

**Arizona Department of Forestry and Fire Management**  
**Grant Agreement No. WFHF 19-205**  
**Cooperative Forestry Hazardous Fuels Program**

This grant agreement (“Agreement”) is entered into by and between the (“Grantee”) Arizona Department of Forestry and Fire Management (“State Forestry” or “State”) and (“Sub-grantee”), **Flagstaff Fire Department (DUNS #08-830-2625)**, pursuant to the Cooperative Forestry Assistance Act of 1978, Public Law 95-313, as amended; Food, Agriculture, Conservation, and Trade Act of 1990, as amended, Public Law 101-624.

**I. PURPOSE OF AGREEMENT**

State Forestry is a primary recipient of grant funds provided by the USDA Forest Service to assist in the advancement of forest resources management; forest insect and disease management, urban and community forestry, development and transfer of new and improved fire control technologies, organization of shared fire suppression resources, forestry resources planning, conservation of forest land, and achievement of a number of other goals for the use and protection of forest lands. This agreement is a sub-award of those federal grant funds authorized under Arizona Revised Statute 37-1302.

Subaward of Federal Award # **19DG-11031600-053**, dated **07/18/2019**

The Catalog of Federal Domestic Assistance (CFDA) Number is **10.697, Cooperative Forestry Assistance**, U.S. Department of Agriculture, Forest Service.

**II. SCOPE OF WORK**

Compensation is contingent upon Sub-grantee fulfilling the Scope of Work and project commitments as identified in the Grant Application (Attachment A) and as amended by the approved Detailed Project Plan (Attachment B).

**III. PROGRAMATIC CHANGES**

Sub-grantee shall obtain prior approval for any changes to the scope of objectives of the approved project, key personnel, or transfer of substantive programmatic work to another party.

**IV. TERM OF AGREEMENT**

This Agreement shall be effective immediately upon signature by all parties and will terminate on **December 31, 2021** unless otherwise terminated or modified pursuant to the terms herein.

**V. COMPENSATION AND MATCHING INVESTMENT**

Grant funds may be utilized for up to **90%** of the total cost of this program.

A contribution by the Sub-grantee for an additional **Cost Share Match of 10%** of the total cost of the program is required (including contributions of third parties). Support documentation outlining project costs including cost share match is required.

Compensation under this agreement shall be on a reimbursement basis, shall not exceed the total eligible costs of the project, and total compensation (federal portion) **shall not exceed \$144,200.00**

Only costs for those project activities approved in (1) the initial award, or (2) approved modifications thereto, are allowable. All payments are contingent upon the availability of funds and reimbursement by the United States Department of Agriculture, Forest Service.

Reimbursement payments will be made to the Sub-grantee normally within ninety days after receipt of the reimbursement request and required documentation.

## **VI. ELIGIBLE COSTS**

Eligible costs must be incurred during the Term of the Agreement, conform with the General Provisions of this Grant Agreement (Attachment C) and all other provisions identified herein, and be submitted to State Forestry along with detailed supporting documentation. This is a reimbursable grant program. Support documentation must show dates and amounts of all expenses (See Attachment D).

Purchase of Capital Equipment (equipment costing more than \$5,000 per unit price) is **NOT allowed** under this agreement.

This is an award of Federal financial assistance and is subject to the Office of Management and Budget (OMB) guidance in Subparts A through F of 2 CFR Part 200 as adopted and supplemented by the USDA in 2 CFR Part 400. All Federal and Sub-grantee matching/cost-share contributions are subject to applicable guidance. All project expenditures are subject to the Single Audit act of 1984 and payments shall adhere to the Federal Cash Management Improvement Act (CMIA).

## **VII. ADMINISTRATIVE AND ACCOUNTING REQUIREMENTS**

It shall be the responsibility of the Sub-grantee to establish and document both accounting and administrative control procedures for their organization. Such procedures shall be followed to ensure grant funds are being tracked and spent in accordance with all applicable laws and within the terms of the grant agreement/award. Sub-grantee accepts full liability for resources administered through the grant.

## **VIII. AUDIT REQUIREMENTS**

SINGLE AUDIT ACT OF 1984: All project expenditures are subject to the Single Audit act of 1984 and all relevant Office of Management and Budget (OMB) guidance including 2 CFR 200, Subpart F . Sub-grantees are subject to audit if their share of federal financial assistance is \$750,000 or more for a single fiscal year. Federal financial assistance includes reimbursements under this award and all other financial assistance originating from any agency of the federal government during the Sub-grantee's fiscal year. Sub-grantee will be required annually to report compliance with this requirement.

ARS 35-181.03. Sub-grantee must also comply with applicable ARS 35-181.03 provisions for financial and compliance audits.

In the event that an audit determines that unallowable costs have been charged to the grant and funds have been disbursed to the Sub-grantee, then the Sub-grantee accepts full liability and must pay back all costs incurred and deemed unallowable. Any audit involving a Federally-funded grant shall provide a copy of the audit report to the Federal Audit Clearinghouse within 30 days after receipt from auditor or nine months from the close of the sub-grantee's fiscal year, whichever is earlier.

## **IX. PROCUREMENT REQUIREMENTS**

All procurement activities shall be in compliance with State, Federal, and local laws including Office of Management and Budget (OMB) guidance in subparts A through F of 2 CFR Part 200, Subpart D as adopted and supplemented by the USDA in 2 CFR Part 400. All Sub-grantees are responsible for developing, documenting, and adhering to their own established procurement processes that include both administrative and accounting controls.

## **X. REPORTING REQUIREMENTS**

Sub-grantee shall monitor the performance of the grant activities to ensure that performance goals are being achieved. Sub-grantee shall provide detailed grant/project accomplishments in quarterly reports to State Forestry no later than 30 days after the end of each calendar quarter, or as requested by State Forestry. Performance reports shall follow the format identified in Attachment E or as may be revised by State Forestry. Reports will contain information on the following: (1) A comparison of actual accomplishments to the goals established for the period and for the entire program or project, (2) Output of the project that can be readily expressed in numbers, such as acres of forest treatment, number of citizens served, or other similar activities. A computation of cost per unit of output may be required where applicable, (3) Reason(s) for delay if established goals were not met. (4) Additional pertinent information including, when appropriate, analysis and explanation of cost overruns or high unit costs.

Financial/Reimbursement requests may be submitted quarterly or more often if necessary. Reimbursement requests shall follow the format as identified in Attachment E or as may be revised by State Forestry.

Financial/Reimbursement requests may be held for processing until quarterly accomplishment/performance reports are current.

A final accomplishment report and all financial/reimbursement requests and required documentation shall be provided at completion of the grant project, but no later than 30 days after end of grant term.

GIS (Geographic Information System) polygon data is required prior to project start date and at the time of final accomplishment report submission. Data files (Shapefile, File Geodatabase, or KML polygons) created using GIS applications, must be submitted showing treatment/project area(s) and their name(s) or parcel number(s).

All accomplishment and financial reports shall be submitted to the State Forestry contact as identified below in Section XII (NOTICES)

Sub-grantee shall immediately notify State Forestry of developments that have a significant impact on the activities supported under this grant. Also, notification shall be given in case of problems, delays or adverse conditions that materially impair the ability to meet the objectives of the agreement. This notification shall include a statement of the action taken or contemplated, and any assistance needed to resolve the situation.

Any change to the original grant application scope of work or approved detailed project plan must have prior written State approval. Incurring costs without prior written approval may result in loss of funds reimbursed.

**XI. PRINCIPAL CONTACTS.**

NOTE: Principal contact should be one contact person responsible for overseeing all elements of the grant project including but not limited to accounting, administrative and field portions of the project.

Each party certifies that the individuals listed below are authorized to act in their respective areas for matters related to this instrument.

**Principal Sub-grantee Contact:**

Jerolyn Byrne  
Wildland Fire Specialist  
211 West Aspen Ave  
Flagstaff, AZ 86001  
928-213-2510  
[jbyrne@flagstaffaz.gov](mailto:jbyrne@flagstaffaz.gov)

**Principal Arizona State Forestry Contact:**

Joshua Hudson  
Grants Program Coordinator  
1110 W. Washington Suite 100  
Phoenix, AZ 85007  
602-761-0285  
[jhudson@dffm.az.gov](mailto:jhudson@dffm.az.gov)

**XII. NOTICES**

Any and all reports, notices, requests or demands given or made upon the parties hereto, pursuant to or in connection with this Agreement, unless otherwise noted, shall be delivered in person or sent by United States Mail, postage prepaid, to the parties at their respective addresses as set forth immediately below:

<b><u>STATE FORESTRY</u></b>	<b><u>SUB-GRANTEE</u></b>
<b><u>John Richardson</u></b> Forestry Programs Administrator Arizona Department of Forestry and Fire Management 1110 West Washington, Suite 100 Phoenix, AZ 85007 602-771-1420 <a href="mailto:JRichardson@dffm.az.gov">JRichardson@dffm.az.gov</a>	<b><u>Paul Summerfelt</u></b> Flagstaff Fire Department Wildland Fire Management Officer 211 West Aspen Ave Flagstaff, AZ 86001 928-213-2500 <a href="mailto:PSummerfelt@flagstaffaz.gov">PSummerfelt@flagstaffaz.gov</a>

### **XIII. AWARD CLOSEOUT**

Sub-grantee shall close out the grant within 30 days after expiration or notice of termination. If this award is closed out without audit, Arizona State Forestry and the U.S. Forest Service reserve the right to disallow and recover an appropriate amount after fully considering any recommended disallowances resulting from an audit which may be conducted later.

### **XIV. AUTHORITY**

Sub-grantee shall have the legal authority to enter into this agreement, and shall have the institutional, managerial, and financial capability to ensure proper planning, management, accounting and completion of the project, which includes funds sufficient to pay the nonfederal share of project costs, when applicable.

### **XV. ATTACHMENTS**

The following Attachments are part of this Agreement:

- A. Project Application
- B. Detailed Project Plan
- C. General Provisions
- D. Documentation of Expenses
- E. Quarterly Report and Invoice Format

Additional Certifications (require separate signatures):

- AD1048** - USDA Form AD-1048 Debarment Certification
- Lobbying** - USDA Lobbying Certification

**XVI. IN WITNESS WHEREOF**, the parties agree to execute this agreement as of the last date written below.

<p><b><u>STATE FORESTRY</u></b></p> <p>Arizona Department of Forestry and Fire Management. 1110 West Washington, Suite 100 Phoenix, AZ 85007</p>	<p><b><u>ACCEPTED BY SUB-GRANTEE</u></b></p> <p>Flagstaff Fire Department 211 West Aspen Ave Flagstaff, AZ 86001</p>
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\_\_\_\_\_  
Signature

**Arizona State Forester**

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print or Type Name

Date: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

**ATTACHMENT A**

**Project Application  
(Cover Sheet)**

# Picture Canyon Natural and Cultural Preserve Hand-thinning Restoration Project

Profile : psummerfelt@flagstaffaz.gov

**1. Application/Project Title :** Picture Canyon Natural and Cultural Preserve Hand-thinning Restoration Project

**2. Program/Project Congressional District (check all that apply) :**

1

**3. Program/Project Legislative District (check all that apply) :**

6

**4. Scope of Work :** Picture Canyon Natural and Cultural Preserve is owned by the City of Flagstaff, who acquired the land in 2012 from the Arizona State Land Department. The Preserve has a rich cultural history dating back to 650 AD. The northern Sinagua people resided in the area for nearly 750 years and their presence left a rich archaeological history with over 100 petroglyph panels and nearly 800 individual images. Additionally, the Preserve is filled with pit houses, rock shelters, above-ground dwellings, and pottery shards, making it an important cultural site. In the 1990s, efforts to restore the Preserve were initiated. Through the actions of many agencies and individuals, and with the support of the public, non-native and invasive species were eradicated, wetlands and the natural meander of the Rio de Flag channel were restored, and cars, tires, trash, and debris were eliminated. The efforts also included the re-establishment of native plant species, the construction of the Arizona Trail through a portion of the Preserve, the Preserve's listing as a National Register of Historic Places, the return of water to the channel for the next 13 years, the designation of the Preserve as Open Space, the protection of cultural resources, the relocation of overhead transmission lines, and the planting of native plants along gas lines. These and other ongoing efforts have transformed the Preserve closer to the Natural and Cultural site it once was. Beyond just management of the Preserve for the protection of cultural sites and restoring species diversity, protecting the community of Flagstaff from catastrophic wildfire and post-fire impacts is a critical management goal for the City of Flagstaff. Immediately adjacent to this parcel is the City's Wildcat Waste-Water Treatment Plant and Fire Training Center, as well as a pumping station for the El-Paso Natural Gas Pipeline, each critically-important infrastructure facilities. The overstocked nature of stands in the Preserve suggests that frequent fire has been largely excluded in recent times. As a result, excess fuel loads and unnatural canopy structure/density are prevalent in both Woodland and Pine Forests, increasing the potential for crown fires. Infill and expansion of Woodland species has changed the potential for adverse fire behavior within the Preserve, as well as spread onto adjacent properties. How will the project be implemented? Who will do the work? Cutting operations will follow a written prescriptive guideline developed with input from the Preserve's Management and Stewardship plans, with a post-cutting target of 50-80 basal area per acre, interspersed with open areas and trees in a clumpy-groupy pattern throughout the project area. Prescription will mimic historical patterns of Ponderosa pine forests and allow the remaining trees/forest to potentially withstand damaging fire, as well as other disruptive agents (drought, insects). Ladder fuels will be isolated and/or removed and important wildlife habitat areas will be protected. To protect the high concentration of cultural sites hand-thinning will be used in place of traditional ground-based logging. The project's scope of work is focused on the removal and modification of fuels as follows: 1. Project preparation (boundary marking, tree marking, access, etc), administration, public outreach (ie – signage, field tours, etc), reporting, and issuance of payments will be conducted/coordinated by WFM. 2. Hand-thinning treatment (200 Acres): To reach the desired condition of low to moderate fire hazard rating: (a) conifer thinning treatment should create a more open mosaic forest structure with decreased canopy cover, (b) reduction in bulk density and continuity, (c) retaining a basal area to 50-80 ft<sup>2</sup> per acre variable density (higher BA is acceptable when it meets desired aesthetic qualities or other resource need, such as wildlife or protection of cultural sites), and (d) decreased stems per acre. Cutting, piling of debris, and access closure/rehabilitation will be carried out by City of Flagstaff Fire Department Wildland Fire Management Division (WFM). NOTE: Piled material will be burned by WFM staff, but will be done separately from, and is NOT a part of this grant request. Funding for this work will be paid for entirely by City funds. How will Grant funds and match be spent? Funds would permit 200 acres of hazardous fuel mitigation work to occur within the Preserve. The completed area would average 50-80 ft<sup>2</sup> per acre, with openings and tree groups/clumps

interspersed throughout. Forest treatment activity averages \$750 per acre. Project Cost (Direct only) = \$150,000.00 (200 acres x \$750/acre). City's FY19 Indirect Rate of 6.76% = \$ 10,140.00 Sub-Total with Indirect = \$160,140.00 Grant Funding = \$144,153.00 City Match (10%) = \$ 16,017.00 TOTAL = \$160,170.00

**5. Project Timeline :** Summer – Winter 2019: • Notification of award. • Development of detailed project implementation plan. • Ongoing work includes quarterly and annual reporting. • Continue public outreach efforts (separate from, and not part of the grant request). Spring 2020: • Site preparation. - Starting project layout (marking). - Access work. • Ongoing work includes quarterly reporting. Summer 2020 – Winter 2021: • Initiate hand-thinning work\*. Restoration will average 28 acres per quarter. • Debris piling. • Ongoing work includes quarterly and annual reporting. • Project close-out. - Access closure. - Rehabilitation efforts (if needed). • Post inspection conducted to verify accomplished scope of work. • Final reporting. \*Due to normal-and-anticipated operational limitations (ex: wet/snow, seasonal crew, etc) work will cease at times. Two seasons are allowed for project completion, and we expect no issues completing all work within grant time frame.

**6. Collaborative Elements and Partners :** The City is a champion of the National Wildfire Cohesive Strategy, whose focus is 1) Resilient., restored forests, 2) Protection of communities and watersheds, and 3) Safe, effective inter-agency fire response. The City is a founding and active member of the Greater Flagstaff Forests Partnership and the Four Forest Restoration Initiative, both community-based collaborative efforts, as well as the Ponderosa Fire Advisory Council, an inter-agency partnership of all wildland fire response agencies in the greater Flagstaff area. The Preserve is within the footprint of the Flagstaff Watershed Protection Project (FWPP), a joint venture between the City, State, and Coconino National Forest. The City Co-authored the Greater Flagstaff Community Wildfire Protection Plan (CWPP), and wrote the Flagstaff Wildland-Urban-Interface (WUI) Code (adopted in 2008 and successfully implemented since that time). The Picture Canyon Stewardship Plan was written through funding by State Forestry, provided treatment guidance for this grant application and written by Campbell Global. The NAU Ecological Restoration Institute, AZ Game & Fish Dept, US Fish & Wildlife Service, AZ State Forestry, and the City's Open Space Commission and Sustainability Division (SD) have assisted with planning the project. The proposed work is supported by the Summit Fire & Medical Dept, whose jurisdiction lies immediately east of the project site, and the direction in which a wildfire is likely to spread.

**7. Sustainability Plan :** Proper implementation of vegetation treatment and hazardous fuel reduction during the project will mitigate potential wildfire risk initially. Cutting operations will ensure ladder fuels are removed and long-term continuous-canopy separation. In order to keep the treatment effective over time, regularly scheduled monitoring and maintenance activities need to occur. City funds will be used to undertake sustainability efforts beyond the grant funded work. Post-cutting debris disposal operations will occur by burning on-site. Periodic inspections and routine maintenance , such as treating defensible spaces around neighboring structures and treating ladder fuels will need to occur on a 7-15 year cycle in order to keep fuels in a managed state, extend the effectiveness of the grant-funded treatment. Following completion of the grant-funded work, on-going maintenance will only occur, as needed, by the City, shared between WFM and SD, depending upon the nature of the work required.

**8. Evaluation Plan :** This property and much of the surrounding area has been under a full suppression management strategy for decades. As a result, tree densities have increased and surface fuels have accumulated, adding to the potential risk for stand-replacing fires. Treatment is needed to reduce this risk. How will you measure the success of this project? Are there particular forestry prescriptions or thinning standards that will be measured? The success of the project will be measured by basal area targets of 50-80 ft<sup>2</sup> per acre, with openings and tree groups/clumps interspersed throughout. Will there be pre-treatment and post-treatment assessments? The pre-treatment assessment was performed with the completion of the 2017 Forest Stewardship Plan Picture Canyon Natural and Cultural Preserve, in which current stand conditions and management strategies were identified. Visual assessment by applicant will be performed to determine Post-treatment objectives are met based on the objectives listed above.

**9. Project Goals and Objectives :** Describe the area to be mitigated: The Preserve is a highly vulnerable ecologically and culturally significant area. The project area is in the central and northern portion of the Preserve. The predominate tree species is Ponderosa pine (interlocking canopies and a density average 91 trees/acre and BA of 58-112), with co-dominant species of Gamble oak. Number of acres: 200 acres. Land ownership: City of Flagstaff. Estimated treatment cost per acre: \$750 per acre. What communities will this help to protect? The Preserve is surrounded by community infrastructure and subdivisions: Kinder Morgan transfer station, the City's waste treatment plant, State land, the Coconino

County Public Works Yard, and un-platted subdivisions. Are they identified as Communities-At-Risk? Doney Park area identified as High Risk (score 5.064). Are they FIREWISE USA recognized? Sunset Vista Estates is a FIREWISE USA recognized community.

**10. Program Specific Criteria #1 - Project Area / Need :** Vegetation type-Ponderosa Pine and Gamble Oak. Latitude and Longitude-35.238170, -111.547568. Arizona Wildfire Risk Assessment Portal-Risk is moderate to high. Treatment Readiness-The property is ready for treatment shortly after grant funds are awarded: detailed project plan is complete, stakeholders have been notified, and preparation of project area is implemented. Describe adjacency-The Preserve is adjacent to State Trust land, Coconino County, and private parcels; and located within the footprint of the FWPP. The project complements all treatment activities across Flagstaff and the surrounding areas. Reference [www.gffp.org](http://www.gffp.org) for past and ongoing treatments in the area. Included details about how the project acres have been identified-The project area was identified based upon three factors: 1) The area, and work, are identified as needed in the CWPP, 2) the existing Stewardship plan shows this as a critical area for treatment due to its adjacency to residential subdivisions, and 3) It is within the FWPP, and the required match is in-place using Bond funds. Existing fuels, utility infrastructure, and risk of ember transport all increase the risk to surrounding communities. Why the mitigation is needed-Fire hazard ratings for the project areas are high indicating easy ignition with rapid rate of spread. There is sufficient crown bulk density coupled with continuous interlocking canopy cover to sustain crown fires which generate dangerous fire behavior, undesirable fire effects, threaten firefighter safety, and are difficult to suppress. A reduction of stand densities through a selective treatment process will move conditions toward a forest structure more representative of pre-settlement fire regimes. It should be noted that a diversity of age classes, vegetative species, and vegetative structures should be preserved while mimicking a natural disturbance process. A mosaic of habitat conditions, from open forest to savannah conditions, allows a diversity of plant and animal species to thrive. Robust understory plant communities are an important part of natural forest conditions and should be given special consideration in treatment. Maintaining the aesthetic qualities, recreational opportunities, watershed values, wildlife habitat, native plant diversity, and other features of the area is of paramount importance. Mitigation will reduce the risk of stand replacing fire and ember risk to the surrounding communities and resulting damage to cultural sites.

**11. Program Specific Criteria #2 - CWPP Planning :** Information about the Community Wildfire Protection Plan: Greater Flagstaff Community Wildfire Protection Plan (CWPP) was completed in 2005 and was reviewed and revised in 2012 and again in 2018. It can be accessed via [www.gffp.org](http://www.gffp.org). The CWPP was approved by the Arizona State Forester, Coconino County, City of Flagstaff, and Ponderosa Fire Advisory Council (representing local fire departments and fire districts) in January of 2005. Jointly developed by the GFFP and PFAC, the plan covered a 939,736-acre area centered on Flagstaff. Working closely with USDA Forest Service staff and the NAU Forest Ecosystem Restoration Analysis (Forest ERA) program, the CWPP was designed to address the following Goals and Objectives: Goals: To protect Flagstaff and surrounding communities, and associated values and infrastructure, from catastrophic wildfire by means of: 1. An educated and involved public, 2. Implementation of forest treatment projects designed to reduce wildfire threat and improve long term forest health, in a progressive and prioritized manner, and 3. Utilization of FireWise building techniques and principles. Objectives: • Create a healthy and sustainable forest and protect communities by implementing forest treatments designed to reduce the threat of catastrophic wildfire. • Engage the public by providing opportunities in both preparedness and mitigation efforts. • Support efforts to establish effective and sustainable methods to utilize small-diameter wood and other forest biomass. • Promote FireWise building materials and construction techniques, as well as creation and maintenance of defensible properties and neighborhoods. • Attract necessary funding (appropriations, contracts, donations, grants, etc.) to successfully reduce fire threat. Project Priority: The project area falls into two of the CWPP's priority treatment categories: 1) Areas with dangerous fuels adjacent to communities, and 2) Areas located within the W/UI. The project areas are identified as moderate to high fire risk within the CWPP.

**12. Program Specific Criteria #3 - Organization Capability :** Applicant: The City's Wildland Fire Management (WFM) Division and Management Services Division will manage the award. Since 1997, WFM has successfully managed over \$4M in grants and contracts, have a proven track record of completing hazard fuel mitigation work within the area, and helped established the Greater Flagstaff CWPP. The City manages an innovative Wildland Urban Interface Code, adopted in 2008, employs a full-time staff of four professional foresters, employs a seasonal work force of 134, and, since 2001, have benefited from over, 36,000 hours of volunteer labor by community members. The City is engaged with the Greater Flagstaff Forests Partnership, is an active participant with the Four Forests Restoration Initiative, and manages

the \$10M voter-approved Flagstaff Watershed Protection Project. Planning: 2017 Forest Stewardship Plan Picture Canyon Natural and Cultural Preserve: The objective of the Plan is to provide background and context for specific implementation measures to be developed by the land manager, as there may be a variety of implementation options used to achieve the management goals described in the Plan. 2017 Management Plan for Legally-Designated Open Space Properties: The Plan provides guidelines for the management of the Picture Canyon Natural and Cultural Preserve ("Preserve"), rather than specific implementation measures. Remaining Challenges: All cultural sites have been identified and mapped. The only work remaining will be to designate prior to entry to avoid damage; anticipate no problem in completing this work.

**Upload Budget :** FLG\_WFHF19\_Budget.pdf

**Upload Project Overview Map :** Treatment Map\_2019.pdf

**Upload Project Detail Map (optional) :** Picture Canyon Project Area.pdf

**Upload CWPP Priority Documentation (optional) :**

**Upload Letters of Partner Support (optional) :**

**Average Score :**

**# of Awards :** 0

**# of Reviews :** 0

**# of Denials :** 0

**Total Awarded Amount :** 0.00

*Created by : ecivisprod*

*Record ID # : 12451422*

*Last change : 2019-05-31T01:14:46+0000*

Project: Picture Canyon Natural and Cultural Preserve

<b>Total Project Budget (by expense type)</b>				
<b>Budget Detail</b>	<b>Grant Share</b> (\$ Amount Requested)	<b>Match</b>		<b>TOTAL</b>
		<b>Dollars</b>	<b>In-Kind</b>	
<b>Administrative Labor:</b>	\$0	\$0	\$0	\$ 0
<b>Project Labor:</b>	\$144,153	\$0	\$16,017	\$160,170
<b>Fringe Benefits:</b>	\$0	\$0	\$0	\$ 0
<b>Travel:</b>	\$0	\$0	\$0	\$ 0
<b>Equipment:</b>	\$0	\$0	\$0	\$ 0
<b>Supplies:</b>	\$0	\$0	\$0	\$ 0
<b>Contractual:</b>	\$0	\$0	\$0	\$ 0
<b>Other:</b>	\$0	\$0	\$0	\$ 0
<b>TOTAL:</b>	\$144,153	\$ 0	\$16,017	\$160,170

<b>Budget Narrative</b>	
<p><b>Provide a brief explanation of each budget item. Include an explanation for items that will be reimbursed by grant funds and those that will be provided as project match.</b></p> <p>Overall, this effort will cost \$750/acre to complete, reasonable for hand-thinning ponderosa pine stands in our area.</p> <p>PROJECT LABOR is the majority of the overall cost of implementation. City Crew 1, our wildland fire crew, will conduct the thinning operations. Not included as part of this grant application are the following, which will be borne by the City using other funding sources:</p> <ol style="list-style-type: none"> <li>1) Wood removal/distribution - Where possible (access, terrain), wood will be made available as free firewood to the local residents, and will be administered by Crew 1.</li> <li>2) Slash disposal - piled debris (limbs, tops, etc) will be allowed to dry on-site and burned at a later date by Crew 1 when conditions allow for good consumption, satisfactory smoke dispersal, and little/no risk of escape. Typically this requires sufficient snowfall to remain on-site for 48+ hours following ignition.</li> </ol> <p>SUPPLIES are for chain-saw fuel and oil, chain, wedges, and other related operational expenses required to implement the work.</p> <p>OTHER is the City's approved Indirect Rate (6.76%).</p>	

**ATTACHMENT B**  
**(Cover Sheet)**

**Detailed Project Plan – Subject to State Approval**  
(Include specific planned accomplishments, detailed project budget, and time line)

**Detailed Work Plan**

**Flagstaff Fire Department – *Picture Canyon Natural and Cultural Preserve Hand-thinning Restoration Project***

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**SCOPE:**

Narrative Overview - Flagstaff sits within the largest continuous ponderosa pine forest in the world. A 2003 report identified Flagstaff as the #1 Wildfire Threatened community within AZ. The project area contains 200 acres of Picture Canyon Natural and Cultural Preserve within The *Flagstaff Watershed Protection Project* (FWPP) footprint. This work complements efforts of landscape scale restoration of ponderosa pine in the Greater Flagstaff Area as well as northern Arizona to include the Flagstaff Watershed Protection (FWPP) and the Four Forests Restoration Initiative (4FRI) occurring across multiple jurisdictions of City, State federal lands. The vulnerability of wildfire damage for this site is well-known and understood, as is the need to conduct forest treatments to reduce those threats. We take our commitment to protecting our community from wildfire very seriously.

Project Tasks/Components –

- a) **Planning and Oversight:** Wildland Fire Management (WFM) Division of the Flagstaff Fire Dept (FFD) staff will be responsible for all phases, to include project boundary marking, stakeholder notification, prescription development, tree marking, site preparation, and reporting for all grant-funded operations.
- b) **Financial Management:** Stacey Brechler-Knaggs, City of Flagstaff Grants Manager, will coordinate adherence to all grant agreement provisions and all reimbursable invoicing processes.
- c) **Field Treatment Work (cutting, processing, wood removal, debris piling):** Work will be accomplished by WFM Wildland Fire Crew. In addition, volunteers may be utilized to clean-up and remove any excess wood not removed during vendor operations.

Outcomes - Specifically, this project will complete 200 acres of selective tree thinning and debris disposal within the Picture Canyon Preserve prioritized areas pre-identified to this grant on the east side of Flagstaff (see map). The overall goal is to reduce/eliminate excessive and overly-dense natural fuels, to minimize ladder fuels, thereby lowering the risk of future wildfire hazard fuels and insect infestations. To facilitate this work, we have conducted an active and on-going outreach effort working with Picture Canyon Natural & Cultural Preserve Stakeholders, Flagstaff Sustainability, and the Picture Canyon Working Group.

Map Note: (200 acres delineated for this grant) Attached.

**SCHEDULE:**

***Project Deliverables -***

<b><u>CY</u></b>	<b><u>Qtr</u></b>	<b><u>Activity</u></b>	<b><u>Reporting</u></b>
2020:	1rst	<ul style="list-style-type: none"> <li>• Conduct meeting for pre-identified and signed up stakeholders (prior to grant cycle) of planned process for eligibility and path forward for completion</li> <li>• Finalize details and agreement with DFFM</li> <li>• Council agenda meeting for approval of funds</li> <li>• Begin site visit and setup, assessment for vegetation management (200 acres target)</li> </ul>	<ul style="list-style-type: none"> <li>• Qtr report to DFFM</li> </ul>
2020	2nd	<ul style="list-style-type: none"> <li>• Continuation of site setup and site assessment (200 acre target)</li> <li>• Provision of project status update</li> </ul>	<ul style="list-style-type: none"> <li>• Qtr report to DFFM</li> </ul>
	2 <sup>nd</sup> -4th	<ul style="list-style-type: none"> <li>• Begin selective tree thinning and debris disposal operations by WFM staff (Aproximately 75-100 acres targeted)</li> <li>• Provide quarterly reports and status updates to stakeholders</li> </ul>	<ul style="list-style-type: none"> <li>• Qtr report to DFFM</li> </ul>
2021	1 <sup>st</sup> & 2 <sup>nd</sup>	<ul style="list-style-type: none"> <li>• Continue selective tree thinning and debris disposal operations by WFM staff (Aproximately 25 acres targeted)</li> <li>• Provide quarterly reports and status updates to stakeholders</li> </ul>	<ul style="list-style-type: none"> <li>• Qtr report to DFFM</li> </ul>
	3 <sup>rd</sup>	<ul style="list-style-type: none"> <li>• Continue selective tree thinning and debris disposal operations by WFM staff (Aproximately 75-100acres targeted)</li> <li>• Provide project status update</li> </ul>	<ul style="list-style-type: none"> <li>• Qtr report to DFFM</li> </ul>
	4 <sup>th</sup>	<ul style="list-style-type: none"> <li>• Complete any remainder selective tree thinning and debris disposal operations (Approximately 25 acres or less)</li> <li>• Provide quarterly reports and status updates to stakeholders</li> <li>• Close-out project and final reporting</li> </ul>	<ul style="list-style-type: none"> <li>• Final Report to DFFM</li> </ul>

***Project Support -***

<b><u>Fiscal Year</u></b>	<b><u>Qtr</u></b>	<b><u>Activity</u></b>
2020	1rst	<ul style="list-style-type: none"> <li>• Publicize via Dept’s Web Page and Social Media networks.</li> <li>• Establish agreement and status update to City Council &amp; key cooperators/partners</li> </ul>
	2-4th	<ul style="list-style-type: none"> <li>• Provide status update to City Council and key cooperators/partners</li> <li>• Conduct field tours as necessary; and</li> </ul>

		<ul style="list-style-type: none"> <li>• Publicize via Dept’s Web Page and Social Media networks.</li> </ul>
2021	1st-2nd	<ul style="list-style-type: none"> <li>• Brief City Council and key cooperators/partners;</li> <li>• Publicize via Dept’s Web Page and Social Media networks;</li> <li>• Engage volunteers where applicable; and</li> <li>• Host field tour of project sites for key partners and community residents as demonstration site for future projects</li> </ul>
	3 <sup>rd</sup> -4th	<ul style="list-style-type: none"> <li>• Publicize via Dept’s Web Page and Social Media networks.</li> </ul>

**BUDGET:**

Please review Project Budget Worksheet (attached).

**CONCLUSION:** Completion of the forest treatments detailed in this plan will reduce the threat of future wildfire damage, improve forest health, boost our FireWise program, protect key infrastructure, neighborhoods, and natural resources, and enhance community well being and partnerships.

For more information on our program, visit [www.flagstaffaz.gov/wildlandfire](http://www.flagstaffaz.gov/wildlandfire)

For more information on the FWPP, visit [www.flagstaffwatershedprotection.org](http://www.flagstaffwatershedprotection.org)

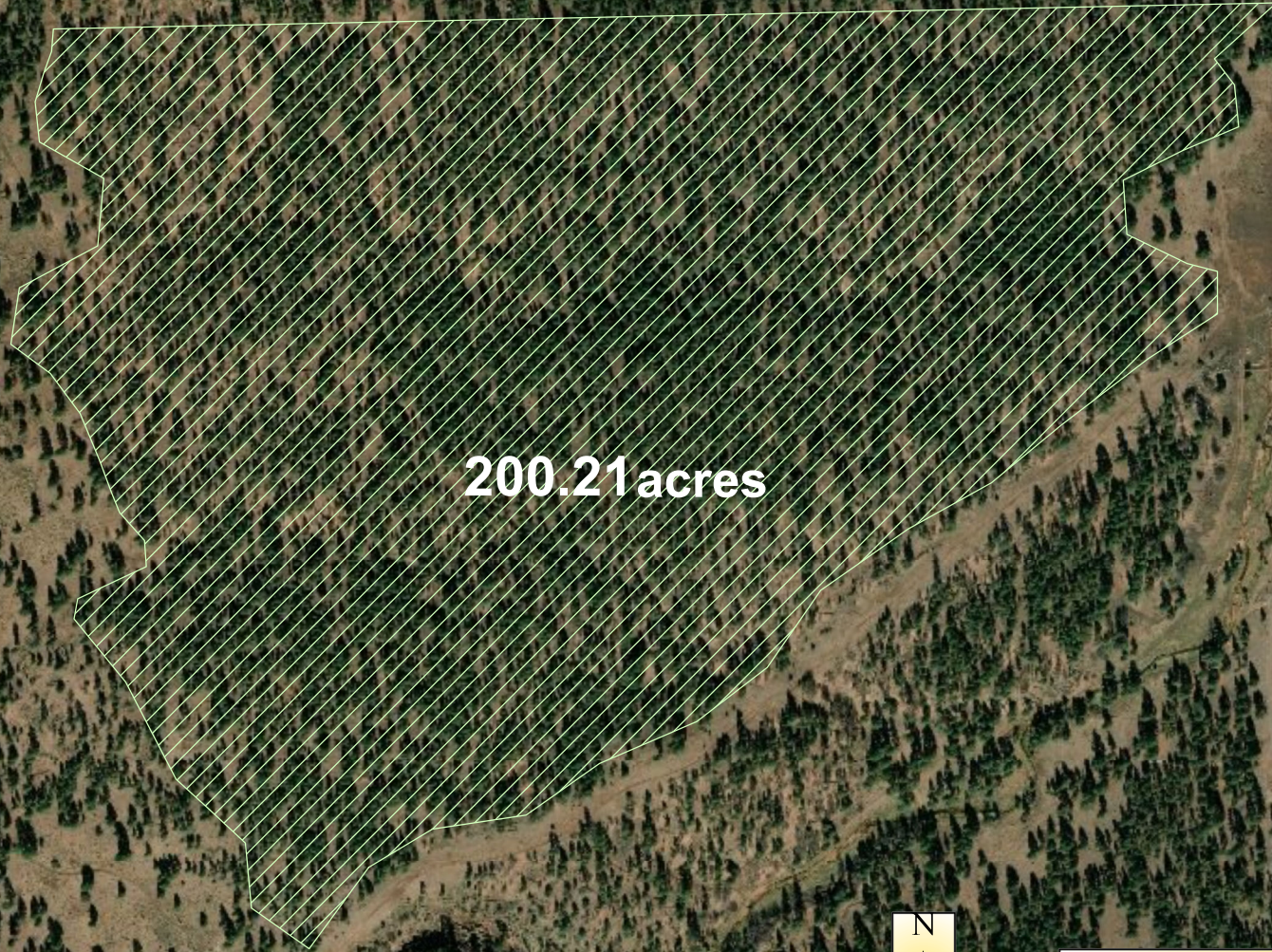
Project: Picture Canyon Natural and Cultural Preserve

<b>Total Project Budget (by expense type)</b>				
<b>Budget Detail</b>	<b>Grant Share</b> (\$ Amount Requested)	<b>Match</b>		<b>TOTAL</b>
		<b>Dollars</b>	<b>In-Kind</b>	
<b>Administrative Labor:</b>	\$0	\$0	\$0	\$ 0
<b>Project Labor:</b>	\$135,000	\$15000	0	\$150,000
<b>Fringe Benefits:</b>	\$0	\$0	\$0	\$ 0
<b>Travel:</b>	\$0	\$0	\$0	\$ 0
<b>Equipment:</b>	\$0	\$0	\$0	\$ 0
<b>Supplies:</b>	\$0	\$0	\$0	\$ 0
<b>Contractual:</b>	\$0	\$0	\$0	\$ 0
<b>Other:</b>	\$9,153	\$1,017	\$0	\$10,170
<b>TOTAL:</b>	\$144,153	\$16,017	\$ 0	\$160,170

<b>Budget Narrative</b>
<p><b>Provide a brief explanation of each budget item. Include an explanation for items that will be reimbursed by grant funds and those that will be provided as project match.</b></p> <p>Summary - Total project is for \$160,170 with 90% (\$144,153) coming from this grant; the remaining required match (\$16017) will be provided by a “hard” match from the City as shown above:</p> <p>Labor– Based on other similar projects in our area, we anticipate planning, oversight, and treatment work (selective tree felling operations) as follows –</p> <p style="padding-left: 40px;">~632 hrs x 14 crew members x ave \$17/hr/person= ~\$150,000.00</p> <p>Other: Indirect - The total direct costs of \$150,000 of the project will be charged the city's FY19 6.78% (when the grant application was submitted) indirect cost rate which totals \$10,170. 90% of this amount (9153\$) will be contributed by the grant funds, the other 10% (1017\$) will be direct match from the city's FWPP bond to fund the indirect costs - grant tracking, monitoring, administration to include payroll, etc.</p> <p>*No grant funds will be allocated for any outreach for this project.</p> <p>**Post-cutting debris disposal operations will occur by piling and burning on-site (not part of this grant cycle and to be paid for by non-grant/city funds). Thereafter, broadcast burning operations (not a part of this grant request) will occur on a repeated 7-15 year cycle in order to keep fuels in a managed state, extend the effectiveness and life-cycle of the grant-funded treatment, and provide the ecological beneficial effects of frequent, low-intensity fire.</p>

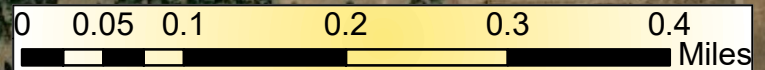


# FFD Grant Tracking



200.21 acres

**Areas by Funding Source**  
WFHF 19



## **ATTACHMENT C**

### **General Provisions**

#### COVENANT AGAINST CONTINGENT FEES

The Sub-grantee warrants that it has not employed or retained any company or person, other than a bona fide employee working for the Sub-grantee, to solicit or secure this agreement, and that it has not paid or agreed to pay any company or person, other than a bona fide employee, any fee, commission, percentage, brokerage fee, gift, or any other consideration, contingent upon or resulting from the award or making of this agreement. For breach or violation of this warranty, the State shall have the right to annul this agreement without liability, or, in its discretion to deduct from the agreement price or consideration, or otherwise recover, the full amount of such fee, commission, percentage, brokerage fee, gift, or contingent fee.

#### MODIFICATIONS

Modifications within the scope of this award shall only be made by mutual consent of both parties, by issuance of a written amendment signed and dated by all properly authorized signatory officials prior to any changes being performed. Requests for modification shall be made, in writing, at least thirty (30) days prior to the implementation of the requested change. Any change to the original grant application scope of work or approved detailed project plan must have prior written State approval. Incurring costs without prior written approval may result in loss of funds reimbursed.

#### EXTENSIONS

Timely completion of this project is required. If this agreement is extended by mutual written consent of the parties, all terms, conditions and provisions of the original agreement shall remain in full force and effect and apply during any extension period. Any extension of time granted shall not constitute or operate as a waiver by the State of any of its rights herein. Extensions will only be considered and/or made if the Sub-grantee has demonstrated reasonable efforts to complete the grant project as defined in the original detailed project plan and has a clear and specific plan for completion of the project within the extended time period.

#### RESPONSIBILITY FOR CLAIMS AND LIABILITIES

The Sub-grantee agrees to assume all risk of loss to indemnify and hold the State, its officers, agents and employees, harmless from and against any and all liabilities, demands, claims, suites, losses, damages causes or action, fines or judgments, including costs, attorney's and witnesses' fees and expenses incident thereto, for injuries or death to persons and for loss of, damage to, theft of or destruction of any property including loss of use thereof arising out of or in connection with the performance of duties required by agreement, all whether or not authorized or agreed to by Sub-grantee.

#### RETENTION OF RECORDS

The Sub-grantee and any subcontractor shall maintain and store all documents, papers, accounting records; other evidence pertaining to costs incurred for this work, and shall make all such materials available at any reasonable time during the term of work and for five (5) years from the date of final payment to the Sub-grantee. The Sub-grantee may be required to provide such records as necessary to any auditing agent. Inability to provide such records may result in unallowable costs to the grant and any funds disbursed to the Sub-grantee may have to be paid back to the State and/or Federal government.

#### COMPLIANCE WITH ARIZONA EXECUTIVE ORDERS 75-5 and 2009-09

The Sub-grantee shall comply with Arizona Executive Order 75-5 and as amended by Arizona Executive Order 2009-09 relating to non-discrimination in employment by government contractors and subcontractors. These regulations are herein incorporated by reference and made a part of this agreement.

## ADMINISTRATIVE AND ACCOUNTING REQUIREMENTS

It is the Sub-grantee's responsibility to develop, document, administer and manage the grant in accordance with all applicable Federal and State laws. Sub-grantee is subject to the OMB requirements and guidance in subparts A through F of 2 CFR 200 as adopted and supplemented by USDA in 2 CFR part 400.

CFR (Code of Federal Regulations) – <http://www.ecfr.gov>. If grantee needs assistance in obtaining any of these documents in electronic or printed form, please contact your Arizona State Forestry representative.

If any program income is generated as a result of this grant/agreement, the income earned during the term of this agreement shall be applied using the deductive method as described in 2 CFR 200.307 ; the deductive alternative is the preferred method, unless specifically authorized by the Signatory Official. Costs incident to the generation of program income may be deducted from gross income to determine program income provided these costs have not been charged to the award/agreement and they comply with the applicable Cost Principles.

## FREEDOM OF INFORMATION ACT

Public access to grant or agreement records shall not be limited, except when such records must be kept confidential and would have been exempted from disclosure pursuant to "Freedom of Information" regulations (5 U.S.C. 552).

## MEMBERS OF U.S. CONGRESS

Pursuant to 41 U.S.C. 22, no United States member of, or United States delegate to, Congress shall be admitted to any share or part of this award, or benefit that may arise there from, either directly or indirectly.

## TERMINATION FOR CONVENIENCE

The Office of the State Forester, by written notice, may terminate this contract, in whole or in part, when it is deemed in the best interest of the State. If this agreement is so terminated, Sub-grantee will be compensated for work performed up to the time of the termination notification. In no event shall payment for such costs exceed the current grant amount.

## TERMINATION BY MUTUAL AGREEMENT

This award may be terminated, in whole or part, as follows:

- When the State and Sub-grantee agree upon the termination conditions, including the effective date and, in the case of partial termination, the portion to be terminated.
- By thirty (30) days written notification by the Sub-grantee to the State setting forth the reasons of termination, effective date, and in the case of partial termination, the portion to be terminated.
- If, in the case of a partial termination, the State determines that the remaining portion of the award will not accomplish the purpose for which the award was made, the State may terminate the award in its entirety.

Upon termination of an award, the Sub-grantee shall not incur any new obligations for the terminated portion of the award after the effective date, and shall cancel as many outstanding obligations as possible. The State shall allow full credit to the Sub-grantee for the United States Federal share of the non-cancelable obligations properly incurred by the Sub-grantee up to the effective date of termination. Excess funds shall be refunded within sixty (60) days after the effective date of termination.

### CANCELLATION FOR CONFLICT OF INTEREST

Pursuant to A.R.S. §38-511, the state, its political subdivisions or any department or agency of either may, within three years after its execution, cancel any contract, without penalty or further obligation, made by the state, its political subdivisions, or any of the departments or agencies of either if any person significantly involved in initiating, negotiating, securing, drafting or creating the contract on behalf of the state, its political subdivisions or any of the departments or agencies of either is, at any time while the contract or any extension of the contract is in effect, an employee or agent of any other party to the contract in any capacity or a consultant to any other party of the contract with respect to the subject matter of the contract.

### FEDERAL IMMIGRATION AND NATIONALITY ACT

By entering into the Agreement, the Sub-grantee warrants compliance with the Federal Immigration and Nationality Act (FINA) and all other Federal immigration laws and regulations related to the immigration status of its employees. The Sub-grantee shall obtain statements from its contractors certifying compliance and shall furnish the statements to the Procurement Officer upon request. These warranties shall remain in effect through the term of the Contract. The Contractor and its subcontractors shall also maintain Employment Eligibility Verification forms (I-9) as required by the U.S. Department of Labor's Immigration and Control Act, for all employees performing work under the Grant. I-9 forms are available for download at USCIS.GOV.

The State may request verification of compliance for any Sub-grantee, contractor or subcontractor performing work under the Grant. Should the State suspect or find that the Sub-grantee or any of its contractors are not in compliance, the State may pursue any and all remedies allowed by law, including, but not limited to: suspension of work, termination of the Agreement for default, and suspension and/or debarment of the Sub-grantee or Contractor. All costs necessary to verify compliance are the responsibility of the Sub-grantee. The parties agree to comply with A.R.S. §41-4401, the provisions of which are hereby incorporated.

### ARBITRATION

To the extent required by A.R.S. §12-1518, the parties agree to use arbitration, after exhausting applicable administrative review, to resolve disputes arising out of this agreement.

### ANTITRUST VIOLATIONS

The Sub-grantee and the State recognize that in actual economic practice overcharges resulting from antitrust violations are in fact borne by the purchaser or ultimate user. Therefore, Sub-grantee acting as a vendor, hereby assigns to State any and all claims for such overcharges.

### SUSPENSION OR DEBARMENT

Submittal of an offer or execution of a contract shall attest that the sub-grantee or contractor is not currently suspended or debarred. If the Sub-grantee or any of its contractors become suspended or debarred, the Sub-grantee shall immediately notify the State. The State may, by written notice to the Sub-grantee, immediately terminate this Agreement if the State determines that the Sub-grantee or their contractors have been debarred, suspended or otherwise lawfully prohibited from participating in any public procurement activity, including but not limited to, being disapproved as a subcontractor of any public procurement unit or other governmental body.

### CONTRACTS AND SUBAWARDS TO DEBARRED AND SUSPENDED PARTIES

Pursuant to Code of Federal Regulations 2 CFR part 180, grantees and sub grantees must not make an award or permit any award (subgrant or contract) at any tier to any party which is debarred or suspended or is otherwise excluded from or ineligible for participation in Federal assistance programs under Executive Order 12549, "Debarment and Suspension". By entering into this agreement sub-grantee agrees to comply with all relevant codes including 2 CFR part 180, subpart C, "Responsibilities of Participants

Regarding Transactions”. When entering into a covered transaction with another person at the next lower tier, sub-grantee must verify that the person with whom you intend to do business is not excluded or disqualified. You do this by:

- (a) Checking the SAM Exclusions: System for Award Management (SAM) – [www.sam.gov](http://www.sam.gov)
- (b) Collecting a certification from that person
- (c) Adding a clause or condition to the covered transaction with that person.

#### TITLE VI of CIVIL RIGHTS ACT of 1964

Sub-grantee agrees to comply with Title VI of the Civil Rights Act of 1964 (P.L. 88-352, 42 U.S.C. 200d). In accordance with Title VI of that Act, no person in the United States shall, on the grounds of race, color or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant receives Federal financial assistance and Sub-grantee will immediately take any measures necessary to effectuate this agreement.

#### UNIVERSAL IDENTIFIER AND SYSTEM FOR AWARD MANAGEMENT REGISTRATION REQUIREMENT (SAM)

Sub-grantee agrees to provide a DUNS number to State Forestry prior to award, and to maintain all related information through the full term of this agreement. 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 from D&B by telephone (currently 866-705-5711) or the Internet (currently at <http://fedgov.dnb.com/webform> ).

Sub-grantee shall maintain current information in the System for Award Management (SAM) until receipt of final payment. This requires review and update to the information at least annually after the initial registration, and more frequently if required by changes in information or award term(s). For purposes of this award, System for Award Management (SAM) means the Federal repository into which an entity must provide information required for the conduct of business as a Cooperative. Additional information about registration procedures may be found at the SAM Internet site at [www.sam.gov](http://www.sam.gov) .

#### PUBLICATION REQUIREMENTS

A. ACKNOWLEDGEMENT IN PUBLICATIONS. Sub-grantee shall acknowledge Arizona Department of Forestry and Fire Management and U.S. Forest Service support in any publications, audiovisuals, and electronic media developed as a result of this award, per 2 CFR 415.2.

B. NONDISCRIMINATION STATEMENT IN PUBLICATIONS. Sub-grantee shall include the following statement, in full, in any printed, audiovisual material, or electronic media for public distribution developed or printed with any Federal funding.

*"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 basis apply to all programs.)"*

*To file a complaint of discrimination, write USDA, director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer."*

If the material is too small to permit the full statement to be included, the material must, at minimum, include the following statement, in print size no smaller than the text: *"This institution is an equal opportunity provider."*

C. COPYRIGHTS. No original text or graphics produced and submitted by the U.S. Forest Service shall be copyrighted. The U.S. Forest Service reserves a royalty-free, nonexclusive, and irrevocable right to reproduce, publish, or otherwise use, and to authorize others to use the work for federal government purposes. This right shall be transferred to any sub agreements or subcontracts. This provision includes the copyright in any work developed by Sub-grantee under this agreement. And any right of copyright to which Sub-grantee purchases ownership with any federal contributions.

#### REPORTING OF SUBRECIPIENT EXECUTIVES

Unless exempt from this requirement of 2CFR 170, Sub-grantee agrees to report the names and total compensation of each of the sub-grantee's five most highly compensated executives for the sub-grantee's preceding completed fiscal year if:

1. in the sub-grantee's preceding fiscal year, the sub-grantee received—
  - (A) 80 percent or more of its annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2CFR 170.320 (and subawards); and
  - (B) \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts), and Federal financial assistance subject to the Transparency Act (and subawards); and
2. The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986.

#### TRAFFICKING IN PERSONS.

Section 106 of the Trafficking Victims Protection Act of 2000 (TVPA), as amended (22 U.S.C. 7104(g)), include provisions applicable to federal support recipients. By entering into this agreement, you agree to terms set forth in the primary award from the US Forest Service as documented below. This Agreement may be unilaterally terminated, without penalty, if a subrecipient is determined to have violated an applicable prohibition in this award term. (See 22 U.S.C. 7104 and 2CFR175 for more details)

##### A. Provisions applicable to a Recipient that is a private entity.

1. You as the Recipient, your employees, subrecipients under this award, and subrecipients' employees may not-
  - (i) Engage in severe forms of trafficking in persons during the period of time that the award is in effect;
  - (ii) Procure a commercial sex act during the period of time that the award is in effect; or
  - (iii) Use forced labor in the performance of the award or subawards under the award.
2. This award may be unilaterally terminated, without penalty, if you or a subrecipient that is a private entity -
  - (i) Is determined to have violated a prohibition in paragraph A.1 of this award term; or
  - (ii) Has an employee who is determined by the agency official authorized to terminate the award to have violated a prohibition in paragraph A.1 of this award term through conduct that is either-

- a. Associated with performance under this award; or
- b. Imputed to you or the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR part 180, "OMB Guidelines to Agencies on Government wide Debarment and Suspension (Nonprocurement)".

B. Provision applicable to a recipient other than a private entity. This award may be unilaterally terminated, without penalty, if a subrecipient:

1. Is determined to have violated an applicable prohibition in paragraph A.1 of this award term; or
2. Has an employee who is determined by the agency official authorized to terminate the award to have violated an applicable prohibition in paragraph A.1 of this award term through conduct that is either-
  - (i) Associated with performance under this award; or
  - (ii) Imputed to the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR part 180, "OMB Guidelines to Agencies on Government wide Debarment and Suspension (Nonprocurement)."

C. Provisions applicable to any recipient.

1. You must inform us immediately of any information you receive from any source alleging a violation of a prohibition in paragraph A.1 of this award term.
2. Our right to terminate unilaterally that is described in paragraph A.2 or B of this section:
  - (1) Implements section I06(g) of the Trafficking Victims Protection Act of 2000 (TVPA), as amended (22 U.S.C. 7104(g)), and
  - (2) Is in addition to all other remedies for noncompliance that are available to us under this award.
3. You must include the requirements of paragraph A1 of this award term in any subaward you make to a private entity.

D. Definitions. For purposes of this award term:

1. "Employee" means either:
  - (1) An individual employed by you or a subrecipient who is engaged in the performance of the project or program under this award; or
  - (2) Another person engaged in the performance of the project or program under this award and not compensated by you including, but not limited to, a volunteer or individual whose services are contributed by a third party as an in-kind contribution toward cost sharing or matching requirements.
2. "Forced labor" means labor obtained by any of the following methods: the recruitment, harboring, transportation, provision, or obtaining of a person for labor or services, through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.
3. "Private entity":
  - (1) Means any entity other than a State, local government, Indian tribe, or foreign public entity, as those terms are defined in 2 CFR 175.25.
  - (2) Includes:

- i. A nonprofit organization, including any nonprofit institution of higher education, hospital, or tribal organization other than one included in the definition of Indian tribe at 2 CFR 175.25(b).
  - ii. A for-profit organization.
4. "Severe forms of trafficking in persons," "commercial sex act," and "coercion" have the meanings given at section 103 of the TVPA, as amended (22 U.S.C. 7102).

#### DRUG-FREE WORKPLACE

Compliance with the Drug-Free Workplace Act of 1988 (Public Law 100-690, Title V, Subtitle D, as amended) requires that all organizations receiving grants from any federal agency agree to maintain a drug-free workplace.

#### INVALIDITY OF PART OF THIS AGREEMENT

The parties agree that should any part of this AGREEMENT be held to be invalid or void, the remainder of the AGREEMENT shall remain in full force and effect and shall be binding upon the parties.

#### COUNTERPARTS

This AGREEMENT may be executed in any number of duplicate originals, photocopies or facsimiles, all of which (once each party has executed at least one such duplicate original, photocopy, or facsimile) will constitute one and the same document.

#### INTERPRETATION

This AGREEMENT is not to be construed or interpreted for or against either of the parties on the grounds of sole or primary authorship or draftsmanship.

#### PARAGRAPH HEADINGS

The paragraph headings in this AGREEMENT are for convenience of reference only and do not define, limit, enlarge, or otherwise affect the scope, construction, or interpretation of this AGREEMENT or any of its provisions.

#### GOVERNING LAW

This AGREEMENT is made under, and is to be construed in accordance with, the laws of the State of Arizona.

#### ENTIRE AGREEMENT

This AGREEMENT contains the entire agreement and understanding of the parties hereto. There are no representations or provisions other than those contained herein, and this AGREEMENT supersedes all prior agreements between the parties, whether written or oral, pertaining to the same subject matter of this AGREEMENT.

## ATTACHMENT D

### Grant Reimbursement and Documentation Requirements

Arizona Department of Forestry and Fire Management grants are federally funded and are based on reimbursement for actual costs incurred. Sub-grantees are typically required to provide a portion of the total project cost as MATCH contribution to show local investment in the project or program. Match investment must not originate from a federal source and cannot be used as a match for any other federal cost-share program. Specific match amount is identified in each grant agreement. All costs and match should conform to the approved project plan and budget contained in the grant agreement – and all reimbursements are subject to Arizona State Forestry approval. All project expenses must meet the applicable Cost Principles (2CFR200, subpart E)

Only project expenses incurred during the term of the signed grant agreement are eligible. (See Term of Agreement)

All documentation submitted for reimbursement must have the correct project name and/or State Forestry grant number, date work was completed, and proof of payment from the Sub-grantee.

All reimbursements to Sub-grantees shall be calculated from the “Grant Reimbursement Form”. By signing the form, the Sub-grantee assumes full and implied responsibility for all grant costs incurred and submitted on the form. By signature, the Sub-grantee accepts full liability that the work and costs incurred were in accordance with the agreed scope of work and/or approved detailed project plan and in accordance with all applicable Federal and State laws. By signing the “Grant Reimbursement Form”, the Sub-grantee is claiming that costs were incurred following the established procurement process for its own organization and that their process is documented, administered and managed with the correct accounting and administrative procedures and is in accordance with all applicable Federal and State laws.

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**INELIGIBLE COSTS** – Any expenses submitted for reimbursement that are not properly documented shall not qualify for reimbursement. It shall be the Sub-grantee’s sole responsibility to submit the required and accurate support documentation for all project costs. In the event an audit determines that ineligible costs were charged to the project, the Sub-grantee accepts full liability for such costs.

- Expenses not included in an approved project plan or are unnecessary for the completion of the project are ineligible for reimbursement or as match.
- NO FOOD or BEVERAGE purchases or donations are eligible for reimbursement or as match, unless included in the project plan as budgeted travel costs, and pre-approved by State.
- NO purchase of equipment or supplies for individuals are eligible for reimbursement or as match. (though purchase of supplies and small equipment by the Sub-grantee organizations for ongoing community use may be eligible)
- Poorly documented match or volunteer hours with insufficient support documentation will not count towards the required match. It is the Sub-grantees responsibility to keep all project/grant records pertaining to matching requirements. In the event an audit determines that ineligible match was credited to the project, the Sub-grantee accepts full liability for such costs

## ATTACHMENT D

### Grant Reimbursement and Documentation Requirements

**REIMBURSABLE PROJECT EXPENSES** – are direct, out-of-pocket expenditures for eligible project activities that are supported by paid invoices, cancelled checks, signed receipts, or official payroll records. Examples include:

**Labor-** may include paid staff, contracted labor, or documented reimbursement from Sub-grantee to others for services. Related expenses such as employee benefits or required travel costs are also eligible if properly documented.

- All staff/labor hours must be accompanied by an employee time sheet detailing the hours worked on the grant project. The time sheet must clearly have the State grant ID number, an employee signature, and the dates work hours were contributed towards the grant. A supervisor's approval signature should also be included. Note, for auditing purposes, an auditor will most likely want to see all hours worked in addition to those charged to the grant.
- Required documentation can include payment receipts, timesheets, payroll records, job sheets, cancelled checks, or signed letters detailing paid staff time, dates, and services or work provided.

**Supplies** - may include operating supplies, office supplies, and small equipment purchased by the Sub-grantee and necessary for the completion of the project.

- Required documentation can include payment receipts, cancelled checks, or official accounting records detailing expenses and goods and service provided.

**Equipment Purchases (small)** – small equipment necessary for the completion of the project may be purchased by the Sub-grantee organization if included in the approved project plan and budget. Purchases of equipment or supplies for individuals is not eligible. Purchase of necessary equipment totaling less than \$5,000 will be considered as supplies (above).

- Required documentation will include purchase receipts detailing costs and equipment details.

**Equipment Purchases (large)** - Any single piece of capital equipment costing more than \$5,000 must be included in the original project plan and preapproved. Because funding originates from the federal government, they may retain an ongoing vested ownership in the equipment. Additional details will be provided for approved purchases. If an audit determines that excessive equipment was purchased, the Sub-grantee accepts full liability for cost reimbursement back to the State/Federal government. Please limit your liability by purchasing only items listed in the original grant application and detailed project plan. Please only purchase what is necessary to complete the specific grant/project approved.

- Required documentation will include purchase receipts detailing costs and equipment details.

**Equipment Rental** – Rental of equipment necessary for completion of the project may be reimbursed if included in the approved project plan and budget.

- Required documentation will include rental receipts detailing costs, dates of use, and equipment details.

**Contracted Services** – Contracting for services from outside organizations or businesses is permitted if included in the approved project plan and budget. Such services could include contracted fuels crews, arborists, trucking, waste disposal, and other costs.

- Required documentation will include receipts detailing costs, dates and details of services provided.

**Equipment Operating Costs** - Operating costs for owned, rented, or donated equipment may be permitted if included in the project plan and properly documented. Methods for cost determination must be specifically documented and approved. Use of Sub-grantee owned equipment may be charged to the grant if prior approval is granted. A Sub-grantee may submit a rate agreement that is typical of rate charges established for all agencies utilizing the equipment including their own. Under no circumstances shall the grant be charged for use of equipment purchased with Federal funds, beyond operating costs.

- Required documentation can include receipts detailing costs, dates and details of equipment usage, payment receipts, mileage logs, shift tickets, etc. Any operating costs that are not paid for directly and do not have corresponding payment receipts, must be specifically documented as to method of cost determination.

## ATTACHMENT D

### Grant Reimbursement and Documentation Requirements

**ELIGIBLE MATCH** – All grants require some level of MATCH investment from the Sub-grantee organization. Matching investment may only be included if goods or services are provided or paid for during the term of the agreement and are necessary for the completion of the project. The matching investment may be in the form of cash and/or in-kind contributions. The Sub-grantee share (match) cannot originate from a federal source and must not be used as a match for any other federal cost-share program. As with reimbursable costs, eligible match expenses only include those that are reasonable and necessary for the completion of the grant-funded program or project and must meet the applicable Cost Principles (2CFR200, subpart E)

Matching investments will not be directly reimbursed.

Examples of possible match include:

**Cash** - Matching investment can include actual costs as documented above.

- Required documentation will include payment receipts, cancelled checks, or official accounting records detailing expenses and related goods and service provided.

**In-kind Contributions** - include on-hand supplies, third party donations of supplies or equipment, the value of professional services provided at the professional rate, or time spent by employees on eligible project activities.

- An in-kind contribution of goods or services from another business or organization may be counted as community match with proper documentation. This typically consists of a letter on the donating organization's letterhead, signed by the proper person and showing the amount and type of donation.

Property or use thereof shall be assigned a fair market value per applicable federal Cost Principles and should include a letter of documentation from the donating party.

**Volunteer** - Volunteer labor hours shall conform to standard documented operating procedures for the Sub-grantee organization with established pay rates.

- Required documentation for volunteers will include signed time logs/sign-in sheets with volunteer name, date, time, place, and type of volunteer service provided. Volunteer time may be valued at the local market rate for equivalent work (children at minimum wage). Hourly rates exceeding \$20 per hour will require specific support documentation for justification and approval. If you use consultants, forestry professionals, planners, etc., who donate their professional services, appropriate hourly rates may be documented in a letter from the individual or their organization.



## Quarterly Performance Report

### GRANT INFORMATION:

Grant Number:		Grant Award \$:	
Project Name:		Award End Date:	
Organization:			
County:		DFFM District:	

### REPORT INFORMATION:

Calendar Year:	Calendar Quarter Q1 (Jan-Mar), Q2, Q3, Q4:
Name of person completing report:	
Submittal Date:	

**PROJECT OBJECTIVES ACCOMPLISHED:** (During this quarterly reporting period, what progress has been made toward meeting the project objectives stated in the Project Plan? Provide quarterly and cumulative numbers for key criteria, such as acres completed, trees planted, educational programs delivered, etc.)

PLANNED OVERALL		ACTUAL		
Project Objectives	Total Project Goal	Previously Reported	+ Current Quarter	= Cumulative Total

**Program-Specific Reportables (if applicable)**

1				
2				
3				
4				
5				

**Is this Project On Track?** (Yes / No)

**Use the following sections to describe activities for this quarter and for the overall project status.**  
*Additional items may be enclosed or attached, such as added narrative, detailed tables, pictures, maps, or other items.  
 (Please list any additional items in the narrative to assure they are recorded.)*



## Quarterly Performance Report

**NARRATIVE REPORT / THIS QUARTER:** What progress has been made THIS QUARTER in accomplishing the project objectives? Describe activities for the quarter to support the status reported in the tables above. Include comments regarding accomplishments for employees, contractors, and volunteers; and describe the status of planning or purchasing activity if applicable. *(MAX: 1400 Characters – attach additional materials if needed)*

**NARRATIVE REPORT / OVERALL PROJECT:** What is the success in meeting the OVERALL measurement criteria identified in the Project Plan? Describe the overall project status to support the numbers listed in the tables above. What major milestones have been achieved and what are the next major activities planned? If the project is not on track or goals are not being met, please provide an explanation. If there are any factors that have, or will have, a significant impact on the successful project completion, provide details and explain the actions being taken or assistance that may be needed. *(MAX: 1400 Characters – attach additional materials if needed)*



## Arizona Department of Forestry and Fire Management Grant Reimbursement Form

NOTE: It is the Sub-grantees' responsibility to develop, document, administer and manage the correct accounting and administrative procedures for administering the grant in accordance with all applicable Federal and State laws. It is the Sub-grantees' sole responsibility to maintain all grant records and provide them as necessary to any auditing agent. Inability to provide such records may result in unallowable costs to the grant and any funds disbursed to the Sub-grantee may have to be paid back to the State and/or Federal government.

**Grant Number:** \_\_\_\_\_

**Organization Name:** \_\_\_\_\_

**Total Grant Amount:** \_\_\_\_\_ **Total Match Required:** \_\_\_\_\_

**Grant Expiration/End Date:** \_\_\_\_\_ (Grant \$ + Match \$ = Total Project Cost)

Previous Project Totals (Sum of all previous reimbursement requests):			
	Reimbursable Costs	Match	Total
	_____	_____	_____

This Reimbursement Period:			
Item	Reimbursable Costs	Match	Total
Administration	_____	_____	_____
Personnel	_____	_____	_____
Contracted Services	_____	_____	_____
Supplies	_____	_____	_____
Other	_____	_____	_____
Other	_____	_____	_____
Other	_____	_____	_____
Volunteer time	N/A	_____	_____
In-Kind Contributions	N/A	_____	_____
<b>Total:</b>	_____	_____	_____

Cumulative Project Totals (This period request added to all previous reimbursement requests):			
	Reimbursable Costs	Match	Total
	_____	_____	_____

\* As long as the Cumulative **MATCH** meets the required amount, this Reimbursement Period's **REIMBURSABLE** amount should qualify for payment (provided all items are properly documented and all other grant requirements are met.)

\_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

*Authorized Signature* *Title* *Date*

**SIGNATURE LINE STATEMENT** (Required for Processing)

By signing the "Grant Reimbursement Form", the signing agent is verifying that:

All work performed on this grant/project was completed in conformance with all applicable laws and established procedures. Charges and time sheets submitted are in fact for work completed on this project. All charges have been reviewed and verified by a supervisor and all employee and volunteer hours are being tracked, with support documentation on file and available to any auditing agent.

**NOTE: Reimbursements may take 60-90 days**



United States Department of Agriculture

AD 1048

**Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion  
Lower Tier Covered Transactions**

*The following statement is made in accordance with the Privacy Act of 1974 (5 U.S.C. § 552(a), as amended). This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, and 2 C.F.R. §§ 180.300, 180.355, Participants' responsibilities. The regulations were amended and published on August 31, 2005, in 70 Fed. Reg. 51865-51880. Copies of the regulations may be obtained by contacting the Department of Agriculture agency offering the proposed covered transaction.*

*According to the Paperwork Reduction Act of 1995 an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0505-0027. The time required to complete this information collection is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The provisions of appropriate criminal and civil fraud privacy, and other statutes may be applicable to the information provided.*

***(Read Instructions On Page Two Before Completing Certification)***

- A. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency;
- B. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

ORGANIZATION NAME

PR/AWARD NUMBER OR PROJECT NAME

NAME(S) AND TITLE(S) OF AUTHORIZED REPRESENTATIVE(S)

SIGNATURE(S)

DATE

*The U.S. Department of Agriculture (USDA) prohibits discrimination in all of its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, political beliefs, genetic information, reprisal, or because all or part of an individual's income is derived from any public assistance program. (Not all prohibited bases apply to all programs). Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). To file a complaint of discrimination, write to USDA, Assistant Secretary for Civil Rights, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, S.W., Stop 9410, Washington, DC 20250-9410, or call toll-free at (866) 632-9992 (English) or (800) 877-8339 (TDD) or (866) 377-8642 (English Federal-relay) or (800) 845-6136 (Spanish Federal-relay). USDA is an equal opportunity provider and employer.*

### *Instructions for Certification*

- (1) By signing and submitting this form, the prospective lower tier participant is providing the certification set out on page 1 in accordance with these instructions.
- (2) The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension or debarment.
- (3) The prospective lower tier participant shall provide immediate written notice to the person(s) to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
- (4) The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549, at 2 C.F.R. Parts 180 and 417. You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.
- (5) The prospective lower tier participant agrees by submitting this form that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
- (6) The prospective lower tier participant further agrees by submitting this form that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
- (7) A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the System for Award Management (SAM) database.
- (8) Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
- (9) Except for transactions authorized under paragraph (5) of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.



### CERTIFICATION REGARDING LOBBYING

Applicants should also review the instructions for certification included in the regulations before completing this form. Signature on this form provides for compliance with certification requirements under 4 CFR Part 418 Appendix A, Certification Regarding Lobbying. The certifications shall be treated as a material representation of fact upon which reliance will be placed when the U.S. Forest Service determines to award the covered transaction, grant, or cooperative agreement.

#### Lobbying

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this Federal contract, grant, loan, or cooperative

agreement, the undersigned shall complete and submit Standard Form-LLL, 'Disclosure Form to Report Lobbying.' in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above applicable certification.

SIGNATURE		
APPLICANT'S SIGNATURE (BY)	TITLE/RELATIONSHIP OF THE INDIVIDUAL IF SIGNING IN A REPRESENTATIVE CAPACITY	DATE SIGNED (MM-DD-YYYY)



## Burden Statement

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0596-0217. The time required to complete this information collection is estimated to average 9 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at 202-720-2600 (voice and TDD).

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call toll free (866) 632-9992 (voice). TDD users can contact USDA through local relay or the Federal relay at (800) 877-8339 (TDD) or (866) 377-8642 (relay voice). USDA is an equal opportunity provider and employer.