



BOARD OF SUPERVISORS AGENDA ITEM REPORT (BOSAIR)

All fields are required. Enter N/A if not applicable. For number fields, enter 0 if not applicable.

Record Number:

Amplifund Grant Record Number: 87563

Award Type: Grant

Is a Board Meeting Date Requested? Yes

Requested Board Meeting Date: 12/02/2025

Signature Only: NO

Procurement Director Award / Delegated Award: • N/A

Supplier / Customer / Grantor / Subrecipient: Arizona Department of Forestry and Fire Management

Project Title / Description: Invasive Plant Grant Program (IPG 25S-701)

Purpose: State Forestry administers funds provided by the State of Arizona to assist other state agencies, political subdivisions, Indian tribes, and nonprofit organizations within this state for the purpose of nonnative invasive plant species eradication projects. This agreement awards some of these State funds to Pima County to treat buffelgrass in the Robles Pass area of Tucson Mountain Park. Contractors, staff, and volunteers will treat buffelgrass across the 160-acre project area and will encourage recruitment of native vegetation by spreading seed balls. Community outreach efforts will include volunteer opportunities in the project area and targeted information sharing to adjacent homeowners.

Conservation Lands and Resources has committed a slight overmatch on this grant and will document and report volunteer time contributions to fulfill this commitment. Grant agreement attachment B represents the approved project budget and match requirement; it is based on the revised workplan and replaces the draft budget in attachment A.

Procurement Method: Grant: Not applicable

Procurement Method Additional Info: N/A

Program Goals/Predicted Outcomes:	The goal of this project is to treat buffelgrass across 160 acres of Tucson Mountain Park and reduce buffelgrass infestations across the project area by at least 80%. This project will protect important habitat for native species, reduce wildfire risk, and educate and involve the community.
Public Benefit and Impact:	This project benefits the public by reducing wildfire risk in the wildland-urban interface (WUI) of the Robles Pass area of Tucson Mountain Park. It also protects habitat that is critical to vulnerable species as part of the biological goal of the Sonoran Desert Conservation Plan. The project also protects the recreational value of this popular part of the park.
Budget Pillar	<ul style="list-style-type: none"> • Conservation, sustainability & climate resiliency
Support of Prosperity Initiative:	<ul style="list-style-type: none"> • C-S 2. Address Climate Resilience and Environmental Justice
Provide information that explains how this activity supports the selected Prosperity Initiatives	This project supports the selected prosperity initiative by protecting our public lands from environmental degradation caused by invasive, non-native species. It also helps build a more climate-resilient community by reducing wildfire risk and improving the health of plants and animals native to the Sonoran Desert.
Metrics Available to Measure Performance:	Staff will use GIS tools to monitor and record the success of buffelgrass treatments. Treatment success is defined as at least 80% buffelgrass mortality across the entire 160-acre project area.
Retroactive:	NO

Grant / Amendment Information (for grants acceptance and awards)

Record Number:

Amplifund Grant Record Number: 87563

Type: Award

Department Code: CLR

AmpliFund Grant Record Number: 87563

Amendment Number: N/A

Commencement Date: 12/02/2025

Termination Date: 12/31/2028

Advantage Initial GTAW# (If Applicable): N/A

Total Revenue Amount:

\$194,000.00

Total Match Amount

\$34,380.00

Advantage Grant ID # (If Applicable): N/A

All Funding Source(s) required: Arizona Department of Forestry and Fire Management and volunteer time contributions
Reconciliation method: Reimbursement

Does PCAO need to review the grant award (or grant amendment)?

NO

Does PCAO need to sign the grant award (or grant amendment)?

NO

Match funding from General Fund?

NO

Match funding from other sources?

YES

Funding Source: In-kind volunteer time (\$34,380.00)

If Yes Provide Total Funding Source:

\$34,380.00

Percent Funding Source 15.05

Are Federal Funds Involved?

NO

Department: Conservation Lands & Resources

Name: Ellie Schertz

Telephone: 520-307-2666

GMI Director

[Signature] for Ken Walker

Date: 11/13/2025

Department Director Signature:

[Signature]

Date: 11/12/2025

Deputy County Administrator Signature:

[Signature]

Date:

11/14/2025

County Administrator Signature:

[Signature]

Date:

11/17/2025

Arizona Department of Forestry and Fire Management
Grant Agreement No. IPG 25S-701
Invasive Plant Grant Program

This grant agreement (“Agreement”) is entered into by and between the (“Grantee”) Arizona Department of Forestry and Fire Management (“State Forestry” or “State”) and (“Sub-grantee”), **Pima County (UEI #JBMBVGUK5LF1)**, pursuant to authorities granted under Arizona Revised Statute 37-1302.

I. PURPOSE OF AGREEMENT

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

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

II. SCOPE OF WORK

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

III. PROGRAMMATIC CHANGES

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

IV. TERM OF AGREEMENT

This Agreement shall be effective immediately upon signature by all parties and will terminate on **December 31, 2028** unless otherwise terminated or modified pursuant to the terms herein.

V. COMPENSATION AND MATCHING INVESTMENT

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

A contribution by the Sub-grantee for an additional **Cost Share Match of 15%** of the total cost of the program is required (including contributions of third parties). Support documentation outlining project costs including cost share match is required.

Compensation under this agreement shall be on a reimbursement basis, shall not exceed the total eligible costs of the project, and total compensation (State Forestry grant portion) **shall not exceed \$194,000.00**

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

VI. ELIGIBLE COSTS

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

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

VII. ADMINISTRATIVE AND ACCOUNTING REQUIREMENTS

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

VIII. AUDIT REQUIREMENTS

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

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

IX. PROCUREMENT REQUIREMENTS

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

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

X. REPORTING REQUIREMENTS

Sub-grantee shall monitor the performance of the grant activities to ensure that performance goals are being achieved. Sub-grantee shall provide detailed grant/project accomplishments in quarterly reports to State Forestry no later than 30 days after the end of each calendar quarter, or as requested by State Forestry. Quarterly performance reports shall follow the format identified in Attachment E or as may be revised by State Forestry. Reports (quarterly and final reporting) will contain information on the following: (1) A comparison of actual accomplishments to the goals established for the period and for the entire program or project, (2) Output of the project that can be readily expressed in numbers, such as acres of forest treatment, number of citizens served, or other similar

activities. A computation of cost per unit of output may be required where applicable, (3) Reason(s) for delay if established goals were not met. (4) Additional pertinent information including, when appropriate, analysis and explanation of cost overruns or high unit costs. (5) Before and after pictures (required for final report and optional for quarterly reporting). (6) Mapping in the form of a pdf/paper map and matching shapefiles (if required for final reporting; see Section XI below).

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

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

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

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

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

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

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

XI. MAPPING (CHECK ONE) X Required Not Required

Project Center Coordinates (in Decimal Degrees):

Latitude (y-coordinates) 32.1739012 N Longitude (x-coordinates) -111.031862 W

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

XII. COMPLIANCE AND PERMITS

Grantee agrees that it is responsible for acquiring all permits required by applicable federal, state, and local jurisdictions, prior to treatment. Grantee also agrees that 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:

Ellie Schertz
Invasive Species Program Coordinator
Pima County Conservation Lands & Resources
201 N Stone, 6th Floor
Tucson, AZ 85701
520-307-2666
Ellie.Schertz@pima.gov

Secondary Sub-grantee Contact (if needed):

Kelsey Landreville
Restoration and Invasive Species Program Manager
Pima County Conservation Lands & Resources
201 N. Stone Ave, 6th Floor
Tucson, AZ 85701
520-496-6799
kelsey.landreville@pima.gov

Principal Arizona State Forestry Contact:

Jacob Draper
Invasive Plant Program Specialist
Arizona Department of Forestry and Fire Management
1110 W. Washington, Suite 500
Phoenix, AZ 85007
480-647-4736
jdraper@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 for Forestry Programs Arizona Department of Forestry and Fire Management 1110 West Washington, Suite 500 Phoenix, AZ 85007 602-771-1420 jrichardson@dffm.az.gov	Rex Scott Board Chair Pima County Board of Supervisors, District 1 33 N. Stone Ave., 11th Floor Tucson, Arizona 85701 520-724-2738 District1@pima.gov

XV. AWARD CLOSEOUT

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

XVI. AUTHORITY

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

XVII. ATTACHMENTS

The following Attachments are part of this Agreement:

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

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

<u>STATE FORESTRY</u> Arizona Department of Forestry and Fire Management. 1110 West Washington, Suite 500 Phoenix, AZ 85007	<u>ACCEPTED BY SUB-GRANTEE</u> Pima County 130 W Congress, 4th Floor Tucson, Arizona 85701 Vendor ID: IV*1354 Address Code: I0026
--	---

Signature

Signature

Print or Type Name

Print or Type Name

Arizona State Forester

Title

Date: _____

Date: _____

Signature

Print or Type Name

Assistant State Forester for Forestry Programs

Date: _____

ATTACHMENT A

**Project Application
(Cover Sheet)**

Applicant Information

Tell us about you.

Linked Applicant

Dedra.Clark-McGee@pima.gov

First name

Dedra

Last name

Clark-McGee

Email (For eCivis Purposes Only: DO NOT EDIT OR DELETE FIELD)

Dedra.Clark-McGee@pima.gov

Title

Grant Manager

Company

Pima County

Company Website

City

Tucson

State

Arizona

Organization Information

Tell us about your organization.

Organization Name

Pima County Grants Management & Innovation

Employer Identification Number (EIN)

86-6000543

UEI Number

JBMBVGUK5LF1

Authorized Representative

Dorothee Harmon

Business/Finance Representative

Pam Bottolfson

Organization Address

Address

130 W. Congress St.

Address 2**City**

Tucson

State

Arizona

County

Pima

Congressional District/Region

AZ-007/AZ-006

Zip

85701

Phone

520-724-7706

Phone Extension**Fax**

Authorized Representative (if different from above)

Name

Dorothee Harmon

Title

Division Manager

Email

Dorothee.Harmon@pima.gov

Phone

520-724-6760

Business/Finance Contact (if required)

Name

Pam Bottolfson

Title

Division Manager-Finance

Email

Pamela.Bottolfson@pima.gov

Phone

520-724-7711

Applicants: Dedra.Clark-McGee@pima.gov

Email

Dedra.Clark-McGee@pima.gov

Dummy Applicant

Applications: (untitled)

Name	Attachments
(untitled)	No
(untitled)	No
Robles Pass WUI Invasive Grass Control	Yes

Profile
Dedra.Clark-McGee@pima.gov

- 1. Application/Project Title (100 Character Max)
- 2. Organization Name (100 Character Max)
- Unique Entity Identifier (UEI) Number (Yes/No)
- 3. Project Lead (100 Character Max)
- 4. Program/Project Congressional District (Check Box)
- 5. Program/Project Legislative District (Check Box)
- 6. Previous Funding (Yes/No; 100 Character Max)
- 7. Target Species (100 Character Max)
- 8. Acres to be Treated (#)
- 9. Treatment Polygon (Yes/No)
- 10. Match Contribution (#)
- 11. Map and Center Coordinates (0-10 Points; 1,000 Character Max)
- 12. Project Overview and Area Description (0-10 Points; 1,000 Character Max)
- 13. Project Goals and Objectives (0-15 Points; 1,500 Character Max)
- 14. Scope of Work and Timeline (0-20 Points; 2,500 Character Max)

15. Collaborative Elements and Partners (0-10 Points; 1,000 Character Max)

16. Disposal and Prevention (0-10 points; 1,000 Character Max)

17. Sustainability Plan (0-15 Points; 1,500 Character Max)

18. Budget (0-10 Points; 1,000 Character Max)

Upload Budget Form

Upload Project Overview Map

Upload Letters of Support (Optional)

Average Score

of Reviews

0

of Denials

0

Additional Information

Please use the following link to view the Budget

Budget Worksheet

View Budget Worksheet

Application Goals

View Application Goals

Applications: (untitled)

Profile

Dedra.Clark-McGee@pima.gov

1. Application/Project Title (100 Character Max)

2. Organization Name (100 Character Max)

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

3. Project Lead (100 Character Max)

4. Program/Project Congressional District (Check Box)

5. Program/Project Legislative District (Check Box)

6. Previous Funding (Yes/No; 100 Character Max)

7. Target Species (100 Character Max)

8. Acres to be Treated (#)

9. Treatment Polygon (Yes/No)

10. Match Contribution (#)

11. Map and Center Coordinates (0-10 Points; 1,000 Character Max)

12. Project Overview and Area Description (0-10 Points; 1,000 Character Max)

13. Project Goals and Objectives (0-15 Points; 1,500 Character Max)

14. Scope of Work and Timeline (0-20 Points; 2,500 Character Max)

15. Collaborative Elements and Partners (0-10 Points; 1,000 Character Max)

16. Disposal and Prevention (0-10 points; 1,000 Character Max)

17. Sustainability Plan (0-15 Points; 1,500 Character Max)

18. Budget (0-10 Points; 1,000 Character Max)

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Average Score

of Reviews

0

of Denials

0

Additional Information

Please use the following link to view the Budget

Budget Worksheet

View Budget Worksheet

Application Goals

View Application Goals

Applications: Robles Pass WUI Invasive Grass Control

Profile

Dedra.Clark-McGee@pima.gov

1. Application/Project Title (100 Character Max)

Robles Pass WUI Invasive Grass Control

2. Organization Name (100 Character Max)

Pima County Conservation Lands & Resources

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

Yes

3. Project Lead (100 Character Max)

Ellie Schertz, Kelsey Landreville

4. Program/Project Congressional District (Check Box)

7

5. Program/Project Legislative District (Check Box)

20

6. Previous Funding (Yes/No; 100 Character Max)

Yes, approx. 14 acres of the project area was treated in 2023 with AZ DFFM HFI grant agreement 21-30

7. Target Species (100 Character Max)

Buffelgrass – *Cenchrus ciliare*

8. Acres to be Treated (#)

160

9. Treatment Polygon (Yes/No)

Yes

10. Match Contribution (#)

15

11. Map and Center Coordinates (0-10 Points; 1,000 Character Max)

32.1739012, -111.031862; See attached pdf map.

12. Project Overview and Area Description (0-10 Points; 1,000 Character Max)

The project is located in Tucson Mountain Park, west of the city of Tucson. This area has vegetation typical of the upper Sonoran Desert including native grasses (e.g. tanglehead), native cacti (e.g. saguaros), and native shrubs (e.g. foothills palo verde). Buffelgrass is a fine fuel that can carry very hot wildfire, and it has invaded this fire-intolerant area. It has spread primarily on south facing hillslopes with percent cover ranging from 6-25% in some areas to 51-100% in others. We don't have capacity among staff and volunteers to treat these infestations and also keep up with needed follow up treatments in other areas of the park. Funding is needed to hire contractors to treat these areas to significantly reduce the infestations. Much of the project area has not had past treatment although areas adjacent to the project have been successfully treated with DFFM funding (HFI 21-302 in 2022-2023 and HFI 23-314 ongoing in 2024-2027). This project will build upon this previous work.

13. Project Goals and Objectives (0-15 Points; 1,500 Character Max)

and identify how the success of these actions will be measured.

This project is in Tucson Mountain Park which is part of Pima County's Conservation Lands System (CLS). CLS aims to protect habitat critical to vulnerable species as part of the biological goal of the Sonoran Desert Conservation Plan. The proposed project area includes dense saguaro forests and has seen a decrease in biodiversity of native vegetation due to the high-density buffelgrass infestations. This area also holds recreational importance and is popular with hikers and mountain bikers. This project is in the wildland-urban interface (WUI) and will significantly reduce the risk of wildfire to protect adjacent at-risk residential neighborhoods. This project will also include outreach to adjacent neighborhoods and to the broader community.

Goals include protecting important habitat for native species, reducing wildfire risk, and educating and involving the community. Objectives include Integrated Pest Management (IPM) treatments with contractor, staff, and volunteer labor to reduce the buffelgrass infestation by at least 80% and encourage recruitment of native vegetation by spreading seed balls. Outreach will include volunteer opportunities and targeted information sharing to adjacent homeowners. To measure success, we will use GIS tools to monitor treated areas at specific time intervals. We will tally dead and living plants in subplots of treated areas, with at least 80% dead considered successful.

14. Scope of Work and Timeline (0-20 Points; 2,500 Character Max)

Buffelgrass infestations will be treated across 160 acres using an IPM approach including chemical, manual, mechanical, and biological controls. Herbicide will be used to treat areas with dense infestation (where buffelgrass is >50% cover). Contractors will be hired to do this treatment and map areas treated. County staff will monitor these treated areas for treatment effectiveness. Areas with less dense infestations (where buffelgrass is <50% cover) will be treated manually with hand tools by county staff and volunteers. Staff will spread seed balls in manually treated areas and will map and monitor these sites. In a small part of the project area with very dense infestation (>75% cover) mechanical (string trimmer) method will be paired with pesticide treatments, which has been successfully implemented in the Tucson basin by a local contractor.

The proposed project start date is January 1, 2026 pending approval and sign off from the Pima County board of supervisors. The project will last 3 years and will end December 31, 2028. No permits or environmental clearances are required.

Project milestones:

-Year 1: Contractors chemically treat ~50 acres (approx. 10 of these acres will be mechanically treated first). Volunteers manually treat ~10 acres. Send informational mailers to neighbors.

-Year 2: Contractors chemically treat ~60 acres. Volunteers manually treat ~10 acres.

-Year 3: Contractors chemically treat the remaining project acres (~35) and conduct follow up treatments across the rest of the project as time, conditions, and funds allow. Volunteers manually treat remaining ~5 acres and conduct follow up treatments across low density areas as time, conditions, and capacity allow. Staff will spread seedballs after all treatments are completed.

Project timeline (for all three years):

Quarter 1: January – March

-Hire contractors to chemically treat as conditions allow.

-Volunteers conduct manual treatment.

-Staff monitor herbicide treatment effectiveness from winter treatments.

Quarter 2: April – June

-Contact contractors to schedule upcoming work for herbicide treatment.

-Hire contractors for mechanical treatment.

-Send informational mailers to neighbors.

Quarter 3: July – September

-Hire contractors to chemically treat as conditions allow.

Quarter 4: October – December

-Hire contractors to chemically treat as conditions allow.

-Volunteers conduct manual treatment.

-Staff monitor herbicide treatment effectiveness from summer treatments.

15. Collaborative Elements and Partners (0-10 Points; 1,000 Character Max)

One or more local or regional contractors will be hired to implement much of the project and provide technical support. One local contractor also contributed to planning by providing technical support on effective mechanical treatment methods. The Sonoran Desert Weedwackers volunteer group will also contribute to the implementation of this project. They provide technical support on manual treatment as well as in-kind financial support through the donation of their time. Outreach to the public for this project includes technical help from several groups. The Arizona Sonora Desert Museum hosts and promotes our volunteer event webpage, Pima County Cooperative Extension has staff that recruit volunteers and consult on outreach materials, and the Pima County Communications department assists with creating outreach materials. This project occurs on land owned by Pima County and managed by the Conservation Lands & Resources department.

16. Disposal and Prevention (0-10 points; 1,000 Character Max)

During manual treatment, staff, volunteers, and contractors will carefully pile buffelgrass plants to decompose on site. They will use a “thatching method” which reduces seed dispersal and germination. Our volunteers have successfully used this method for 10+ years. Volunteers and staff check themselves and tools for invasive plant seeds before and after leaving the site. Boot brushes are used to clean boots, clothing, and tools. According to our contract agreement, contractors will check clothing, boots, tools, equipment, and vehicles for invasive plant seeds and propagules and will brush them away, using boot brushes, before leaving the infestation site. They will vacuum and wash vehicles and equipment as frequently as possible. They are to avoid traversing through infestations unless necessary for treatment.

17. Sustainability Plan (0-15 Points; 1,500 Character Max)

The primary goal of this project is to use grant funds to hire contractors to reduce the buffelgrass infestation in the project area by at least 80%. Once these large infestations are significantly reduced, we anticipate that staff and volunteers will have the capacity to maintain this area long term. The Pima County Conservation Lands & Resources department has four staff in the Restoration and Invasives program who all have their pesticide applicator license and are all trained to lead our volunteers. We have a robust volunteer program and regularly host 3 volunteer events per month year-round with an average of 2,000+ hours donated per year. After this project concludes, program staff will continue to survey the area at least annually for 3-5 years and will map buffelgrass growth. Future growth will be treated manually with volunteer groups and staff labor. During the project, staff will conduct native seeding using seed balls. After the project, staff will look for recruitment of native plants as they monitor for buffelgrass regrowth. If native recruitment is low, they will do additional native seeding to support restoration of the site.

18. Budget (0-10 Points; 1,000 Character Max)

See attached budget pdf.

Upload Budget Form

2025 IPG Application Project Budget.pdf

Upload Project Overview Map

2025 IPG Project Map.pdf

Upload Letters of Support (Optional)

2025-LOS-Robles Pass WUI Invasive Grass Control-AZ-SO-Desert-Museum.pdf

Average Score

of Reviews

0

of Denials

0

Additional Information

Please use the following link to view the Budget

Budget Worksheet

View Budget Worksheet

Application Goals

View Application Goals

Applications: Robles Pass WUI Invasive Grass Control File Attachments

Upload Budget Form

2025 IPG Application Project Budget.pdf

Upload Project Overview Map

2025 IPG Project Map.pdf

Upload Letters of Support (Optional)

2025-LOS-Robles Pass WUI Invasive Grass Control-AZ-SO-Desert-Museum.pdf

Project: Robles Pass WUI Invasive Grass Control - 2025 IPG

Total Project Budget (by expense type)				
Budget Detail	Grant Share (\$ Amount Requested)	Match		TOTAL
		Match % 15.07	Match Total \$ 35,490	
		Dollars	In-Kind	
Administrative Labor:				\$ 0
Project Labor:			\$ 35,490	\$ 35,490
Travel:				\$ 0
Equipment:				\$ 0
Supplies:				\$ 0
Contractual:	\$ 173,913			\$ 173,913
Other1:	\$ 26,087			\$ 26,087
Other2:				\$ 0
TOTAL:	\$ 200,000	\$ 0	\$ 35,490	\$ 235,490

Budget Narrative	
<p>Provide a brief explanation of each budget item. Include a mathematical explanation for items that will be reimbursed by grant funds and those that will be provided as project match (add additional pages if needed).</p> <p>GRANT SHARE Contractual: \$173,913 These funds will be used to hire contractors to manually and chemically treat buffelgrass infestations across ~135 acres. The project is 160 acres total with ~25 acres to be treated by volunteer in-kind labor and ~135 acres to be treated by contracted labor. Pima County has a supplier contract with 6 companies that can be hired to provide backcountry invasive plant treatment services. The estimated contractual cost for this project is based on past grant project costs. The estimated cost per acre for contractor treatment is a high estimate because this project includes high density infestations and the most affordable contractor may not have labor capacity to complete all treatments for this project. In the case that the actual cost per acre treatment is lower, the excess funds will be used to hire contractors to do follow up treatments across as much of the project area as possible.</p> <p>Past project budgets (both used the cheapest contractor available to Pima County): HFI 21-302 \$189,200 grant award/289 acres treated = \$654/acre HFI 22-309 \$165,000 grant award/188 acres treated = \$877/acre</p> <p>Estimated contractual cost: \$1,288.25/acre x 135 acres = \$173,913.75</p>	

Budget Narrative - Continued

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

GRANT SHARE

Other1: \$26,087

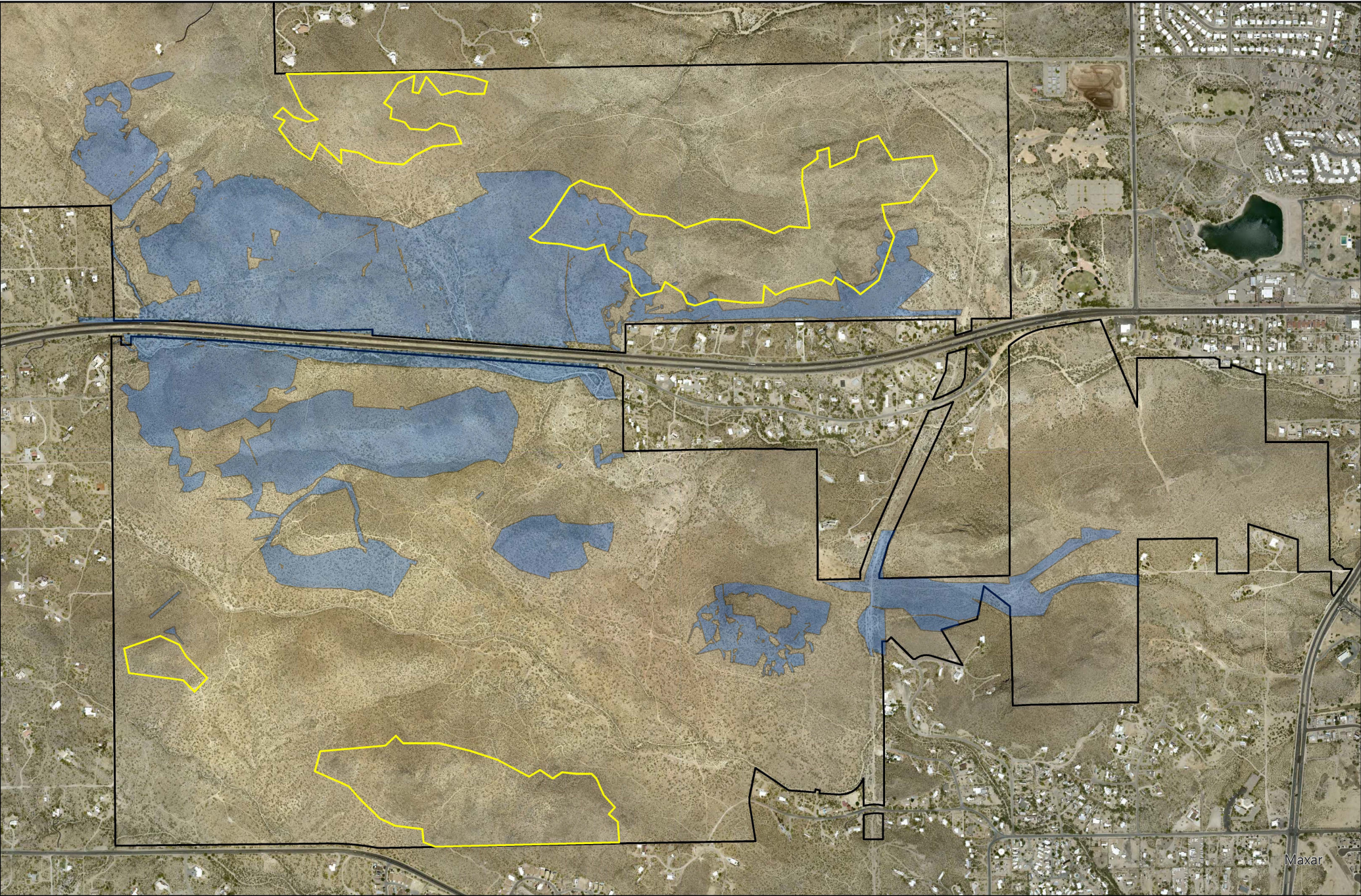
Current Pima County policy reflects 2 CFR 200 guidance and requires reimbursement of 15% of direct project expenses to cover the indirect costs of administering the grant project ($\$173,913$ in direct costs $\times 0.15 = \$26,087$ in indirect costs).

MATCH

In-Kind Project Labor: \$35,490

This in-kind contribution will be project labor provided by volunteers. Volunteers will contribute ~394.33 hours (this includes their travel time) per year for 3 years, totaling 1,183 hours contributed to the project. DFFM's IPG FAQs list \$30/hour as the maximum value of volunteer labor and Independent Sector has determined the value of volunteer time to be \$34.79/hour. Therefore, \$30/hour will be used to quantify the value of volunteer labor.

$1,183 \text{ total volunteer hours} \times \$30/\text{hr} = \$35,490$





2025 IPG Project Map


Robles Pass WUI Invasive Grass Control
May 2025

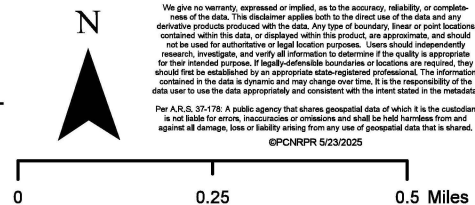
Project Area Center: 32.1739012, -111.031862

Legend

 Project Treatment Area
(approximately 160
acres)

 Past Treatments (2022-
present)

 Property Boundary



ATTACHMENT B
(Cover Sheet)

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

Detailed Project Plan
2025 Invasive Plant Grant Project
Robles Pass WUI Invasive Grass Control
Pima County Conservation Lands & Resources (CLR)

Project Scope

Narrative Description

This project is located in the Robles Pass area of Tucson Mountain Park (TMP). This area supports upper Sonoran Desert vegetation including native grasses (e.g. tanglehead), native cacti (e.g. saguaros), and native shrubs (e.g. foothills palo verde). Buffelgrass is a fine fuel that can carry very hot wildfire and it has invaded this fire-intolerant area. TMP is part of Pima County's Conservation Lands System (CLS) which aims to protect habitat critical to vulnerable species as part of the biological goal of the Sonoran Desert Conservation Plan. This project will protect important habitat for native species, reduce wildfire risk, and protect neighboring at-risk communities by treating buffelgrass infestations across 160 acres in the Robles Pass area using Integrated Pest Management (IPM) strategies. Much of this acreage is adjacent to treatment areas from the past several years and the project will build upon this success. The project will also include outreach elements with the goal of educating and involving the community. These outreach elements include a series of volunteer events and educational outreach to neighboring communities.

Major Project Components

Contracting: Pima County has an active contract with 6 licensed companies for backcountry invasives plant species plant treatment and monitoring services. We currently work with several of these companies on other projects and will use grant award funding to hire one or more of these companies for this project.

Chemical & Mechanical treatments: Contractors will be hired to complete chemical treatment in areas of the project with dense infestations (where buffelgrass is >50% cover). In some areas of the project with very dense infestations (>75% cover), contracted crews will do mechanical treatment (using string trimmers) to remove older biomass that is otherwise untreatable with herbicide, and which will result in both stimulating new growth that is treatable with herbicide and reducing the total amount of herbicide needed. Once the trimmed grasses produce new green growth, contractors will follow up with chemical treatment. Contractors will use herbicide with glyphosate as the active ingredient (Roundup Pro or comparable product) at a 4% rate. They may add a surfactant such as Activator 90 or comparable product.

Manual treatments: County staff will lead a series of volunteer events focused on manual removal within the project area. Volunteers will use hand tools to manually remove buffelgrass and pile plants strategically on site to reduce future germination. Manual treatments will be done in areas of the project with less dense infestations (<50% cover). Contractors may also be hired to complete manual treatments during times of the year when buffelgrass is not treatable with herbicide.

Decontamination: Volunteers and staff will check themselves and their tools for invasive plant seeds before and after leaving the site. Boot brushes are used to clean boots, clothing, and tools. According to our contract agreement, contractors will check clothing, boots, tools, equipment, and vehicles for invasive plant seeds and propagules and will brush them away, using boot brushes, before leaving the infestation site. They will vacuum and wash vehicles and equipment as frequently as possible. They are to avoid traversing through infestations unless necessary for treatment.

Inspection: Staff will monitor treatment effectiveness in areas that received chemical and mechanical treatment. Staff will tally dead and living buffelgrass plants in subplots of treated areas and will consider the treatment successful if at least 80% of plants are found to be dead.

Revegetation: Staff and volunteers will spread seedballs across the project area that received manual treatment. Seedballs will be created by staff and volunteers using an appropriate native seed mix from local sources. Seedballs will be spread in project areas after completing manual treatment in that area. Staff will monitor these areas into the future and will look for recruitment of native vegetation represented in the seed mix.

Outreach: Staff will lead a series of volunteer events which the Arizona-Sonora Desert Museum helps promote by hosting the webpage used for posting upcoming volunteer events. Staff will send informational mailers to neighbors of the project. Staff from Pima County Cooperative Extension will assist with recruitment of volunteers and will consult on outreach materials.

Reporting: County staff will complete all required reporting for the project.

Measurable Outcomes

- 160 acres will be treated.
- Volunteers will contribute at least 1,146 hours. At \$30/hour this is a \$34,380 value contribution which meets our 15% match commitment.

Project Schedule

The proposed project start date is January 1, 2026 pending agreement approval and signatures from the Pima County Board of Supervisors. The project will last 3 years and will end December 31, 2028. No permits or environmental clearances are required.

Project milestones:

- Year 1: Contractors chemically treat ~50 acres (approx. 5-10 of these acres will first be treated by contractors using string trimmers). Volunteers manually treat ~10 acres. Send informational mailers to neighbors and promote future volunteer events.
- Year 2: Contractors chemically treat ~50 acres. Volunteers manually treat ~10 acres.
- Year 3: Contractors chemically treat the remaining project acres (~35) and conduct follow up treatments across the rest of the project as time, conditions, and funds allow. Volunteers manually treat remaining ~5 acres and conduct follow up treatments across low density areas as time, conditions, and capacity allow. Staff will spread seedballs after all treatments are completed.

Project timeline (for all three years):

Quarter 1: January – March

- Hire contractors to chemically treat as conditions allow.
- Volunteers conduct manual treatment.
- Staff monitor herbicide treatment effectiveness from winter treatments.

Quarter 2: April – June

- Contact contractors to schedule upcoming work for herbicide treatment.
- Hire contractors for mechanical treatment.
- Send informational mailers to neighbors.
- Staff monitor herbicide treatment effectiveness from spring treatments.

Quarter 3: July – September

- Hire contractors to chemically treat as conditions allow.
- Staff monitor mechanical treatments from previous quarter.

Quarter 4: October – December

- Hire contractors to chemically treat as conditions allow.
- Volunteers conduct manual treatment.
- Staff monitor herbicide treatment effectiveness from summer treatments.

Project: Robles Pass WUI Invasives Grass Control - 2025 IPG

Total Project Budget (by expense type)				
Budget Detail	<u>Grant Share</u> (\$ Amount Requested)	<u>Match</u>		TOTAL
		Match % 15.05	Match Total \$ 34,380	
		Dollars	In-Kind	
Administrative Labor:				\$ 0
Project Labor:			\$ 34,380	\$ 34,380
Travel:				\$ 0
Equipment:				\$ 0
Supplies:				\$ 0
Contractual:	\$ 168,696			\$ 168,696
Other1:	\$ 25,304			\$ 25,304
Other2:				\$ 0
TOTAL:	\$ 194,000	\$ 0	\$ 34,380	\$ 228,380

Budget Narrative	
<p>Provide a brief explanation of each budget item. Include a mathematical explanation for items that will be reimbursed by grant funds and those that will be provided as project match (add additional pages if needed).</p>	
<p>GRANT SHARE Contractual: \$168,696 These funds will be used to hire contractors to manually, mechanically, and chemically treat buffelgrass infestations across a majority of the project area. Pima County has a supplier contract with 6 licensed companies that can be hired to provide backcountry invasive plant treatment services. The estimated contractual cost for this project is based on past grant project costs. The estimated cost per acre for contractor treatment is a high estimate because this project includes high density infestations and the most affordable contractor may not have labor capacity to complete all treatments for this project. In the case that the actual cost per acre treatment is lower, the excess funds will be used to hire contractors to do follow up treatments across as much of the project area as possible.</p> <p>Past project budgets (both used the cheapest contractor available to Pima County): HFI 21-302 \$189,200 grant award/289 acres treated = \$654/acre HFI 22-309 \$165,000 grant award/188 acres treated = \$877/acre</p> <p>Estimated contractual cost: \$1,054.35/acre x 160 acres = \$168,696</p>	

Budget Narrative - Continued

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

GRANT SHARE

Other1: \$25,304

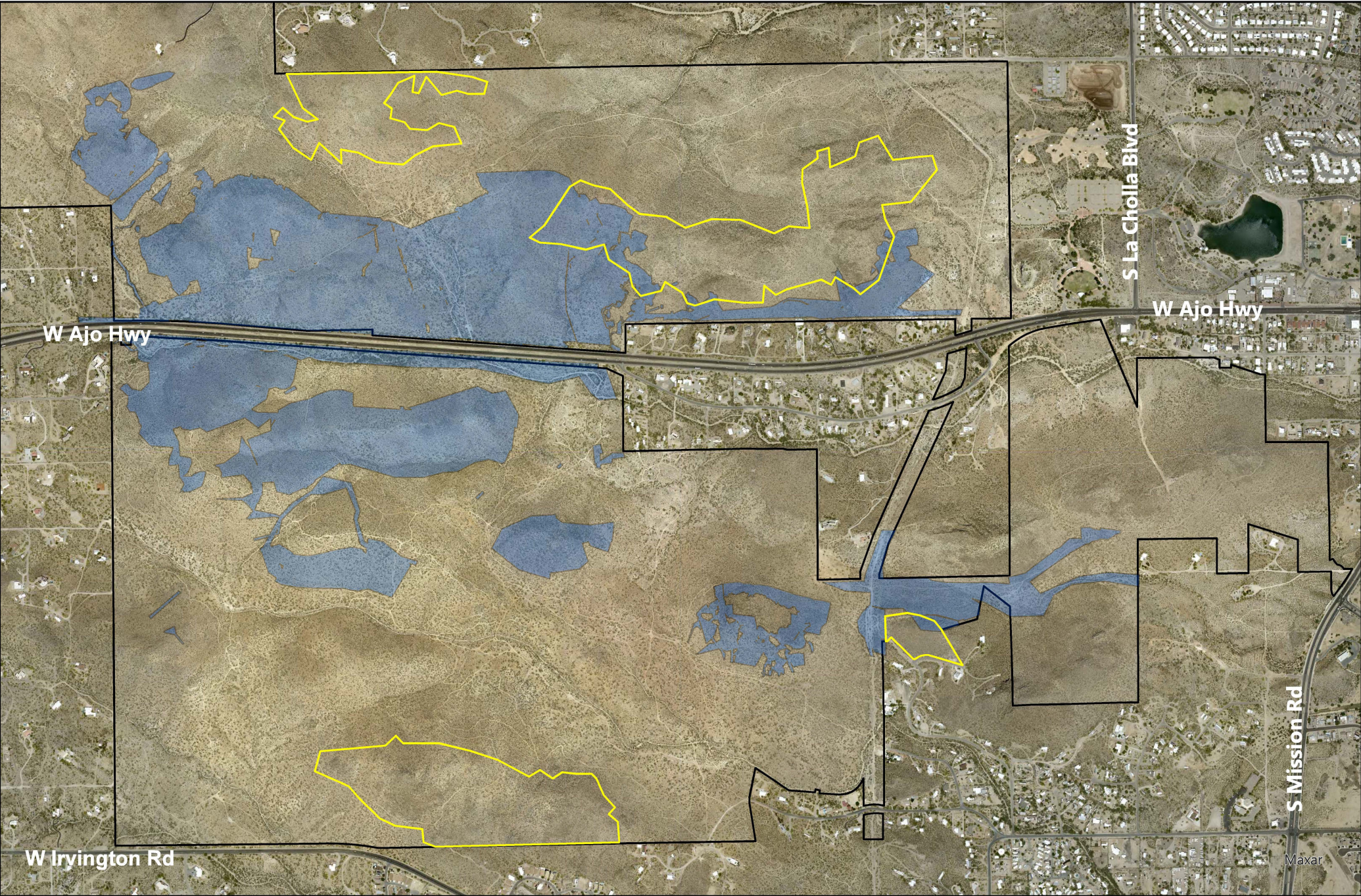
Grant guidelines require subrecipients to develop and manage their grants in accordance with federal requirements, including those specified in subparts A through F of 2 CFR Part 200. 2 CFR Subpart E, Section 200.414 permits the recovery of indirect costs, and permits the use of a de minimis 15% rate on modified total direct costs (MTDC). MTDC is equal to all direct salaries and wages, applicable fringe benefits, materials and supplies, travel and up to \$25,000 of each subaward. Given the requirement to conform to federal requirements and as federal funds may be used to support these grants, Pima County is requesting indirect costs of 15% of its MTDC which totals \$25,304.

MATCH

In-Kind Project Labor: \$34,380

This in-kind contribution will be project labor provided by volunteers. Volunteers will contribute ~382 hours per year (this includes their travel time) for 3 years, totaling 1,146 hours contributed to the project. DFFM's IPG FAQs list \$30/hour as the maximum value of volunteer labor and Independent Sector has determined the value of volunteer time to be \$34.79/hour. Therefore, \$30/hour will be used to quantify the value of volunteer labor.

1,146 total volunteer hours x \$30/hr = \$34,380



2025 DFFM Invasive Plant Grant Project Map

Robles Pass WUI Invasive Grass Control

Tucson Mountain Park

October 2025 | Project Area Center: 32.1739012, -111.031862

Legend

Project Treatment Area
(approximately 160 acres)

Past Treatments (2022-present)

Property Boundary



0 0.25 0.5 Miles

We give no warranty, expressed or implied, as to the accuracy, reliability, or completeness of the data. This disclaimer applies both to the direct use of the data and any derivative products produced with the data. Any type of boundary, line or point location contained within this data, or displayed within this product, are approximate, and should not be used for authoritative or legal location purposes. Users should independently research, investigate, and verify all information to determine if the quality is appropriate for their intended purpose. If legally-defensible boundaries or locations are required, they should first be established by an appropriate state-registered professional. The information contained in the data is dynamic and may change over time. It is the responsibility of the data user to use the data appropriately and consistent with the intent stated in the metadata.

Per A.R.S. 37-178: A public agency that shares geospatial data of which it is the custodian is not liable for errors, inaccuracies or omissions and shall be held harmless from and against all damages, loss or liability arising from any use of geospatial data that is shared.

©PCNRP 7/28/2025

ATTACHMENT C

General Provisions

ADMINISTRATIVE AND ACCOUNTING REQUIREMENTS

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

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

HATCH ACT

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

NEPA

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

COVENANT AGAINST CONTINGENT FEES

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

MODIFICATIONS

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

EXTENSIONS

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

RESPONSIBILITY FOR CLAIMS AND LIABILITIES

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

RETENTION OF RECORDS

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

EQUAL OPPORTUNITY/NON-DISCRIMINATION

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

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

ARBITRATION

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

ANTITRUST VIOLATIONS

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

TERMINATION BY MUTUAL AGREEMENT

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

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

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

CANCELLATION FOR CONFLICT OF INTEREST

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

TERMINATION FOR CONVENIENCE

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

NON-AVAILABILITY OF FUNDS

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

FEDERAL IMMIGRATION AND NATIONALITY ACT

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

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

SUSPENSION OR DEBARMENT

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

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

GOVERNING LAW

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

INVALIDITY OF PART OF THIS AGREEMENT

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

COUNTERPARTS

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

INTERPRETATION

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

PARAGRAPH HEADINGS

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

ENTIRE AGREEMENT

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

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

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

PUBLICATION REQUIREMENTS

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

ATTACHMENT D

Grant Reimbursement and Documentation Requirements

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

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

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

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

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

- Expenses not included in an approved project plan or that are unnecessary for the completion of the project are ineligible for reimbursement or as match.
- NO FOOD or BEVERAGE purchases or donations to others are eligible for reimbursement or as match, unless included in the project plan as budgeted travel costs, and pre-approved by State.
- Capital Equipment costing \$10,000 or more per unit cannot be included as reimbursable costs, but may be included as match with prior approval. State Forestry recommends renting equipment as needed.
- NO purchase of equipment or supplies for individuals are eligible for reimbursement or as match (though purchase of supplies and small equipment by the Sub-grantee organizations for ongoing community use may be eligible).
- Poorly documented match or volunteer hours with insufficient support documentation will not count towards the required match. It is the Sub-grantee’s responsibility to keep all project/grant records pertaining to matching requirements. In the event an audit determines that ineligible match was credited to the project, the Sub-grantee accepts full liability for such costs.

ATTACHMENT D

Grant Reimbursement and Documentation Requirements

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

- **Labor (Administrative and Personnel)**- may include paid staff, or documented reimbursement from Sub-grantee to others for services. Related expenses such as employee benefits or required travel costs are also eligible if properly documented.
 - Administrative labor includes general project oversight, while personnel labor includes work done on the ground
 - All staff/labor hours must be accompanied by an employee time sheet detailing the hours worked on the grant project. We must be able to determine, for each staff member, the hours contributed, the rate of pay, the work completed, and the total amount being requested.
 - The time sheet must clearly have the State grant ID number, an employee signature, and the dates work hours were contributed towards the grant. A supervisor's approval signature should also be included.
Note, for auditing purposes, an auditor will most likely want to see all hours worked in addition to those charged to the grant.
 - Required documentation should include some combination of: payment receipts, timesheets, payroll records (paystubs), job sheets, canceled checks, or signed letters detailing paid staff time, dates, and services or work provided.
- **Contracted Services** – Contracting for services from outside organizations or businesses is permitted if included in the approved project plan and budget. Such services could include contracted fuels crews, arborists, trucking, waste disposal, and other costs.
 - Required documentation will include original invoices with sufficient detail of work performed, dates of work performed, and proof of payment, such as canceled checks or credit card receipts.
- **Supplies** - may include operating supplies, office supplies, and small equipment purchased by the Sub-grantee and necessary for the completion of the project.
 - Required documentation should include proof of purchase via payment receipts, canceled checks, or official accounting records detailing expenses and goods and service provided. Original quotes or incomplete invoices are not sufficient.
- **Travel** - may include mileage reimbursement
 - Documentation should include mileage logs with beginning and ending odometer readings and reference the grant project number.
- **Equipment** - may include the cost of renting equipment, fuel, operational costs or repairs at an accepted rate
 - Documentation should include invoices and proof of payment, receipts, or equipment logs.
 - If using FEMA or negotiated CFRA rates, the non-emergency rate (½ of negotiated rate) must be used.
 - Take into consideration that if the rate provided is a "Wet Rate," it already includes fuel and maintenance for the equipment.
- **Other**
 - Other costs as necessary must include proper support documentation demonstrating that the Sub- grantee has incurred the costs.
 - Indirect Costs – Agreed upon indirect costs can be included for reimbursement.
 - Indirect costs may cover general operating expenses such as those negotiated at the time of the grant agreement and other overhead costs; therefore supporting documentation is not required, but detailed specifics about what is covered under the indirect cost must be included in the detailed project plan budget narrative.
 - If Sub-grantee has a Negotiated Indirect Cost Rate Agreement (NICRA), State Forestry must receive this agreement before the rate can be used in the project budget.
 - De Minimis: If no NICRA rate is available, Sub-grantee can include the 15% de minimis cost rate to cover other general operating expenses.

ATTACHMENT D

Grant Reimbursement and Documentation Requirements

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

Matching investments will not be directly reimbursed.

Examples of possible match include:

- **Hard Dollars** - Matching investment can include actual costs incurred as documented above.
 - A hard dollar match includes anything directly purchased for the grant work with costs incurred by the grantee where money has changed hands, including time spent by employees on grant related activities. Time spent by employees on eligible project activities must include the same documentation as listed above for the Labor category for grant share.
 - Required documentation will include payment receipts, canceled checks, or official accounting records detailing expenses and related goods and service provided. Physical cash transactions are unallowable with DFFM grants.
- **In-kind Contributions** - includes the use of the sub-grantee's or their partners' on-hand supplies, use of third party donations of supplies or equipment, or the value of professional services provided at the professional rate.
 - Use of in-kind contribution of goods or services from another business or organization may be counted as in-kind match with proper documentation. Property or use thereof shall be assigned a fair market value per applicable Cost Principles and should include a letter of documentation from the donating party, if necessary. Use of donated equipment shall consist of signed time logs, detailing day(s) or hours of use, accepted rate, and project specific function.
- **Volunteer** - Volunteer labor hours shall conform to documented standard operating procedures for the Sub-grantee organization with established pay rates.
 - Required documentation for volunteers will include signed time logs/sign-in sheets with volunteer name, date, time, place, and type of volunteer service provided. Volunteer sign in sheets must include a supervisor's signature. Volunteer timesheets should be filled out and signed on the day work was completed.
 - Volunteer time may be valued at the local market rate for equivalent work (children at minimum wage). Hourly rates exceeding \$30 per hour will require specific support documentation for justification and approval. If you use consultants, forestry professionals, planners, etc., who donate their professional services, appropriate hourly rates may be documented in a letter from the individual or their organization, but will still require accurate timesheets.



Katie Hobbs
Governor

Office of the State Forester

Arizona Department of Forestry and Fire Management



Tom Torres
State Forester

September 2023

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

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

Definition

DFFM defines indirect costs as:

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

Maximum Indirect Costs Rates

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

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

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

The rate provided above is the maximum rate allowed under DFFM's policy. These expenses need to be allocable to the project and documented as any other direct project expense.

Indirect Costs that exceed the maximum reimbursable rate may be approved for use as matching investment (foregone indirect costs) by the recipient organization, if approved in advance by DFFM.

Duty □ Respect □ Integrity



Arizona Department of Forestry and Fire Management

Grant Reimbursement Form

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

Grant Number:

Organization Name:

Match %:

- Select % -

Total Grant Amount:

Total Match Required:

Grant Expiration/End Date:

(Grant \$ + Match \$ = Total Project Cost)

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

	Reimbursable Costs	Match	Total
			\$0.00

This Reimbursement Period: (Period Start / End dates)

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

FOR DFFM USE ONLY

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

	Reimbursable Costs	Match	Total
	\$0.00	\$0.00	\$0.00

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

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Authorized Signature

Title

Date

SIGNATURE LINE STATEMENT (Required for Processing)

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

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

NOTE: Reimbursements may take 60-90 days



Quarterly Performance Report

GRANT INFORMATION:

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

REPORT INFORMATION:

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

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

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

Program-Specific Reportables (if applicable)

1				
2				
3				
4				
5				

Is this Project On Track? (Yes / No)

☐

Use the following sections to describe activities for this quarter and for the overall project status.

Additional items may be enclosed or attached, such as added narrative, detailed tables, pictures, maps, or other items.

(Please list any additional items in the narrative to assure they are recorded.)



Quarterly Performance Report

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

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