

# **Criteria and Instructions**

## **2012 Arizona Wildland Fire**

### **Hazardous Fuels Project Grant Program**

**Overview:** The USDA Forest Service is anticipated to provide funding assistance to Arizona State Forestry for mitigation of fire risk in Wildland Urban Interface (WUI) areas and protection of Arizona communities through reduction of hazardous fuels.

The funding, approximately \$1 million, will be made available through sub-grants from the Arizona State Forestry Division on a reimbursement basis, and awarded through a competitive process with emphasis on hazard fuel reduction and community protection. Priority will be given to projects identified in current Community Wildfire Protection Plans (CWPP) and located adjacent to National Forest land. Grant recipients will be limited to fire departments and fire districts, governments (including state, county, tribal, and local), homeowner associations, and other non-profit (501-c3) organizations. Individuals and for-profit companies do not qualify. Projects must be on non-federal lands: state, private, local government, tribal etc.

Awards will be limited to a minimum of \$5,000 and a maximum of \$200,000 per project and will require a minimum 10% non-federal match investment. (90% grant / 10% match). Projects should be fully achievable within 2 years from award date. Once awarded, grant funds are dispersed after the subgrantee incurs costs, and reports accomplishments and expenses to Arizona State Forestry on a quarterly basis. Qualifying organizations may submit more than one project proposal; however the number of awards to each organization may be limited. Project applications will be accepted through March 9, 2012 and initial grant awards are expected to begin by mid-summer 2012.

**Goal – Reduce Hazardous Fuels to Protect Arizona Communities:** Fuel reduction projects and vegetation treatments have been identified as a means of mitigating wildfire hazards. These are projects that remove or modify fuels in and/or adjacent to WUI development. Effective fuels mitigation treatments can be implemented across jurisdictional boundaries, on adjoining private lands, or within the respective communities. Projects of this type include fuel breaks, thinning, pruning, landscape modifications, etc. The overall purpose is to modify or break up the fuels in such a way as to lessen catastrophic fire and its threat to public and firefighter safety and damage to property. Priority will be given to projects that are immediately adjacent to existing or planned US forest Service hazardous fuels thinning projects. Project proposals should consider all elements required to implement treatments on the ground, which includes acquiring the necessary permits and consultations needed to complete plans and assessments, as well as all field work within the project timeframe.

**Examples of projects that qualify (not all inclusive):**

- Defensible space around homes and structures
- Shaded fuel breaks
- Fuels reduction beyond defensible space
- Removal of slash including piling and burning; mulching; grinding; etc.
- Prescribed fire

**Examples of Projects that DO NOT Qualify (not all inclusive):**

- Information and Education programs
- Preparedness and suppression capacity building; such as purchase of fire department equipment.
- Small business start-up funding
- Research and development projects
- Website, GIS, and database projects
- Infrastructure and construction projects (building remodel, bridges, road maintenance/infrastructure, water development)
- Projects that only include assessment activity and no related treatment of hazardous fuels.
- General landscape maintenance such as mowing, regular trimming, leaf/needle raking, etc.

**Administrative and Accounting Requirements:**

It will be the sub-grantee’s responsibility to develop, document, administer and manage the correct accounting and administrative procedures for administering the grant in accordance with all applicable Federal and State laws.

All project expenses and matching investments must be incurred and adequately documented before reimbursement of costs will be made. Reimbursement of funds may take from 30-90 days once approved by Arizona State Forestry. Subgrantees are subject to the following administrative requirements and cost principles based on their organization’s structure:

<b>Grantee Structure</b>	<b>Administrative Requirements</b>	<b>Cost Principles</b>
Non-Profit Organization	OMB Circular A-110 (2 CFR 215)	2 CFR 230 (OMB A-122)
Local and Tribal Governments	State and Federal laws, regulations	2 CFR 225 (OMB A-87)
State Agencies	State and Federal laws, regulations	2 CFR 225 (OMB A-87)
Universities	OMB Circular A-110 (2 CFR 215)	2 CFR 220 (OMB A-21)
CFR (Code of Federal Regulations) – <a href="http://www.gpoaccess.gov/cfr/">www.gpoaccess.gov/cfr/</a> OMB (Office of Management and Budget) - <a href="http://www.whitehouse.gov/omb/grants">www.whitehouse.gov/omb/grants</a>  If grantee needs assistance in obtaining any of these documents in electronic or printed form, please contact your Arizona State Forestry representative.		

**Minimum Grant Requirements:**

The following criteria must be met for consideration:

- **Application must be complete and submitted on time:**  
Project applications will be accepted through March 9, 2012.
- **Applicant must be a qualifying organization:**  
Applicant organizations are limited to fire departments and fire districts, governments (state, county, tribal, local, etc), homeowner associations, and other non-profit (501-c3) organizations. Individuals and for-profit companies do not qualify.
- **Grant request must be more than \$5,000 and may not exceed a maximum of \$200,000:**  
Grant funding will be made on a reimbursement basis after costs are incurred and will require quarterly progress reporting by grant recipients. Only eligible costs may be reimbursed. Specific administrative, program, and auditing requirements will apply to all grant subrecipients.
- **Project must meet the 90/10 match requirement (10% non-federal matching investment):**  
No more than 90% of the total project budget can be funded by the grant. At least 10% of the total project must be provided by the sub-recipient using **non-federal funds**. The matching share can be soft match (which includes personnel hours valued at an accepted rate, donated labor/equipment, etc) and/or hard match (which is actual dollars spent, other than federal funds, within the specified scope of work.) All project expenses and matching investment must be supported with sufficient documentation.

### **Additional Grant Considerations:**

The following considerations will serve as major criteria in determining grant awards. Additional guidance is offered within the attached Application Instructions:

- **Project Focus on Fuels Mitigation to Protect Communities at Risk.**
- **CWPP (Community Wildfire Protection Plan) in place which identifies project as a local priority.**
- **Project complements adjacent National Forest fuels mitigation.**
- **Project is within areas prioritized by National Forests and Arizona State Forestry (see list below).**
- **Project is well-defined and measurable – specific land and landowners identified (a map identifying specific project treatment area is preferred.)**
- **Project Plan is reasonable – Budget, timeline, goals, etc.**
- **Collaborative planning and implementation is clearly identified.**
- **Sufficient capacity identified – resources, experience, etc.**
- **Future project maintenance planned without reliance on additional federal or state funding.**

### **Application Submittal:**

The standard application form must be used. This Microsoft Word form should be filled out and submitted electronically to the Arizona State Forestry Division by March 9, 2012. A printed copy should also be mailed and postmarked on or before the deadline of March 9th.

**Postal Address:** ATTENTION: Grants Manager  
2012 Arizona WFHF Project Grant Program  
1110 West Washington, Suite 100  
Phoenix, AZ 85007

**Email Address:** [grants@azsf.gov](mailto:grants@azsf.gov)

## **Application Instructions:**

- 1) All blocks are fill-in enabled and character locked. Applicants must fit all information into the allotted character space. Applications that have been modified for any reason will be considered ineligible.
- 2) Permitted attachments are limited to:
  - a. Project Maps (strongly recommended)
  - b. CWPP Priority Documentation
  - c. Letters of Support
- 3) Application guidelines by box number:
  - **Box 1 – Applicant Information:** Basic applicant and organization information. Recipients are limited to fire departments and fire districts, governments (state, county, tribal, local, etc), homeowner associations, and other non-profit (501-c3) organizations. Individuals and for-profit companies do not qualify.
    - **DUNS #:** Sub-grantees will be required to obtain and provide a DUNS number to Arizona State Forestry prior to award, and to maintain all related information through the full term of this agreement. A *Data Universal Numbering System (DUNS) Number* is a nine-digit number established and assigned by Dun and Bradstreet, Inc. (D&B) to uniquely identify business entities. A DUNS number may be obtained from D&B by telephone (currently 866-705-5711) or the Internet (currently at <http://fedgov.dnb.com/webform>).
  - **Box 2 – Project Summary:** Answer the specific questions. Check as many boxes as apply to the project. Other guidelines include:
    - Project timeline should extend no more than 2 years from date of award. In general, a project requiring a smaller grant award should have a shorter timeline.
    - Approximate Latitude and Longitude of project area should be included (if known).
    - Land Ownership. Grant funds may only be used for projects on non-federal lands. This could include private, state, local government, tribal lands – or a combination of these eligible lands.
    - Arizona’s official Community-at-Risk list can be found at: [http://www.azsf.az.gov/fire\\_management/communities\\_at\\_risk/](http://www.azsf.az.gov/fire_management/communities_at_risk/)
    - A list of Arizona FIREWISE USA Communities can be found at: [http://www.azsf.az.gov/fire\\_management/firewise\\_communities/](http://www.azsf.az.gov/fire_management/firewise_communities/)
    - Estimated cost per acre. Target costs for fuel treatments range from a total (including matching investment) of \$400 to \$1200 per acre – dependent upon location, fuel type, treatment method, and other factors. Proposals should fully justify dollars per acre costs, especially if they fall at the high end of this range or beyond. Use box 3 and box 8 to explain costs in more detail.

- **Box 3 – Project Overview and Area Description:** Provide a brief overview of the project and description of the project area. Projects may include work in more than one area, but descriptions should be as specific as possible for each area. The project overview should be used to describe vegetation types, point out hazards, and clearly show the need for work in this area. A map of the proposed project area will help grant reviewers understand the specific project location and the relationship to communities, various land ownerships, adjacent fuels projects, etc. and maps may be attached to the grant application.
- **Box 4 – Capacity:** Describe the applicant and partner capacity to achieve the proposed project. Information about completed fuel treatment projects or completed grant projects will be useful. Include detailed information as to who will be managing the project, doing on-the-ground work, and compiling accomplishment and financial reports. If the organization has other outstanding grant awards or other incomplete projects, please explain how the applicant will achieve the additional proposed work.
- **Box 5 – Total Project Budget:** Provide a budget for the entire project (grant request plus non-federal match) broken down by expense type. The totals in these boxes will add automatically when all data is entered into the fields, but it is recommended you check that all numbers add up correctly.
  - A narrative description of budget items should be provided in box 8 below.
  - Equipment budgets may include required use or rental of equipment to implement the project, but may not include purchase of any capital equipment (valued over \$5,000)
  - Only eligible costs and match investments necessary for completion of the project should be included.
  - Total Match must be at least 10% of the total project investment.

*Example:*

Grant Request:	\$200,000	(90%)
Local Match Investment:	\$22,223	(10%)
Total Project Investment:	\$222,223	(100%)

- **Box 6 – Match Breakdown:** Provide a breakdown of the Match portion of the budget by contributor and hard vs. soft match. The totals in these boxes will add automatically when all data is entered into the fields, but it is recommended you check that all numbers add up correctly. Matching investments will require the same support documentation as reimbursable project costs.
  - Soft match includes donated labor, materials, equipment, or services.
  - Hard match is actual dollars spent, other than federal funds, within the specified scope of work.
- **Box 7 – Project Collaboration:** Provide information about collaborative planning and implementation if applicable. (The project applicant must serve as the lead agency and recipient of all grant funding)
  - Describe the relationship between this project and any adjacent National Forest Land or projects. If the proposed project is intended to complement a specific project on Forest Service or other land, provide information about the other project and status. Projects which are adjacent to National Forest land or coordinated with adjacent National Forest projects, either planned or completed, will be prioritized.
  - Provide a map of the adjacent Forest Service project or a letter of support if applicable.

- If you are coordinating the planning or implementation of the proposed project with National Forest personnel, please provide the name of your primary Forest Service contact.
  - Provide additional information about collaboration with federal, state, local, tribal, or other partners. If partners will participate in implementation of the project, describe each partner's role. Describe the contributions each partner will make to the project by stating the collaborating partners name and what they will be contributing to the project such as manpower, equipment, matching funds, etc. Letters of support from partner organizations are encouraged.
- **Box 8 – Scope of Work:** The scope of work should explain exactly how the grant dollars will be spent on this project. Unlike the overview, this will provide the specific details of the project. Please be concise. Say exactly what will be done with grant funds and use this block to explain any additional budget detail.
- *An example of a scope of work is:* A 300 foot wide fuel break 20 miles long will be created around the perimeter of Firesafe Village. A brush masticator will be used where possible and hand crews from the Firesafe Contracting service will complete the work in other areas. Approximately 125 individual lots will be treated using hand crews, creating adequate defensible space around the homes.
  - If a grant application is successful, a more detailed plan of work will be required before the grant is awarded and work begins.
- **Box 9 – Project Timeline:** Provide a timeline for the entire project. The project timeline should include such things as: begin/end dates, milestones, quarterly accomplishments, etc. If a grant is awarded, quarterly and annual progress reports will be required.
- Be as realistic and specific as possible. If a grant application is successful, a detailed plan of work will be required before the grant is awarded and work begins.
- **Box 10 – Community Wildfire Protection Plan (CWPP):** Provide information about any applicable Community Wildfire Protection Plans which include the project or project area. If the proposed project has been identified as a priority within the CWPP document, please explain.
- A reference to any relevant portions of the CWPP which illustrates the project prioritization will help grant reviewers understand the intent of the CWPP. (Relevant pages of the CWPP with the project reference or project map may be attached to the grant application. Please don't attach an entire CWPP document).
  - If a CWPP is in development but not yet 100% complete or approved, explain the progress made to date and the realistic expectations for completion.
- **Box 11 – Project Longevity / Maintenance:** Clearly explain the who, what, when, where and why of how this project will remain effective over time without reliance on additional federal or state financial support. Include all applicable timeframes, milestones and measurables.
- *Some examples of clearly defined planned maintenance would be* –delegating a portion of homeowners' dues to maintain fuel breaks on an annual basis, maintenance of project sites by landowners per signed cost share agreements, etc. Include as many specifics as possible.

## **Additional Information:**

**CWPP Planning:** Priority will be given to those activities that tie back to an established community fire plan. Community Wildfire Protection Plans (CWPP's) are created by local communities and may address issues such as wildfire response, hazard mitigation, community preparedness, structure protection, or a combination of the above. The process of developing these plans can help a community clarify and refine its priorities for the protection of life, property, and critical infrastructure in the wildland-urban interface. The Healthy Forest Restoration Act (HFRA) minimum requirements for a CWPP are: 1) Collaboration; must be developed with community members, local and state government representatives in collaboration with federal agencies and other interested stakeholders, 2) Prioritized Fuel Reduction; plan must identify and prioritize areas for hazardous fuel reduction treatments and recommend the types and methods of treatment, and 3) Treatment of Structural Ignitability; must recommend measures that homeowners and communities can take to reduce the ignitability of structures throughout the area addressed in the plan.

A copy of the CWPP Handbook can be found at  
<http://www.forestsandrangelands.gov/communities/cwpp.shtml>

**Arizona's Official Community-at-Risk list can be found at:**  
[http://www.azsf.az.gov/fire\\_management/communities\\_at\\_risk/](http://www.azsf.az.gov/fire_management/communities_at_risk/)

**Forest Priorities:** To be most effective on a large scale, fuel treatments should complement and be coordinated with adjacent treatment work on neighboring lands – regardless of ownership. All organizations are urged to communicate with adjacent landowners and collaborate on project goals, planning, and implementation wherever possible. Arizona National Forests and the Arizona Forestry Division have identified specific areas of non-federal lands considered to be a priority for protection of Arizona communities. Local US Forest Service staff should be able to provide information and maps on their current and planned projects in your area.

Priority areas adjacent to National Forests include:

- **Apache-Sitgreaves National Forests:** Areas adjacent to Apache-Sitgreaves National Forests with specific interest in projects that help protect wildland/urban interface communities; this includes priority areas identified within current Community Wildfire Protection Plans and other local assessments.
- **Coconino National Forest:** Areas within the Greater Flagstaff and Blue Ridge CWPPs. Specific priorities include Flagstaff and surrounding areas including the communities of Munds Park, Hart Prairie, Mormon Lake, Sedona, Oak Creek, East Clear Creek, and Blue Ridge Subdivisions.
- **Coronado National Forest:** Areas adjacent to the Coronado National Forest with specific interest in projects protecting the areas of Oracle, Mount Lemmon, Portal, Sonoita-Elgin, Sierra Vista, Fort Huachuca, Madera Canyon, Ramsey Canyon, Cochise Stronghold, Dragoon Mountain Estates and surrounding areas.
- **Kaibab National Forest:** Priority areas identified within the Tusayan and Williams Area CWPPs which are directly adjacent to fuel treatment projects on National Forest land.
- **Prescott National Forest:** Priority areas within the Yavapai CWPP which are directly adjacent to fuel treatment projects on National Forest land. This includes communities within the Prescott basin and neighboring communities of Walker and Crown King.
- **Tonto National Forest:** Areas within the Payson, Pleasant Valley, and Globe Ranger Districts with predominately Ponderosa Pine and Pinyon-Juniper forest types. This includes areas surrounding the communities of Payson, Pine-Strawberry, Christopher Creek, Hunter, and some areas near Globe.