

Arizona Department of Forestry and Fire Management
Grant Agreement No. 24-CWDG-804
Community Wildfire Defense 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 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 # **FS-1500-0045**, dated **09/16/2024**

The Federal Assistance Listing Number is **10.720, Community Wildfire Defense Grant**, 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. 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 **December 31, 2026** unless otherwise terminated or modified pursuant to the terms herein.

V. COMPENSATION AND MATCHING INVESTMENT

Grant funds may be utilized for up to **85%** of the total cost of this program.

A contribution by the Sub-grantee for an additional **Cost Share Match of 15%** 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 \$250,000.00**

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 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).

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.

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 the 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. 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 grant the 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) Required Not Required

Project Center Coordinates (in Decimal Degrees):

35°10'18.6"N; 111°39'43.1"W

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 it 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 Fiscal Contact:

Rick Tadder
211 W. Aspen Ave.
Flagstaff, AZ 86001
928-213-2205
rtadder@flagstaffaz.gov

Principal Sub-grantee Programmatic Contact:

Neil Chapman
211 W. Aspen Ave.

Flagstaff, AZ 86001
928-213-2512
neil.chapman@flagstaffaz.gov

Principal Arizona State Forestry Contact:

Karl Gehrke, Grants Coordinator
Arizona Department of Forestry
and Fire Management
1110 West Washington, Suite 500
Phoenix, AZ 85007
602/909-9141
kgehrke@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:

<u>STATE FORESTRY</u>	<u>SUB-GRANTEE</u>
Karl Gehrke Grants Coordinator Arizona Department of Forestry and Fire Management 1110 West Washington, Suite 500 Phoenix, AZ 85007 602/909-9141 kgehrke@dffm.az.gov	Stacey Brechler-Knaggs Grants, Contracts & Emergency Management Director 211 W. Aspen Ave. Flagstaff, AZ 86001 928-213-2227 sknaggs@flagstaffaz.gov

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 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.

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 Format

Additional Certifications (require separate signatures):

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

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 W. Aspen Ave. Flagstaff, AZ 86001</p> <p>Vendor ID: Address Code:</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

Fire Management Officer

Date: _____

ATTACHMENT A

**Project Application
(Cover Sheet)**



[Home](#) [Applicant Login](#) [Reviewer Login](#) [Admin Login](#) [Search Applications](#)

Application :: AZ / Greater Flagstaff

Submitted on Nov 7, 2023

Applications

Grant Sections	Reviews			Average
	#1	#2	#3	
2. Expiration Date	0	0	0	0.00
4. Purpose	0	0	0	0.00
5. Grant Component Type	0	0	0	0.00
6. At-Risk Community	0	0	0	0.00
7. Roofing Code/Ordinance	0	0	0	0.00
8. Grant Waiver	0	0	0	0.00
9. Project Description	8	10	6	8.00
11. Budget Explanation	8	10	8	8.67
12. Accomplishments	9	10	8	9.00
13. Collaboration	10	9	8	9.00
14. Landscape Impacts	10	9	8	9.00
15. Project Sustainability	10	10	5	8.33
16. Low-Income Community	10	10	10	10.00
17. Severe Disaster Impact	0	0	0	0.00
18. Wildfire Hazard Potential	20	20	20	20.00
Review Total Score:	85	88	73	82.00
Review Rank:	5	3	5	4.33

FY 2023 USDA Forest Service Community Wildfire Defense Grant Application	File Name		
	State: AZ	Keyword:	Greater Flagstaff
	Region:	Priority:	Id:
	Administration Information		
	Funds Requested:	\$250,000	
	Match:	\$45,000	
	Score: 82.00	Ranking:	Project Funding: \$295,000

1	Proposal Cooperator [AZ]					
	Cooperator Organization:	Ponderosa Fire Advisory Council				
	Contact Person:	Private information removed for privacy				
	Address:	Private information removed for privacy				
	City:	Flagstaff	State:	ARIZ	ZIP Code:	86001
	Phone:	Private information removed	Email:	Private information removed for privacy		

1	Applicant Information [AZ]					
	Applicant:	City of Flagstaff				
	Contact Person:	Private information removed for privacy				
	Address:	Private information removed for privacy				
	City:	Flagstaff	State:	ARIZ	ZIP Code:	86001
	Phone (work/cell):	Private information removed	Fax:	Private information removed for privacy		
	Email:	Private information removed for privacy				
Federal Tax ID:	86-0359917	UEI:	XMMUMPKTLVQ3			

Provide the expiration date for your sams.gov Unique Entity Identifier (UEI) number registration. Note: The UEI# and an active sam.gov registration are needed to apply for the grant.

UEI # and Sams.gov Expiration Date

City of Flagstaff Unique Entity Identifier (UEI) number registration: XMMUMPKTLVQ3
Expires 4/20/2024

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Project Information

3	Name of the Project:	Greater Flagstaff Region CWPP Update
	Community Name(s):	Flagstaff, Sedona, Kachina Village, Mountaineire, Mormon Lake, Parks, Belmont
	Counties:	Coconino and Yavapai
	Congressional District:	AZ 2nd

GIS Coordinates

Ref. Point Name: Flagstaff
 Lat/Long: 35.182979, -111.612852
 Description: City of Flagstaff

Ref. Point Name: Sedona
 Lat/Long: 34.852610, -111.803874
 Description: City of Sedona

Area Name: GFR CWPP North
 Boundary Lat/Longs: 35.316976, -111.991643; 35.423560, -111.755730; 35.427262, -111.568571

Description: Northern boundary of CWPP

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Area Name: GFR CWPP South
 Boundary Lat/Longs: 34.838939, -111.883199; 34.752908, -111.762449; 34.879440, -111.478670

Description: Southern boundary of CWPP

Area Name: GFR CWPP West
 Boundary Lat/Longs: 35.316187, -111.969108; 35.092797, -111.955539; 34.843254, -111.923924

Description: Western boundary of CWPP

Area Name: GFR CWPP East
 Boundary Lat/Longs: 35.207006, -111.406616; 35.055975, -111.438544; 34.899692, -111.372895

Description: Eastern boundary of CWPP

Provide a brief overview and purpose statement for the project, addressing the overall intent of this program to assist communities with planning and mitigating their risk against wildfire.

Brief Project Overview and Purpose

The Greater Flagstaff Region (GFR) is surrounded by the largest continuous ponderosa pine forest in the world. It is flanked by sacred peaks and canyons. The ponderosa pine forests of northern Arizona have existed for thousands of years and evolved to benefit from frequent wildland fires ignited by both seasonal monsoonal weather patterns and indigenous cultural burning practices. Unfortunately, more than a century of fire suppression and exclusion-based management has significantly altered the natural vegetation structure and pattern. These changes have created conditions where wildfires now threaten the GFRs natural resources, water supply, economy, infrastructure, and quality of life.

The overall intent of this proposal is to facilitate an update to the GFR Community Wildfire Protection Plan (CWPP) based on identifying risks, communicating solutions, and tracking progress across both the built environment and community-based priority watersheds.

The collaborative groups responsible for developing the original 2005 GFR CWPP (and the 2012 and 2018 updates) were the Ponderosa Fire Advisory Council (PFAC) and the Greater Flagstaff Forests Partnership (GFFP). The PFAC is an organized partnership of Emergency Service Organizations in the Greater Flagstaff Region. The GFFP is a community-based organization that supports collaborative forest ecosystem restoration efforts surrounding Flagstaff. Both organizations were established in the GFR in the mid 1990s.

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The PFAC organization includes Flagstaff Fire Department, Summit Fire and Medical District, Highlands Fire District, Ponderosa Fire District, Pinewood Fire District, Mormon Lake Fire District, Coconino County Sheriffs Office, and Guardian Medical Transport. Federal partners include the Coconino & Kaibab National Forests, BIA, BLM, and NPS. State partners include the Arizona Department of Forestry and Fire Management and Arizona Department of Transportation. These PFAC partners have collaboratively developed this proposal to update and modernize the GFR CWPP.

The GFR has seen significant population growth, increasing from about 100K people when the original CWPP was drafted in 2005, to over 145K now. Much of this new built environment exists in wildland urban interface areas that are at significant risk of wildfire impacts. The International Wildland-Urban Interface Code in Flagstaff and Sedona are the "stick" but much of our GFRs community's success depends on the "carrots" offered through outreach and education.

2005 GFR CWPP https://flagaz-my.sharepoint.com/:b:/g/personal/neil_chapman_flagstaffaz_gov/EY1UbCwMY6hGuldgAjQDa-IB-qxZwYma01yw0a2HGI6mOA?e=dAYeQd. 2012 GFR CWPP Update: https://flagaz-my.sharepoint.com/:b:/g/personal/neil_chapman_flagstaffaz_gov/Ec7DVYILApREj8wNA8vV59QBvi09YaFqKSj7nhfSaYR9UA?e=sieMbp. 2018 GFR CWPP Update: https://flagaz-my.sharepoint.com/:b:/g/personal/neil_chapman_flagstaffaz_gov/EbEJYLFsNLZCrK_RfuWFC2ABm6o-vr82s7CS-Gbli5SpcQ?e=AhQuUw

Respond with the grant component type that applies to the application: (please select only one per application)

1.) Creating or Updating a Community Wildfire Protection Plan (CWPP) that is more than five (5) years old.

2.) Project described in a CWPP that is less than ten (10) years old. Include the Name and Date of the CWPP. (See NOFO for CWPP alternative requirements such as Hazard Mitigation Plans)

Grant Component Type

This proposal is a request for funding to update a Community Wildfire Protection Plan (CWPP) that is more than five (5) years old.

The Community Wildfire Protection Plan for Flagstaff and Surrounding Communities in the Coconino and Kaibab National Forests of Coconino County, Arizona (Greater Flagstaff Area CWPP) was first drafted in January 2005. It was reviewed and revised in May 2012 and again in July 2018.

5 Janu 2005 CWPP https://flagaz-my.sharepoint.com/:b:/g/personal/neil_chapman_flagstaffaz_gov/EY1UbCwMY6hGuldgAjQDa-IB-qxZwYma01yw0a2HGI6mOA?e=KjANxB

May 2012 Update https://flagaz-my.sharepoint.com/:b:/g/personal/neil_chapman_flagstaffaz_gov/Ec7DVYILApREj8wNA8vV59QBvi09YaFqKSj7nhfSaYR9UA?e=OezeoD

July 2018 Update https://flagaz-my.sharepoint.com/:b:/g/personal/neil_chapman_flagstaffaz_gov/EbEJYLFsNLZCrK_RfuWFC2ABm6o-vr82s7CS-Gbli5SpcQ?e=SkxAPh

Map https://flagaz-my.sharepoint.com/:b:/g/personal/neil_chapman_flagstaffaz_gov/Edv2nRaidQJAJ8zY32YrW9gB5XpblzELRQRjt-dcYSYrg?e=l1pWaG

Please respond yes or no if the community is considered "at-risk" (please refer to the definition within the NOFO). Provide a web link to the verification source. (Note: At-Risk is a basic eligibility requirement of this grant opportunity. If the answer to this question is "no," do not proceed with the application process.)

Is your community considered "at-risk"

The GFR CWPP community is considered at-risk based on the definition in the NOFO. Every community identified within the GFR CWPP Footprint is considered at-risk:

Flagstaff <https://wildfirerisk.org/cwdg-tool/400023620>

Sedona <https://wildfirerisk.org/cwdg-tool/400065350>

Kachina Village <https://wildfirerisk.org/cwdg-tool/400036475>

6 Mountaineer <https://wildfirerisk.org/cwdg-tool/400047820>

Doney Park <https://wildfirerisk.org/cwdg-tool/400019740>

Fort Valley <https://wildfirerisk.org/cwdg-tool/400025045>

Munds Park <https://wildfirerisk.org/cwdg-tool/400048170>

Parks <https://wildfirerisk.org/cwdg-tool/400053350>

Bellefont <https://wildfirerisk.org/cwdg-tool/400005700>

Mormon Lake <https://wildfirerisk.org/cwdg-tool/400047680>

Do you currently have, or will you adopt prior to grant award, an ordinance or regulation that requires that roofs for new building construction, as well as the reroofing or replacement of a roof on existing buildings, adheres to standards that are similar to, or more stringent than, the roof construction standards established by the National Fire Protection Association or

applicable model building code established by the International Code Council (this is not a requirement for eligibility but determines the source of funds).

Roofing Code/Ordinance

7 The existing GFR CWPP footprint includes the City of Flagstaff and the Sedona Fire District. Both communities have adopted versions of the International Wildland-Urban Interface Code (IWUIC). These versions on the IWUIC cover about 65% of the population within the GFR CWPP area.

The communities included in the GFR CWPP footprint outside of Sedona and Flagstaff city limits must follow Coconino County codes that require new and remodeled roofs to comply with Uniform Building Code Class A and B ratings.

Are you planning on applying for a grant match waiver based on the project serving an underserved community? Please respond yes or no. If yes, include sufficient supporting documentation in your waiver request to demonstrate that the community is disadvantaged by either using the Climate and Economic Justice Screening Tool (CEJST) or by meeting the Low-Income definition. Note: Underserved communities are eligible to request a match waiver, as well as Tribes, Pacific Island Territories, and the USVI.

Grant Waiver

We are not requesting a grant match waiver even though the current GFR CWPP footprint includes the eligible communities of Flagstaff, Mountainaire, and Fort Valley.

Flagstaff is considered an underserved community and is eligible to apply for a cost-share waiver. It is identified as "disadvantaged" in the Climate and Economic Justice Screening Tool. (Source: Council on Environmental Quality. (2022). Climate and Economic Justice Screening Tool, version 1.0. As reported by the CWDG Data Tool, <https://wildfirerisk.org/cwdg-tool/400023620>)

8 Mountainaire is considered an underserved community and is eligible to apply for a cost-share waiver. It has a median household income of \$54,805. In order to qualify in Arizona, locations must have a median household income less than \$55,217, which is 80% of the national median household income. (Source: U.S. Census Bureau. (2021). American Community Survey. Washington, DC. As reported by the CWDG Data Tool, <https://wildfirerisk.org/cwdg-tool/400047820>)

Fort Valley is considered an underserved community and is eligible to apply for a cost-share waiver. It is identified as "disadvantaged" in the Climate and Economic Justice Screening Tool. (Source: Council on Environmental Quality. (2022). Climate and Economic Justice Screening Tool, version 1.0. As reported by the CWDG Data Tool, <https://wildfirerisk.org/cwdg-tool/400025045>)

10 points. 9000 characters including spaces.

Clearly define the scope of the project, what the project proposes to accomplish, why it is important, and how it supports the Cohesive Wildland Fire Management Strategy and relevant State Forest Action Plan (or equivalent Tribal plan). Provide a comprehensive but succinct overview of the proposed project that includes basic details of who is doing what, where, and why this is important. Explain how the project is described in a CWPP (or acceptable alternative as described in the NOFO). Specify if benefits to traditionally underserved or marginalized audiences are a component of the work.

Project Description

The scope of this request is to fund a transformation of the 2005 GFR CWPP, last updated in 2018, into plan that recognizes our past successes; identifies our immediate challenges; provides modern solutions; and creates a robust digital presence based on informing residents, stakeholders, and partners.

Proposed accomplishments if funded:

1. Create a GFR CWPP Hub Website (City of Flagstaff staff to complete)

This website will be the public facing location for all CWPP accomplishments, and a location to track sensitive home assessment and structure protection plan data using long-in based access.

2. Update the existing CWPP based on State and National standards (selected contractor to complete).

This CWPP update will include a robust community and tribal engagement process. Northern Arizona University and the Ecological Restoration Institute have multiple staff working on social science research with communities in and around the GFR CWPP. We will look to build upon their work and leverage existing efforts.

A CWPP output hope, since there is no guarantee that local efforts can shift state, national, and global risk profiles, is that we can create a novel process that contributes to the local home owners insurance policy coverage crisis. Arizona residents are losing coverage options, and rates are increasing. Our intent is to create a process that is based on showcasing efforts and highlight success stories in a way that may contribute to state wide communications to insurance providers and risk value processes.

This CWPP update will also include coordination with exiting partners like the Insurance Institute for Business & Home Safety, National Fire Protection Association, and the American Property Casualty Insurance Association, with an intention to proactively engage them in the design of innovative development codes, guidelines and incentives.

3. Create a GFR CWPP story map based on the updated document (Selected contractor to complete)

The intent of this story map will be to tell the story of the GFR fire history, where we are today, and where want to go.

4. Create a Project Tracker Tool for Fed, State and Local efforts identified for tracking within the GFR CWPP footprint, and input existing treatment history datasets (Selected contractor to complete)

Intent is to replicate the Santa Clara County Project Viewer Dashboard to represent GFR projects. <https://sccfc.maps.arcgis.com/apps/dashboards/28e6a942a591458fa6657c5b37e9c443>

5. Create a Parcel Level Firewise Assessment and Structure Protection Planning tool and database, based on existing NFPA and NWCG processes. (Selected contractor to complete)

The return on investment with wildfire risk reduction efforts across landscapes and in the built environment is well known to PFAC communities. Every summer PFAC first responders catch multiple human caused wildfires on red flag days without significant difficulty in treated forested areas. History has demonstrated that firewise properties have a much better likelihood of surviving unplanned events, for example, the 2022 Tunnel Fire that destroyed 30 homes in the Summit Fire and Medical District. Investments in wildfire preparation also saved homes and other community infrastructure during the 2014 Slide Fire in the Sedona Fire District. The success outlined in this GFR CWPP update will be based on watersheds and communities receiving wildfire, under nearly all circumstances, without catastrophic impacts.

9 Landscape thinning and beneficial fire treatments across all jurisdictions are occurring at a meaningful pace and scale, but outreach efforts to the PFAC community showing planned and completed projects are not well organized. Creating a digital presence for this map will better inform the community while increasing social license for increasing the pace and scale of treatments.

The 2014 Flagstaff Watershed Protection Project Cost Avoidance Study documented that catastrophic wildfire impacts within the GFR CWPP across just the Dry Lake Hills area of the Upper Rio de Flag watershed, and the Mormon Mountain area of the Lake Mary watershed

This project will organize parcel level risk assessments with an intent to analyze the data and identify where increased investments are needed, enabling PFAC organizations to increase our level of service, especially to underserved and/or marginalized communities.

While PFAC partners have limited ability to influence insurance company decision making, we understand that the ability to better document wildfire risk reduction efforts, especially at the parcel and community scale, can help reduce the uncertainty that supports rate increases and loss of coverage for homeowners.

Wildfire risk reduction goals of the GFR CWPP are aligned locally with The City of Flagstaffs Carbon Neutrality Plan (Community Resilience, Healthy Forests and Open Space priorities) and the Sedona Community Plan (Environment priority).

<https://gis.flagstaffaz.gov/portal/apps/sites/#!/carbon-neutrality-plan>
<https://www.sedonaaz.gov/your-government/departments/community-development/community-plan>

Wildfire risk reduction goals of the GFR CWPP are aligned with the Coconino County Multi-Jurisdiction Hazard Mitigation Plan, which identifies negative impacts of unnatural wildland fire as the highest risk for the County.

https://www.coconino.az.gov/DocumentCenter/View/8916/Coconino-County-MJMHMP_20101?bidId=

The proposed CWPP update will align with the Arizona Department of Forestry and Fire Managements 2020 Arizona Forest Action Plan by maintaining and improving local efforts to reduce wildfire risk to priority landscapes and communities (p.89). It also supports all four Goals within the Plan:

1. Collaborate in a way that maintains the resiliency of natural vegetation with beneficial fire
2. Invest locally to create "Fire Adapted Communities" that provide shared stakeholder responsibility for resilient landscapes and wildfire preparedness.
3. Collaborate within PFAC to enhance wildland fire management capacity
4. Develop robust digital materials that can inform Arizona public and government leadership about wildland fire

<https://dffm.az.gov/sites/default/files/media/2020%20Forest%20Action%20Plan%20FINAL.pdf>

The proposed CWPP update supports National programs. It includes the ability to improve holistic implementation approaches of the National Cohesive Wildland Fire Management Strategy goals of resilient landscapes (forest treatments), fire-adapted communities (built environment strategies) and improve Safe, Effective, Risk-based Wildfire Response (PFAC coordination). Landscape treatments within the GFR CWPP also include two USDA Wildfire Crisis Strategy fireheds. This update is also aligned with Public Health, Landscapes, Communities, and Response recommendations in the Sept 2023 Wildland Fire Mitigation and Management Commission report.

Current community planning efforts that will be improved with fine scale data provided by an updated GFR CWPP Include:

1. City of Flagstaff Resiliency Preparedness Study, Regional Transportation Plan, Land Availability and Suitability Study, Emergency Operations Plan, and the IWUIC update
2. City of Sedona Community Plan, Climate Action Plan, and Emergency Operations Plan
3. Coconino County Regional Plan, Emergency Operations Plan
4. PFAC Operations Plan

	Grant		Match		TOTAL
	Funds Requested	Applicant	Non-Federal Contributors	Total Project Cost	
1 0	Personnel / Labor:		\$10,000		\$10,000
	Fringe Benefits:				
	Travel:				
	Equipment:				
	Supplies:				
	Contractual:	\$225,000			\$225,000
	Other:		\$35,000		\$35,000
	Indirect Costs:	\$25,000			\$25,000
	TOTAL:	\$250,000	\$45,000		\$295,000

10 points. 5000 characters including spaces.

Provide any additional remarks needed to clarify your budget request. Clearly explain how the budget will be spent by line item, sources of match, and how expenditures are applicable and relevant to the goals and objectives of the project. The budget narrative must describe how the grant funds will be spent with specific detail for each grant expenditure. It must describe how expenditures are applicable and relevant to the goals and objectives of the project. A project proposal must also show how the applicant will meet matching requirements or qualify for a waiver. If qualified for a waiver, you do not need to show funding in the match column.

Project Budget Explanation

Budget Line Items:

\$225,000 request for a Contract to:

1. Update the existing GFR CWPP based on State and National standards, and facilitate a robust community planning process
2. Create a GFR CWPP story map based on the updated document
3. Create a Project Tracker Tool for all relevant Fed, State and Local efforts within the GFR CWPP footprint

\$25,000 request for the 10% Indirect Cost Rate for the City of Flagstaff to manage this grant and contracting process

\$35,000 Contribution: PFAC cash from the City of Flagstaff FWPP bond funding, to support the Contract items above

\$10,000 Contribution: City of Flagstaff Staff time to 1) Create the GFR CWPP Hub Website and 2) Manage the CWPP update process

- 1 PFAC individual staff time support will be tracked and estimated but not formally documented as match. Many different
- 1 organizations and people will be contributing and a formal documentation process is too burdensome.

These estimates were developed based on planning meetings with:

1. Fire Adapted Communities Learning Network staff and core-network partners
2. Multiple private organizations that provide CWPP services
3. The Community Wildfire Planning Center
4. Insurance Industry representatives

If funded, the City of Flagstaff will develop a solicitation request that will be publicly available on www.planetbids.com.

The City of Flagstaff has a very positive track record of managing Federal funds. City of Flagstaff annual financial reports and audits are available here <https://www.flagstaff.az.gov/4826/Annual-Financial-Reports>.

10 points. 8000 characters including spaces.

Clearly define how the project will be accomplished, including at least one of the quantitative accomplishment measures provided in the measurable outcomes table. Identify measurable outcomes and timelines (are the proposed activities clear and achievable, goals defined, outcomes measurable, # of acres treated, # of education/outreach programs, planning/assessment efforts clearly described, etc.). Include metrics for measuring progress towards the accomplishment(s). Describe any applicable less quantifiable return on investments.

Accomplishments

This project will be accomplished utilizing City of Flagstaff staff capacity, PFAC partner capacity, Flagstaff Watershed Protection project funds, and Contractor capacity.

The City of Flagstaff will develop a Request for Bids and will support the contract management process on behalf of PFAC.

Immediate outcomes will include:

1. An updated GFR CWPP document
2. Creation of a Hub Website
3. GFR CWPP Storymap
4. Creation and posting of a Project Tracker Tool
5. Creation and posting of Parcel Level Firewise Assessment and Structure Protection Planning tools and databases
6. Number of CWPP community events hosted and an estimate of individuals present

Measurable Outcomes as GFR CWPP Implementation Occurs based on Project Tracker and Assessment Tools:

- 1** 1. Number of parcels assessed (firewise and structure protection plans)
- 2** 2. Number of parcels documented to have taken firewise action
3. Number of forested acres treated within the GFRCWPP footprint (City, State, Federal)
4. Number of current and new Firewise USA certified communities

PFAC will aim for the following timeline after receiving the grant award:

1st quarter: Create the core PFAC planning team; develop roles, responsibilities, and meeting schedule; promote CWPP update to the public; identify and notify potential additional stakeholders

2nd quarter: PFAC will finalize RFP documents and submit to City of Flagstaff team; City of Flagstaff IT staff will initiate Hub Website development

3rd quarter: City of Flagstaff legal, contracting and procurement staff finalize RFP review and post on Planetbids.com, the City of Flagstaff's procurement website

4th quarter: PFAC reviews proposals and selects a contractor; Hub Website finalized and made public

5th quarter: Initial meeting with selected contractor; new GFR CWPP timeline of events to be established

10 points. 8000 characters including spaces.

The application should clearly define collaborative elements, including support from partners, agencies, landowners, and communities. A project proposal must identify partners that will be actively engaged in carrying out the project and add value to project planning and implementation, with a description of each partner's role. Collaboration may be qualitative in nature, and the contribution of a partner may be more than the number of partners involved.

1.) Identify partners that have demonstrated a commitment and add value towards planning and carrying out the project.

2.) Describe what these partners and collaborators contribute.

3.) Demonstrate residual positive benefits as a result of collaboration related to capacity, skills, knowledge, infrastructure, or a replicable approach, among others.

Collaboration

Successful wildfire risk reduction based collaboration is well established in the Flagstaff area. Although selected PFAC first responders will make up the core team and lead this GFR CWPP update process, communication with all members of PFAC and the GFFP is a significant commitment. Both organizations have been in place and working together for over 25 years.

The PFAC includes Flagstaff Fire Department, Summit Fire and Medical District, Highlands Fire District, Ponderosa Fire District, Pinewood Fire District, Mormon Lake Fire District, Coconino County Sheriffs Office, City of Flagstaff Office of Emergency Management, Coconino County Office of Emergency Management, and Guardian Medical Transport. Federal partners include the Coconino National Forest, Kaibab National Forest, and National Park Service. State partners include the Arizona Department of Forestry and Fire Management and Arizona Department of Transportation.

The GFR CWPP footprint includes 10 current NFPA Firewise USA Communities: LaBarranca II, Sedona, Yavapai County; Cottages at Coffeepot HOA, Sedona, Yavapai County; Flagstaff Ranch Golf Club, Flagstaff, Coconino County; Forest Highlands, Flagstaff, Coconino County; Linwood Heights HOA, Flagstaff, Coconino County; Lockett Ranches, Flagstaff, Coconino County; Mount Elden Estates, Flagstaff, Coconino County; Pine Canyon, Flagstaff, Coconino County; Pinnacle Pines, Flagstaff, Coconino County; Sunset Vista Estates, Flagstaff, Coconino County. In collaboration with the Arizona Department of Forestry and Fire Management, the PFAC will continue to provide support for these communities as well as support the recruitment of additional communities.

The GFFP includes many of the PFAC organizations. Notable additions include City of Flagstaff Storm Water and Waters Services, Coconino County Flood Control District, Arizona Department of Environmental Quality, Northern Arizona University, the Ecological restoration Institute, Sierra Club, Arizona Public Service, Salt River Project, National Forest Foundation, the Grand Canyon Trust, Arizona Game and Fish Department, American Conservation Experience, Arizona Conservation Corps, and multiple private sector timber businesses. GFFP

- 1**
- 3** Greater Flagstaff Region Fire Fighters have been collaborating on wildfire response and community risk reduction, both on the fire line and in public meetings, for many years. Local Fire Fighters are well positioned to lead this effort as local studies continue to show that municipal and federal fire fighters are the most trusted members in the GFR community.

to show that municipal and federal fire fighters are the most trusted members in the GFR community.

Within the GFR CWPP footprint are the San Francisco Peaks, known as Dookoosiid to the Din (Navajo) People and Nuva'tukya' ovi to the Hopi People. The highest summit in the range, Humphreys Peak, is the highest point in the state of Arizona at 12,637 feet (3,852 m) in elevation. The San Francisco Peaks have considerable religious significance to many Indigenous people across the southwest. Consultation and collaboration with Indigenous communities, based on intent to integrate their values, concerns and suggestions through the GFR CWPP update process, will be a top priority. Existing partnerships that will help PFAC navigate this process include NAU's Institute for Tribal Environmental Professionals and the Indigenous Peoples Burning Network. The City of Flagstaff Public Affairs section includes a Coordinator for Indigenous Initiatives that will also support outreach efforts.

Flagstaff Fire Department, Summit Fire and Medical District, Highlands Fire District, Pinewood Fire District, Ponderosa Fire District, and Sedona Fire District have all invested in stand alone wildfire risk reduction positions to increase knowledge depth and capacity. FFD has 8 full time staff in their Wildland Fire Management Division. Highlands Fire District and Pinewood Fire District co-staff a Type 2 Initial Attack crew (Bear Jaw) with 6 permanent year round staff.

Successful collaborative efforts in the Flagstaff area that have resulted in increasing social license for both large scale public planning processes and treatment implementation include Flagstaff Watershed Protection Project (FWPP) and the Four Forest Restoration Initiative (4FRI). Since 2012, FWPP has completed over 10K acres of the 50K acre goal. Since 2010, 4FRI has completed thinning and burning plans across 2.5 million acres and averages 15K acres of thinning and nearly 50K acres of broadcast and non-broadcast burning each year across northern AZ.

10 points. 8000 characters including spaces.

Clearly define the scale of the project, including relationships with past, present, or future projects that, when combined, offer more benefits than when taken individually. Describe the overall landscape and land ownership that the project influences in addition to the defined project area. Specify areas targeted for planning or mitigation. Clearly describe each proposed activity and include details on where they will be occurring. Include the approximate number of structures that will benefit from the proposed action.

Landscape Impacts

The project area of the GFR CWPP encompasses nearly 1,000,000 acres of federal, state, municipal and private lands. The roughly 1,465-square mile area stretches from the San Francisco Peaks to below the Mogollon Rim, and is in the midst of the largest continuous ponderosa pine forest in the world.

The area includes lands that are sacred to multiple southwestern tribes, portions of two counties (primarily Coconino, with a very small part of Yavapai), two cities and their associated adjacent areas (Flagstaff and Sedona), and several unincorporated communities.

Ecosystem types are diverse and include alpine tundra, spruce-fir, wet mixed conifer, aspen, dry mixed conifer, ponderosa pine, pine-oak, pinon-juniper, and grassland. Natural tree densities can vary from 0 in grasslands to greater than 300 per acre in dense, high elevation forests.

The Coconino and Kaibab National Forests cover 84% of this landscape. Private and local government land covers 9.0%. Arizona State Land and Department of Military and Emergency Affairs covers 6.5%. National Park Service Monuments covers .5% of the area.

- 1** The GFR CWPP area also includes DOD's Naval Observatory Flagstaff Station, High voltage overhead powerlines, El Paso Natural Gas above ground stations, Burlington Northern Santa Fe Railroad, Interstate 17 and 40, State Highways 3, 89A, and **4** 180, Cell Phone Towers, Mt. Elden Tower Sites, Mormon Mountain Tower Sites, and Schnebly Hill Tower Sites.

The FWPP and 4FRI efforts have resulted in all surrounding USFS lands having a wildfire risk reduction based NEPA plan in place for both thinning and burning. These two efforts are ongoing with ambitious annual targets, allowing for local collaborative groups to increase their focus on the built environment as wildfire risk is slowly being reduced on forested acres but continues to grow on private lands. Impactful funding sources for FWPP and 4FRI include the USDA, DOI, City of Flagstaff, Coconino County, National Forest Foundation, Arizona Department of Forestry and Fire Management, Department of Defense Readiness and Environmental Protection Initiative, and the Salt River Project.

Fuel reduction and restoration treatments primarily occur on public lands but private lands are targeted for hazardous fuel reduction as needed. Parcel level risk assessments will occur on private lands but community risk assessments will consider all lands.

While the total number of structures in the GFR CWPP is not currently known, the population of the area is approximately 145K with another 20,000+/- visitors in the area on any given day.

Previous GFR CWPP public land and community priorities will be updated during this process. Existing public land priorities are currently managed via the Coconino National Forest and Kaibab National Forest 5-year programs of work, and the Flagstaff Watershed Protection Project.

10 points. 8000 characters including spaces.

Clearly define how or if the project will sustain itself after the grant period is over. Describe any plans or steps that will be taken to continue the project benefits beyond the life of the grant as well as who or what organizations are responsible.

Project Sustainability

The sustainability and implementation of the GFR CWPP beyond this update will be managed through ongoing collaborative efforts like PFAC, GFFP, FWPP, and 4FRI. As it has been for the last 20 years, PFAC and GFFP, led by the City of Flagstaff and the Sedona Fire District, will be the long term stewards of this CWPP effort.

The GFR CWPP footprint includes 10 Firewise USA Communities: Along with the Arizona Department of Forestry and Fire Management, the PFAC will continue to provide support for these communities as well as support the recruitment of additional communities. The PFAC includes multiple permanent staff positions that are able to support all aspects of the NFPA Firewise USA application and renewal processes.

1
5 The social license social license for both large scale public planning processes and treatment implementation, and expectation that efforts outlined in the GFR CWPP continue, is well established with no sign of decreasing. The City of Flagstaff Fire Department and its Wildland Fire Management Division are maintained through a combination of general funds and environmental management fees that provide a stable and reliable source of funding. When surveyed, the GFR community continues to strongly support programs that reduce wildfire risk.

The Ecological Restoration Institute's Nov 2020 white paper "Local Experiences with the 2019 Museum Fire and Associated Flood Risk" documents a majority of the Flagstaff community finds taxes based on strategies that reduce wildfire risk as acceptable. The 2012 FWPP bond election passed with 74% support. A recent 2022 City of Flagstaff ballot initiative to fund new wildland fire trucks and post fire flood mitigation passed with 72% support.

Considering that 84% of the GFR CWPP footprint is USFS land, a collaborative land management space is ensured through the NEPA process.

An updated GFR CWPP has the ability to extended its impact through other community planning process, for example a Resiliency Preparedness Study, a Land Availability and Suitability Study, multiple Emergency Operations Plans, and future IWUIC updates. The City of Flagstaff is preparing to review and update the adopted IWUI code. An updated GFR CWPP will certainly support that process and set it up for future success. Although Coconino County does not have robust firewise codes, the CWPP update can help advocate for voluntary efforts and support future community discussions.

10 points. 3000 characters including spaces.

Does this project benefit a low-income community as defined in the NOFO?

Please respond yes or no. Provide a description and web link to the verification source.

Does this project benefit a low-income community?

Yes.

1
6 Mountaineer is within the GFR CWPP footprint and meets the "low income" criteria. It has a median household income of \$54,805. In order to qualify in Arizona, locations must have a median household income less than \$55,217, which is 80% of the national median household income. (Source: U.S. Census Bureau. (2021). American Community Survey. Washington, DC. As reported by the CWDG Data Tool, <https://wildfirerisk.org/cwdg-tool/400047820>)

10 points. 3000 characters including spaces.

Has this community been impacted by a severe disaster within the previous 10 years? Please respond yes or no. Provide a description and web link to the verification source. Clearly demonstrate and document whether the project benefits a community that has been impacted by a severe disaster within the previous ten (10) years, and clearly exhibit how the severe disaster increased wildfire risk and/or hazard and was of a scale and scope to have had landscape impacts (please see full definition later in this NOFO). Note: simply listing a disaster will not suffice; you must explain how this disaster has impacted the community's wildfire risk and hazard (not all disasters will qualify for points if it cannot be shown they have influenced the community's risk or hazard).

Has this community been impacted by a severe disaster?

Yes

2015 Slide Fire, 2019 Museum, 2021 Museum Fire Flooding, 2022 Tunnel and Pipeline Fires were all declared severe disasters by FEMA. (Source: Federal Emergency Management Agency. (2023). Disaster Declarations Summary. As reported by the CWDG Data Tool, <https://wildfirerisk.org/cwdg-tool/400005700>)

Communities within the GFR CWPP footprint have experienced multiple severe wildfire and post-fire flooding disasters.

The 2010 Schultz Fire was a management action point for much of the GFR community. That 15K acre fire scar continues to impact communities below with post-fire flooding most every year. The Ecological Restoration Institutes "August 2021 "Full-Cost Accounting Remeasurement of the 2010 Schultz Fire" documented that costs continued to accrue over 10 years. "The total cost of the Schultz Fire for the ten-year assessment period was conservatively estimated to be between \$95.8 million and \$100.7 million in 2021. The cost to rebuild the City of Flagstaff's Inner Basin Waterline, heavily damaged in post Schultz Fire flooding, exceeded \$5M.

1
7 The 2015 Slide Fire impacted 21K acres within the GFR CWPP. The Sedona community continues to be at risk of post fire flooding even 10 years later as slopes in Oak Creek Canyon are still compromised.

The 2019 Museum Fire was only 2,000 acres but continues to impact GFR CWPP communities with ongoing flooding concerns. Significant municipal government capacity and funding has gone into flood mitigation efforts. In 2021, multiple severe storms contributed to flooding below the Museum Fire scar. The City of Flagstaff Stormwater Division expects Museum Fire costs will exceed \$30M in costs, with more than \$10M in costs for Coconino County.

In April 2022, the 27K acre Tunnel Fire burned over 30 structures in the GFR CWPP footprint. Two months later, the 27K acre Pipeline Fire burned along side the Tunnel Fire scar and reburned much of the Schultz Fire, contributing to significant post-fire flooding and forest habitat losses. Both of these fires continue to create economic losses for GFR CWPP communities through property value losses and quality of life impacts. The City of Flagstaff Stormwater Division expects Pipeline Fire damages to the Inner Basin Waterline will exceed \$16M.

GFR CWPP communities will continue to be at risk of post fire flooding for many years as recovery of vegetation on steep slopes from the Slide, Museum, and Pipeline Fires is very slow.

20 points. 3000 characters including spaces.

Please respond yes or no, if this project is located within an area identified as having high or very high wildfire hazard potential as defined by a state, regional, tribal, territorial, or national wildfire hazard potential assessment. Provide a description and web link to the verification source.

Does the project location have wildfire hazard potential?

Yes.

Every single community within the GFR CWPP meets the "wildfire hazard potential" definition.

Flagstaff, AZ, meets the "wildfire hazard potential" criteria and has a higher wildfire hazard potential than 97.1% of communities in the nation. (Source: Wildfire Risk to Communities. Scott JH, Gilbertson-Day JW, Moran C, Dillon GK, Short KC, & Vogler KC. (2020). Wildfire Risk to Communities: Spatial datasets of landscape-wide wildfire risk components for the United States. Fort Collins, CO: Forest Service Research Data Archive. Updated 25 November 2020. As reported by the CWDG Data Tool, <https://wildfirerisk.org/cwdg-tool/400023620>)

Sedona, AZ, meets the "wildfire hazard potential" criteria and has a higher wildfire hazard potential than 96.6% of communities in the nation. <https://wildfirerisk.org/cwdg-tool/400065350>

Kachina Village, AZ, meets the "wildfire hazard potential" criteria and has a higher wildfire risk to homes than 98.1% of communities in the nation. <https://wildfirerisk.org/cwdg-tool/400036475>

1 Mountainaire, AZ, meets the "wildfire hazard potential" criteria and has a higher wildfire risk to homes than 98.9% of communities in the nation. <https://wildfirerisk.org/cwdg-tool/400047820>

8 Doney Park, AZ, meets the "wildfire hazard potential" criteria and has a higher wildfire hazard potential than 97.8% of communities in the nation. <https://wildfirerisk.org/cwdg-tool/400019740>

Fort Valley, AZ, meets the "wildfire hazard potential" criteria and has a higher wildfire risk to homes than 99.2% of communities in the nation. <https://wildfirerisk.org/cwdg-tool/400025045>

Munds Park, AZ, meets the "wildfire hazard potential" criteria and has a higher wildfire risk to homes than 98.4% of communities in the nation. <https://wildfirerisk.org/cwdg-tool/400048170>

Parks, AZ, meets the "wildfire hazard potential" criteria and has a higher wildfire risk to homes than 98.5% of communities in the nation. <https://wildfirerisk.org/cwdg-tool/400053350>

Bellefont, AZ, meets the "wildfire hazard potential" criteria and has a higher wildfire risk to homes than 98.8% of communities in the nation. <https://wildfirerisk.org/cwdg-tool/400005700>

Mormon Lake, AZ, meets the "wildfire hazard potential" criteria and has a higher wildfire risk to homes than 84.5% of communities in the nation. <https://wildfirerisk.org/cwdg-tool/400047680>

Community Wildfire Defense Grant

ATTACHMENT B
(Cover Sheet)

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

PROJECT SCOPE:

The Greater Flagstaff Region (GFR) is surrounded by the largest continuous ponderosa pine forest in the world. It is flanked by sacred peaks and canyons. The ponderosa pine forests of northern Arizona have existed for thousands of years and evolved to benefit from frequent wildland fires ignited by both seasonal monsoonal weather patterns and indigenous cultural burning practices. Unfortunately, more than a century of fire suppression and exclusion-based management has significantly altered the natural vegetation structure and pattern. These changes have created conditions where wildfires now threaten the GFR's natural resources, water supply, economy, infrastructure, and quality of life.

The overall intent of this proposal is to facilitate an update to the GFR Community Wildfire Protection Plan (CWPP) based on identifying risks, communicating solutions, and tracking progress across both the built environment and community-based priority watersheds.

The collaborative groups responsible for developing the original 2005 GFR CWPP (and the 2012 and 2018 updates) were the Ponderosa Fire Advisory Council (PFAC) and the Greater Flagstaff Forests Partnership (GFFP). The PFAC is an organized partnership of Emergency Service Organizations in the Greater Flagstaff Region. The GFFP is a community-based organization that supports collaborative forest ecosystem restoration efforts surrounding Flagstaff. Both organizations were established in the GFR in the mid 1990's.

The PFAC organization includes Flagstaff Fire Department, Summit Fire and Medical District, Highlands Fire District, Ponderosa Fire District, Pinewood Fire District, Mormon Lake Fire District, Sedona Fire District, Coconino County Sheriffs Office, and Guardian Medical Transport. Federal partners include the Coconino National Forest, Kaibab National Forest, and National Park Service. State partners include the Arizona Department of Forestry and Fire Management and Arizona Department of Transportation. These PFAC partners have collaboratively developed this proposal to update and modernize the GFR CWPP.

The Greater Flagstaff Region has seen a significant increase in population, increasing from about 100K people when the original CWPP was drafted in 2005, to over 145K now. Much of this new built environment exists in wildland urban interface areas that are at significant risk of wildfire impacts. The International Wildland Urban Interface Code adopted in Sedona (2007) and Flagstaff (2008) effectively addresses fire spread, accessibility, defensible space, water supply and more, but much of the GFR's community relies on homeowner incentives, outreach, and education to reduce their fire risk.

The scope of this request is to fund a transformation of the 2005 Greater Flagstaff Region CWPP, last updated in 2018, into a plan that recognizes our past successes, identifies our immediate challenges, provides modern solutions, and creates a robust digital presence based on informing residents, stakeholders, and partners.

Proposed Outcomes:

1. Create a GFR CWPP Hub Website (City of Flagstaff staff to complete)
2. Update the existing CWPP based on State and National standards (Selected contractor to complete)
3. Create a GFR CWPP story map (Selected contractor to complete)
4. Create a Project Tracker Tool for all relevant Fed, State and Local efforts within the GFR CWPP footprint (Selected contractor to complete)

The PFAC CWPP steering committee will take the lead in identifying major project tasks/components and will lead the planning and reporting effort.

The City of Flagstaff will lead the procurement process for the CWPP contractor.

PROJECT SCHEDULE:

2025

Q1(Jan-Mar):

- Grant agreement finalization
- Council approval
- Formalize PFAC CWPP Steering Committee

Q2(Apr-Jun):

- Initiate procurement process
- Select vendor
- PFAC CWPP Steering Committee will work with selected vendor formalize a contract

Q3(Jul-Sep):

- Selected vendor will implement specific tasks based on agreed upon contract timeline.
 - Possible deliverables include engagement with PFAC CWPP Steering Committee, value prioritization, and initial wildfire risk mapping

Q4(Oct-Dec):

- Selected vendor will implement specific tasks based on agreed upon contract timeline.
 - Possible deliverables include public engagement, assesment of response capabilities, post-fire flood mitigation strategy development, hub website review

2026

Q1(Jan-Mar):

- Selected vendor will implement specific tasks based on agreed upon contract timeline.
 - Possible deliverables include a public roll out of the draft CWPP, public comment review, project tracker tool integration with hub website and PFAC CWPP Steering Committee

Q2(Apr-Jun):

- Selected vendor will implement specific tasks based on agreed upon contract timeline.
 - Possible deliverables ongoing review of CWPP draft based on public and PFAC CWPP Steering Committee comments, initiation of story map

Q3(Jul-Sep):

- Selected vendor will implement specific tasks based on agreed upon contract timeline.
 - Possible deliverables include a final draft of the CWPP and story map for review, final Steering Committee feedback on hub website and project tracker tool

Q4(Oct-Dec):

- Selected vendor will implement specific tasks based on agreed upon contract timeline.
 - Possible deliverables include a final, closed out contract based on a delivered CWPP, story map, and project track tool

Project:

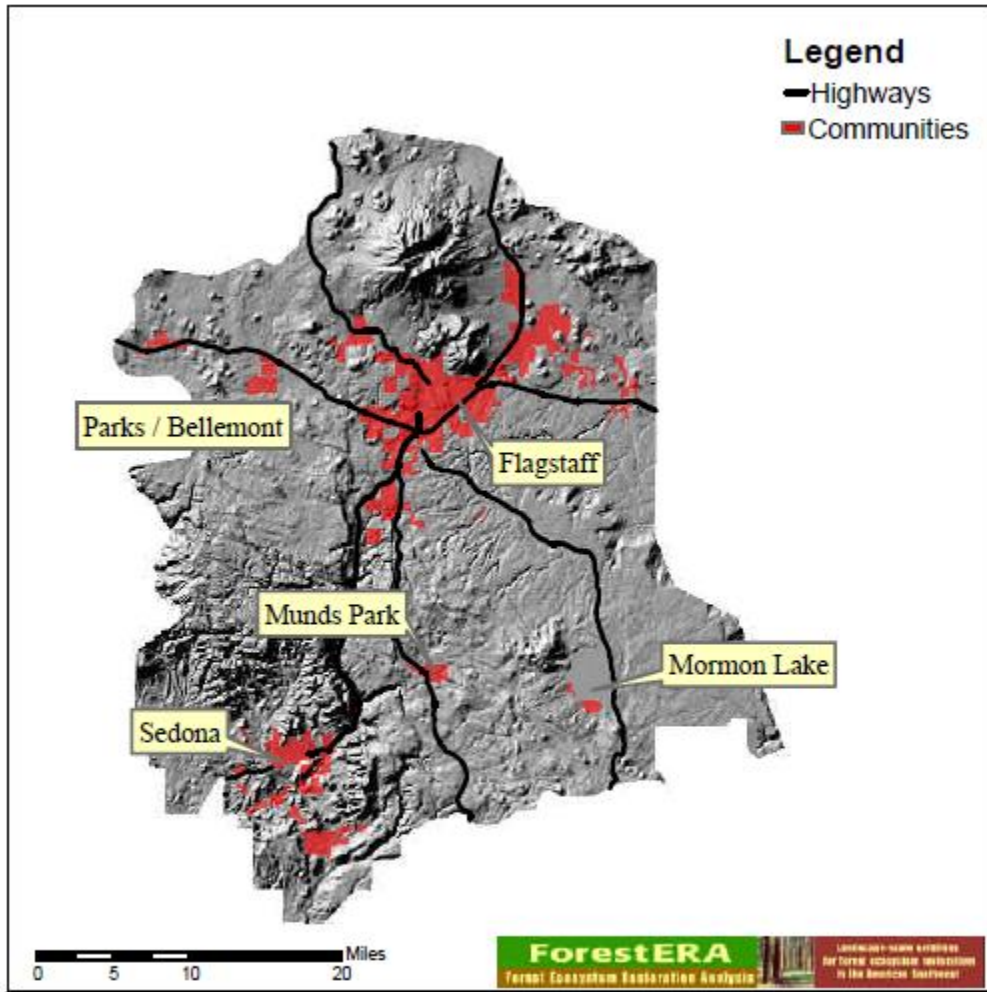
Total Project Budget (by expense type)				
Budget Detail	Grant Share (\$ Amount Requested)	Match		TOTAL
		Match %	Match Total	
		Dollars	In-Kind	
Administrative Labor:				
Project Labor:				
Travel:				
Equipment:				
Supplies:				
Contractual:				
Other1:				
Other2:				
TOTAL:				

Budget Narrative	
<p>Provide a brief explanation of each budget item. Include a mathematical 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>	

Budget Narrative - Continued

Use this additional space to provide a brief explanation of each budget item. Include a mathematical explanation for items that will be reimbursed by grant funds and those that will be provided as project match (add additional pages if needed).

MAP 1



CWPP FOR FLAGSTAFF & SURROUNDING COMMUNITIES

ANALYSIS AREA – COMMUNITIES

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 noncancelable 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 Subgrantee, 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
- (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.

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

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) 7205964 (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 2 CFR 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 2 CFR 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 2 CFR175 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 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.
 - 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.
 - 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-grantee'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)*