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Governor

# Office of the State Forester

## Arizona State Forestry



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## 2016 Wildland Fire Hazardous Fuels Grant Program FAQ

### How do I apply?

Fillable application forms can be found online at [www.azsf.az.gov/grants/hazard-fuels/wfhf](http://www.azsf.az.gov/grants/hazard-fuels/wfhf) . Applications are due electronically via email at [grants@azsf.gov](mailto:grants@azsf.gov). If the application cannot be transmitted electronically, please contact the Grants Manager at (602) 771-1410 or by email at [grants@azsf.gov](mailto:grants@azsf.gov)

### Who is eligible to apply for a WFHF Grant?

Eligible applicant organizations are limited to fire departments and fire districts, governments (state, county, local, etc.), universities, and non-profit (501-c3) organizations. Individuals and for-profit companies do not qualify.

### Are there Grant Limitations?

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 and should be fully achievable within 2 years from award date. Specific administrative, program, and auditing requirements will apply to all grant subrecipients. Project must be well-defined and measurable

### What is match and what are the matching requirements?

Project must meet the 90/10 match requirement (10% non-federal matching investment): No more than 90% of the total project budget may 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 reimbursable and matching expenses must be fully documented before payment is made by Arizona State Forestry. Rates utilized for valuing contributed resources must be specified and approved before a sub-grant agreement is executed.

### What is Hard Match?

- **Hard Match:** Actual funds expended. Funds from the fire department budget or donated by the community or other outside non-federal sources. **Funds originating from federal sources cannot be used as match.**

### **What is Soft Match?**

- **Soft Match or In-Kind expenses:** Contributed time for personnel and equipment in the form of donated labor and/or equipment necessary to complete the WFHF project.

### **Is there a standard hourly rate for grant work that is in-kind match?**

No, there is no standard rate for in-kind grant work, but the rate should be appropriate for the work being done based on the geographic area you are in. If the rate is greater than \$20.00 per hour, State Forestry will require additional justification for the rate.

### **Can costs incurred prior to the grant award (pre-work) be eligible for reimbursement or count as match?**

No, all work must be performed within and be incurred during the grant agreement period in order to count for reimbursement or match (hard or soft).

### **How soon does payment occur after a request for reimbursement is made? Is this only done quarterly? Or can it be done biweekly?**

A request for reimbursement can be made as often as once a month. It may take up to 60 to 90 days for reimbursements to be processed.

### **Are there costs that are NOT eligible (not all inclusive)?**

- The purchase of capital equipment (\$5,000 per unit or greater) is not eligible.
- Information and Education programs.
- Small business start-up funding.
- Website, GIS, and database projects.
- 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.
- Research and development projects

### **Are we subject to an audit and how long must we kept records?**

Funding for this grant program originates from the USDA Forest Service, and projects are open to audit by either the State or Federal government. Therefore all records must be kept and maintained for a period of 5 years.

### **What are the reporting requirements?**

Successful applicants that receive a grant will need to appoint a specific representative to manage the grant and fiduciary responsibilities. Grant recipients are required to submit reimbursement forms and documentation of all expenditures along with quarterly reports. If no activity has occurred within the quarter, a report is still required stating “no work was completed during this time”. A final closeout report is required within 30 days of the grant expiration date.

**Should funding source be acknowledged?**

Arizona State Forestry shall be acknowledged in all publications, audiovisuals, and electronic media. This grant program is funded by the USDA Forest Service, therefore they must also be acknowledged in all publications, audiovisuals, and electronic media.

The following statement must be included, in full, in any printed, audiovisual, or electronic media for public distribution:

*In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. (Not all prohibited bases apply to all programs.)*

If there is not enough room to fit the full statement above, the publication must, at a minimum, include the following statement, in print size no smaller than the text of the publication:

*“This institution is an equal opportunity provider”*

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**Where can I find the Communities at Risk?**

<https://azsf.az.gov/fire/prevention/plans>

**Where can I find if my community is Firewise?**

<https://azsf.az.gov/home-wildfire-safety>