

Arizona Department of Forestry and Fire Management

Invasive Plant Grant Program

FAQ

How do I apply?

Grant guidelines and the online application link can be found at:

<https://dffm.az.gov/grants/forest-health/ipg>

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?

Funds are awarded on a cost matching-basis, and this program requires **50% (1:1) match** from a non-federal source. No grant funds will be distributed until project expenditures and local match have been incurred.

Minimum and maximum grant request is **\$10,000** and **\$20,000** 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 can not 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 for reimbursement.

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?

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. 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 is required within one month of the grant termination date and a closeout site visit will be conducted by Arizona Department of Forestry and Fire Management personnel.

Should funding source be acknowledged?

Arizona Department of Forestry and Fire Management 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”

The USDA Forest Service and Arizona Department of Forestry and Fire Management reserve a royalty-free, nonexclusive, and irrevocable right to reproduce, publish, or otherwise use, and to authorize others to use the publications created for federal government purposes.

What is the payment process?

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

Definitions:

Cooperative Weed Management Area – A partnership of federal, state, and local government agencies, tribes, individuals, and various interested groups that manage noxious weeds or invasive plants in a defined area.

Integrated Weed Management – The combination of multiple management tools to reduce a pest population to an acceptable level by using combinations of manual, cultural, mechanical, herbicides, and biological control.

For further information, contact:

John Richardson

(p) 602-771-1420

(e) JRichardson@dffm.az.gov