Arizona Department of Forestry and Fire Management
Grant Agreement No. IPG 24S-706
Invasive Plant 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"), **Pinal County (UEI #GX4FM9VQD7W3),** pursuant to authorities granted under Arizona Revised Statute 37-1302.

I. PURPOSE OF AGREEMENT

State Forestry is the recipient of funds provided by the State of Arizona for the purpose of nonnative species eradication projects within Arizona.

The objective of this funding is to assist other state agencies, cities, towns, counties, Indian tribes, other political subdivisions of this state, and nonprofit organizations with nonnative invasive species eradication projects. This agreement is a sub-award of these State funds.

II. SCOPE OF WORK

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

III. PROGRAMMATIC CHANGES

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

IV. TERM OF AGREEMENT

This Agreement shall be effective immediately upon signature by all parties and will terminate on **December 31, 2027** unless otherwise terminated or modified pursuant to the terms herein.

V. COMPENSATION AND MATCHING INVESTMENT

Grant funds may be utilized for up to **90%** of the total cost of this program. A contribution by the Sub-grantee for an additional **Cost Share Match of 10%** of the total cost of the program is required (including contributions of third parties). Support documentation outlining project costs including cost share match is required.

Compensation under this agreement shall be on a reimbursement basis, shall not exceed the total eligible costs of the project, and total compensation (State Forestry grant portion) **shall not exceed $192,00.00**

Only costs for those project activities approved in (1) the initial award, or (2) approved modifications thereto, are allowable. All payments are contingent upon the availability of State funds. Reimbursement payments will be made to the Sub-grantee normally within ninety days after receipt of the reimbursement request and required documentation.

VI. ELIGIBLE COSTS

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

Reimbursement for purchase of Capital Equipment (equipment costing more than $10,000 per unit price) is **NOT allowed** under this agreement. Capital Equipment may only be used as match with prior approval from State Forestry.

VII. ADMINISTRATIVE AND ACCOUNTING REQUIREMENTS

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

VIII. AUDIT REQUIREMENTS

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

In the event that an audit determines that unallowable costs have been charged to the grant and funds have been disbursed to the Sub-grantee, then the Sub-grantee accepts full liability and must pay back all costs incurred and deemed unallowable. The Sub-grantee shall, upon request of the State, participate with State personnel in performing interim and/or final inspections.

IX. PROCUREMENT REQUIREMENTS

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

The Sub-grantee shall not enter into cost-plus-percentage-of-cost contracts for completion of disaster restoration or repair work. The Sub-grantee will not enter into contracts for which payment is contingent upon receipt of State funds. Sub-grantees are responsible for developing, documenting, and adhering to their own established procurement activities that include both administrative and accounting controls.

X. REPORTING REQUIREMENTS

Sub-grantee shall monitor the performance of the grant activities to ensure that performance goals are being achieved. Sub-grantee shall provide detailed grant/project accomplishments in quarterly reports to State Forestry no later than 30 days after the end of each calendar quarter, or as requested by State Forestry. Quarterly performance reports shall follow the format identified in Attachment E or as may be revised by State Forestry.

Reports (quarterly and final reporting) will contain information on the following: (1) A comparison of actual accomplishments to the goals established for the period and for the entire program or project, (2) Output of the project that can be readily expressed in numbers, such as acres of forest treatment, number of citizens served, or other similar activities. A computation of cost per unit of output may be required where applicable, (3) Reason(s) for delay if established goals were not met. (4) Additional pertinent information including, when appropriate, analysis and explanation of cost overruns or high unit costs. (5) Before and after pictures (required for final report and optional for quarterly reporting). (6) Mapping in the form of a pdf/paper map and matching shapefiles (if required for final reporting; see Section XI below).

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

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

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

A final accomplishment report and all financial/reimbursement requests and required documentation shall be provided at completion of the grant project, but no later than 30 days after the end of the grant term. Final financial reimbursement may be held until all accomplishment reporting is complete and submitted to State Forestry.

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

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

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

XI. MAPPING (CHECK ONE) _X_ Required _____ Not Required

Project Center Coordinates (in Decimal Degrees):

Latitude (y-coordinates) 33.373741 Longitude (x-coordinates) -111.372833

Center coordinates are required for all projects, regardless of mapping requirements. If the project requires a mapping component, both a 1-page PDF map and matching GIS (Geographic Information System) polygon data are required prior to project start date and at the time of final accomplishment report submission. Data files (Shapefiles, File Geodatabase, or KML polygons) created using GIS applications, must be submitted showing treatment/project area(s) and their name(s) or parcel number(s). GIS acres must match projected and actual treatment acres.

XII. COMPLIANCE AND PERMITS

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

XIII. PRINCIPAL CONTACTS

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

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

Principal Sub-grantee Contact:

Kelley Fox
Urban Wildlife Planner
Pinal County
31 North Pinal Street, Building A
Florence, Arizona 85132
520-866-6661
kelley.fox@pinal.gov

Secondary Sub-grantee Contact (if needed):

Heather Patel
Grants Manager
P.O. Box 1348
Florence, Arizona 85132
520-866-6422
heather.patel@pinal.gov

Principal Arizona State Forestry Contact:

Jessi Szopinski
Invasive Plant Program Specialist
Arizona Department of Forestry and Fire Management
1110 West Washington, Suite 500
Phoenix, AZ 85007
602-291-4167
jszopinski@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:

STATE FORESTRY	**SUB-GRANTEE**
John Richardson **Assistant State Forester for Forestry Programs** **Arizona Department of Forestry and Fire Management** **1110 West Washington, Suite 500** **Phoenix, AZ 85007** **jrichardson@dffm.az.gov**	**Kelley Fox** **Urban Wildlife Planner** **Pinal County** **31 North Pinal Street, Building A** **Florence, Arizona 85132** **kelley.fox@pinal.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 reserves the right to disallow and recover an appropriate amount after fully considering any recommended disallowances resulting from an audit which may be conducted later.

XVI. AUTHORITY

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

XVII. ATTACHMENTS

The following Attachments are part of this Agreement:

A. Project Application
B. Detailed Project Plan
C. General Provisions
D. Documentation of Expenses
E. Quarterly Report and Reimbursement Forms

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

STATE FORESTRY	**ACCEPTED BY SUB-GRANTEE**
Arizona Department of Forestry and Fire Management. 1110 West Washington, Suite 500 Phoenix, AZ 85007	Pinal County 31 North Pinal Street, Building A Florence, Arizona 85132 **Vendor ID: 0795** **Address Code: I0008**

_____ _____
Signature Signature

_____ _____
Print or Type Name Print or Type Name

Arizona State Forester

_____
Title

Date: _____ Date: _____

Assistant State Forester for Forestry Programs

Date: _____

ATTACHMENT A

Project Application
(Cover Sheet)

Applications: Peralta Regional Park Invasive Plant Removal and Control Efforts

Profile
kelley.fox@pinal.gov

1. Application/Project Title (100 Character Max)
Peralta Regional Park Invasive Plant Removal and Control Efforts

2. Organization Name (100 Character Max)
Pinal County Open Space, Trails, and Regional Parks

3. Project Lead (100 Character Max)
Jasmine Guillen and Kelley Fox

4. Program/Project Congressional District (check all that apply)
5

5. Program/Project Legislative District (check all that apply)
7

6. Unique Entity Identifier (UEI) Number (Yes/No)
Yes

7. Previous Funding (Yes/No, 100 Character Max)
No

8. Target Species (100 Character Max)
Red brome-Bromus reubans, Sahara mustard-Brassica tournefortii, and Stinknet-Oncosiphon piluliferum

9. Acres to be Treated #
50

10. Treatment polygon (Yes/No)
Yes

11. Match Contribution #
13

12. Project Overview and Area Description (0-10 points; 1,000 character max)
Peralta Regional Park is located on the south facing foothills of the Superstition Mountain Range and comprises 498 acres of upland desert scrub, previously acquired via an R&PP lease from BLM. Peralta became open to the public in January 2023 and is the first regional park developed and managed by Pinal County. Unfortunately, like most open spaces in the neighboring area, the park is experiencing a surge of invasive vegetation leading to the land's grassification and depletion of native patchy landscape. Noxious weed infestations of red brome, sahara mustard, and stinknet can be seen throughout 50% of the park, with high density along areas with increased human interaction. Previous control efforts have been limited to manual removal. Developing and implementing an integrated pest management plan, equipment purchases, educational outreach, and consistent data collection is our priority moving forward to accomplish our objectives of landscape restoration and saguaro conservation.

13. Project Methods and Approach (0-10 points; 1,000 character max)
The proposed treatment methods are string trimming followed by contract facilitated spot burning and herbicide/chemical control. Hand pulling will continue to be done by our staff in areas where noxious weeds are too entangled with native plants. Conservation of native vegetation is a high priority for us and these methods allow us to be precise in removal, reduce fire fuel, reduce seed bank in the soil, and negate the need for off-site bulk removal which can further disperse noxious seeds. The Nature Conservancy has published documents describing the parameters where spot burning is the most efficient choice relative to our park's needs. Neighboring areas are currently utilizing these treatment methods with positive results, not only in efficacy but also in labor reduction and retention of aesthetics expected in outdoor recreation facilities. We plan to have treatments completed consecutively for two years followed by chemical treatments and maintenance protocols for optimal results.

14. Disposal and Prevention (0-10 points; 1,000 character max)
Invasive materials will either be incinerated while spot burning or carefully double sealed in refuse bags and removed from the area with a track buggy and disposed of via waste management. All staff and personnel will be required to clean seed and plant material from equipment and PPE. Cleaning/sterilization sites will be collocated with staging areas which we plan to place on portions of our park that have been excavated and topped with decomposed granite. After completion of initial treatments, the staging area will be chemically treated with pre-emergent herbicide to ensure any seed bank left will not mature.

15. Project Goals and Objectives (0-10 points; 1,000 character max)
The primary goals are to develop an effective integrated pest management plan and to restore native landscape composition and natural patchiness while simultaneously increasing conservation of saguaro. Acreage to be treated, approximately 50 acres, will undergo two consecutive years of torching treatments followed by chemical and manual maintenance. Objective 1- Create biological inventory and assessments of areas more susceptible to seed dispersal, fires and human interaction. Objective 2- Co-locate and establish monitoring sites for treatment evaluation and data collection to contribute to an integrated/adaptive management plan. Objective 3- Reduce noxious weed stem counts and increase negative space visible by 40%, confirmed in both collected data and location specific photos post treatment. Objective 4- create educational opportunities and information signage for the public and vegetation management volunteers.

16. Scope of Work (0-10 points; 2,000 character max)
Focal invasive species will be string trimmed and spot burned by contract workers. Post burning, sites will be treated chemically according to direction. Inventory, mapping and monitoring will be conducted via our department with the use of GIS, constructed monitoring sites, and consistent photo documentation. Three constructed monitoring sites will include both control and treatment areas. Chemical treatments will be implemented by our certified staff. All fire related treatments will be done contractually by a business with correct certification and burn boss on staff. We will not be reseeding with the expectation that native vegetation will be conserved and native patchiness will be restored post removal and control treatments. In areas where native plant establishments have suffered, propagation of native vegetation will take place. Burn permits are required through the county and a pesticide proposal will be submitted to BLM for chemical treatments. All chemicals selected have been pre-approved by BLM. Acquisition of permits has not been completed yet since it is too early to apply for year 2025 and 2026 fall/winter burn permits.

17. Project Timeline (0-10 points; 1,000 character max)
The treatment plan will be conducted with grant funds over three calendar years with a beginning date of January 2025. Inventory, mapping, bidding of contractual work, and construction of monitoring sites will be conducted for the first three quarters followed by an initial burn treatment of the 50 acres in the fall of 2025. Peralta Rd will be closed due to ADOT construction for the summer of 2025 and may possibly delay the initial burn. Chemical treatments will be conducted in winter/spring with the final burn proposed to take place in the fall of 2026. The 3 year timeline allows some buffer for unexpected conditions since burns are recommended to only take place in fall and winter months. Milestones will include- inventory of treatment sites, monitoring site construction, equipment purchase, successful bid on contract work, spot burn 1 and 2, herbicide/chemical treatments in winter/spring of ‘25 and ‘26, invasive plant sign installations, and final stem count, report, and photos.

18. Collaborative Elements and Partners (0-10 points; 1,000 character max)
All partnerships and collaborations are/have been technical. The Bureau of Land Management, The City of Apache Junction, and neighboring public land managers contributed to collaborative planning and consultation while developing a treatment plan focused on red brome and stinknet infestations in the Superstition foothills. Findings and results will be reported and presented to all partners at the Pinal County hosted Public Land Manager, State, Counties, and Cities Meeting. These partners include U.S. Forestry/Tonto National Forest, Arizona Game and Fish Department, Arizona State Parks, City of Apache Junction, Town of Superior, Gold Canyon Community Inc., U.S. Department of Agriculture, and Arizona State Land Department. We are also partnering with CAZCA’s invasive plant species working group to review treatment plans, project updates and findings and host a site visit once project is complete.

19. Evaluation Plan (0-10 points; 1,000 character max)
By developing/constructing monitoring sites away from public areas, the staff can collect naturalistic data that will assist in adjusting any integrated pest/ adaptive management plans utilized. These monitoring sites will allow us to record growth patterns and seasonality of unwanted plants, roughly calculate human contribution to the spread of invasive plants, and determine efficacy of treatment methods proposed. Data collection will include various mediums such as field notes, quadrant/plot counts, and location photos taken every three months and compiled into quarterly reports. Each area will include a control site and infestations of at least 2 focal noxious weeds to further understand invasive ecology and treatment response. The park staff will continue to monitor and document treatment sites for a minimum of 3 years post project completion to increase our understanding of treatment efficacy.

20. Sustainability Plan (0-10 points; 1,000 character max)
Preliminary burns, development of effective herbicide protocols, increased staff education/knowledge, and educational sign installations will greatly assist our department in maintaining control of treated areas without the need for additional support. Specific maintenance actions needed will most likely comprise of appropriately timed herbicide applications and mechanical removal prior to seeding. Data collection/analysis will help us construct effective invasive species management plans.Our park is regularly staffed by park and trail specialists, who will contribute a large portion of monitoring efforts, education, and public outreach. GIS/ESRI work solutions will allow us to record and maintain consistent and accurate data that can be used to create engaging presentations for our partners and neighboring land managers. In addition to treatments, maintenance, and data collection our department is working towards building a strong volunteer/labor assistance program.

Upload Budget Form (0-5 points, one form per project, (Min/Max award: $50,000-$200,000)
DFFM_Project Budget Worksheet FINAL.pdf

Upload Project Overview Map (0-5 points, maximum of 1 page - 8 1/2 x 11)
DFFM Peralta Grant Map Layout.pdf

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

Average Score

# of Reviews
0

# of Denials
0

Additional Information

Please use the following link to view the Budget

Budget Worksheet

View Budget Worksheet

Application Goals

View Application Goals

Applications: File Attachments

Upload Budget Form (0-5 points, one form per project, (Min/Max award: $50,000-$200,000)
DFFM_Project Budget Worksheet FINAL.pdf

Upload Project Overview Map (0-5 points, maximum of 1 page - 8 1/2 x 11)
DFFM Peralta Grant Map Layout.pdf

Project: Peralta Regional Park, Pinal County

Total Project Budget (by expense type)				
Budget Detail	**Grant Share** ($ Amount Requested)	**Match**		**TOTAL**
		Dollars	**In-Kind**	
Administrative Labor:	**$0**	$0	**$0**	**$ 0**
Project Labor:	**$0**	**$0**	$0	**$ 0**
Travel:	**$0**	**$0**	**$0**	**$ 0**
Equipment:	$4,000	$8,500	**$0**	**$12,500**
Supplies:	$11,000	$6,500	**$0**	**$17,500**
Contractual:	$185,000	$15,000	**$0**	**$200,000**
Other1:	**$0**	$0	**$0**	**$ 0**
Other2:	**$0**	**$0**	**$0**	**$ 0**
TOTAL:	**$200,000**	**$30,000**	**$ 0**	**$230,000**

Budget Narrative

Provide a brief explanation of each budget item. Include an explanation for items that will be reimbursed by grant funds and those that will be provided as project match (add additional pages if needed).

Equipment- $12,500
Purchase of canycom trail buggy for hauling water and waste in and out of remote areas
$8,000 canycom trail buggy BFP602
$2,000 Handheld landscape equipment for treatment sites and test sites- 2 Stihl battery operated weed eaters, four 200ap batteries, and charger
$1500 Educational signage from Rockart- single panel kiosk
$1,000 Test/Monitoring site construction- test site signs and posts (U-channel posts for signs 25 ct ~$550, invasive species carsonite stickers 100 ct $150, test site signs 10ct $60), boundary stakes (50ct -$100 via home depot) , and sampling squares (2ct plus shipping fisher scientific fishersci.com $140).

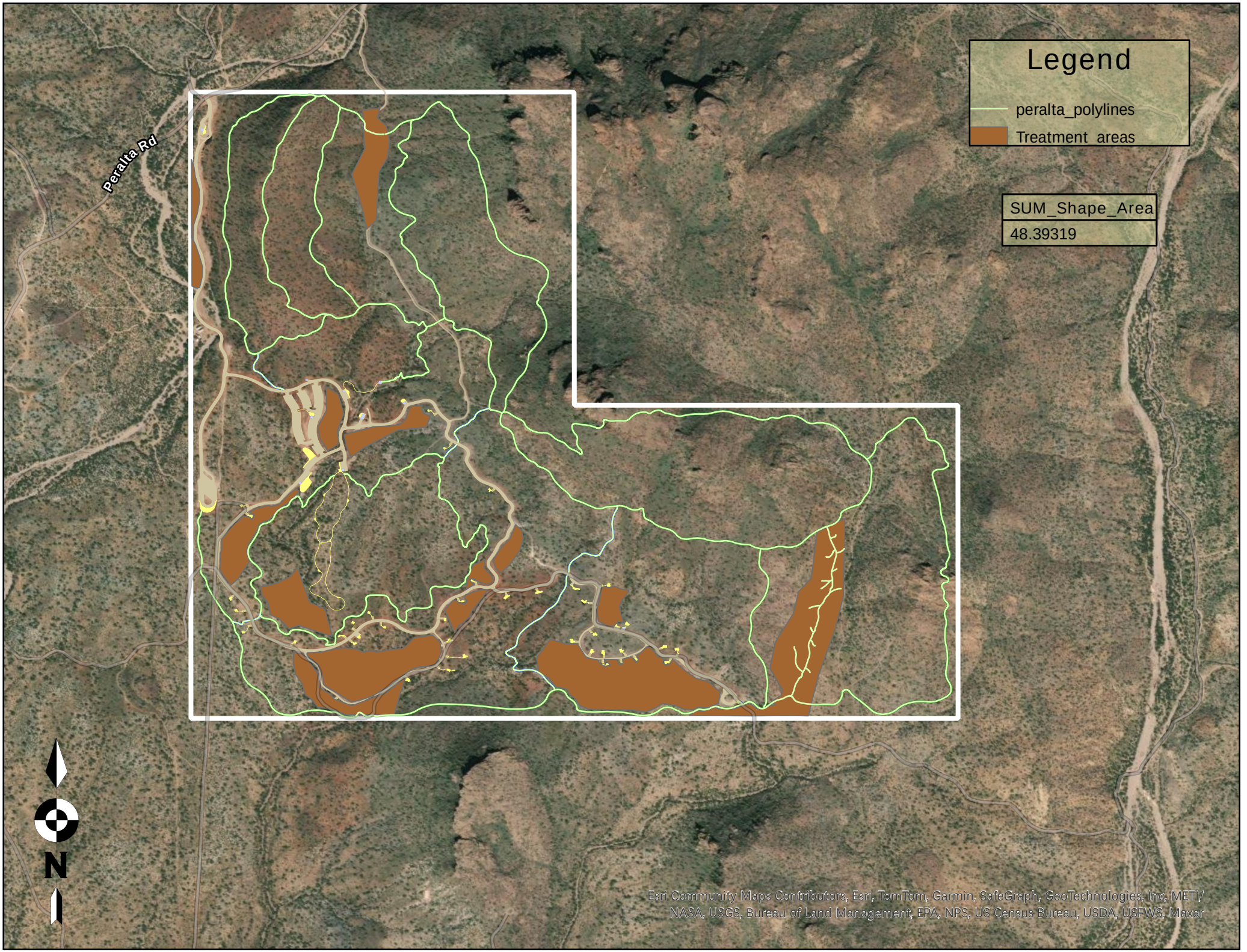
Supplies- $17,500 (Herbicides- $9,000 and Rentals- $6,000)
purchase of herbicides for approximately 6-8 treatments over grant period
~ $4,200 - 100 gallons glyphosate at $42/gallon
~ $4,800 - 400 lbs imazabic pre-emergent herbicide at $120/10 lbs.
via United Rentals unitedrentals.com
~ $3,000 Water tank and trailer rentals for water (2) at approximately $1,000- $1,500/month for water supply during torching as our park does not have water access
~ $ 4,500 towable air compressor rental for cleaning stations at ~$550-$575/week for 8 weeks
AAA roll off rentals aaarolloffrentals.com
~$1000 Dumpster rentals at $350-$400/week plus tax/service fee

Budget Narrative - Continued

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

Contractual- propane torching- 1st phase (laying down the vegetation to be burned)
2nd phase (burning previously cut vegetation) approximately $2,000/acre
~50 acres treated for two years consecutively- Total- ~$200,000
(rate inquiry for remote locations via partners and local municipalities like Apache Junction and land manager groups)

Purchase of trail buggy will be funded in its entirety by match dollars to ensure we do not exceed DFFM capital purchase limitations.
Project total is $230,000 with DFFM funds totaling $200,000 and Pinal County Open Space, Trails, and Regional Parks Department contributing $30,000, a 13% match


Legend
peralta_polylines
Treatment_areas
SUM_Shape_Area
48.39319
Peralta Rd
N
Esri Community Maps Contributors, Esri, TomTom, Garmin, SafeGraph, GeoTechnologies, Inc, METI/
NASA, USGS, Bureau of Land Management, EPA, NPS, US Census Bureau, USDA, USFWS, Maxar

ATTACHMENT B
(Cover Sheet)

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

Peralta Regional Park: Invasive Plant Removal and Control Efforts

Restoration of native landscape composition through the removal/reduction, control, and monitoring of invasive grasses and winter forbs within Peralta Regional Park is the primary goal of this project. These efforts will simultaneously reduce fine fire fuels and elevate the conservation of saguaro individuals within our regional park which are high priorities for Pinal County and DFFM. Noxious weed infestations have greatly increased since our park's opening in 2023 and can be seen throughout 50% of the park, with the highest density occurring in areas with increased human interaction. Previous control efforts have been limited to manual removal with unremarkable effect.

Treatment polygons were selected based on invasive plant density and increased likelihood of human facilitated seed dispersal, amassing to approximately 50 acres. These sites will undergo two consecutive years of the proposed treatments followed by chemical and manual maintenance to increase likelihood of success. The proposed treatment methods include string trimming all noxious weeds within the working area in preparation for the subsequent torching/spot burning and multimodal chemical control applications. Spot burning will be conducted using a propane torch weed burner with 20 lb cylinders and all fire related treatments will be done contractually by a business with correct certification and burn boss on staff. Burnings will be scheduled to coincide with burn permitting season and cooler temperatures of the winter months to reduce risk of wildfire.

Developed areas, roadways, and trail edges that are compacted and/or covered with decomposed granite will be treated with the pre-emergent, imazapyr, twice annually in accordance with its recommended dosage. Undeveloped areas where invasive plants are removed/torched will be treated using a combination of pre and post emergent herbicides such as imazapyr and glyphosate with methylated seed oil additive to discourage future infestations in torched areas. Invasive materials will be incinerated while spot burning or carefully double sealed in refuse bags and disposed of via waste management. All staff and hired personnel will be required to clean seed and material from equipment and PPE. Cleaning/sterilization sites will be collocated with staging areas which we plan to place on portions of our park that have been excavated and topped with decomposed granite. After completion of initial treatments, the staging area will be chemically treated with pre-emergent to ensure any seed bank left will not mature.

While treatments are being completed, observation plots will be constructed within and/or alongside treatment sites and control areas. These monitoring sites will allow us to record growth patterns and seasonality of unwanted plants, determine efficacy of treatment methods proposed and assist us in making necessary adjustments to any adaptive management plans. These sites will continue to be utilized for long-term plot observations of vegetation post project completion. All data will be recorded with the intent of producing a documented study. Base inventory, mapping and monitoring will be completed by our department with the use field notes, quadrant counts, ARCGIS software applications, and location photos taken regularly throughout the year. Post project completion, the park staff will continue to monitor and document treatment sites and treatment efficacy for a minimum of 3-5 years for further insight regarding treatment success or failure. Chemical treatments will be administered by our applicator certified staff, and will not need to be contracted out. In areas where native plant establishments have suffered, propagation of native vegetation will take place by means of cuttings acquired from vegetation within the park. Burn permits are required through the county and a pesticide proposal will be submitted to BLM for chemical treatments. All chemicals selected have been pre-approved by BLM.

Including an educational component to the project will greatly increase our efforts made to inform our volunteer groups, visitors and constituents about the risks invasive vegetation poses to our native landscape. In congruence with this project, our department will also be developing a county wide invasive plant education webpage with information, resources, and public events related to removal or restoration. Areas most at risk of infestation within our park will be signed to encourage park users to stay on trails and developed sites to reduce seed dispersal. Educational signage about noxious weeds will also be added to areas where informational kiosks are located throughout the park.

Major project tasks/components

- Planning
  - A large amount of planning for treatment site locations has already been conducted. However fine tuning those plans will still need to take place and will be completed concurrently with base inventory. This portion of planning will be conducted by our department staff and the county's GIS department.

- Procurement/Contracting
  - In order to provide the best value for taxpayers and county departments, Pinal County Purchasing is guided in its procurement procedures by several policy mandates, which include:
    1. To conduct all procurement according to Arizona state law and the Pinal County Procurement Code
    2. To obtain the quantity and quality of materials and services at the right price and when needed
    3. To maximize competition and provide interested and qualified vendors with the opportunity to offer their products or services to the County

- Hiring
  - In support of the needs of Pinal County departments, Pinal County Purchasing utilizes a variety of cooperative contracts from other counties, cities, and government agencies. Cooperative Purchasing allows participating entities to develop contracts for common, standardized products and services in an effort to save time and money to help stretch budget dollars.
- Outreach
  - Outreach will be done collectively by the County's communications department and our department staff via social media, web page features, etc. Our department's development of a county wide invasive plant webpage is planned with a goal to launch at the beginning of 2025, which will assist us in achieving greater public outreach. Partnerships with CASZCA and the Desert Defenders will also greatly improve our educational and informational reach to the future volunteers and the general public.
- Field work
  - Field work can be divided between staff administered and contract. A large portion of the removal will be conducted by a contracted business while monitoring, inventory, and remaining manual labor will be completed by our department staff.
- Inspection
  - Inspections and data collections will be conducted by our department's natural resource personnel and documented/recorded electronically
- Reporting
  - Reporting will include completion of tasks/milestones achieved and finite findings such as stem count reports and comparison photos. Reporting will be completed by the county's project lead

The projects goals and objectives /list measurable outcomes:

- **Objective 1**- Initial treatment of 50 acres in year 1, re-treatment of up to 50 acres in year 2, and re-treatment of up to 50 acres in year 3 with a combination of propane torching and herbicide treatment. Up to 8 total treatment events:
  - Year 1 (2025): 1 propane torching, 2 herbicide treatments
  - Year 2 (2026): 1 propane torching, 2 herbicide re-treatments

    - Year 3 (2027): 2 herbicide re-treatments
- **Objective 2**- Create baseline vegetation inventory of chosen treatment sites at the beginning of the project schedule to record noxious weed density/frequency. Biannual assessments of treatment sites will be completed prior to and post growth phase of our three focal species. Assessments will be conducted via area photos and quadrat sampling to calculate the sample mean and cover percentage of noxious weeds within treatment sites.
- **Objective 3**- Locate and establish 4 monitoring sites within 4 chosen polygons most representative of the park ecology as a whole for treatment evaluation and data collection to contribute to an adaptive management. Monitoring sites will be $10m^2$ rectangular plots. These sites will include an adjoining control site to aid in the interpretation of treatment efficacy. Number of plots and an increase in size may take place dependent on feasibility in the field.
- **Objective 4**- Reduce noxious weed stem counts and increase negative space visible by 40%, confirmed in both collected data and location specific photos within the 50 acres to be treated. Permanent photo markers and sampling locations will be placed to ensure data and photos are comparable. Photographs and sampling will be conducted during treatment site assessments at the beginning of winter (January/February) and summer (June) months. Photo and quadrat points will be created for each polygon (15). Number of photograph points per treatment site is dependent on size but overall total will be approximately 20 photographs per assessment with our larger polygons having 2-3 photo points established. This may be adjusted depending on polygon visibility and task efficiency.
- **Objective 5**- create educational opportunities and information signage for the public and vegetation management volunteers.
    - A minimum of 2 volunteer events per year will be held by our staff for noxious weed pulls within Peralta Regional Park in areas that are not within treatment polygons.
    - Our department will create an invasive species webpage with resources for our constituents to refer to within the first year of the project timeline. Virtual outreach and will be conducted to launch this website.
    - An Earth Day event will be planned and executed in 2025 with an invasive species informational booth manned by our staff.
    - Additional carsonite signage throughout the park educating park users on noxious weed locations will be placed appropriately, approximately 30 added sticker signs. Monitoring and restoration site signage will also be placed totaling 10 sign installations.
    - Educational information regarding noxious weeds and ways to reduce their spread will be added seasonally on our 3 informational kiosk panels in the park.

PROJECT SCHEDULE:

The treatment plan will be conducted with grant funds over three calendar years with a beginning date of January 2025 and end date of December 2027. Inventory, mapping, bidding of contractual work, purchases, and planning of monitoring sites will be conducted for the first three quarters followed by an initial burn treatment of the 50 acres in the fall of 2025. Propane-torch treatment two will take place in the fall/winter of 2026. Peralta Rd will be closed due to ADOT construction for the summer of 2025 with the possibility of being delayed until summer of 2026. Chemical treatments will be done in the winters and springs of 2025, 2026 and 2027. Herbicide applications for both post and pre –emergent “1 and 2” will be done in 2026 and herbicide applications for both post and pre-emergent “3 and 4” will be done in 2027. The 3 year timeline allows some buffer for unexpected conditions since burns are recommended to only take place in fall and winter months. Milestones will include- inventory of treatment sites and initial stem count, monitoring site development, equipment purchase, successful bid on contract work, spot burn 1 and 2, chemical treatments in winter and spring (of ’25, ’26, and ’27), invasive signage installation, and final stem count and photos.

Project: Peralta Regional Park Invasive Plant Removal and Control Efforts

Total Project Budget (by expense type)				
Budget Detail	**Grant Share** ($ Amount Requested)	**Match** Match % 10.07	Match Total $ 21,500	**TOTAL**
		Dollars	**In-Kind**	
Administrative Labor:				$ 0
Project Labor:				$ 0
Travel:				$ 0
Equipment:	$ 4,000	$ 1,500		$ 5,500
Supplies:	$ 8,000			$ 8,000
Contractual:	$ 180,000	$ 20,000		$ 200,000
Other1:				$ 0
Other2:				$ 0
TOTAL:	$ 192,000	$ 21,500	$ 0	$ 213,500

Budget Narrative

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).

GRANT SHARE COSTS
Equipment - $4,000
Purchase of canycom trail buggy BFP602 for hauling water and waste in and out of remote areas, total = $8,000
*Grant share will cover half of the total cost at $4,000

Supplies - $8,000
Purchase of herbicides for approximately 6-8 treatments over grant period
~ $3,200- 100 gallons glyphosate at $40/gallon
~ $4,800 - 40 lbs imazabic pre-emergent herbicide at $120/10 lbs

Contractual - $180,000
Siphon Draw Fire and Fuels: Propane Torching - Approximately $2,000/acre
Phase 1: Laying down the vegetation to be burned
Phase 2: Burning previously cut vegetation

~50 initial acres treated in year 1 (2025), estimated total = $100,000
~40 acres re-treated in year 2 (2026), estimated total = $80,000

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).

MATCH COSTS
Equipment - $1,500
Water tank and trailer rentals for water (1) at approximately $1,000- $1,500/month for water supply via United Rentals unitedrentals.com during torching as our park does not have water access.

Contractual - $20,000
Propane Torching
Phase 2: Burning previously cut vegetation, approximately $2,000/acre

~10 acres re-treated in year 2 (2026), estimated total = $20,000

ATTACHMENT C
General Provisions

ADMINISTRATIVE AND ACCOUNTING REQUIREMENTS

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

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

HATCH ACT

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

NEPA

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

COVENANT AGAINST CONTINGENT FEES

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

MODIFICATIONS

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

EXTENSIONS

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

RESPONSIBILITY FOR CLAIMS AND LIABILITIES

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

RETENTION OF RECORDS

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

EQUAL OPPORTUNITY/NON-DISCRIMINATION

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

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

ARBITRATION

To the extent required by A.R.S. §12-1518 and 12-133, the parties agree to use arbitration, after exhausting applicable administrative review, to resolve disputes arising out of this agreement.

ANTITRUST VIOLATIONS

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

TERMINATION BY MUTUAL AGREEMENT

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

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

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

CANCELLATION FOR CONFLICT OF INTEREST

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

TERMINATION FOR CONVENIENCE

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

NON-AVAILABILITY OF FUNDS

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

FEDERAL IMMIGRATION AND NATIONALITY ACT

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

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

SUSPENSION OR DEBARMENT

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

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

GOVERNING LAW

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

INVALIDITY OF PART OF THIS AGREEMENT

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

COUNTERPARTS

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

INTERPRETATION

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

PARAGRAPH HEADINGS

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

ENTIRE AGREEMENT

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

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

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

PUBLICATION REQUIREMENTS

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

ATTACHMENT D

Grant Reimbursement and Documentation Requirements

Arizona State Forestry grants are based on reimbursement for *actual costs incurred*. Actual costs may vary slightly from the project plan budget, but must be used to calculate final reimbursement amounts. Sub- grantees are typically required to provide a portion of the total project cost as MATCH contribution to show local investment in the project or program. Match investment cannot be used as a match for any other State or federal cost-share programs. Specific match amount is identified in each grant agreement. All costs and match should conform to the approved project plan and budget contained in the grant agreement – and all reimbursements are subject to Arizona State Forestry approval.

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

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

All reimbursements to Sub-grantees shall be calculated on the "Grant Reimbursement Form" (Attachment E2). By signing the form, the Sub-grantee assumes full and implied responsibility for all grant costs incurred and submitted on the form. By signature, the Sub-grantee accepts full liability that the work and costs incurred were in accordance with the agreed scope of work and/or approved detailed project plan and in accordance with all applicable Federal and State laws. By signing the "Grant Reimbursement Form", the Sub-grantee is claiming that costs were incurred following the established procurement process for its own organization and that their process is documented, administered and managed with the correct accounting and administrative procedures and is in accordance with all applicable Federal and State laws.

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

- Expenses not included in an approved project plan or that are unnecessary for the completion of the project are ineligible for reimbursement or as match.
- NO FOOD or BEVERAGE purchases or donations to others are eligible for reimbursement or as match, unless included in the project plan as budgeted travel costs, and pre-approved by State.
- Capital Equipment costing $10,000 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 C~~osts – 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 15% 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 $30 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.

Katie Hobbs
Governor

Office of the State Forester

Arizona Department of Forestry and Fire Management

Tom Torres
State Forester

September 2023

RE: Indirect Cost Requirements for State Funded Project Grants and Cost-Reimbursement Contracts

Indirect costs may be a major component of the overall administrative expense of a project. Arizona Department of Forestry and Fire Management (DFFM) limits the amount of sub-award grant funding that may be utilized for indirect costs. It is intended that the majority of grant funding is required for specific project implementation and not general organizational support or administrative costs. DFFM uses 15% as a maximum ceiling on Indirect Cost reimbursements.

Definition

DFFM defines indirect costs as:

- Overhead expenses or ongoing operational costs incurred by the applicant organization on behalf of the organization's activities and projects, but that are not easily identified with any specific project.
- Administrative or other expenses not directly allocable to a particular activity or project.
- Expenses related to general operations of an organization that are shared among projects and/or functions.
- Basic examples include executive oversight, existing facilities costs, accounting, grants management, utilities, and technological support.

Maximum Indirect Costs Rates

Indirect cost rates for grants and cost-reimbursement contracts are subject to the following limitations:

1. Up to a maximum of 15%.
2. An Indirect Cost Plan must have been established and maintained by the recipient organization and approved by DFFM prior to agreement.
3. The Indirect Cost Plan must identify the costs or cost categories that are included in the Indirect Rate and must identify the direct costs to which the rate is applied.

Indirect Cost Reimbursements = Approved Rate % x Eligible Direct Project Costs

The rate provided above is the maximum rate allowed under DFFM's policy. These expenses need to be allocable to the project and documented as any other direct project expense. Indirect Costs that exceed the maximum reimbursable rate may be approved for use as matching investment (foregone indirect costs) by the recipient organization, if approved in advance by DFFM.

1110 West Washington Street, Suite 500 □ Phoenix, Arizona 85007 □ Main: (602) 771-1400 □ Fax: (602) 771-1421

Arizona Department of Forestry and Fire Management

Grant Reimbursement Form

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

Grant Number:

Organization Name: **Match %:** - Select % -

Total Grant Amount: **Total Match Required:**

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

Previous Project Totals (Sum of all previous reimbursement requests):

	Reimbursable Costs	Match	Total
			$0.00

This Reimbursement Period: (Period Start / End dates)

Item	Reimbursable Costs	Match	Total
Administration			$0.00
Personnel			$0.00
Contracted Services			$0.00
Supplies			$0.00
			$0.00
			$0.00
			$0.00
Volunteer time	N/A		$0.00
In-Kind Contributions	N/A		$0.00
Total:	$0.00	$0.00	$0.00

FOR DFFM USE ONLY

Cumulative Project Totals (This period request added to all previous reimbursement requests):

Reimbursable Costs	Match	Total
$0.00	$0.00	$0.00

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

Authorized Signature *Title* *Date*

SIGNATURE LINE STATEMENT (Required for Processing)

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

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

NOTE: Reimbursements may take 60-90 days

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)*