrated weed management approach when treating areas infested with invasive plants through the utilization of available tools including manual, cultural, mechanical, chemical, and biological control methods.

## Eligible Applicants

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

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 quarterly reporting requirements per their signed grant agreement(s) prior to receiving a new award. *The Invasive Plant Grant Program does not discriminate against any person or organization because of race, color, religion, disability, sex, age or national origin.*

## Priority

Priority will be given to projects that:

- Are located within a riparian area along a river or stream.
- Provide at least 10% matching contribution (from local, state, or federal funds). *For example: your grant request is \$100,000 and you are providing \$11,000 in matching contribution for a total project cost of \$111,000. The matching contribution is 10%.* Projects that provide more than 10% match may receive priority for funding.
- Compliment and/or have adjacency to past or present invasive plant projects.
- Demonstrate partnerships in treating and monitoring invasive plants and use an integrated weed management approach.
- Are implemented within a priority area as described in DFFM's 2018 Invasive Plant Treatment Prioritization map (<https://dffm.az.gov/2018-invasive-plant-treatment-prioritization>)

## Fundable Projects

Projects should involve invasive plant species found on the *Arizona Noxious Weed List* (<https://agriculture.az.gov/pestspest-control/agriculture-pests/noxious-weeds>) and/or *USDA Forest Service: Invasive Plants and Weeds of the National Forests and Grasslands in the Southwestern Region* (<http://www.fs.fed.us/r3/resources/health/invasives/>).

Proposals should identify how planning, coordination, mapping/inventory, monitoring, and evaluation will be accomplished for the duration of the project. Components of a project may include planning, prevention, suppression, reseeding and planting native vegetation and maintenance activities. Grant recipients shall follow state and federal laws to preserve threatened and endangered species when implementing the project.

## Grantee Responsibilities

### Match

At least 10% matching funds are required. Projects that provide a matching contribution greater than 10% 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.

## **Capital Equipment Purchases and Construction Costs – NOT ALLOWED**

### **DUNS Number and SAM Registration**

Grant requests should be between **\$10,000** and **\$300,000**. 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 Applications**

Grant applications should describe the problem/issue and specific, measurable project goals. Applicants must include the target species, the project area and a clear description of each specific project task. Strong applications will include a realistic project timeline and budget, as well as a description of long-term maintenance to ensure the project will remain effective over time. All grant project work must occur within **36 months** of grant activation unless otherwise approved by DFFM.

### **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.

All applications will be scored based on the following (total maximum score is 100):

PROJECT AREA/NEED: Is the problem and project area clearly identified? (project area overview/location, need for work, invasive plants to be treated, acres to be treated, adjacency to complementary projects, etc.)	Score = 0-10	
SCOPE OF WORK: How will the project be implemented? Who will do the work and how will grant/match funds be spent. Is the project methodology clearly identified and well thought out? Are environmental clearances complete?	Score = 0-10	
PROJECT TIMELINE: Are project dates/milestones listed and clearly understood? Is the project achievable within the requested time frame?	Score = 0-10	
COLLABORATIVE ELEMENTS AND PARTNERS: Is collaborative planning and implementation described? What are the contributions of each partner? Is this project complementing other work in the area?	Score = 0-10	
PROJECT BENEFITS: How does this project assist in preventing fire and flooding, conserving water, and restoring habitat to wildlife?	Score = 0-10	
SUSTAINABILITY: How will this project remain effective over time? Is the maintenance and monitoring plan well thought out and described?	Score = 0-10	
EVALUATION: How is the success of this project measured? Are pre and post treatment assessments described?	Score = 0-10	
PROJECT GOALS AND OBJECTIVES: How well does the project align with the grant objectives?	Score = 0-10	
BUDGET: Is it clearly described how grant funds will be spent? Are project contributors listed?	Score = 0-10	
MANAGEMENT PLAN: Does the project area have a current invasive plant management plan? (stewardship plan, operations plan, etc.)	Yes = 5	No = 0
RIPARIAN AREA: Is the project located within a riparian area along a river or stream?	Yes = 5	No = 0

## 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 invasive plant management projects. This person will review all reimbursement requests, quarterly reports, and be the main contact for the DFFM, Invasive Plant 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.

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## **Application Details and Due Date**

**The 2020 Invasive Plant Grant application must be filled out and submitted electronically no later than 11:59 pm on Friday, July 31, 2020.**

The online application link is posted at: <https://dffm.az.gov/grants/forest-health/invasive-plant-grants>

Proposals received after Friday, July 31, 2020 will **not** be accepted.

All documents should be uploaded through the online application form. Any documents that are not submitted through the online application form will not be accepted.

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