



BOARD OF SUPERVISORS AGENDA ITEM REPORT  
AWARDS / CONTRACTS / GRANTS

Award  Contract  Grant

Requested Board Meeting Date: 06/06/2026

\* = Mandatory, information must be provided

or Procurement Director Award:

\*Contractor/Vendor Name/Grantor (DBA):

Arizona Department of Forestry and Fire Management

\*Project Title/Description:

**Healthy Forest Initiative Grant Program No. NFHF 22-205**

\*Purpose:

Grant supports mitigation efforts to prevent fires along road and drainage corridors between the Santa Cruz River and Catalina Foothills, highest risk area as rated by the Arizona Department of Forestry and Fire Management. This funding will expand inspection areas and treatment for eradication of fire prone invasive vegetation within County-maintained drainageways and road corridors. The program also includes outreach to neighborhood organizations and private property managers, to be implemented in partnership with Tucson Audubon Society. This is a pass-through with US Department of Agriculture, Forest Service.

\*Procurement Method:

Not applicable.

\*Program Goals/Predicted Outcomes:

Eradicate 700-acres of fire prone weed infestations, and expand inspections in 4,396.46-acres of County-managed roads and drainageways.

\*Public Benefit:

Improves public health, safety, and resource conservation by removing fire-prone invasive vegetation.

\*Metrics Available to Measure Performance:

Treat 700 acres of infestations, and maintain them free from new or reinfestation through June, 2026.

\*Retroactive:

No.

6/15/23  
GMI approves  
REL  
5/18/23

THE APPLICABLE SECTION(S) BELOW MUST BE COMPLETED

Click or tap the boxes to enter text. If not applicable, indicate "N/A". Make sure to complete mandatory (\*) fields

Contract / Award Information

Document Type: \_\_\_\_\_ Department Code: \_\_\_\_\_ Contract Number (i.e., 15-123): \_\_\_\_\_
Commencement Date: \_\_\_\_\_ Termination Date: \_\_\_\_\_ Prior Contract Number (Synergen/CMS): \_\_\_\_\_
Expense Amount \$ \_\_\_\_\_\* Revenue Amount: \$ \_\_\_\_\_

\*Funding Source(s) required: \_\_\_\_\_

Funding from General Fund? Yes No If Yes \$ \_\_\_\_\_ % \_\_\_\_\_

Contract is fully or partially funded with Federal Funds? Yes No

If Yes, is the Contract to a vendor or subrecipient? \_\_\_\_\_

Were insurance or indemnity clauses modified? Yes No
If Yes, attach Risk's approval.

Vendor is using a Social Security Number? Yes No
If Yes, attach the required form per Administrative Procedure 22-10.

Amendment / Revised Award Information

Document Type: \_\_\_\_\_ Department Code: \_\_\_\_\_ Contract Number (i.e., 15-123): \_\_\_\_\_
Amendment No.: \_\_\_\_\_ AMS Version No.: \_\_\_\_\_
Commencement Date: \_\_\_\_\_ New Termination Date: \_\_\_\_\_
Prior Contract No. (Synergen/CMS): \_\_\_\_\_

Expense Revenue Increase Decrease

Is there revenue included? Yes No If Yes \$ \_\_\_\_\_

\*Funding Source(s) required: \_\_\_\_\_

Funding from General Fund? Yes No If Yes \$ \_\_\_\_\_ % \_\_\_\_\_

Grant/Amendment Information (for grants acceptance and awards)

Award Amendment

Document Type: GTAW Department Code: FC Grant Number (i.e., 15-123): 23\*137
Commencement Date: 7/1/23 Termination Date: 6/30/26 Amendment Number: \_\_\_\_\_
Match Amount: \$ 173,321 Revenue Amount: \$ 404,415

\*All Funding Source(s) required: US Department of Agriculture, Forest Service

\*Match funding from General Fund? Yes No If Yes \$ \_\_\_\_\_ % \_\_\_\_\_

\*Match funding from other sources? Yes No If Yes \$ 156,509 % \_\_\_\_\_

\*Funding Source: RFCD Tax Levy; additional match (\$16,812) in-kind (volunteer support)

\*If Federal funds are received, is funding coming directly from the Federal government or passed through other organization(s)?
Passed through Arizona Department of Forestry and Fire Management

Contact: Jennifer Becker

Department: Regional Flood Control District

Telephone: (520) 724-4657

Department Director Signature: \_\_\_\_\_ Date: 5/17/23
Deputy County Administrator Signature: \_\_\_\_\_ Date: 5/19/2023
County Administrator Signature: \_\_\_\_\_ Date: 5/20/2023

**Arizona Department of Forestry and Fire Management**  
**Grant Agreement No. NFHF 22-205**  
**Healthy Forest Initiative Grant Program**

This grant agreement (“Agreement”) is entered into by and between the (“Grantee”) Arizona Department of Forestry and Fire Management (“State Forestry” or “State”) and (“Sub-grantee”), **Pima County (Regional Flood Control District (UEI # JBMBVGUK5LF1)**, pursuant to the Cooperative Forestry Assistance Act of 1978, Public Law 95-313, as amended; Food, Agriculture, Conservation, and Trade Act of 1990, as amended, Public Law 101-624.

**I. PURPOSE OF AGREEMENT**

State Forestry is a primary recipient of grant funds provided by the USDA Forest Service to assist in the advancement of forest resources management; forest insect and disease management, urban and community forestry, development and transfer of new and improved fire control technologies, organization of shared fire suppression resources, forestry resources planning, conservation of forest land, and achievement of a number of other goals for the use and protection of forest lands. This agreement is a sub-award of those federal grant funds authorized under Arizona Revised Statute 37-1302.

Subaward of Federal Award # **22DG11030000-009**, dated **08/12/2022**, The Federal Assistance Listing Number is **10.697**, **Cooperative Forestry Assistance**, U.S. Department of Agriculture, Forest Service.

**II. SCOPE OF WORK**

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

**III. PROGRAMMATIC CHANGES**

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

**IV. TERM OF AGREEMENT**

This Agreement shall be effective immediately upon signature by all parties and will terminate on **June 30, 2026** unless otherwise terminated or modified pursuant to the terms herein.

**V. COMPENSATION AND MATCHING INVESTMENT**

Grant funds may be utilized for up to **70%** of the total cost of this program. A contribution by the Sub-grantee for an additional **Cost Share Match of 30%** of the total cost of the program is required (including contributions of third parties). Support documentation outlining project costs including cost share match is required.

Compensation under this agreement shall be on a reimbursement basis, shall not exceed the total eligible costs of the project, and total compensation (federal portion) **shall not exceed \$404,415.00**

Only costs for those project activities approved in (1) the initial award, or (2) approved modifications thereto, are allowable. All payments are contingent upon the availability of funds and reimbursement by the United States Department of Agriculture, Forest Service.

Reimbursement payments will be made to the Sub-grantee normally within ninety days after receipt of the reimbursement request and required documentation.

## **VI. ELIGIBLE COSTS**

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

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

This is an award of Federal financial assistance and is subject to the Office of Management and Budget (OMB) guidance in Subparts A through F of 2 CFR Part 200 as adopted and supplemented by the USDA in 2 CFR Part 400. All Federal and Sub-grantee matching/cost-share contributions are subject to applicable guidance. All project expenditures are subject to the Single Audit act of 1984 and payments shall adhere to the Federal Cash Management Improvement Act (CMIA).

## **VII. ADMINISTRATIVE AND ACCOUNTING REQUIREMENTS**

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

## **VIII. AUDIT REQUIREMENTS**

SINGLE AUDIT ACT OF 1984: All project expenditures are subject to the Single Audit act of 1984 and all relevant Office of Management and Budget (OMB) guidance including 2 CFR 200, Subpart F. Sub-grantees are subject to audit if their share of federal financial assistance is \$750,000 or more for a single fiscal year. Federal financial assistance includes reimbursements under this award and all other financial assistance originating from any agency of the federal government during the Sub-grantee's fiscal year. Sub-grantee will be required annually to report compliance with this requirement.

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

In the event that an audit determines that unallowable costs have been charged to the grant and funds have been disbursed to the Sub-grantee, then the Sub-grantee accepts full liability and must pay back all costs incurred and deemed unallowable. Any audit involving a Federally-funded grant shall provide a copy of the audit report to the Federal Audit Clearinghouse within 30 days after receipt from the auditor or nine months from the close of the sub-grantee's fiscal year, whichever is earlier.

## **IX. PROCUREMENT REQUIREMENTS**

All procurement activities shall be in compliance with State, Federal, and local laws including Office of Management and Budget (OMB) guidance in subparts A through F of 2 CFR Part 200, Subpart D as adopted and supplemented by the USDA in 2 CFR Part 400. All Sub-grantees are responsible for developing, documenting, and adhering to their own established procurement processes that include both administrative and accounting controls.

## **X. REPORTING REQUIREMENTS**

Sub-grantee shall monitor the performance of the grant activities to ensure that performance goals are being achieved. Sub-grantee shall provide detailed grant/project accomplishments in quarterly reports to State Forestry no later than 30 days after the end of each calendar quarter, or as requested by State Forestry. Quarterly performance reports shall follow the format identified in Attachment E or as may be revised by State Forestry. Reports (quarterly and final reporting) will contain information on the following: (1) A comparison of actual accomplishments to the goals established for the period and for the entire program or project, (2) Output of the project that can be readily expressed in numbers, such as acres of forest treatment, number of citizens served, or other similar activities. A computation of cost per unit of output may be required where applicable, (3) Reason(s) for delay if established goals were not met. (4) Additional pertinent information including, when appropriate, analysis and explanation of cost overruns or high unit costs. (5) Before and after pictures (required for final report and optional for quarterly reporting). (6) Mapping in the form of a pdf/paper map and matching shapefiles (if required for final reporting, see Section XI below).

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

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

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

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

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

Sub-grantee shall immediately notify State Forestry of developments that have a significant impact on the activities supported under this grant. Also, notification shall be given in case of problems, delays or adverse conditions that materially impair the ability to

meet the objectives of the agreement. This notification shall include a statement of the action taken or contemplated, and any assistance needed to resolve the situation.

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

**XI. MAPPING (CHECK ONE)        X   Required      \_\_\_\_\_ Not Required**

Project Center Coordinates (in Decimal Degrees):

Latitude (y-coordinates)   32.341901      Longitude (x-coordinates)  -111.007983 

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

**XII. COMPLIANCE AND PERMITS**

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

**XIII. PRINCIPAL CONTACTS**

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

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

**Principal Sub-grantee Contact:**

Jennifer Becker, Environmental Planning Manager  
Pima County Regional Flood Control District  
201 N. Stone Avenue, 9<sup>th</sup> Floor  
Tucson, AZ 85701  
520-724-4600  
Jennifer.becker@pima.gov

**Principal Arizona State Forestry Contact:**

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

**XIV. NOTICES**

Any and all reports, notices, requests or demands given or made upon the parties hereto, pursuant to or in connection with this Agreement, unless otherwise noted, shall be delivered in person, sent by electronic mail, or sent by United States Mail, postage prepaid, to the parties at their respective addresses as set forth immediately below:

<u>STATE FORESTRY</u>	<u>SUB-GRANTEE</u>
John Richardson Assistant State Forester Arizona Department of Forestry and Fire Management 1110 West Washington, Suite 500 Phoenix, AZ 85007 602-771-1420 jrichardson@dffm.az.gov	Eric Shepp, P.E. Director Pima County Regional Flood Control District 210 N Stone Avenue, 9 <sup>th</sup> Floor Tucson, AZ 85701 520-724-4600 <a href="mailto:Eric.Shepp@pima.gov">Eric.Shepp@pima.gov</a>

**XV. AWARD CLOSEOUT**

Sub-grantee shall close out the grant within 30 days after expiration or notice of termination. If this award is closed out without audit, Arizona State Forestry and the U.S. Forest Service reserve the right to disallow and recover an appropriate amount after fully considering any recommended disallowances resulting from an audit which may be conducted later.

**XVI. AUTHORITY**

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

**XVII. ATTACHMENTS**

The following Attachments are part of this Agreement:

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

Additional Certifications (require separate signatures):

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

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

<p><b><u>STATE FORESTRY</u></b></p> <p>Arizona Department of Forestry and Fire Management. 1110 West Washington, Suite 500 Phoenix, AZ 85007</p>	<p><b><u>ACCEPTED BY SUB-GRANTEE</u></b></p> <p>Pima County Board of Supervisors 201 N. Stone Avenue, 9th Floor Tucson, Arizona 85701</p>
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\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print or Type Name

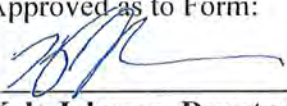
**Arizona State Forester**

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature

Adelita Grijalva, Chair  
Pima County Board of Supervisors

Attest: \_\_\_\_\_  
Clerk of the Board

Approved as to Form:  
  
\_\_\_\_\_  
**Kyle Johnson, Deputy County Attorney**

Date: 5/15/2023

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print or Type Name

**Assistant State Forester for Forestry Programs**

Date: \_\_\_\_\_



**ATTACHMENT A**

**Project Application  
(Cover Sheet)**

# Applications: A13 PC-WUI Healthy Corridors, Santa Cruz to Catalina

## Profile

ECOM\_dorothee.harmon@pima.gov

## Organization Name

A13 Pima County (Regional Flood Control District)

### 1. Application/Project Title (50 character max)

A13 PC-WUI Healthy Corridors, Santa Cruz to Catalina

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

1, 2, 3

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

3, 9, 10, 14

### 4. Project Lead (250 character max)

Jennifer Becker, Environmental Mgr, Pima County Flood Control District; 25 years exp. Connie Hutchins, Pima Co. Dept. of Trans, 25 yrs. exp.; Jonathan Horst, Tucson Audubon Society, 17 yrs. exp.; John Scheuring, AZ Native Plant Society, 15 yrs. exp.

### 5. Acres to be Treated

1,500

### 6. Treatment Type

Mechanical and Chemical

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

-100.911007; 32.33064

### 8. Project Overview and Area Description (0-10 points, 500 character max)

Fire risk reduction and habitat enhancement in corridors from the Santa Cruz River (SCR) to Coronado National Forest (CNF) interface on Pima County owned and managed road shoulders, drainageways, parks and open space (County property), primarily rated 6 to 9 AZ-WRAP. Assets at risk include utilities, riparian lands, and adjacent forests and developed properties including 100 critical facilities. Vegetation includes Riparian Bosque and Shrublands with non-native fireprone grass, forbs, and trees.

### 9. Project Goals, Objectives, and Deliverables (0-15 points, 750 character max)

Goals: Fuels reduction treatments on 1500 ac. Restore native seedbank on 10 ac. Objectives: Coordinate with  $\geq 2$  fire departments on needs in Catalina and Summerhaven Communities-At-Risk. Coordinate Catalina Hwy invasives treatments with CNF. Maintain 13 existing firebreaks. Install  $\geq 2$  new corridor firebreaks. For seasonal invasives, undertake  $\geq 2$  treatments each growing season. Apply rapid-recruiter/recovery native seed mix on ruderal lands to improve habitat and watershed function. Project supports Pima Co. CWPP via fuels reduction along primary wildlife and fuels corridors at WUI from SCR to State land and CNF. Project will reduce fire-transmission risk around FIREWISE USA sites Mt. Lemmon, Sunrise Association Council, and Hidden Valley.

### 10. Scope of Work and Project Timeline (0-25 points, 1,000 character max)

Project planning/implementation are collaborative with regional land managers, managed by Project Leads, and performed by staff and 4 contractors (see budget). Our field-ready GIS platform allows real-time mapping/visualization, and analyses for quantitative assessment/reporting. Fire-prone targets are not limited to invasive tamarisk, arundo, stinknet, and grasses. Removal means are chemical and manual (MBTA/CR compliant). Green-up permitting, timely retreatments in growing seasons are undertaken to best recover native seed bank. FCD-ALERT rainfall monitoring guides optimal treatment planning. In ruderal lands with depleted seedbank, we apply a rapid-recruiter/recovery seed mix of locally-native low-grow species. POP is 2023-2025. Progress on goals/objectives will be reported quarterly. Treatments, plus Catalina and Summerhaven coordination, will initiate in Q1. Treatments vary by season/drought, average 125ac/Q at  $\leq$ \$320/ac, per past staff/contractor efforts and adjusted rate.

### 11. Collaborative Elements, Partners, and Beneficiaries (0-10 points, 500 character max)

County is partnering with AZNPS volunteers and TAS as contractors and regional collaborators; we coordinate invasive needs with USFS, Marana, Oro Valley, Tucson, and fire departments. Project beneficiaries include Catalina Hwy in Coronado NF, urban and riparian drainage corridors and roads adjacent to developed residential and commercial property and 100 critical facilities. Project abuts Coronado NF, where TAS is contracted and AZNPS volunteers for invasive/fuels control (POC C. Pearson).

**12. Sustainability Plan (0-10 points, 500 character max)**

To sustain project accomplishments, Pima County will utilize operational (32% match) funds for staff/contractors to undertake monitoring/follow-up treatments, utilizing GPS-based treatment mapping tools/database to prioritize locations. Invasives control and fuels reduction are included in our regional planning documents. Pima County is accountable within our multi-department invasive species working group, to our partners in this project, and to outside agency fire and invasive species groups.

**Upload Budget Form (0-20 points, one form per project, maximum of 2 pages)**

PC-WUI Budget Worksheet DFFM-HFI2022.docx

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

PC-WUI Map HFI2023 FCD.pdf

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

Combined Letters of Support.pdf

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

Yes

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

(8) Yes Very High

**Does the project align with Arizona Forest Action Plan objectives?**

Yes

**Average Score**

**# of Reviews**

0

**# of Denials**

0

**Applications: File Attachments**

**Upload Budget Form (0-20 points, one form per project, maximum of 2 pages)**

PC-WUI Budget Worksheet DFFM-HFI2022.docx

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

PC-WUI Map HFI2023 FCD.pdf

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

Combined Letters of Support.pdf

Project: PC-WUI Healthy Corridors, Santa Cruz to Catalinas

<b>Total Project Budget (by expense type)</b>				
<b>Budget Detail</b>	<b>Grant Share</b> (\$ Amount Requested)	<b>Match</b>		<b>TOTAL</b>
		<b>Dollars</b>	<b>In-Kind</b>	
<b>Administrative Labor:</b>	\$0	\$58,494	\$0	\$58,494
<b>Project Labor:</b>	\$0	\$99,155	\$15,525	\$114,680
<b>Travel:</b>	\$0	\$0	\$1,287	\$1,287
<b>Equipment:</b>	\$5,000	\$0	\$0	\$5,000
<b>Supplies:</b>	\$0	\$10,575	\$0	\$10,575
<b>Contractual:</b>	\$352,000	\$0	\$0	\$352,000
<b>Other1:</b>	\$35,700	\$0	\$0	\$35,700
<b>Other2:</b>	\$0	\$0	\$0	\$ 0
<b>TOTAL:</b>	\$392,700	\$168,224	\$16,812	\$577,736

<b>Budget Narrative</b>	
<p><b>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).</b></p> <p>This project is a collaboration between various Pima County departments and partner organizations to provide treatment to sensitive areas in corridors and drainage areas from Santa Cruz to the Catalinas.</p> <p>Administrative costs (dollars match):                      Oversight PC FCD, 240 hours at \$42.53/hour including fringe (\$10,208)                      Oversight PC DOT, 720 hours at \$41.13/hour, including fringe (\$29,612)                      Oversight GIS, 330 hours at \$34.56/hour, including fringe (\$11,404)                      Oversight PC PW, 180 hours at \$40.39/hour, including fringe (\$7,270)</p> <p>Project Labor --(dollars match): Field labor using existing supervisors and applicator technician staff on county-maintained roads, drainages, basins and open spaces; volunteer hours including licensed applicators, to coordinate and provide follow on inspection and treatment                      PC FCD management activity, 210 hours at \$39.88/hour, including fringe (\$8,374)                      PC FCD management activity, 210 hours at \$41.61/hour, including fringe (\$8,738)                      PC FCD management activity, 210 hours at \$35.39/hour, including fringe (\$7,433)                      PC NRPR management activity, 210 hours at \$36.29/hour, including fringe (\$7,620)                      PC NRPR labor, 350 hours at \$30.69, including fringe (\$10,740)                      PC NRPR labor (3 persons), 2,160 hours at \$26.04/hour, including fringe (\$56,250)</p> <p>Project Labor ( in-kind match): Volunteer hours providing services (AZNPS, TUS), 690 hours at \$22.50 (\$15,525).</p> <p>Travel (in kind match): Travel to/from project sites by PC staff and AZNPSvolunteers 2,200 miles @\$0.585,</p>	

### 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).**

current GSA reimbursement rate.

Equipment (grant share): Spray equipment hoses, parts and accessories, not including maintenance expenses. Estimate costs are \$5,000. Purchases will be made by managers with invoices provided for documentation and tracking.

Supplies (dollars match): Pima County currently has chemical inventory for use on this project. Herbicides to be applied by licensed volunteer applicators. Supplies include:

Bulk seed \$10/unit; expecting to need 950 units, for a total of \$9,500

Kleenup pro (2.5 gal units) for volunteers, \$125/unit, expecting to need 7 units, for a total of \$875

Kleenup pro (gal units) for staff, \$40/unit, expecting to need 5 units, for a total of \$200

Contractual (grant share): Pima County has existing contracts with four licensed-applicator companies to complete the fieldwork for this grant. Three companies, Tucson Audubon Society, Recon Environmental Inc. and EnviroSystems Management Inc. have unique expertise in local botany, advanced GPS/GIS skills, and back-county/remote land access ability. TAS is a partner in this application as RFCD undertakes additional timely data sharing to enhance response efforts to local areas of infestations; their treatment and enhanced managing coordination resources are within this budget item, since TAS is also our contractor for this project work. Contractors including TAS, Recon and EnviroSystems augment treatment work beyond means of existing county resources. Additional licensed applicator, AAA Landscape, is experienced in providing roadside and urban area treatments and has recently gained skills in simple GPS reporting. AAA is a general vegetation maintenance contractor who provides limited targeted invasive species management. AAA supervisors and crew were recently trained to use a field-based GPS treatment-reporting app for inclusion in the GIS invasives-tracking database. Invoices are approved by project managers, and routed to our grants finance office for tracking needs. Contracted rates, including supplies and travel, were utilized, with adjusted cost of contracted treatment of \$320/acre for our 3 specialized invasives back-county providers, and \$250/acre for AAA routine maintenance.

Other (grant share): Grant guidelines require applicants to develop and manage their grants in accordance with federal requirements, including those specified in subparts A through F of 2 CFR 200. 2 CFR Subpart E, Sec. 200.414 permits the recovery of indirect costs, permitting the use of a de minimis rate of 10% of modified total direct costs (MDTC). MDTC includes all direct salaries and wages, applicable fringe benefits, materials and supplies, travel, and up to the first \$25,000 of each subaward. Modified total direct costs of this grant include the \$5,000 equipment purchases and the \$352,000 contractual costs (which is not a subaward), or \$357,000. Total indirect costs are  $.10 * 357,000$ , or \$35,700.

Total grant share request is the sum of equipment costs, contractual and indirect costs, equalling \$392,700.

Total match share is the sum of cash match and in-kind match, equalling \$185,036

Total project cost is the sum of grant request and total match share, equalling \$577,736

Project Area Limits 100,300 Acres

Total Pima County Area 15,491.42 Acres

Drainageways – RFCD Maintenance 7,607.87 Acres

Fee 5,214.53 Acres

Fee with Special Conditions 1,517.24 Acres

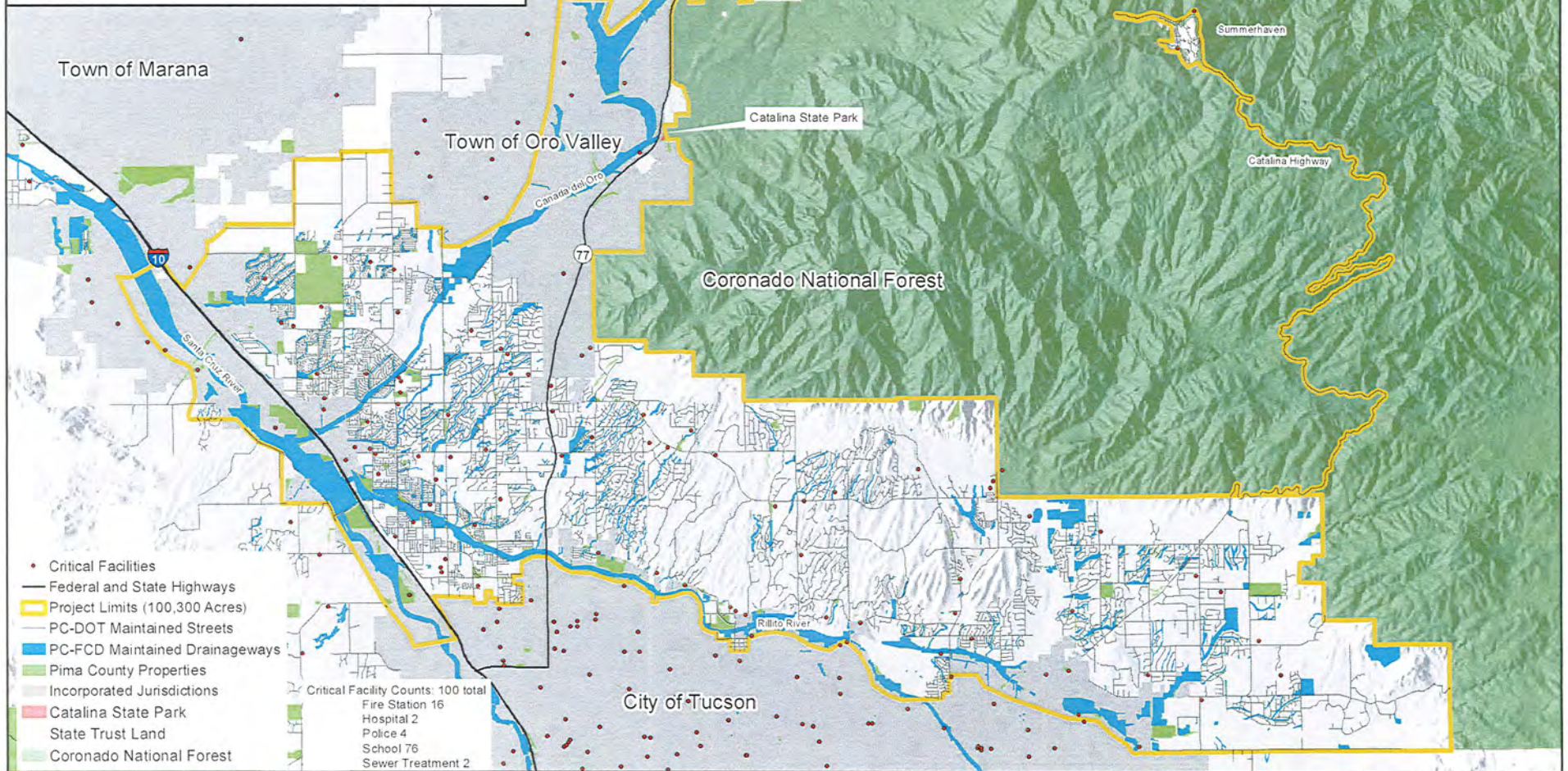
IGA 39.9 Acres

Easement 836.2 Acres

Pima County Land – Exclude RFCD Drainageways 7,883.55 Acres

Pima County Maintained Road ROW 1,977.56 Acres

Project Area Centroid X -100.911007, Y 32.330649



Pima County Regional Flood Control District  
201 N. Stone Ave - 5th Floor  
Tucson, Arizona 85701-1797  
(520) 724-4600, FAX: (520) 724-4621  
<http://www.rfcd.pima.gov>

### Pima County Wildlands Urban Interface (PC-WUI) Healthy Corridors, Santa Cruz River to Catalina Mountains ASDFFM - HFI Grant Proposal 2022

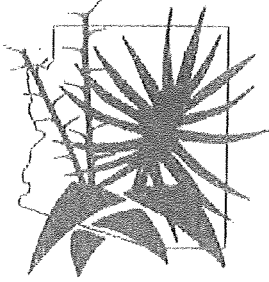
1 inch = 16,000 feet



Date: 5/19/2022

The information depicted on this display is the result of digital analyses performed on a variety of databases provided and maintained by several governmental agencies. The accuracy of the information presented is limited to the collective accuracy of these databases on the date of the analysis. The Pima County Regional Flood Control District makes no claims regarding the accuracy of the information depicted herein.

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**The Arizona Native Plant Society**  
P.O. Box 41206, Tucson, Arizona 85717  
www.aznps.com

Forestry Programs Grant Administrator  
Arizona Department of Forestry and Fire Management  
1110 West Washington, Suite 500  
Phoenix, AZ 85007

March 20, 2022

Re : Letter of Support For Pima County Regional Flood Control's Healthy Forest Initiative Grant Application: PC-WUI Healthy Corridors, Santa Cruz to the Catalinas

Dear Selection Committee

The Conservation Committee of the Arizona Native Plant Society (AZNPS) is pleased to support and partner with Pima County Flood Control District and Department of Transportation on this proposal for a Healthy Forest Initiative grant. Riparian and roadway corridors are the major invasive plant vectors that continuously spread and re-infest the entire Tucson metro area. The suppression of invasive weed infestations in those corridors will not only reduce wildfire fuels but also the seed source production of those fuels. The provision for ongoing re-treatment over a three-year period will make ongoing invasive control maintenance affordable for county and municipal agencies in the future.

AZNPS has partnered with Pima County Department of Transportation to carry out volunteer invasive control along heavily infested roadsides. This partnership has resulted in over 130 linear miles of weed -free roadsides. This result has been achieved through timely and focused applications with only a handful of volunteers. This Pima County Flood Control District grant application is a massively expanded proposal to carry out the approaches that we already know will be successful. We fully endorse this proposal and will support PCFCD in its execution.

John Scheuring  
State Conservation Committee Chairman  
Arizona Native Plant Society  
PO Box 41206  
Tucson Arizona 8577



United States  
Department of  
Agriculture

Forest  
Service

Coronado National Forest  
Santa Catalina Ranger District

5700 North Sabino Canyon Road  
Tucson, AZ 85750  
520-749-8700  
Fax: 520-749-7723

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**File Code:** 2900  
**Date:** May 18, 2022

John Richardson  
Forestry Programs and Grants  
Arizona Department of Forestry and Fire Management  
1110 W. Washington St.  
Suite 500  
Phoenix, AZ 85007

Dear Mr. Richards,

The Santa Catalina Ranger District is pleased to support Pima County's Regional Flood Control District's (RFCD) application for a Healthy Forest Initiative grant. This proposed project aims to work in partnership with communities and groups in a number of areas that are especially prone to wildfires. With grant funds, the County will identify key corridors and specific areas for fire-prone invasive species eradication and control efforts, including appropriate treatment protocols, environmental compliance, and long-term management. These efforts will reduce fire risk to infrastructure and communities adjacent to the District, which will compliment invasive species treatments we are implementing on the Forest. These non-native species include buffelgrass, which are aggressive non-native species that spread rapidly after a fire. These plants displace native plants by out-competing them for water, nutrients, and space, which has other negative downstream ecological impacts.

Funds from the Arizona Department of Forestry and Fire Management would allow the County to eradicate buffelgrass and other invasive plant species that pose fire threats to our communities. The Santa Catalina Ranger District is proud to support Pima County in this important work.

Sincerely,

CHARLES  
WOODARD

Digitally signed by  
CHARLES WOODARD  
Date: 2022.05.19  
13:13:01 -07'00'

CHARLES E. WOODARD  
District Ranger







# GOLDER RANCH FIRE DISTRICT

[www.grfdaz.gov](http://www.grfdaz.gov)

May 20, 2022

John Richardson  
Forestry Programs and Grants  
Arizona Department of Forestry and Fire Management  
1110 W. Washington St.  
Suite 500  
Phoenix, AZ 85007

Re: Letter of Support for Pima County Regional Flood Control Healthy Forest Initiative Grant Application

Dear Mr. Richardson,

On behalf of the Golder Ranch Fire District, I am pleased to support Pima County's Regional Flood Control District's (RFCD) application for a Healthy Forest Initiative grant. This proposed project aims to work in partnership with communities and groups in a number of areas that are especially prone to wildfires such as Catalina Regional Park. With grant funds, the County will identify key corridors and specific areas for fire-prone invasive species eradication and control efforts, including appropriate treatment protocols, environmental compliance, and long-term management. These efforts will reduce fire risk to our infrastructure and communities. These non-native species include buffelgrass and stink net, which are aggressive non-native species that spread rapidly after a fire. These plants displace native plants by out-competing them for water, nutrients, and space, which has other negative downstream ecological impacts.

Funds from the Arizona Department of Forestry and Fire Management would allow the County to eradicate buffelgrass and other invasive plant species that pose fire threats to our communities. The Golder Ranch Fire District is proud to support Pima County in this important work. As a non-contractual supporter of this grant, Golder Ranch Fire District will be unable to participate with equipment, personnel, in kind, or monetary resources.

Thank you for considering this request.

Sincerely,

A handwritten signature in black ink, appearing to read "Colin Port".

Colin Port  
Captain/Wildland Coordinator



## Fire Operations

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*RURAL METRO FIRE DEPARTMENT  
PIMA COUNTY, AZ*

May 20, 2022

John Richardson  
Forestry Programs and Grants  
Arizona Department of Forestry and Fire Management  
1110 W. Washington St.  
Suite 500  
Phoenix, AZ 85007

Re: Letter of Support for Pima County Regional Flood Control Healthy Forest Initiative Grant Application

Dear Mr. Richardson,

On behalf of the Rural Metro Fire Department, I am pleased to support Pima County's Regional Flood Control District's (RFCD) application for a Healthy Forest Initiative grant. This proposed project aims to work in partnership with communities and groups in a number of areas that are especially prone to wildfires such as Catalina Regional Park. With grant funds, the County will identify key corridors and specific areas for fire-prone invasive species eradication and control efforts, including appropriate treatment protocols, environmental compliance, and long-term management. These efforts will reduce fire risk to our infrastructure and communities. These non-native species include buffelgrass and stink net, which are aggressive non-native species that spread rapidly after a fire. These plants displace native plants by out-competing them for water, nutrients, and space, which has other negative downstream ecological impacts.

Funds from the Arizona Department of Forestry and Fire Management would allow the County to eradicate buffelgrass and other invasive plant species that pose fire threats to our communities. Rural Metro Fire Department is proud to support Pima County in this important work.

Thank you for considering this request.

Sincerely,

Karl Isselhard  
Fire Chief  
Pima County Operations



*Tucson Audubon inspires people to enjoy and protect birds through recreation, education, conservation, and restoration of the environment upon which we all depend.*

May 18, 2022

John Richardson  
Forestry Programs and Grants  
Arizona Department of Forestry and Fire Management  
1110 W. Washington St.  
Suite 500  
Phoenix, AZ 85007

**Re: Letter of Support For Pima County Regional Flood Control's Healthy Forest Initiative Grant**  
**Application: PC-WUI Healthy Corridors, Santa Cruz to the Catalinas**

Dear Mr. Richardson,

Tucson Audubon Society is pleased to support and partner with Pima County Flood Control District and Department of Transportation on this proposal for a Healthy Forest Initiative grant. The riparian and transportation corridors within this area are integral parts of the WUI and the approved CWFPP – they link our major watercourses with multiple surrounding mountain ranges and federally owned/managed areas including the Catalina Mountains in the Coronado National Forest, Saguaro National Park, and numerous Arizona State owned and managed lands as well (e.g. Catalina State Park). These corridors contain heavy fuel loads and there currently is, on average, *one channel fire each year* burning small to extensive sections of the project area. As fuels continue to increase, they pose the hazard of linking fires from one protected area to another. From the wildlife and conservation perspective, our riparian corridors are not only the most important area for the majority of native birds, they also are used by wildlife of all sorts – all easy victims to riparian fires that run unchecked. An initial thinning of major woody fuels (primarily tamarisk and African sumac) and major control effort of invasive fire prone grasses (especially buffelgrass and fountaingrass as the worst offenders) throughout the whole of these corridors will help make possible ongoing future maintenance work by local municipalities and land managers. Fires in riparian areas, and in the adjacent uplands to where riparian fires can spread, unlock significant sediment into the channels leading to more dangerous floods and increased flashfloods in smaller drainages.

This proposed project combines work from a long-standing group of partners – municipalities, fire districts, and conservation groups, to address previously identified hazards that impact each of us. This project will significantly reduce fire risk to our infrastructure and communities and increase capacity of emergency responders to help those in need. Additionally, reducing the fire danger in advance helps keep these first responders off the front line for more of their time keeping them safe for other rescue needs.

Thank you for considering this proposal.

Sincerely,

Jonathan Horst

**Jonathan Horst, Director of Conservation and Research | Ecologist**  
300 E. University Blvd., #120 · Tucson, AZ 85705  
CELL 520-971-6238 · FAX 520-232-5477 · jhorst@tucsonaudubon.org

TUCSONAUDUBON.ORG

Profile: ECOM\_dorothee.harmon@pima.gov

## Applicant Information

Tell us about you.

### Linked Applicant

ECOM\_dorothee.harmon@pima.gov

### First name

Dorothee

### Last name

Harmon

### Email

ECOM\_dorothee.harmon@pima.gov

### Title

Division Manager

### Company

Pima County Grants Management and Innovation

### Company Website

### City

Tucson

### State

Arizona

## Organization Information

Tell us about your organization.

### Organization Name

Pima County

### Employer Identification Number (EIN)

86-6000543

### DUNS

074477969

### Authorized Representative

### Business/Finance Representative

## Organization Address

### Address

130 W Congress

### Address 2

3rd Floor

**City**

Tucson

**State**

Arizona

**County**

Pima County

**Congressional District/Region**

AZ01 AZ02 AZ03

**Zip**

85701

**Phone**

520-724-6760

**Phone Extension**

**Fax**

Authorized Representative (if different from above)

**Name**

**Title**

**Email**

**Phone**

Business/Finance Contact (if required)

**Name**

**Title**

**Email**

**Phone**

**ATTACHMENT B**  
**(Cover Sheet)**

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

## DETAILED PROJECT PLAN

### PC-WUI CORRIDORS – SANTA CRUZ RIVER TO CATALINAS

July 2023 – July 2026

#### PROJECT SCOPE, OUTCOMES & SUSTAINABILITY

The Pima County Wildland-Urban Interface (PC-WUI) grant project (Project) will mitigate fuels hazardous vegetation for public safety and ecosystem restoration exclusively within Pima County-managed lands, plus foster collaboration of efforts with adjoining private land managers and stakeholders.

The Project area corridor spans from the Santa Cruz River (SCR) in central Tucson to the foothills adjacent to the Santa Catalina District of Coronado National Forest (CNF), which includes the 1-10 and Arizona State Route 77 commercial areas, Union Pacific Railroad, public infrastructure, utilities, 79 critical facilities, and residential developed areas. Natural resource vegetation community assets within the Project area include desert shrubland, woodland, and riparian mesquite bosque of the eastern Sonoran Basin. Both rural and urban fire risks have been increasing in the area due to 20 years of ongoing drought conditions and invasion of highly fire prone and noxious non-native vegetation with more substantive.

The Project will treat 700 acres within 4,396.46 acres of County-maintained land. Due to previous vigilant efforts, significant portions of Project roads and drainage corridors have only minimal re-emergent invasive fire prone plant populations. But the full Project extent has been beyond our capacity to vigilantly inspect and accurately map, and portions have growing infestations. Infestations range from  $\leq 1\%$  in previously managed areas and undisturbed native desert to 100% cover, with higher percentages typically adjacent to untreated private properties. The grant partner field managers are highly familiar with the Project area and state that, 1) The average invasives cover is roughly 16%, with 2) Ongoing expansion and re-infestations underway not limited to buffelgrass, fountain grass, and localized Stinknet, and 3) Without effective treatments the fire risks could become unmanageable.

For this three-year Project, the Pima County Regional Flood Control District (PCRFCD) is partnering with Pima County Department of Transportation (PCDOT), Arizona Native Plant Society (AZNPS) and Tucson Audubon Society (TAS). AZNPS and TAS are conservation organizations who actively undertake invasives removal including the use of herbicides to support native habitat restoration and preservation. Target species include high fire risk invasive vegetation, not limited to buffelgrass, fountain grass, Stinknet, tamarisk, Arundo, and non-natives that compromise ecosystem restoration efforts, not limited to Mexican Palo Verde, African sumac, bur-bristle grass, puncture vine, and London rocket.

Field managers will utilize qualified weather and phenology assessments to provide the location and scheduled partnered inspections and treatment/retreatment locations for local eradication of prioritized noxious species target species on PCDOT "Landscape Routes" and PCRFCD "Fee-owned drainageways." PCRFCD will be responsible for PC-WUI Project administration, finance, contracting, partnership coordination, and reporting. Using a 16% average, we plan to eradicate fire prone invasive plants and associated local seedbank within 700 acres through expanding inspections within the 4,396.46-acre County managed lands, plus outreach and advocacy with willing private property managers. The TAS and the other partners will perform the informed scheduling coordination, inspections, treatments, outreach, and progress summaries. This Project will greatly expand inspections and repeat treatments, plus introduce outreach education to neighboring infested private lands for improved eradication effectiveness.

## **HIRING/PROCUREMENT/CONTRACTING**

The PCRFC and PCDOT have adequate public works and environmental field managers and administrative support to manage this Project, no hiring is needed. Pima County maintains contracts with AAA Landscape for routine roadside and drainageway public safety vegetation maintenance with targeted invasive species treatment, as part of their public safety responsiveness work. Pima County also contracts as needed with multiple highly qualified environmental invasives strike teams with skills not limited to field biology/botany, onsite GIS data and mapping, manual labor, Qualified Applicators, and remote and mountain/cliffside access capabilities. The AZNPS state licensed volunteers coordinate with PCDOT's work. Specialty invasive strike team contractors including the TAS, Recon Environmental Inc. and EnviroSystems Management Inc., have unique expertise in local botany, advanced GPS/GIS skills, and backcountry/remote land access ability. The TAS is fully prepared to be contracted for field implementation scheduling coordination between the partnered treatment and outreach elements. TAS will also implement the outreach efforts, below, with RFCD support, and is therefore the primary contractor for this Project. Recon Environmental and EnviroSystems Management will be utilized depending on seasonal treatment need and budget capacity. Invoices are approved by Project managers, then routed to our grants finance office for grant tracking and reporting needs.

## **OUTREACH**

To foster sustainable fuels reduction for public safety and ecosystem restoration, field work on county managed lands will be paired with education outreach to HOAs and private property owners within the Project area. Outreach efforts will also include collaborations with local fire departments to strategize addressing concern areas, plus the CNF and the National Forest Foundation (NFF) who are separately undertaking invasives management on CNF lands north of the Project area. The TAS will coordinate the management of outreach efforts with assistance in identifying HOAs with past fire and vegetation management issues and needs, per communications with local fire departments and PCRFC. The TAS will finalize mailers sent by PCRFC with offers of a presentation to HOA members and/or meet with property managers. Based on interest, further information or presentations will be provided to educate managers, owners, and residents on invasives fuels risks and management, and/or the National Firewise USA program. Grant funded treatments will not be done on privately managed properties, but rather a selection of new/expanding treatment areas will be given priority to Pima County managed corridors around the private properties/HOAs that actively engage in private property treatments.

## **FIELDWORK**

Pima County managers and contractors will use an integrated weed management approach including manual, mechanical, and chemical controls. Herbicide spraying will comply with the Arizona Department of Environmental Quality's Pesticide General Permit, and product label instructions and rules will be overseen by the Arizona Department of Agriculture Pest Management Division. On-the-ground herbicide applications will be conducted according to state regulations. All field crews will include one or more members with expert experience in identifying and prioritizing target non-native fire prone grass, forbs, and trees. Field supervisors and staff will pay special attention to emerging new species threats as a quick response may be necessary to preserve native species diversity.

To improve public safety and provide long-term fire prone fuels reduction, background information including past fires, eradication treatments, new target species reports, and weed complaints will be used to prioritize treatment areas. Project managers will assess current weather and USA National Phenology Network data to best direct field crews when conditions are most suitable for seasonal herbicide treatments, PCDOT



“Landscape Routes” and PCRFCFCD “Fee-owned drainageways.” This will result in at least 700 acres being repetitively re-inspected and spot treated to prevent viable seed production drop, provide effective local seedbank eradication for reduced infestation.

Managers will utilize GIS-based data map tools to inform and record field inspections and treatments. Managers and field crews will assess infested areas and determine the most effective eradication techniques, including potential use of weed-whacking or mowing to reduce total herbicide used and increase efficacy. Based on site-specific infestations, retreatment will be scheduled every two (2) to four (4) weeks at an optimal frequency throughout the active growing season of target seasonal invasive species. Pima County’s experience is that, depending on the area, the level of infestation and site conditions can take two (2) to eight (8) treatments per year.

During seasonal times when herbicide application is not effective for target invasives, program managers will coordinate and implement manual and/or mechanical invasive species reduction efforts as appropriate. As infestations are reduced and eradicated in treated areas, those sites will transition to less intensive routine land stewardship and spot treatments to preclude reinfestation. As Project capacity permits, additional treatment areas will be added with priority given to sites adjacent to HOAs and private properties who are independently undertaking fire preparedness and/or treatment actions on their properties.

## **INSPECTIONS & REPORTING**

Staff and contractors undertake treatment contemporaneously with inspection using optimized GIS field-based mapping tools uploaded to Pima County’s invasives database, significantly conserving staffing resources/time. Reporting will include location, area, species treated, percent cover or number of plants, treatment action/method, and herbicide usage. Pima County retains the treatment database available of use with advanced field GIS tools and for program reporting needs. The TAS, PCDOT and PCRFCFCD supervisors will utilize inspection treatment area mapping and statistics for tracking and reporting Project goals.

## **MEASURABLE PROJECT OUTCOMES – SMART GOALS**

Due to the timely retreatments, Project managers anticipate: a) the number of acres needing treatment, and b) the amount of herbicide used per treatment site will decrease annually; this outcome may be highly variable within the 36-month Project due to numerous factors (e.g. weather influences on seasonal growth “green-up” conditions). And as existing treatment sites warrant less treatment needs, additional PCRFCFCD and PCDOT maintained areas within the Project will be added to program actions. Prioritization of new areas for inspection and treatment will be based on site conditions and coordination with partners and work on areas adjacent to Pima County maintained lands, such as around HOAs, private property, and CNF and partners NFF. Seven hundred acres of PCRFCFCD Fee Drainageway and PCDOT Landscape Routes will be maintained as prioritized noxious weed seed-drop free via two (2) to nine (9) treatments per year as needed. Partners will communicate with local fire departments to best inform of known fire risk locations. Herbicide usage and treatment herbicide usage will be tracked through time, with Project reportable that less chemical per acre inspected will be needed. At least 10 acres of the most depauperate recovering infestation lands will be restored with Jen’s Rapid Recruiter Reclamation seed mix.

## **POST-PROJECT SUCCESS/SUSTAINABILITY**

Project partners are committed to eradicating harmful invasive plants for fuels reduction public safety and resource conservation need. Vigilant follow-up to preclude seed-drop of the highest risk target species in treatment areas provides lasting public safety and resource conservation results and collaborating with

adjacent land managers further enhances and extends these benefits. To sustain Project accomplishments on Pima County managed lands, operational budgets used for match amounts will fund staff and contractors to undertake monitoring/follow-up treatments, informed and prioritized utilizing the GPS-based past treatment mapping. RFCD and TAS are active in local and statewide invasive species groups, and collaborate with other agencies, jurisdictions, and groups not limited to Southwest Vegetation Management Association, Sonoran Desert Cooperative Weed Management Area.

## PROJECT SCHEDULE

The overall goal is to perform a minimum of treatment rounds on each target area within the Project to consider them fully treated or “completed,” with reinspection and treatment to assure seedbank eradication. Due to intra and interannual variability in seasonal precipitation and the ensuing green-up, establishing specific timebound quarterly goals can be quite difficult—some seasons may have no treatment available, and others may have multiple rounds within the same season during protracted wet seasons (e.g., 2021 monsoon).

- **Q3, 2023** – Initiate TAS and AAA coordinated drainageway and roadside inspection and treatment. Review remote GPS data acquisition as needed. Develop pamphlet and presentation materials for outreach. Send first set of program engagement mailers to prioritized private properties/HOAs, with priority based on past weed complaint and fire records. Seek engagement with fire departments and constituent input for prioritizing future mailers/outreach. Initiate quarterly reporting. 1<sup>st</sup> round of treatment = 0% “completed”
- **Q4 2023** - Continue seasonally appropriate invasive species treatments, adding woody perennials and cool season non-natives as conditions warrant. Initiate and coordinate additional regional management planning with private property, agency, and regional land managers. Review and optimize field assessment GIS mapping tools, methods, database. Update and renew contracts. Review and update invasive treatment priority lists and create site-specific guidance where field conditions warrant. 2<sup>nd</sup> round of treatment= 0% completed – treatment of early winter annuals and woodies
- Q1 2024 = 0% completed – treatment of winter annuals, winter green up, and woodies
- Q2 2024 = 0% completed – treatment of winter annuals, winter green up, and woodies continues
- Q3 2024 = 0% completed – treatment of summer annuals and monsoon green up
- Q4 2024 = 0% completed – treatment of woodies
- Q1 2025 = 0% completed – treatment of winter annuals, winter green up, and woodies
- Q2 2025 = 0% completed– treatment of winter annuals, winter green up, and woodies continues
- Q3 2025 = 50% completed – treatment of summer annuals and monsoon green up
- Q4 2025 = 75% completed– treatment of woodies
- Q1 2026 = 90% completed– treatment of winter annuals, winter green up, and woodies
- Q2 2026 – all target acreage completed; – treatment of winter annuals, winter green up, and woodies
- **Q3 2026** – Continue seasonally appropriate invasive species treatments, analyze data, prepare quarterly reports, assess interim progress, and optimize field assessment mapping. Coordinate and prepare the final report due within one month from •July 1 2026.

## PROJECT BUDGET (See attached worksheet)

Project: PC-WUI Corridors, Santa Cruz River to Catalinas

<b>Total Project Budget (by expense type)</b>				
<b>Budget Detail</b>	<b>Grant Share</b> (\$ Amount Requested)	<b>Match</b>		<b>TOTAL</b>
		<b>Dollars</b>	<b>In-Kind</b>	
<b>Administrative Labor:</b>	<b>\$30,000</b>	\$25,220	\$0	<b>\$55,220</b>
<b>Project Labor:</b>	\$0	\$36,603	\$15,525	<b>\$52,128</b>
<b>Travel:</b>	\$0	\$0	\$1,287	<b>\$1,287</b>
<b>Equipment:</b>	\$0	\$0	\$0	<b>\$ 0</b>
<b>Supplies:</b>	\$0	\$10,350	\$0	<b>\$10,350</b>
<b>Contractual:</b>	\$337,650	\$84,336	\$0	<b>\$421,986</b>
<b>Other1:</b>	\$36,765	\$0	\$0	<b>\$36,765</b>
<b>Other2:</b>	\$0	\$0	\$0	<b>\$ 0</b>
<b>TOTAL:</b>	<b>\$404,415</b>	<b>\$156,509</b>	<b>\$16,812</b>	<b>\$577,736</b>

<b>Budget Narrative</b>	
<p><b>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).</b></p> <p>PC-WUI Corridors, Santa Cruz River to Catalinas</p> <p>Administrative costs (grant share) (\$30,000) Oversight PC DOT, 720 hours at \$41.67/hour, including fringe (\$30,000)</p> <p>Administrative costs (dollars match): (\$25,220) Oversight PC FCD-Environmental Project Manager - Becker 280 hours at \$42.53/hour including fringe (\$11,909) Oversight PC FCD-Public Work Supervisor - Hutchins 90 hours at \$40.39/hour, including fringe (\$3,635) Oversight GIS, 280 hours at \$34.56/hour, including fringe (\$9,676)</p> <p>Project Labor (dollars match): (\$36,603) Field labor using existing supervisors and applicator technician staff on county-maintained roads, drainages, basins and open spaces; volunteer hours included licensed applicators, to coordinate and provide follow on inspection and treatment. PC FCD Public Work Manager - Heinzelman, 120 hours at \$39.88/hour, including fringe (\$4,785) PC FCD Public Work Manager - Diaz, 660 hours at \$41.61/hour, including fringe (\$27,463) PC FCD Public Work Supervisor - Prall, 120 hours at \$36.29/hour, including fringe (\$4,355)</p>	

### 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).

Project Labor (in-kind match):

Volunteer hours providing services (AZNPS), 690 hours at \$22.50 based on the labor (base+fringe) rate of field tech staff performing equivalent tasks (\$15,525)

Travel (in-kind match):

travel to/from project sites by AZNPS volunteers, 2,200 miles @ \$0.585, current GSA reimbursement rate (\$1,287) based on an average of 200 round trips of 11 miles each.

Equipment: None.

Supplies (dollars match): (\$10,350)

Pima County provides a rapid recruiter seed mix for use on depauperate treatment areas, and chemical inventory for use by AZNPS volunteer licensed herbicide applicators for this project:

Kleenup pro (2.5 gal units) for volunteers, \$125/unit, expecting to need 6 units, for a total of \$750;

Bulk seed \$10/unit expecting to need 960 units for a total of \$9,600.

Contractual (grant share): (\$337,650)

Our specialized invasives strike team providers (e.g. TAS, RECON) will provide re-treatments of actions done by routine maintenance contractors (AAA), resulting in cost of \$602.84/acre for the 36-mo of multiple seasonal treatment as needed to preclude all seed drop, field condition assessment and coordinated scheduling, field mapping and GIS reporting, and the program outreach actions.

Contractual (match share) – See above (\$84,336)

Other (grant share): (\$36,765)

Grant guidelines require applicants to develop and manage their grants in accordance with federal requirements, including those specified in subparts A through F of 2 CFR 200. 2 CFR Subpart E, Sec. 200.414 permits the recovery of indirect costs, permitting the use of a de minimis rate of 10% of modified total direct costs (MDTC). MDTC includes all direct salaries and wages, applicable fringe benefits, materials and supplies, travel, and up to the first \$25,000 of each subaward. Total modified direct costs of this grant include the \$367,650 (there are no subawards). Total indirect costs are  $0.10 * \$367,650$  or \$36,765.

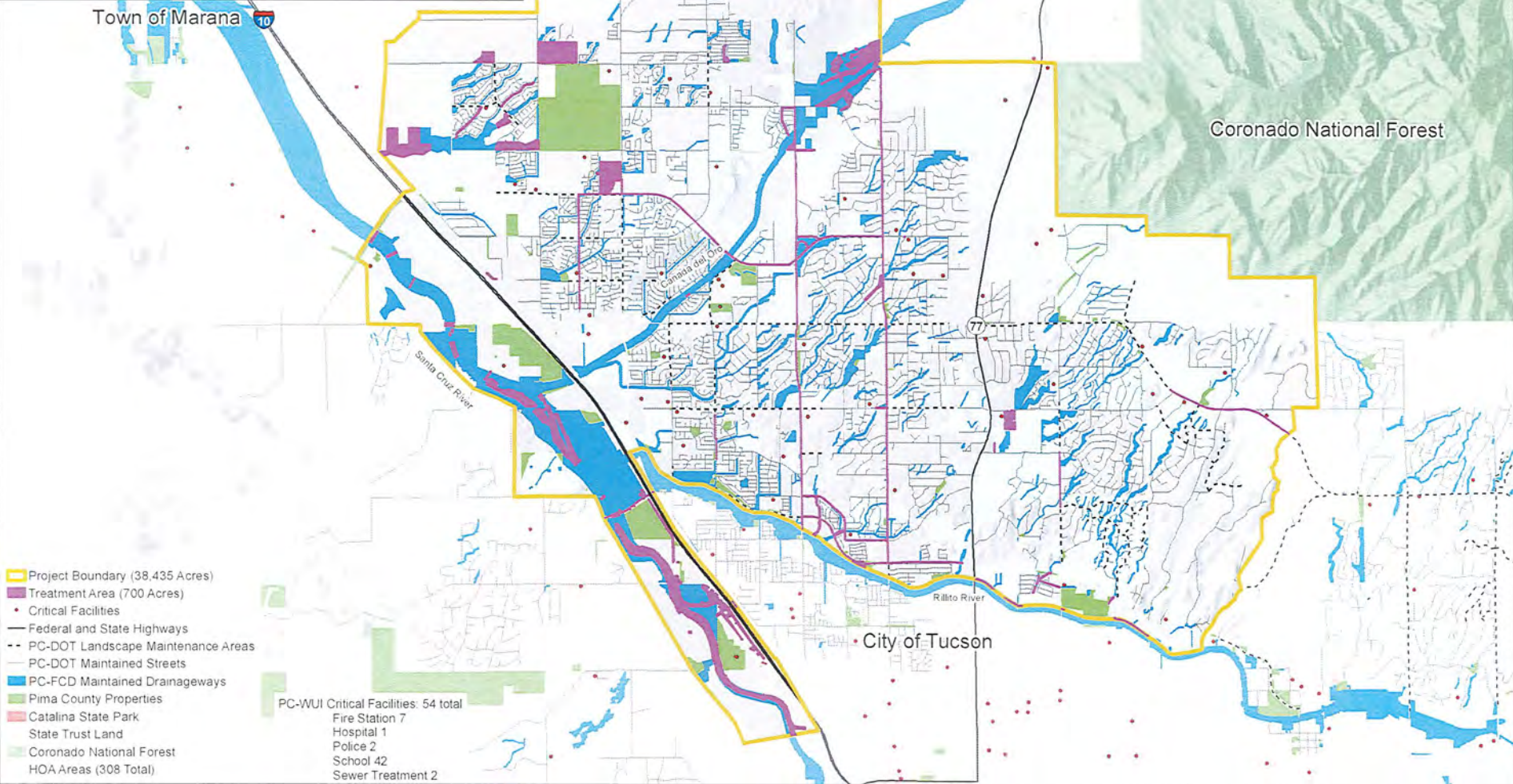
Total grant share request is the sum of contractual and indirect categories, equaling \$404,415.

Total match share is the sum of cash match and in-kind match listed categories, equaling \$173,321.

Total project cost is the sum of grant request and total match share, equaling \$577,736.

PC-WUI Pima County Managed Lands 4,394.74 Acres  
 FCD Drainageway Maintenance Responsibility 2,028.98 Acres  
 Fee 1,958.68 Acres  
 IGA 70.30 Acres  
 DOT Maintained Roads 995.18 Acres  
 Landscape Maintenance Routes 120.90 Acres  
 Right of Way 874.28 Acres  
 Pima County Parcels – Excluding FCD Drainageways 1,370.58 Acres

Project Area Centroid X -111.007983, Y 32.341901



C:\servu\11767\Documents\6.5v11\_wui\_print\_04.28.23.mxd



**Pima County Wildlands Urban Interface (PC-WUI)  
 Healthy Corridors, Santa Cruz River to Catalina Mountains  
 2023 AZDFFM - HFI Project Limits**

1 inch = 9,000 feet



Date: 4/28/2023

The information depicted on this display is the result of digital analyses performed on a variety of databases provided and maintained by several governmental agencies. The accuracy of the information presented is limited to the collective accuracy of these databases on the date of the analysis. The Pima County Regional Flood Control District makes no claims regarding the accuracy of the information depicted herein.

This product is subject to the GIS Division Disclaimer and Use Restrictions.

## ATTACHMENT C General Provisions

### COVENANT AGAINST CONTINGENT FEES

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

### MODIFICATIONS

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

### EXTENSIONS

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

### RESPONSIBILITY FOR CLAIMS AND LIABILITIES

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

### RETENTION OF RECORDS

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

### COMPLIANCE WITH ARIZONA EXECUTIVE ORDERS 75-5 and 2009-09

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

### ADMINISTRATIVE AND ACCOUNTING REQUIREMENTS

It is the Sub-grantee's responsibility to develop, document, administer and manage the grant in accordance with all applicable Federal and State laws. Sub-grantee is subject to the OMB requirements and guidance in subparts A through F of 2 CFR 200 as adopted and supplemented by USDA in 2 CFR part 400.

CFR (Code of Federal Regulations) – <http://www.ecfr.gov>. If grantee needs assistance in obtaining any of these documents in electronic or printed form, please contact your Arizona State Forestry representative.

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

### FREEDOM OF INFORMATION ACT

Public access to grant or agreement records shall not be limited, except when such records must be kept confidential and would have been exempted from disclosure pursuant to "Freedom of Information" regulations (5 U.S.C. 552).

### MEMBERS OF U.S. CONGRESS

Pursuant to 41 U.S.C. 22, no United States member of, or United States delegate to, Congress shall be admitted to any share or part of this award, or benefit that may arise there from, either directly or indirectly.

### TERMINATION FOR CONVENIENCE

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

### TERMINATION BY MUTUAL AGREEMENT

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

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

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

#### CANCELLATION FOR CONFLICT OF INTEREST

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

#### FEDERAL IMMIGRATION AND NATIONALITY ACT

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

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

#### ARBITRATION

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

#### ANTITRUST VIOLATIONS

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

#### SUSPENSION OR DEBARMENT

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

#### CONTRACTS AND SUBAWARDS TO DEBARRED AND SUSPENDED PARTIES

Pursuant to Code of Federal Regulations 2 CFR part 180, grantees and sub grantees must not make an award or permit any award (subgrant or contract) at any tier to any party which is debarred or suspended or is otherwise excluded from or ineligible for participation in Federal assistance programs under Executive Order 12549, "Debarment and Suspension". By entering into this agreement sub-grantee agrees to comply with all relevant codes including 2 CFR part 180, subpart C. "Responsibilities of Participants Regarding



Transactions”. When entering into a covered transaction with another person at the next lower tier, sub-grantee must verify that the person with whom you intend to do business is not excluded or disqualified. You do this by:

- (a) Checking the SAM Exclusions: System for Award Management (SAM) – [www.sam.gov](http://www.sam.gov)
- (b) Collecting a certification from that person
- (c) Adding a clause or condition to the covered transaction with that person.

#### TITLE VI of CIVIL RIGHTS ACT of 1964

Sub-grantee agrees to comply with Title VI of the Civil Rights Act of 1964 (P.L. 88-352, 42 U.S.C. 200d). In accordance with Title VI of that Act, no person in the United States shall, on the grounds of race, color or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant receives Federal financial assistance and Sub-grantee will immediately take any measures necessary to effectuate this agreement.

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

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

#### PUBLICATION REQUIREMENTS

A. ACKNOWLEDGEMENT IN PUBLICATIONS. Sub-grantee shall acknowledge Arizona Department of Forestry and Fire Management and U.S. Forest Service support in any publications, audiovisuals, and electronic media developed as a result of this award, per 2 CFR 415.2.

B. NONDISCRIMINATION STATEMENT IN PUBLICATIONS. Sub-grantee shall include the following statement, in full, in any printed, audiovisual material, or electronic media for public distribution developed or printed with any Federal funding.

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

*To file a complaint of discrimination, write USDA, director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call (202) 7205964 (voice and TDD). USDA is an equal opportunity provider and employer."*

If the material is too small to permit the full statement to be included, the material must, at minimum, include the following statement, in print size no smaller than the text: *"This institution is an equal opportunity provider."*

C. COPYRIGHTS. No original text or graphics produced and submitted by the U.S. Forest Service shall be copyrighted. The U.S. Forest Service reserves a royalty-free, nonexclusive, and irrevocable right to reproduce, publish, or otherwise use, and to authorize others to use the work for federal government purposes. This right shall be transferred to any sub agreements or subcontracts. This

provision includes the copyright in any work developed by Sub-grantee under this agreement. And any right of copyright to which Sub-grantee purchases ownership with any federal contributions.

#### REPORTING OF SUBRECIPIENT EXECUTIVES

Unless exempt from this requirement of 2 CFR 170, Sub-grantee agrees to report the names and total compensation of each of the sub-grantee's five most highly compensated executives for the sub-grantee's preceding completed fiscal year if:

1. in the sub-grantee's preceding fiscal year, the sub-grantee received—
  - (A) 80 percent or more of its annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and
  - (B) \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts), and Federal financial assistance subject to the Transparency Act (and subawards); and
2. The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986.

#### TRAFFICKING IN PERSONS.

Section 106 of the Trafficking Victims Protection Act of 2000 (TVPA), as amended (22 U.S.C. 7104(g)), include provisions applicable to federal support recipients. By entering into this agreement, you agree to terms set forth in the primary award from the US Forest Service as documented below. This Agreement may be unilaterally terminated, without penalty, if a subrecipient is determined to have violated an applicable prohibition in this award term. (See 22 U.S.C. 7104 and 2 CFR175 for more details)

##### A. Provisions applicable to a Recipient that is a private entity.

1. You as the Recipient, your employees, subrecipients under this award, and subrecipients' employees may not-
  - (i) Engage in severe forms of trafficking in persons during the period of time that the award is in effect;
  - (ii) Procure a commercial sex act during the period of time that the award is in effect; or
  - (iii) Use forced labor in the performance of the award or subawards under the award.
2. This award may be unilaterally terminated, without penalty, if you or a subrecipient that is a private entity -
  - (i) Is determined to have violated a prohibition in paragraph A.1 of this award term; or
  - (ii) Has an employee who is determined by the agency official authorized to terminate the award to have violated a prohibition in paragraph A.1 of this award term through conduct that is either-
    - a. Associated with performance under this award; or
    - b. Imputed to you or the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR part 180, "OMB Guidelines to Agencies on Government wide Debarment and Suspension (Nonprocurement)".

B. Provision applicable to a recipient other than a private entity. This award may be unilaterally terminated, without penalty, if a subrecipient:

1. Is determined to have violated an applicable prohibition in paragraph A.1 of this award term; or
2. Has an employee who is determined by the agency official authorized to terminate the award to have violated an applicable prohibition in paragraph A.1 of this award term through conduct that is either-
  - (i) Associated with performance under this award; or
  - (ii) Imputed to the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR part 180, "OMB Guidelines to Agencies on Government wide Debarment and Suspension (Nonprocurement)."

C. Provisions applicable to any recipient.

1. You must inform us immediately of any information you receive from any source alleging a violation of a prohibition in paragraph A.1 of this award term.
2. Our right to terminate unilaterally that is described in paragraph A.2 or B of this section:
  - (1) Implements section 106(g) of the Trafficking Victims Protection Act of 2000 (TVPA), as amended (22 U.S.C. 7104(g)), and
  - (2) Is in addition to all other remedies for noncompliance that are available to us under this award.
3. You must include the requirements of paragraph A1 of this award term in any subaward you make to a private entity.

D. Definitions. For purposes of this award term:

1. "Employee" means either:
  - (1) An individual employed by you or a subrecipient who is engaged in the performance of the project or program under this award; or
  - (2) Another person engaged in the performance of the project or program under this award and not compensated by you including, but not limited to, a volunteer or individual whose services are contributed by a third party as an in-kind contribution toward cost sharing or matching requirements.
2. "Forced labor" means labor obtained by any of the following methods: the recruitment, harboring, transportation, provision, or obtaining of a person for labor or services, through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.
3. "Private entity":
  - (1) Means any entity other than a State, local government, Indian tribe, or foreign public entity, as those terms are defined in 2 CFR 175.25.

(2) Includes:

- i. A nonprofit organization, including any nonprofit institution of higher education, hospital, or tribal organization other than one included in the definition of Indian tribe at 2 CFR 175.25(b).
- ii. A for-profit organization.

4. "Severe forms of trafficking in persons," "commercial sex act," and "coercion" have the meanings given at section 103 of the TVPA, as amended (22 U.S.C. 7102).

#### DRUG-FREE WORKPLACE

Compliance with the Drug-Free Workplace Act of 1988 (Public Law 100-690, Title V, Subtitle D, as amended) requires that all organizations receiving grants from any federal agency agree to maintain a drug-free workplace.

#### INVALIDITY OF PART OF THIS AGREEMENT

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

#### COUNTERPARTS

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

#### INTERPRETATION

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

#### PARAGRAPH HEADINGS

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

#### GOVERNING LAW

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

#### ENTIRE AGREEMENT

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

## ATTACHMENT D

### Grant Reimbursement and Documentation Requirements

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

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

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

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

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

- Expenses not included in an approved project plan or that are unnecessary for the completion of the project are ineligible for reimbursement or as match.
- NO FOOD or BEVERAGE purchases or donations to others are eligible for reimbursement or as match, unless included in the project plan as budgeted travel costs, and pre-approved by State.
- Capital Equipment costing \$5,000 or more per unit cannot be included as reimbursable costs, but may be included as match with prior approval. State Forestry recommends renting equipment as needed.
- NO purchase of equipment or supplies for individuals are eligible for reimbursement or as match (though purchase of supplies and small equipment by the Sub-grantee organizations for ongoing community use may be eligible).
- Poorly documented match or volunteer hours with insufficient support documentation will not count towards the required match. It is the Sub-grantee’s responsibility to keep all project/grant records pertaining to matching requirements. In the event an audit determines that ineligible match was credited to the project, the Sub-grantee accepts full liability for such costs.

## ATTACHMENT D

### Grant Reimbursement and Documentation Requirements

**REIMBURSABLE PROJECT EXPENSES** – are direct, out-of-pocket expenditures for eligible project activities that are supported by paid invoices, canceled checks, signed receipts, or official payroll records. Examples include:

- **Labor (Administrative and Personnel)**- may include paid staff, or documented reimbursement from Sub-grantee to others for services. Related expenses such as employee benefits or required travel costs are also eligible if properly documented.
  - Administrative labor includes general project oversight, while personnel labor includes work done on the ground
  - All staff/labor hours must be accompanied by an employee time sheet detailing the hours worked on the grant project. We must be able to determine, for each staff member, the hours contributed, the rate of pay, the work completed, and the total amount being requested.
  - The time sheet must clearly have the State grant ID number, an employee signature, and the dates work hours were contributed towards the grant. A supervisor's approval signature should also be included. *\*Note, for auditing purposes, an auditor will most likely want to see all hours worked in addition to those charged to the grant.\**
  - Required documentation should include some combination of: payment receipts, timesheets, payroll records (paystubs), job sheets, canceled checks, or signed letters detailing paid staff time, dates, and services or work provided.
- **Contracted Services** – Contracting for services from outside organizations or businesses is permitted if included in the approved project plan and budget. Such services could include contracted fuels crews, arborists, trucking, waste disposal, and other costs.
  - Required documentation will include original invoices with sufficient detail of work performed, dates of work performed, and proof of payment, such as canceled checks or credit card receipts.
- **Supplies** - may include operating supplies, office supplies, and small equipment purchased by the Sub-grantee and necessary for the completion of the project.
  - Required documentation should include proof of purchase via payment receipts, canceled checks, or official accounting records detailing expenses and goods and service provided. Original quotes or incomplete invoices are not sufficient.
- **Travel** - may include mileage reimbursement
  - Documentation should include mileage logs with beginning and ending odometer readings and reference the grant project number.
- **Equipment** - may include the cost of renting equipment, fuel, operational costs or repairs at an accepted rate
  - Documentation should include invoices and proof of payment, receipts, or equipment logs.
  - If using FEMA or negotiated CFRA rates, the non-emergency rate (1/3 of negotiated rate) must be used.
  - Take into consideration that if the rate provided is a "Wet Rate," it already includes fuel and maintenance for the equipment.
- **Other**
  - Other costs as necessary must include proper support documentation demonstrating that the Sub-grantee has incurred the costs.
  - **Indirect Costs** – Agreed upon indirect costs can be included for reimbursement. No more than 10% of the indirect costs may come from the grant share.
    - Indirect costs may cover general operating expenses such as those negotiated at the time of the grant agreement and other overhead costs; therefore supporting documentation is not required, but detailed specifics about what is covered under the indirect cost must be included in the detailed project plan budget narrative.
    - If Sub-grantee has a Negotiated Indirect Cost Rate Agreement (NICRA), State Forestry must receive this agreement before the rate can be used in the project budget. If the NICRA is greater than 10%, anything above this is allowable as match only.
    - De Minimis: If no NICRA rate is available, Sub-grantee can include the 10% de minimis cost rate to cover other general operating expenses.

## ATTACHMENT D

### Grant Reimbursement and Documentation Requirements

**ELIGIBLE MATCH** – Grants may require some level of MATCH investment from the Sub-grantee organization. Matching investment may only be included if goods or services are provided during the term of the agreement and are necessary for the completion of the project. The matching investment may be in the form of dollars expended and/or in-kind contributions used toward the project. The Sub-grantee share (match) cannot be used as a match for any other cost-share program. As with reimbursable costs, eligible match expenses only include those that are reasonable and necessary for the completion of the grant funded program or project and must meet the approved Cost Principles.

Matching investments will not be directly reimbursed.

Examples of possible match include:

- **Hard Dollars** - Matching investment can include actual costs incurred as documented above.
  - A hard dollar match includes anything directly purchased for the grant work with costs incurred by the grantee where money has changed hands, including time spent by employees on grant related activities. Time spent by employees on eligible project activities must include the same documentation as listed above for the Labor category for grant share.
  - Required documentation will include payment receipts, canceled checks, or official accounting records detailing expenses and related goods and service provided. Physical cash transactions are unallowable with DFFM grants.
- **In-kind Contributions** - includes the use of the sub-grantees' or their partners' on-hand supplies, use of third party donations of supplies or equipment, or the value of professional services provided at the professional rate.
  - Use of in-kind contribution of goods or services from another business or organization may be counted as in-kind match with proper documentation. Property or use thereof shall be assigned a fair market value per applicable Cost Principles and should include a letter of documentation from the donating party, if necessary. Use of donated equipment shall consist of signed time logs, detailing day(s) or hours of use, accepted rate, and project specific function.
- **Volunteer** - Volunteer labor hours shall conform to documented standard operating procedures for the Sub-grantee organization with established pay rates.
  - Required documentation for volunteers will include signed time logs/sign-in sheets with volunteer name, date, time, place, and type of volunteer service provided. Volunteer sign in sheets must include a supervisor's signature. Volunteer timesheets should be filled out and signed on the day work was completed.
  - Volunteer time may be valued at the local market rate for equivalent work (children at minimum wage). Hourly rates exceeding \$20 per hour will require specific support documentation for justification and approval. If you use consultants, forestry professionals, planners, etc., who donate their professional services, appropriate hourly rates may be documented in a letter from the individual or their organization, but will still require accurate timesheets.



# Quarterly Performance Report

## GRANT INFORMATION:

Grant Number:		Grant Award \$:	
Project Name:		Award End Date:	
Organization:			
County:		DFFM District:	

## REPORT INFORMATION:

Calendar Year:		Calendar Quarter Q1 (Jan-Mar), Q2, Q3, Q4:	
Name of person completing report:			
Submittal Date:			

**PROJECT OBJECTIVES ACCOMPLISHED:** (During this quarterly reporting period, what progress has been made toward meeting the project objectives stated in the Project Plan? Provide quarterly and cumulative numbers for key criteria, such as acres completed, trees planted, educational programs delivered, etc.)

PLANNED OVERALL		ACTUAL		
Project Objectives	Total Project Goal	Previously Reported	+ Current Quarter	= Cumulative Total

Program-Specific Reportables (if applicable)

1				
2				
3				
4				
5				

***Is this Project On Track?*** (Yes / No)

**Use the following sections to describe activities for this quarter and for the overall project status.**  
*Additional items may be enclosed or attached, such as added narrative, detailed tables, pictures, maps, or other items.  
 (Please list any additional items in the narrative to assure they are recorded.)*





## Quarterly Performance Report

**NARRATIVE REPORT / THIS QUARTER:** What progress has been made THIS QUARTER in accomplishing the project objectives? Describe activities for the quarter to support the status reported in the tables above. Include comments regarding accomplishments for employees, contractors, and volunteers; and describe the status of planning or purchasing activity if applicable. *(MAX: 1400 Characters – attach additional materials if needed)*

**NARRATIVE REPORT / OVERALL PROJECT:** What is the success in meeting the OVERALL measurement criteria identified in the Project Plan? Describe the overall project status to support the numbers listed in the tables above. What major milestones have been achieved and what are the next major activities planned? If the project is not on track or goals are not being met, please provide an explanation. If there are any factors that have, or will have, a significant impact on the successful project completion, provide details and explain the actions being taken or assistance that may be needed. *(MAX: 1400 Characters – attach additional materials if needed)*



## Arizona Department of Forestry and Fire Management Grant Reimbursement Form

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

Grant Number: \_\_\_\_\_  
 Organization Name: \_\_\_\_\_ Match %: - 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		\$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
<b>Total:</b>	\$0.00	\$0.00	\$0.00

FOR DEEM 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**



**Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion  
 Lower Tier Covered Transactions**

*The following statement is made in accordance with the Privacy Act of 1974 (5 U.S.C. § 552a, as amended). This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, and 2 CFR §§ 180.300, 180.335, Participants' responsibilities. The regulations were amended and published on August 31, 2005, in 70 Fed. Reg. 51865-51880. Copies of the regulations may be obtained by contacting the Department of Agriculture agency offering the proposed covered transaction.*

*According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0505-0027. The time required to complete this information collection is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The provisions of appropriate criminal and civil fraud privacy, and other statutes may be applicable to the information provided.*

*(Read instructions on page two before completing certification.)*

- A. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency;
- B. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

ORGANIZATION NAME	PR/AWARD NUMBER OR PROJECT NAME
NAME(S) AND TITLE(S) OF AUTHORIZED REPRESENTATIVE(S)	
SIGNATURE	DATE

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

USDA is an equal opportunity provider, employer, and lender.

### *Instructions for Certification*

- (1) By signing and submitting this form, the prospective lower tier participant is providing the certification set out on page 1 in accordance with these instructions.
- (2) The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the Department or agency with which this transaction originated may pursue available remedies, including suspension or debarment.
- (3) The prospective lower tier participant must provide immediate written notice to the person(s) to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
- (4) The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549, at 2 CFR Parts 180 and 417. You may contact the Department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.
- (5) The prospective lower tier participant agrees by submitting this form that, should the proposed covered transaction be entered into, it may not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the Department or agency with which this transaction originated.
- (6) The prospective lower tier participant further agrees by submitting this form that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
- (7) A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the General Services Administration's System for Award Management Exclusions database.
- (8) Nothing contained in the foregoing shall be construed to require establishment of a system of records to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
- (9) Except for transactions authorized under paragraph (5) of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the Department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.



### CERTIFICATION REGARDING LOBBYING

Applicants should also review the instructions for certification included in the regulations before completing this form. Signature on this form provides for compliance with certification requirements under 4 CFR Part 418 Appendix A, Certification Regarding Lobbying. The certifications shall be treated as a material representation of fact upon which reliance will be placed when the U.S. Forest Service determines to award the covered transaction, grant, or cooperative agreement.

#### Lobbying

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this Federal contract, grant, loan, or cooperative

agreement, the undersigned shall complete and submit Standard Form-LLL, 'Disclosure Form to Report Lobbying.' in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above applicable certification.

SIGNATURE		
APPLICANT'S SIGNATURE (BY)	TITLE/RELATIONSHIP OF THE INDIVIDUAL IF SIGNING IN A REPRESENTATIVE CAPACITY	DATE SIGNED (MM-DD-YYYY)



## Burden Statement

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0596-0217. The time required to complete this information collection is estimated to average 9 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at 202-720-2600 (voice and TDD).

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call toll free (866) 632-9992 (voice). TDD users can contact USDA through local relay or the Federal relay at (800) 877-8339 (TDD) or (866) 377-8642 (relay voice). USDA is an equal opportunity provider and employer.