

Arizona Department of Forestry and Fire Management
Grant Agreement No. HFI 23-350
Healthy Forest Initiative Grant 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”), City of Flagstaff (UEI #XMMUMPKTLVQ3), pursuant to authorities granted under Arizona Revised Statute 37-1302.

I. PURPOSE OF AGREEMENT

State Forestry is the recipient of funds provided by the State of Arizona for the purpose of hazardous vegetation mitigation projects within the State of Arizona.

The objective of this funding is to assist communities, which have been identified as having wildfire hazard potential, with fire prevention, critical infrastructure protection, and forest and watershed restoration. This agreement is a sub-award of these State funds.

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. PROGRAMMATIC 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 **June 30, 2026** unless otherwise terminated or modified pursuant to the terms herein.

V. COMPENSATION AND MATCHING INVESTMENT

Grant funds may be utilized for up to **80%** of the total cost of this program.

A contribution by the Sub-grantee for an additional **Cost Share Match of 20%** 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 (State Forestry grant portion) **shall not exceed \$195,000.00**

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 State funds. 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 for actual costs incurred on project work. Support documentation must show dates and amounts of all expenses (See Attachment D).

Reimbursement for purchase of Capital Equipment (equipment costing more than \$5,000 per unit price) is **NOT allowed** under this agreement. Capital Equipment may only be used as match with prior approval from State Forestry.

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

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. The Sub-grantee shall, upon request of the State, participate with State personnel in performing interim and/or final inspections.

IX. PROCUREMENT REQUIREMENTS

The Sub-Grantee shall comply with all applicable provisions of State laws and regulations in regard to procurement of goods and services, and to contracts for repair or restoration of public facilities.

The Sub-grantee shall not enter into cost-plus-percentage-of-cost contracts for completion of disaster restoration or repair work. The Sub-grantee will not enter into contracts for which payment is contingent upon receipt of State funds. Sub-grantees are responsible for developing, documenting, and adhering to their own established procurement activities 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. Quarterly performance reports shall follow the format identified in Attachment E or as may be revised by State Forestry. Reports (quarterly and final reporting) 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. (5) Before and after pictures (required for final report and optional for quarterly reporting). (6) Mapping in the form of a pdf/paper map and matching shapefiles (if required for final reporting; see Section XI below).

Financial/Reimbursement requests may be submitted as often as monthly. Reimbursement requests shall follow the format as identified in Attachment E or as may be revised by State Forestry. Reimbursement requests submitted with documentation (grant share or match) that is older than 6 months will not be accepted without prior approval.

Cumulative match share must accrue proportionally with reimbursable costs. Each reimbursement request must have the minimum required match share included and documented (minimum cumulative match must reflect equal proportion to the cumulative total amount). It is allowed to document match over the required match share in each reimbursement request and to use this towards the total grant match requirement.

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 the end of the grant term. Final financial reimbursement may be held until all accomplishment reporting is complete and submitted to State Forestry.

All accomplishment and financial reports shall be submitted to the State Forestry contact as identified below in Section XIII (PRINCIPLE CONTACTS).

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. MAPPING (CHECK ONE) X Required _____ Not Required

Project Center Coordinates (in Decimal Degrees):

Latitude (y-coordinates) 35.2271101 Longitude (x-coordinates) -111.6754257

Center coordinates are required for all projects, regardless of mapping requirements. If the project requires a mapping component, both a 1-page PDF map and matching GIS (Geographic Information System) polygon data are required prior to project start date and at the time of final accomplishment report submission. Data files (Shapefiles, 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). GIS acres must match projected and actual treatment acres.

XII. COMPLIANCE AND PERMITS

Grantee agrees that it is responsible for acquiring all permits required by applicable federal, state, and local jurisdictions, prior to treatment. Grantee also agrees that is responsible for adherence to all applicable statutes, regulations, ordinances, and codes promulgated by applicable federal, state, and local jurisdictions, including but not limited to environmental regulations concerning the presence, existence, discharge, emission, or removal of any substances such as by-products, wastes, pollutants, and hazardous and toxic materials.

XIII. 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:

Stacey Brechler-Knaggs
City of Flagstaff
Grants and Contracts Manager
211 West Aspen Ave.
Flagstaff, AZ 86001
928-213-2227
sknaggs@flagstaffaz.gov

Principal Sub-grantee Contact:

Mark Adams
Community Wildland Risk Reduction Specialist
211 West Aspen Ave
Flagstaff, Az 86001
928-213-5210
Mark.adams@flagstaffaz.gov

Principal Arizona State Forestry Contact:

Lark Sundsmo
Arizona Department of Forestry and Fire Management
Grants Program Specialist
1110 West Washington, Suite 500
Phoenix, AZ 85007
(602) 694-6109
lsundsmo@dffm.az.gov

XIV. 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, sent by electronic mail, or sent by United States Mail, postage prepaid, to the parties at their respective addresses as set forth immediately below:

<p><u>STATE FORESTRY</u></p> <p>John Richardson Assistant State Forester for Forestry Programs Arizona Department of Forestry and Fire Management 1110 West Washington, Suite 500 Phoenix, AZ 85007 602-771-1420 jrichardson@dffm.az.gov</p>	<p><u>SUB-GRANTEE</u></p> <p>Greg Clifton City Manager City of Flagstaff 211 West Aspen Ave. Flagstaff, AZ 86001 928-213-2053 greg.clifton@flagstaffaz.gov</p>
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XV. 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 reserves the right to disallow and recover an appropriate amount after fully considering any recommended disallowances resulting from an audit which may be conducted later.

XVI. 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.

XVII. 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 Reimbursement Forms

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

<p><u>STATE FORESTRY</u></p> <p>Arizona Department of Forestry and Fire Management. 1110 West Washington, Suite 500 Phoenix, AZ 85007</p>	<p><u>ACCEPTED BY SUB-GRANTEE</u></p> <p>City of Flagstaff 211 West Aspen Ave. Flagstaff, AZ 86001</p>
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Signature

Signature

Print or Type Name

Print or Type Name

Arizona State Forester

Title

Date: _____

Date: _____

Signature

Print or Type Name

Assistant State Forester for Forestry Programs

Date: _____

ATTACHMENT A

**Project Application
(Cover Sheet)**

Applications: B12 City of Flagstaff

Profile

sknaggs@flagstaffaz.gov

Organization Name

B12 City of Flagstaff

Unique Entity Number (UEI)

XMMUMPKTLVQS

1. Application/Project Title (50 Character Max)

B12 2025 Greater Flagstaff Wildland Fire Hazard R

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

1

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

6, 7

4. Project Lead (250 Character Max)

Mark Adams Wildland Community Risk Reduction Specialist (CWRRS) 24 year Hotshot Retired Superintendent of Flagstaff IHC, experienced AFMO, RX burn boss, PIO. Hired Flag FD in June managing existing HFR grants and

5. Acres to be Treated

75

6. Treatment Type

Hand and Mechanical

7. Center Coordinates and PDF Map (0-10 points, 25 character max)

35°13'19"N 111°40'00.1"W

8. Project Overview and Area Description (0-10 points, 600 character max)

Treat 75+ ponderosa pine acres of private land in the greater Flagstaff area. Aligns with Activity #1 of 2018 CWPP. Target area adjacent to landscape treatments, high visitor use area, and downwind of larger communities. Google earth imagery shows need for private parcel treatment. One way access/egress. WRAP moderate rating for this area is inaccurate. RMA Dashboard rates this area as high for suppression difficulty index in as low as the 80th percentile. Outreach has begun with AD HOC HOA rep. Other areas including city owned land available based on interest/need.

9. Project Objectives and Deliverables (0-15 points, 850 character max)

OBJ: 75+ treated acres private parcels of ponderosa pine/ Public outreach/education. Grant share will encourage treatments. CWRRS will site visit and discuss wildfire and fuels treatments with each parcel owner, mark trees for removal, revisit site after completion. Public Education benefit realized even without treatment. Grant funds 80% of Maximum 3000 acre bid. Past treatments demonstrate snowball effect among neighboring properties. Measurable through basal area calc and/or before after photos. Project expected to take 2 years from start.

10. Scope of Work and Project Timeline (0-20 points, 1,100 character max)

Documentation includes Property Wildfire Assessment conducted by CWRRS or Wildfire Management. If assessment shows need for treatment, trees are marked for removal. Property owner solicits 3 bids from local contractors, completes work, and CWRRS revisits site after completion. Before and after photos will document work. Current bids reviewed for hazard fuel work (30+ removals) are 2500-8000/acre. Current hazard fuels grant work completed has been a huge success with 100+ acres treated, and ore properties interested if more funding arises. Outreach already begun through mailers and meetings with area AD hoc HOA rep.

11. Collaboraton, Partners and Beneficiaries (0-15 points, 600 character max)

Collaboration among citizens, local contractors and HOA's. Prior treatments on Observatory mesa, FWPP, and prior hazardous fuels grants have align with this proposal. Beneficiaries include private landowners, adjacent and downwind communities.

12. Sustainability (0-15 points, 600 character max)

Homeowners will sign a vegetation management permit to maintain the recommended densities. All partners are actively engaged in public awareness campaigns for wildfire and is an ongoing tenant of Flagstaff Fire Dept's (FFD) programming. Under the greater Flagstaff CWPP, the city of Flagstaff's 2006 Wildland Urban Interface Code adopted in 2008, and the passing and implementation of the Flagstaff Watershed Protection Project in 2012, our partners and community members continually commit to reducing wildfire risk

Upload Budget Form (0-15 points, one form per project, (Min/Max award: \$60,000-\$500,000)

2023_AZ HFI_Project Budget Worksheet.docx

Upload Project Overview Map (maximum of 1 page - 8 1/2 x 11)

Fuels Reduction_Westridge Firewise Target Area.pdf

Upload Letters of Support (optional, maximum of 5 pages - 8 1/2 x 11)

Is the project identified as a specific priority within a CWPP?

Yes

Is the proposed project area classified as High (7), Very High (8), or Extreme Risk (9) by AZWRAP?

No

Does the project align with Arizona Forest Action Plan objectives?

Yes

Average Score

of Reviews

0

of Denials

0

Additional Information

Please use the following link to view the Budget

Budget Worksheet

[View Budget Worksheet](#)

Application Goals

[View Application Goals](#)

Applications: File Attachments

Upload Budget Form (0-15 points, one form per project, (Min/Max award: \$60,000-\$500,000)

2023_AZ HFI_Project Budget Worksheet.docx

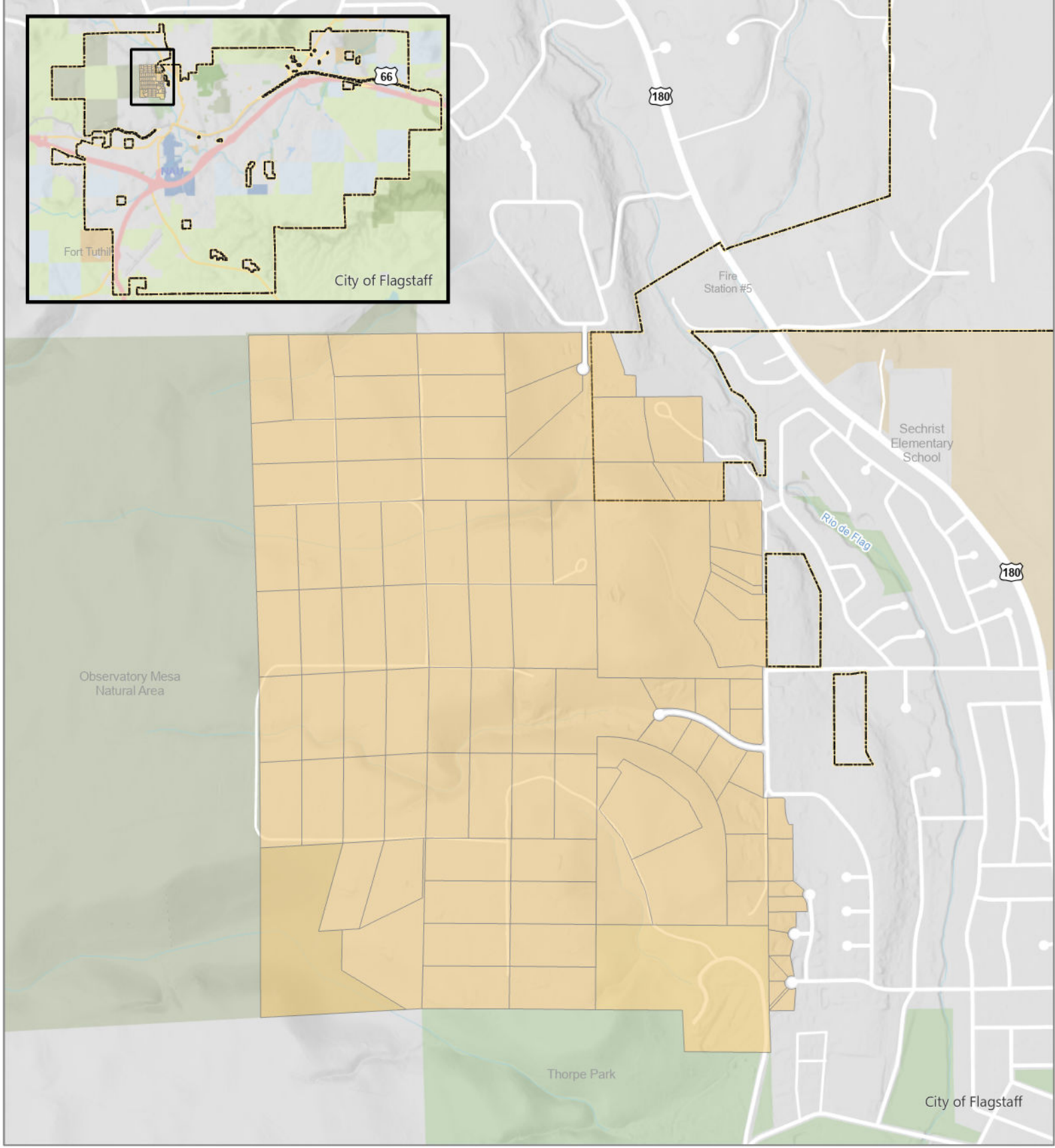
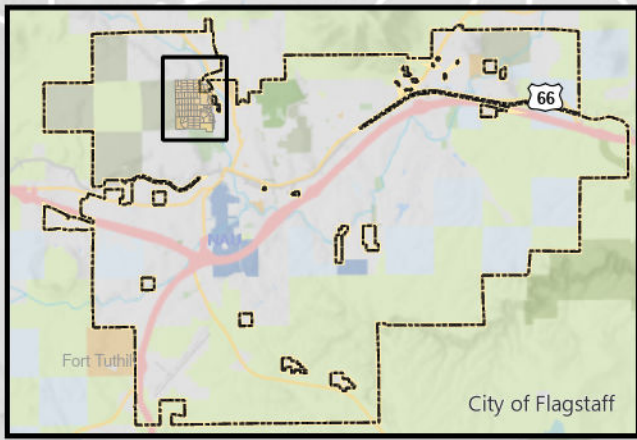
Upload Project Overview Map (maximum of 1 page - 8 1/2 x 11)

Fuels Reduction_Westridge Firewise Target Area.pdf

Project: 2025 Greater Flagstaff Wildland Fire Hazard Reduct

Total Project Budget (by expense type)				
Budget Detail	Grant Share (\$ Amount Requested)	Match		TOTAL
		Dollars	In-Kind	
Administrative Labor:	\$0	\$0	\$0	\$ 0
Project Labor:	\$0	\$0	\$0	\$ 0
Travel:	\$0	\$0	\$0	\$ 0
Equipment:	\$0	\$0	\$0	\$ 0
Supplies:	\$0	\$0	\$0	\$ 0
Contractual:	\$180,000	\$45,000	\$0	\$225,000
Other1:	\$14,400	\$3,600	\$0	\$18,000
Other2:	\$0	\$0	\$0	\$ 0
TOTAL:	\$194,400	\$48,600	\$ 0	\$243,000

Budget Narrative
<p>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 (add additional pages if needed).</p> <p>180,000 contractual grant share paid to tree contractors Grant would cover 80% maximum 3000/acre=\$2400/acre</p> <p>\$45,000 match Homewoner would cover 20%match and all cost above \$3000/acre.</p> <p>If bid is below \$3000, grant will only cover 80%. Example: 2000 acre bid on 3 acres =\$6000. 80% grant share =4800 20% match=1200</p> <p>Other 10% Indirect Costs Rate Agreement for grant administration includes: building depreciation, equipment depreciation,non-departmental general administration, employee benefits and insurances, indirect purchasing/procurement, and billing/reimbursement administration.</p> <p>If contracts complete below \$3000 greater than 75 acres will be achieved.</p>



Fuels Reduction: Westridge Firewise Target Area

City of Flagstaff maps and data are updated on a regular basis from data obtained from various sources. The City of Flagstaff endeavors to provide accurate information, but accuracy is not guaranteed. You are strongly encouraged to obtain any information you need for a business or legal transaction from a surveyor, engineer, title company, or other licensed professional as appropriate. Information is provided subject to the express condition that you knowingly waive any and all claims for damages against the City of Flagstaff relating to use of this information.



11/28/2023 11:32 AM



Applicant Information

Tell us about you.

Linked Applicant

sknaggs@flagstaffaz.gov

First name

Stacey

Last name

Brechler-Knaggs

Email

sknaggs@flagstaffaz.gov

Title

Grants and Contracts Manager

Company

City of Flagstaff

Company Website

City

Flagstaff

State

Arizona

Organization Information

Tell us about your organization.

Organization Name

City of Flagstaff

Employer Identification Number (EIN)

86-6000244

Unique Entity Identifier (UEI)

088302625

Authorized Representative

Greg Clifton

Business/Finance Representative

Brandi Suda, Finance Director

Organization Address

Address

Flagstaff City Hall

Address 2

211 West Aspen Avenue

City

Flagstaff

State

Arizona

County

Coconino County

Congressional District/Region

One

Zip

86001

Phone

928-213-2227

Phone Extension**Fax**

Authorized Representative (if different from above)

Name

Mark Adams

Title

Wildland Community Risk Reduction Specialist

Email

mark.adams@flagstaffaz.gov

Phone

928-853-5255

Business/Finance Contact (if required)

Name**Title****Email****Phone**

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 – 2025 Greater Flagstaff Wildland Fire Hazard

SCOPE:

Narrative Overview - Flagstaff sits within the largest continuous ponderosa pine forest in the world. Recent catastrophic fires on Federal lands surrounding Flagstaff have highlighted the need to more treatments on private lands bordering public lands and within city limits.

The project area would provide reimbursable funds on approximately 75 acres of prioritized private property throughout the greater Flagstaff area and within close proximity of the *Flagstaff Watershed Protection Project* (FWPP) and Four Forest Restoration Initiative task order areas of the Coconino National Forest. 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, County, State, and federal lands.

Project Tasks/Components –

- a) Planning and Oversight: Mark Adams, Wildland Firewise Specialist in the Wildland Fire Management (WFM) Division of the Flagstaff Fire Dept (FFD), 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) Grant Management: Stacey Brechler-Knaggs, City of Flagstaff Grants and Contracts 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 a contractor of property owner's choosing.

Outcomes - Specifically, this project will complete approximately 75 acres of selective tree thinning and debris disposal on prioritized parcels pre-identified to this grant through active outreach campaign for targeted priority areas of Flagstaff (see map). The overall goal is to reduce/eliminate excessive and dense ponderosa forest stands, to improve forest health, and lowering the risk of future wildfire hazard fuels and insect infestations increase Firewise and survivable space in the identified neighborhoods. Before and after photos will document our success, with a goal of reducing hazardous fuels by 40%. This will be verified during final inspection of work completed by contractors, ensuring that 90% of marked fuels have been removed. To facilitate this work, we have conducted an active and on-going outreach effort targeting specific neighborhoods and individual stakeholders, recruited homeowners interested in the long-term management of these parcels, and educating them on the responsibility to improve forest health and wildland hazardous reduce fuels on their properties.

Map Note: Attached. total maps. Approximately 75 acres identified to be treated.

SCHEDULE:

Project Deliverables -

CY	Qtr	Activity	Reporting
2024	1 st	<ul style="list-style-type: none"> • Conduct community outreach to pre-identified neighborhoods and signed up stakeholders (prior to grant cycle) of planned process for eligibility and path forward for completion • Finalize details and agreement with DFFM • Council agenda meeting for approval of funds 	<ul style="list-style-type: none"> • Qtr report to DFFM
2024	2nd-3rd	<ul style="list-style-type: none"> • Continuation of site visits and setup, marking of trees, assessments (Approximately 10-20 acres targeted) • Coordinate with homeowners upon completion of contractor forest treatment work and obtain reimbursements packets (Approximately 10-20 acres targeted) • Provision of project status update 	<ul style="list-style-type: none"> • Qtr report to DFFM
2024	4th	<ul style="list-style-type: none"> • Continuation of site visits and setup, marking of trees, assessments (Approximately up to 5-10 acres targeted) • Coordinate with homeowners upon completion of contractor forest treatment work and obtain reimbursements packets (Approximately 5-10 acres targeted) • Provision of project status update 	<ul style="list-style-type: none"> • Qtr report to DFFM
2025	1st	<ul style="list-style-type: none"> • Continue site visits and setup, marking of trees, assessments (Approximately 5-10 acres targeted) • Coordinate with homeowners on targets and reporting to complete removals and obtain reimbursements (Approximately 5-10 acres targeted) • Provision of project status update 	<ul style="list-style-type: none"> • Qtr report to DFFM
	2nd	<ul style="list-style-type: none"> • Complete all site visits and setup, marking of trees, assessments (10-30acre target) • Coordinate with homeowners upon completion of contractor vegetation management and obtain reimbursements packets (Approximately 10-30 acres targeted) • Provide project status update 	<ul style="list-style-type: none"> • Qtr report to DFFM

2025	3 rd -4 th	<ul style="list-style-type: none"> • Complete all site visits and setup, marking of trees, assessments (10-30-acre target) • Coordinate with homeowners upon completion of contractor vegetation management and obtain reimbursements packets (Approximately 10-30 acres targeted) 	<ul style="list-style-type: none"> • Qtr report to DFFM
2026	1 st -2 nd	<ul style="list-style-type: none"> • Complete all site visits and setup, marking of trees, assessments (10-30-acre target) • Coordinate with homeowners upon completion of contractor vegetation management and obtain reimbursements packets (Approximately 10-30 acres targeted) • Provide final project status update and final report; Expected last project work day June 30th, 2026 	<ul style="list-style-type: none"> • Qtr report to DFFM

Project Support -

<u>Calendar Year</u>	<u>Qtr</u>	<u>Activity</u>
2024	1st	<ul style="list-style-type: none"> • Brief City Council and key cooperators/partners.
2024	1 st -2 nd	<ul style="list-style-type: none"> • Publicize via Dept's Web Page and Social Media networks and targeted mailers
2024	1 st -4 th	<ul style="list-style-type: none"> • Provide status update to City Council and key cooperators/partners • Conduct field tours as necessary; and • Publicize via Dept's Web Page and Social Media networks. • Sign/advertise areas of active/ongoing treatment work
2025	1 st -4 th	<ul style="list-style-type: none"> • Brief City Council and key cooperators/partners. • Publicize via Dept's Web Page and Social Media networks; • Engage volunteers where applicable; and • Host field tour of project sites for key partners and community residents as demonstration site for future projects • Sign/advertise areas of active/ongoing treatment work
2026	1 st -2 nd	<ul style="list-style-type: none"> • Brief City Council and key cooperators/partners. • Publicize via Dept's Web Page and Social Media networks; • Engage volunteers where applicable; and • Host field tour of project sites for key partners and community residents as demonstration site for future projects • Sign/advertise areas of active/ongoing treatment work

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, reduce risk key infrastructure, neighborhoods, and natural resources, and enhance community well being and partnerships. FFD WFM sustains this effort through active re-engagement of landowners on a 5-10 year cyclical basis and signed landowner agreements to sustain treatment work in perpetuity of ownership of the property.

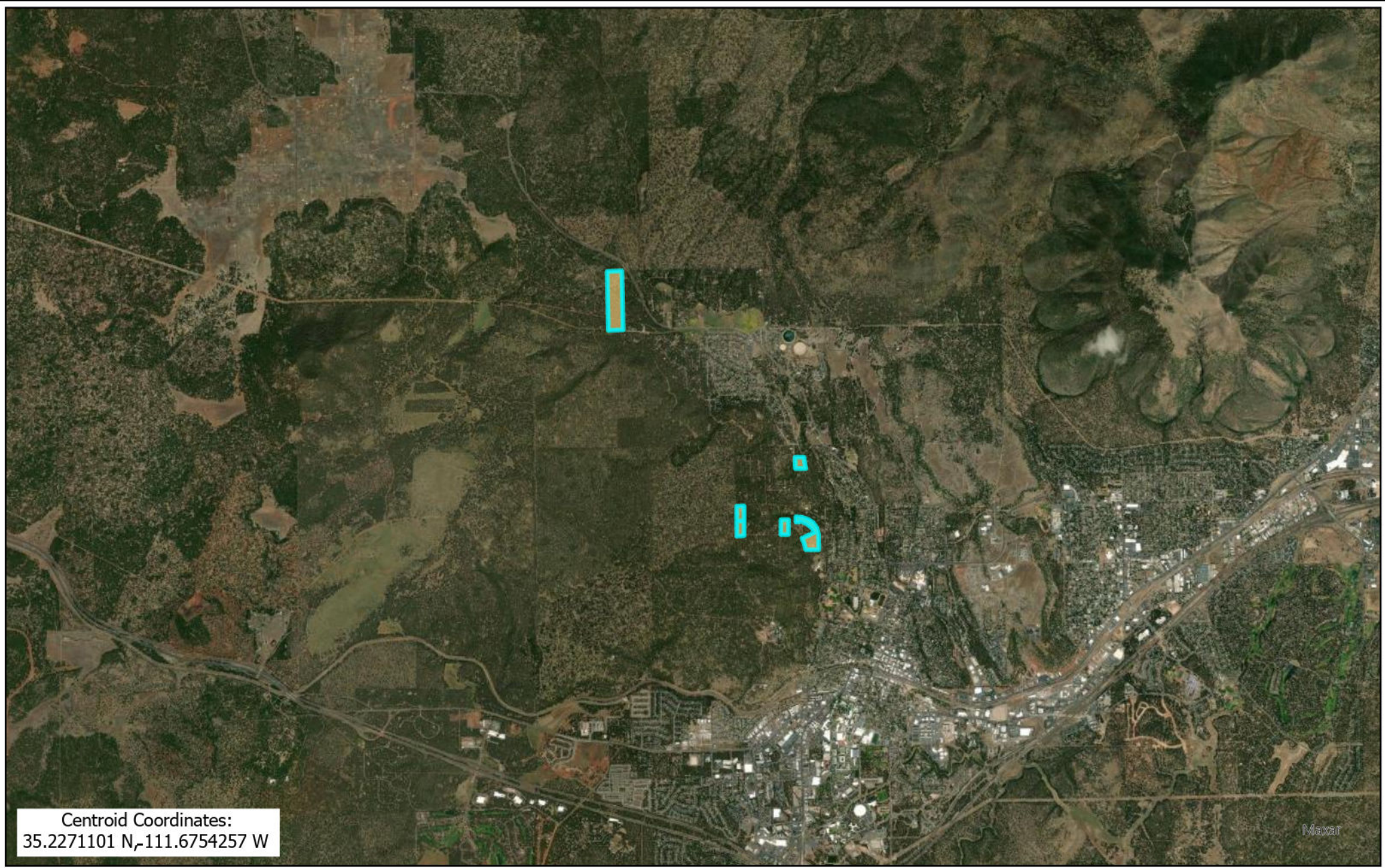
For more information on our program, visit www.flagstaffaz.gov/wildlandfire

For more information on the FWPP, visit www.flagstaffwatershedprotection.org

Project: 2025 Greater Flagstaff Wildland Fire Hazard Reduct

Total Project Budget (by expense type)				
Budget Detail	Grant Share (\$ Amount Requested)	Match		TOTAL
		Dollars	In-Kind	
Administrative Labor:	\$0	\$0	\$0	\$ 0
Project Labor:	\$0	\$0	\$0	\$ 0
Travel:	\$0	\$0	\$0	\$ 0
Equipment:	\$0	\$0	\$0	\$ 0
Supplies:	\$0	\$0	\$0	\$ 0
Contractual:	\$177,273	\$44,320	\$0	\$221,593
Other1:	\$17,727	\$4,430	\$0	\$22,157
Other2:	\$0	\$0	\$0	\$ 0
TOTAL:	\$195,000	\$48,750	\$ 0	\$243,750

Budget Narrative
<p>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 (add additional pages if needed).</p> <p>\$177,723 contractual grant share paid to tree contractors Grant would cover 80% maximum \$3000/acre=\$2400/acre</p> <p>\$48,750 approximately match Homewoner would cover 20%match and all cost above \$3000/acre.</p> <p>If bid is below \$3000, grant will only cover 80%. Example: \$2000 acre bid on 3 acres =\$6000. 80% grant share =\$4800 20% match=\$1200</p> <p>Other 10% Indirect Costs Rate Agreement for grant administration includes: building depreciation, equipment depreciation,non-departmental general administration, employee benefits and insurances, indirect purchasing/procurement, and billing/reimbursement administration.</p> <p>If contracts complete below \$3000 greater than 75 acres will be achieved.</p>



Centroid Coordinates:
35.2271101 N, -111.6754257 W

Estimated 75.48 ac

FFD FHI Fuels Reduction

 FFD FHI Signed Up Properties



Parcels and Acreage are approximate and subject to change if landowners fail to complete

City of Flagstaff maps and data are updated on a regular basis from data obtained from various sources. The City of Flagstaff endeavors to provide accurate information, but accuracy is not guaranteed. You are strongly encouraged to obtain any information you need for a business or legal transaction from a surveyor, engineer, title company, or other licensed professional as appropriate. Information is provided subject to the express condition that you knowingly waive any and all claims for damages against the City of Flagstaff relating to use of this information.



4/15/2024 9:01 AM

ATTACHMENT C

General Provisions

ADMINISTRATIVE AND ACCOUNTING REQUIREMENTS

It is the Sub-grantee's responsibility to develop, document, administer and manage the appropriate accounting and administrative procedures for managing the grant in accordance with all applicable State laws.

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.

HATCH ACT

The Sub-grantee shall comply with provisions of the Hatch Act limiting the political activities of public employees.

NEPA

The Sub-grantee shall comply with applicable State and Federal laws regarding the environment (NEPA; National Environmental Protection Act).

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 the State or 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.

EQUAL OPPORTUNITY/NON-DISCRIMINATION

The Parties agree to comply with Chapter 9, Title 41, Arizona Revised Statutes (Civil Rights), Arizona Executive Order 2009-09 and any other federal or State laws relating to equal opportunity and non-discrimination, including the Americans with Disabilities Act.

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.

ARBITRATION

To the extent required by A.R.S. §12-1518 and 12-133, 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.

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.

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.

NON-AVAILABILITY OF FUNDS

This agreement shall be subject to available funding, and nothing in this agreement shall bind the State to expenditures in excess of funds appropriated and allotted for the purposes outlined in this agreement.

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.

SUSPENSION OR DEBARMENT

The Sub-grantee shall not enter into any contract or agreement with any party which is debarred or suspended from participating in State assistance programs.

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.

GOVERNING LAW

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

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.

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.

UNIQUE ENTITY IDENTIFIER (UEI) AND SYSTEM FOR AWARD MANAGEMENT REGISTRATION REQUIREMENT (SAM)

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.

PUBLICATION REQUIREMENTS

ACKNOWLEDGEMENT IN PUBLICATIONS. Sub-grantee shall acknowledge Arizona Department of Forestry and Fire Management in any publications, audiovisuals, and electronic media developed as a result of this award.

ATTACHMENT D

Grant Reimbursement and Documentation Requirements

Arizona State Forestry grants are based on reimbursement for *actual costs incurred*. Actual costs may vary slightly from the project plan budget, but must be used to calculate final reimbursement amounts. 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 cannot be used as a match for any other State or federal cost-share programs. 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.

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 on the “Grant Reimbursement Form” (Attachment E2). 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.

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 that are unnecessary for the completion of the project are ineligible for reimbursement or as match.
- NO FOOD or BEVERAGE purchases or donations to others are eligible for reimbursement or as match, unless included in the project plan as budgeted travel costs, and pre-approved by State.
- Capital Equipment costing \$5,000 or more per unit cannot be included as reimbursable costs, but may be included as match with prior approval. State Forestry recommends renting equipment as needed.
- 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-grantee’s 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, canceled checks, signed receipts, or official payroll records. Examples include:

- **Labor (Administrative and Personnel)**- may include paid staff, 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.
 - Administrative labor includes general project oversight, while personnel labor includes work done on the ground
 - All staff/labor hours must be accompanied by an employee time sheet detailing the hours worked on the grant project. We must be able to determine, for each staff member, the hours contributed, the rate of pay, the work completed, and the total amount being requested.
 - 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 should include some combination of: payment receipts, timesheets, payroll records (paystubs), job sheets, canceled checks, or signed letters detailing paid staff time, dates, and services or work provided.
- **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 original invoices with sufficient detail of work performed, dates of work performed, and proof of payment, such as canceled checks or credit card receipts.
- **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 should include proof of purchase via payment receipts, canceled checks, or official accounting records detailing expenses and goods and service provided. Original quotes or incomplete invoices are not sufficient.
- **Travel** - may include mileage reimbursement
 - Documentation should include mileage logs with beginning and ending odometer readings and reference the grant project number.
- **Equipment** - may include the cost of renting equipment, fuel, operational costs or repairs at an accepted rate
 - Documentation should include invoices and proof of payment, receipts, or equipment logs.
 - If using FEMA or negotiated CFRA rates, the non-emergency rate (½ of negotiated rate) must be used.
 - Take into consideration that if the rate provided is a "Wet Rate," it already includes fuel and maintenance for the equipment.
- **Other**
 - Other costs as necessary must include proper support documentation demonstrating that the Sub-grantee has incurred the costs.
 - **Indirect Costs** – Agreed upon indirect costs can be included for reimbursement. No more than 10% of the indirect costs may come from the grant share.
 - Indirect costs may cover general operating expenses such as those negotiated at the time of the grant agreement and other overhead costs; therefore supporting documentation is not required, but detailed specifics about what is covered under the indirect cost must be included in the detailed project plan budget narrative.
 - If Sub-grantee has a Negotiated Indirect Cost Rate Agreement (NICRA), State Forestry must receive this agreement before the rate can be used in the project budget. If the NICRA is greater than 10%, anything above this is allowable as match only.
 - De Minimis: If no NICRA rate is available, Sub-grantee can include the 10% de minimis cost rate to cover other general operating expenses.

ATTACHMENT D

Grant Reimbursement and Documentation Requirements

ELIGIBLE MATCH – Grants may require some level of MATCH investment from the Sub-grantee organization. Matching investment may only be included if goods or services are provided during the term of the agreement and are necessary for the completion of the project. The matching investment may be in the form of dollars expended and/or in-kind contributions used toward the project. The Sub-grantee share (match) cannot be used as a match for any other 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 approved Cost Principles.

Matching investments will not be directly reimbursed.

Examples of possible match include:

- **Hard Dollars** - Matching investment can include actual costs incurred as documented above.
 - A hard dollar match includes anything directly purchased for the grant work with costs incurred by the grantee where money has changed hands, including time spent by employees on grant related activities. Time spent by employees on eligible project activities must include the same documentation as listed above for the Labor category for grant share.
 - Required documentation will include payment receipts, canceled checks, or official accounting records detailing expenses and related goods and service provided. Physical cash transactions are unallowable with DFFM grants.
- **In-kind Contributions** - includes the use of the sub-grantees's or their partners' on-hand supplies, use of third party donations of supplies or equipment, or the value of professional services provided at the professional rate.
 - Use of in-kind contribution of goods or services from another business or organization may be counted as in-kind match with proper documentation. Property or use thereof shall be assigned a fair market value per applicable Cost Principles and should include a letter of documentation from the donating party, if necessary. Use of donated equipment shall consist of signed time logs, detailing day(s) or hours of use, accepted rate, and project specific function.
- **Volunteer** - Volunteer labor hours shall conform to documented standard 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 sign in sheets must include a supervisor's signature. Volunteer timesheets should be filled out and signed on the day work was completed.
 - 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, but will still require accurate timesheets.



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: Match %:

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
	<input type="text"/>	<input type="text"/>	\$0.00

This Reimbursement Period: (Period Start / End dates) <input type="text"/>			
Item	Reimbursable Costs	Match	Total
Administration	<input type="text"/>	<input type="text"/>	\$0.00
Personnel	<input type="text"/>	<input type="text"/>	\$0.00
Contracted Services	<input type="text"/>	<input type="text"/>	\$0.00
Supplies	<input type="text"/>	<input type="text"/>	\$0.00
<input type="text"/>	<input type="text"/>	<input type="text"/>	\$0.00
<input type="text"/>	<input type="text"/>	<input type="text"/>	\$0.00
<input type="text"/>	<input type="text"/>	<input type="text"/>	\$0.00
Volunteer time	N/A	<input type="text"/>	\$0.00
In-Kind Contributions	N/A	<input type="text"/>	\$0.00
Total:	\$0.00	\$0.00	\$0.00

FOR DFFM USE ONLY

Cumulative Project Totals (This period request added to all previous reimbursement requests):			
	Reimbursable Costs	Match	Total
	\$0.00	\$0.00	\$0.00

*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 requirements are met.)

Authorized SignatureTitleDate

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