

Arizona Department of Forestry and Fire Management
Grant Agreement No. HVR 20-305
Hazardous Vegetation Removal 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"), **City of Yuma (DUNS # 07-899-8184)**, 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 Hazardous Vegetation Fuels Mitigation Projects within the State of Arizona.

The objective of this funding is to assist communities, which have been identified as having wildfire hazard potential, in reducing and mitigating the risk, hazards and damages of wildfire thus protecting life, property, and infrastructure. 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 (Attachment A) and Detailed Project Budget (Attachment B).

III. PROGRAMATIC 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 **March 31, 2021** unless otherwise terminated or modified pursuant to the terms herein.

V. COMPENSATION AND MATCHING INVESTMENT

Grant funds may be utilized for up to **90%** of the total cost of this program.

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

Compensation under this agreement shall be on a reimbursement basis, shall not exceed the total eligible costs of the project, and total compensation (State Forestry grant portion) **shall not exceed \$176,850.00**

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. Support documentation must show dates and amounts of all expenses (See Attachment D).

Purchase of Capital Equipment (equipment costing more than \$5,000 per unit price) is **NOT allowed** under this agreement.

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. Performance reports shall follow the format identified in Attachment E or as may be revised by State Forestry.

Reports will contain information on the following:

- A comparison of actual accomplishments to the goals established for the period and for the entire program or project.
- 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.
- Reason(s) for delay if established goals were not met.

- Additional pertinent information including, when appropriate, analysis and explanation of cost overruns or high unit costs.

Financial/Reimbursement requests may be submitted quarterly or more often if necessary. Reimbursement requests shall follow the format as identified in Attachment E or as may be revised by State Forestry. Financial/Reimbursement requests may be held for processing until quarterly accomplishment/performance reports are current.

A final accomplishment report with mapping, if required, and all financial/reimbursement requests and required documentation shall be provided at completion of the grant project, but no later than 30 days after end of grant term.

All accomplishment and financial reports shall be submitted to the State Forestry contact as identified below in Section XII (NOTICES)

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. 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:

Tewana Cervantes
City of Yuma
Grant Writer
One City Plaza
Yuma, AZ 85364
928-373-5208
Tewana.Cervantes@YumaAZ.gov

Principal Arizona State Forestry Contact:

Joshua Hudson
Arizona Department of Forestry and Fire Management
Grants Program Coordinator
1110 W. Washington Suite 100
Phoenix, AZ 85007
602-761-0285
jhudson@dffm.az.gov

XII. 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 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>
<u>John Richardson</u> Forestry Programs Manager Arizona Department of Forestry and Fire Management 1110 West Washington, Suite 100 Phoenix, AZ 85007 602-771-1420 JRichardson@dfm.az.gov	<u>Philip Rodriguez</u> City Administrator City of Yuma One City Plaza Yuma, AZ 85364 928-373-5011 Philip.Rodriguez@Yuma.Az.gov

XIII. 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.

XIV. 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.

XV. ATTACHMENTS

The following Attachments are part of this Agreement:

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

XVI. 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 100 Phoenix, AZ 85007	<u>ACCEPTED BY SUB-GRANTEE</u> City of Yuma One City Plaza Yuma, AZ 85364
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Signature

Arizona State Forester

Date: _____

Signature

Print or Type Name

Date: _____

Date: _____

ATTACHMENT A

**Project Application
(Cover Sheet)**

Yuma Lower Colorado River WUI Areas Mitigation

Profile : Tewana.Cervantes@yumaaz.gov

1. Application/Project Title : Yuma Lower Colorado River WUI Areas Mitigation

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

3

4

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

4

13

4. Scope of Work : The City of Yuma will engage in strategic clean-up of fire breaks and other overgrown areas along the Lower Colorado River riparian and WUI areas for the safety of people, property, and wildlife. City employees, in consultation with the Bureau of Land Management and the Yuma Crossing National Heritage Area, will develop a detailed scope of work, remove wildland fire hazardous fuels, coordinate and manage the project, and administer the grant. Programmatic activities will be implemented in five phases, with the first comprising final strategic planning and the remaining four involving specific areas of ground-level mitigation. Grant funds will be used exclusively to reimburse the City for administrative and programmatic activities (delivered by internal personnel from the Parks and Recreation and Fire Departments) and for a limited amount of supplies for a 2-year period. The 10% match requirement will be exceeded and provided by an in-kind contribution of usage costs of City-owned, mechanized equipment. This Scope of Work is organized into the following seven tasks: Task 1- Project Coordination/ This task includes defining and confirming stakeholder roles, educating stakeholders in grant and statutory requirements, developing a final, comprehensive Scope of Work, and dividing mitigation "areas" into quarters. Task 2- Area 1 Mitigation: This task entails ridding the Millennial Grove/West Wetlands Park of the Riverfront Regional Park, bordering Paradise Cove Mobile Home Park of hazardous canopies, crowns, snags, and downed logs, by using mechanized and manual equipment and herbicides. This area encompasses approximately eight acres. Task 3- Area 2 Mitigation: This task involves removing hazardous woodland biomass adjacent to and bordering Gowan Grove and Statute of the West Monument / West Wetlands Park of the Riverfront Regional Park using mechanized and manual equipment and herbicides. This area encompasses approximately four acres. Task 4- Area 3 Mitigation: This task involves eradicating subterranean roots, detritus/duff, downed logs, and other hazardous biomass in remainder of West Wetlands Park of the Riverfront Regional Park adjacent to developed park area, APS Solar Garden, future paved patron parking, playgrounds, preserved wildlife habitat, man-made pond, and boat launch using mechanized and manual equipment and herbicides. This area encompasses approximately 13 acres. Task 5- Area 4 Mitigation: This task includes eliminating hazardous fuels between the West Wetlands Park and Gateway Park of the Riverfront Regional Park enclosed in a fire mitigation area and adjacent to the El Paso Gas Line facility using mechanized and manual equipment and herbicides. This area encompasses approximately three acres. Task 6- Complete evaluation of the project and plan key next steps. Task 7- Administer administrative and financial grant requirements and close-out the grant project. Tasks 2-5 are on-going programmatic activities for the life of the grant and beyond. Due to Yuma's immoderate summer temperatures and corresponding exposure to poisonous reptiles along the River's riparian areas, substantial mitigation will not occur between June and August. Over the past 2 ½ years, 16 fires have occurred within or adjacent to the Riverfront Regional Park. Of that number, 82% have been described as brush, brush & grass mixture, or forest/woods/wildland fires and with the majority having been started by humans living outdoors in makeshift settlements in areas highly susceptible to wildfire proliferation. Thus, keeping areas of clear of hazardous fuels is extremely important to our community.

5. Project Timeline : Est. start date: 08.01.19 Est. end date: 05.31.21 Milestone 1- Completion of final Scope of Work- 08.01- 10.31.19 Milestone 2- Area 1: Completion of 8 acres in Millennial Grove- 11.04.19- 01.30.20 Milestone 3- Area 2: Completion of 4 acres bordering Gowan Grove and Statute of the West Monument- 02.24.20- 05.28.20 Milestone 4- Area 3: Completion of 13 acres in remainder of West Wetlands Park- 09.01- 11.19.20 Milestone 5- Area 4: Completion of 3 acres in

area between the West Wetlands Park and Gateway Park in a fire mitigation area and adjacent to the El Paso Gas Line facility- 01.04.21- 03.25.21 Milestone 6- Completion of quarterly evaluation of the project and plan for key next steps. 04.05-04.29.21 Milestone 7- Successful administration of quarterly and final grant requirements- 08.01.19- 05.31.21

6. Collaborative Elements and Partners : The Yuma Crossing National Heritage Area (YCNHA) and the U.S. Bureau of Land Management (BLM) are our strategic partners. YCNHA will contribute personnel who will serve as Subject Matter Experts regarding plant life and mitigation along the Lower Colorado River and the BLM will provide technical assistance to project coordinators regarding WUI areas development and invasive plant species mitigation. This project would complement adjacent to federally-managed lands by providing continuity of fuels treatments and habitat restoration along the Lower Colorado River and would consequently likely result in the reduction of wildfires, reducing the threat to life & property to both the public and firefighters. Equally important, it is a better financial value to treat hazardous fuels rather than incur the costs of wildfire responses. The federal point of contact is Mr. Aron C. King, BLM Yuma Field Manager, Colorado District, 928-317-3201, acking@blm.gov.

7. Sustainability Plan : The City of Yuma is committed to maintaining the targeted areas substantially free of hazardous woodland fuels overgrowth, up to its organizational capacity. Budget constraints have limited the City's ability to procure and retain skilled labor to care for the rapidly developing Riverfront Regional Park. However, grant funds allow the City to engage in large-scale clean-up/mitigation such as the one herein proposed, which would not be possible otherwise. Inter-governmental agency cooperation among regional, State, and federal governments have been vital to our sustaining and improving the project area and will continue to play a key role in our efforts. Through the use of the City's mechanized equipment and herbicides, staff will alleviate the overgrowth and stockpiling of hazardous woodlands fuels, directed by three Certified Arborists who will monitor project areas and ensure maintenance. Fire Department staff will routinely assess WUI areas for safe access and conditions.

8. Evaluation Plan : Success will be measured by the full removal of hazardous woodland fuels/biomass as determined by members of the consortium of stakeholders who developed the final Scope of Work. Both pre- and post- treatment assessments will be performed by designated stakeholders. Certified arborists will follow all standards pertaining to crown raising and density reduction. While the City's Certified Arborists normatively engage in silviculture, a documented prescription has not been authored. However, the City's Tree Ordinance is being revised and a Tree Care and Maintenance Plan is being developed, which will address stand growth, composition, and health of the City's urban forest and our silvicultural treatments routinely employed (crown raising, regeneration/harvesting, planting, pruning, prescribed burning, and site preparation.)

9. Project Goals and Objectives : Goal 1: Finalize a Scope of Work for the project; Goal 2: Administer grant project in accordance with municipal, State, and federal guidelines; & Goal 3: Reduce and prevent the spread of wildfires in identified WUIs adjacent to BLM land along Yuma's Lower Colorado River. A total of 28 acres will be cleared in the Riverfront Regional Park, owned by the City, with a public use agreement in place with the State of CA. The estimated treatment cost per acre is \$11,063 owing to the density of combustible vegetation. The City isn't identified as a Community-At-Risk and doesn't have any FIREWISE community sites. However, there are 7,112 residents living adjacent to the Riverfront Regional Park in U.S. Census Tracts 1, 3.01, 109.13, and 109.14 who bear some risk. Low-to-moderate income, minority (73% Hispanic) residents, living with disabilities (12.5%) live in the adjacent communities and are more likely to be unprepared to evacuate in the event of an uncontained wildfire.

10. Program Specific Criteria #1 - Project Area / Need : The tamarisk plant, also known as salt cedar, and phragmites are the most pervasive, invasive species located in the project areas. At least 75% of the hazardous fuel biomass identified by stakeholders, particularly the City of Yuma Fire Department, consists of decayed and dead plant life that has not been removed due to competing priorities (maintenance of desired species being primary) and an inability to hire new staff and keep up with fair market rates for employment. According to the City's Assistant Fire Chief, if left unmitigated, they do pose a significant wildland fire threat to human life and property. When wildfires occur along the Lower Colorado River, not only do they require the City's fire resources but they subtly commandeer fire resources managed by BLM. The project areas are generally within two kilometers of BLM land along the Lower Colorado River, within the city limits of Yuma, Arizona. Nearly \$7MM in State and federal grant funds have been invested in the Riverfront Regional Park and the Park makes an annual \$24MM economic impact on the Greater Yuma Community. This project is not only mitigation, at its best, it is prevention. With Yuma's prevalently warm to hot climates, transient and homeless persons find the city an attractive location for outdoor living. Unfortunately, they construct outdoor shanties, often using biodegradable materials, and start fires out of woodland

biomass for cooking, lighting, and heat depending on the season, which makes them and first responders highly susceptible to the hazards of wildfires. Evidence suggests that a number of the 16 wildfires in and adjacent to project areas started in the last 2 ½ years have originated from this source. There are trees in the Riverfront Regional Park which are thriving, being maintained, and are not creating a significant future threat to life and property. They are: Mesquite; Cottonwood; Ironwood/American Hophornbeam; Palo Verde; Palo Blanco/Acacia Willardiana; Sweet Acacia/Acacia Smallii; Shoe-string Acacia/Acacia Stenophylla; and Texas Ebony. Thousands of residents and visitors have contributed to tree planting along the River and have assisted with massive ground clean-up; the development and safeguarding of this Park is a place where families make memories and display as a place of pride in their community. For those intangible reasons, as well, we want to preserve our natural and aesthetic assets and community bonds.

11. Program Specific Criteria #2 - CWPP Planning : Yuma County is currently applying for a grant to complete updates to its CWPP, which was drafted in 2010, but not signed by the State Forester. Nonetheless, the County coordinated efforts required to complete a Multi-jurisdictional Hazard Mitigation Plan (MJHMP). The City's Plan to prevent and contain wildfires in the project areas are contained in the MJHMP also, which was recently approved by the State of Arizona. Excerpts from the MJHMP addressing the project areas as priorities are attached to this application.

12. Program Specific Criteria #3 - Organization Capability : The planning team includes fire and urban forestry professionals who each have no less than 10 years experience in their respective disciplines of fire and forestry management. Meanwhile, all participants have been involved in state and/or federal grant projects within the past calendar year and are able to work cooperatively to address any challenges that may arise. With experience managing over 20 grants concurrently, the Grants Administrator is adept in reporting and keeping projects on schedule and in compliance and the Grants Accountant manages and audits a portfolio of over 60 foundation, State, and federal grants and donation accounts, concurrently. All entities have already communicated vis-à-vis and/or via electronic mail and telephone on multiple occasions to discuss this project and to develop its overall scope and development. Stakeholder entities have years of experience working cohesively; thus, there are no known challenges at this time or anticipated. Team members include: • Dustin Fields- City of Yuma Assistant Fire Chief • James Stewart- BLM Fire Mitigation Officer • Erica Stewart- BLM Wildlife Biologist • Joel Hubbard- City of Yuma Parks Manager • Espy Matlock- City of Yuma Urban Forestry Supervisor • Vianey Avila- YCNHA Environmental Program Coordinator • Tewana Cervantes- City of Yuma Grants Administrator • Maura Luna- City of Yuma Grants Accountant • Debbie Wendt- City of Yuma Parks and Recreation Director

Upload Budget : City of Yuma-2019 WFHF Grant Budget.pdf

Upload Project Overview Map : City of Yuma-Combination Overview and Detailed Map- May 2019.pdf

Upload Project Detail Map (optional) :

Upload CWPP Priority Documentation (optional) : Yuma Co Multi-jursid. Hazard Mitigation Plan- May 30 2019.pdf

Upload Letters of Partner Support (optional) : City of Yuma- Letters of Support- May 30 2019.pdf

Average Score :

of Awards : 0

of Reviews : 0

of Denials : 0

Total Awarded Amount : 0.00

Created by : ecivisprod

Record ID # : 12467656

Last change : 2019-05-31T22:57:25+0000

Project: Yuma Lower Colorado River WUI Areas Mitigation

Total Project Budget (by expense type)				
Budget Detail	Grant Share (\$ Amount Requested)	Match		TOTAL
		Dollars	In-Kind	
Administrative Labor:	\$16,718	\$0	\$0	\$16,718
Project Labor:	\$118,871	\$0	\$0	\$118,871
Fringe Benefits:	\$41,231	\$0	\$0	\$41,231
Travel:	\$0	\$0	\$0	\$ 0
Equipment:	\$0	\$0	109,768	\$109,768
Supplies:	\$23,180	\$0	\$0	\$23,180
Contractual:	\$0	\$0	\$0	\$ 0
Other:	\$0	\$0	\$0	\$ 0
TOTAL:	\$200,000	\$ 0	\$109,768	\$309,768

Budget Narrative	
<p>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.</p> <p>The lion's share (68%) of the City's grant request represents a request for reimbursement for wages and fringe benefits paid to project personnel, with only 9% of that grant funded request being allocated for administrative costs. To add value to this grant project and to maximize DFFM's financial investment, the City is using "starting" salaries for the reimbursement of this grant and not actual salaries, although the average length of service for this project's workforce, to include administrative staff, is 20 years!</p> <p>A number of team members have been with the City for over 30 years and are consequently well-beyond the starting pay. Additionally, the City of Yuma's pay plan has not kept up with the fair market value for any of its positions. Therefore the calculation for all starting salaries are a degree lower than Arizona cities comparable to Yuma's size,</p> <p>The total project time for on-the-ground, mitigation of hazardous woodland fuels and like matter over 28 non-contiguous acres within the Yuma Riverfront Regional Park, starting from the Millennial Grove in the West Wetlands Specialized Park and ending en- route to the Gateway Specialized Park is 1,280 hours per "each direct urban forestry team member." The on-the-ground, direct urban forestry workforce includes the Urban Forestry Crew Leader, three Urban Forestry Grounds Maintenance Specialists and two Urban Forestry Grounds Keepers. Their hours are broken down into percentages based on the number of acres of proposed mitigation of WUI areas as are delineated in red on the map provided.</p> <p>Other project staff includes the Urban Forestry Supervisor, Parks Manager, and Assistant Fire Chief (who is serving as the coordinating Fire Dept. staff overseeing proper WUI areas mitigation in consultation with BLM staff.)</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.

These team members will spend only a fraction of the total project hours with the direct urban forestry staff to direct, and at times, assist with mitigation as needed. The total costs of their combined salaries are \$118,871.

The final Scope of Work must be developed, reporting and monitoring must be completed, requests for reimbursements must be processed, evaluation of the accomplishments and challenges of the project must occur, and grant funds must be administered in compliance with all local, State, and federal rules and regulations. All of these administrative tasks will be performed by City of Yuma staff (a Grants Administrator, Grants Accountant, Assistant Fire Chief, Urban Forestry Supervisor, Parks Manager, and Parks and Recreation Director.) These administrative expenses of \$16,717 are only 6% of the total project costs.

The total costs of fringe benefits for all aforementioned employees (both administrative and project) amounts to \$41,231.

The City will purchase new supplies, as well as, use existing commodities to treat, maintain, and beautify the project areas for a two-year period. They include: herbicide; buffer; sticker; trees; shrubbery; and irrigation supplies. The requested amount of \$23,180 (\$11,590 annually) is only a fraction of the total costs required to develop the 28-acre project area. Detailed per item costs can be provided upon request.

Lastly, the City owns and operates heavy, construction and forestry, mechanized equipment. For guidance, the City uses the US Army Corps of Engineers, "Construction Equipment Ownership and Operating Expense Schedule for Region VII." However, when those costs exceeds Yuma's regional, vetted assessment of Fair Market Value, the City uses its own lower equipment rate. The following mechanized equipment is being used for the corresponding number of hours and rate: Chain Saw (1,280 hrs x \$2.71 p/hr.;) Backhoe with Bucket-Standby (600 hrs x \$37.32 p/hr.;) Wood Chipper (600hrsx \$33.55 p/hr.;) Skip Loader (280 hrs x \$102.47 p/hr.;) Front-end Loader (240 hrs x \$76.47 p/hr.;) Dump Truck (240 hrs x \$66.27 p/hr.;) and an Aerial Lift (8 hrs x \$103.59).

Therefore, the costs of operating City-owned heavy, mechanized equipment use/rental total \$109,768 and will serve as an in-kind contribution, exceeding the required match by 45%.

ATTACHMENT B
(Cover Sheet)

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

Grantee Name: City of Yuma

Brief Project Scope
<p>Over the course of three (3) phases, the City of Yuma will manage and/or engage in the strategic clean-up of fire breaks and urban forest overgrowth along Yuma’s Lower Colorado River riparian and WUI areas (<i>within and adjacent to the West Wetlands Park in close proximity to US BLM property</i>) for the safety of people, property, and wildlife. This specific project constitutes Phases I and II (45.92 acres) and will include hazardous fuel reduction and mitigation in the Park’s Millennial and Gowan Groves, and the central corridor. A map is included to delineate the project area. The City of Yuma and the Arizona Department of Forestry and Fire Management (AZ DFFM) have agreed to partner on this project due to the AZ DFFM’s ability to deliver project outcomes at a more cost-effective rate than the City of Yuma can provide.</p> <p>City of Yuma staff will:</p> <ol style="list-style-type: none"> (1) Assist with the coordination and oversight of the prescribed reduction, removal, and elimination of wildland fire hazardous fuels; and (2) Manage the grant, ensuring that project results are in compliance with all local, Arizona State, and federal rules, regulations, and laws. <p>AZ DFFM staff will:</p> <ol style="list-style-type: none"> (1) Employ and directly oversee an AZ State Department of Corrections (DOC) Fire and Fuels Crew (<i>trained in fire management of Arizona’s forests</i>) to complete the following tasks/prescriptions: <ul style="list-style-type: none"> • The safe removal of all hazardous, dead, dying, decaying, and/or diseased trees, (<i>snags, downed logs, etc.</i>) and invasive species of plants and trees, along with the clean-up of all dead and downed brush piles of forest overgrowth; and • The fire-wising of the project area [<i>according to natural area open space (NAOS) and Firewise Standards</i>] by manual and mechanized removal and/or elimination of all fuel ladders and continuous canopies. Fire-wising will reduce hazardous fuel materials adjacent to the neighboring mobile home park located in one of the WUI areas, stop the spread of any potential wildfire, and create agreed-upon defensible space in all WUI areas. (2) Provide programmatic information to the public in Yuma County, <i>if requested by stakeholders</i>, due to the use and presence of laborers who serve in the penal system. (3) Provide any and all specialized materials, tools, personal protective equipment (<i>PPE</i>), and mechanized and manual tools and equipment needed to complete the project; (4) Furnish transportation for and direct supervision of the AZ DOC Fires and Fuels Crew; and (5) Submit weekly progress reports to the City of Yuma Parks and Recreation Department’s Grant Writer and a detailed work summary to the AZ DFFM Grant Manager to be used to generate an accurate and descriptive invoice for payment of services. <p>Grant funds will be used exclusively to reimburse the City of Yuma and the AZ DFFM for the aforementioned administrative and programmatic activities. The 10% match requirement will be met through in-kind contributions of City of Yuma staff time dedicated to the project.</p> <p>The City of Yuma Finance Department will manage and process all payments to AZ DFFM and requests for reimbursements, as well as, submit financial reports.</p>

Project Schedule

August 5, 2019- March 13, 2020

- Develop, finalize, and execute the Project Agreement, with Detailed Project Plan.

March 16, 2020- March 31, 2020

- Issue a NTP to AZ DFFM.
- Monitor, oversee, and document initial programmatic activities.
- Review incoming progress reports for accuracy and detail and authorize payments, prior to submission to the Finance Department.
- Goal: Due to the start of the fire season and the uncertainty of contract start date, a modest goal of one acre is targeted.

Costs incurred:

- City of Yuma staff salary + fringe benefits (*Grant Writer, Parks Manager, Urban Forestry Supervisor, Assistant Fire Chief, Assistant P& R Director, and P&R Director*)
- AZ DFFM staff salary+ fringe benefits (*Fire Crew Chief, Grant Manager, and Program Manager*)
- AZ DOC Fires and Fuels Crew (*wages, transportation, and mechanized equipment*)

April 1, 2020- June 30, 2020

- Due to the AZ DFFM Fire Crew's peak season (*April- July 2020*), programmatic activities listed above will likely slow down yet continue, reduced in frequency and duration until August 3, 2020.
- Monitor, oversee, and document programmatic activities.
- Review incoming progress reports for accuracy and detail and authorize payments, prior to submission to the Finance Department.
- Goal: Up to seven (7) acres.

Costs incurred:

- City of Yuma staff salary + fringe benefits (*Grant Writer, Parks Manager, Urban Forestry Supervisor, Assistant Fire Chief, Assistant P& R Director, and P&R Director*)
- AZ DFFM staff salary+ fringe benefits (*Fire Crew Chief, Grant Manager and Program Manager*)
- AZ DOC Fires and Fuels Crew (*wages, transportation, and mechanized equipment*)

July 1, 2020- September 30, 2020

- Due to the AZ DFFM Fire Crew's peak season (*April- July 2020*), programmatic activities listed above will likely slow down yet continue, reduced in frequency and duration until August 3, 2020.
- Monitor, oversee, and document programmatic activities.
- Review incoming progress reports for accuracy and detail and authorize payments, prior to submission to the Finance Department.
- Goal: Up to seven (7) acres.

Costs incurred:

- City of Yuma staff salary + fringe benefits (*Grant Writer, Parks Manager, Urban Forestry Supervisor, Assistant Fire Chief, Assistant P& R Director, and P&R Director*)
- AZ DFFM staff salary+ fringe benefits (*Fire Crew Chief, Grant Manager, and Program Manager*)
- AZ DOC Fires and Fuels Crew (*wages, transportation, and mechanized equipment*)

October 1, 2020- December 31, 2020

- Engage in all programmatic activities listed above at an accelerated rate due to more moderate climate and off-season of increased fire risks throughout the state.
- Monitor, oversee, and document programmatic activities.
- Review incoming progress reports for accuracy and detail and authorize payments, prior to submission to the Finance Department.
- Goal: Up to 15.92 acres.

Costs incurred:

- City of Yuma staff salary + fringe benefits (*Grant Writer, Parks Manager, Urban Forestry Supervisor, Assistant Fire Chief, Assistant P& R Director, P&R Director, and Grants Accountant*)
- AZ DFFM staff salary+ fringe benefits (*Fire Crew Chief, Grant Manager and Program Manager*)
- AZ DOC Fires and Fuels Crew (*wages, transportation, and mechanized equipment*)

January 1, 2021- March 31, 2021

- Complete all programmatic activities listed above.
- Monitor, oversee, and document programmatic activities.
- Review incoming progress reports for accuracy and detail and authorize payments, prior to submission to the Finance Department.
- Perform an evaluation of project and ensure that files are audit-ready.
- Goal: Up to 15 acres.

Costs incurred:

- City of Yuma staff salary + fringe benefits (*Grant Writer, Parks Manager, Urban Forestry Supervisor, Assistant Fire Chief, Assistant P& R Director, P&R Director, and Grants Accountant*)
- AZ DFFM staff salary+ fringe benefits (*Fire Crew Chief, Grant Manager and Program Manager*)
- AZ DOC Fires and Fuels Crew (*wages, transportation, and mechanized equipment*)

March 16, 2020- April 30, 2021

Grant Administration, which includes monitoring, quarterly, and final performance and financial reporting, budget adherence, record-keeping, requests for invoice payment and reimbursements, auditing, final site inspection, and timely project completion in accordance with legal guidelines.

Costs incurred:

- City of Yuma staff salary + fringe benefits (*Grant Writer and Grants Accountant*)
- AZ DFFM staff salary+ fringe benefits (*Fire Crew Chief, Grant Manager, and Program Manager*)

Arizona State Forestry – City of Yuma Detailed Project Plan

Total Project Budget			
Budget Detail	<u>Grant Share \$</u> (Amount Requested)	<u>Match \$</u> (Contributed by City of Yuma Parks & Rec & Finance Depts.)	<u>TOTAL</u> (Total of grant and City of Yuma share.)
		Dollars	
Administrative Labor:	\$3,610	\$8,906	\$12,516
Project Labor:	\$1,609	\$6,228	7,837
Fringe Benefits:	\$1,259	\$6,968	\$8,227
Travel:	\$0		\$0
Equipment:	\$0		\$0
Supplies:	\$0		\$0
Contractual:	\$170,340		\$170,340
Other:	\$0		\$0
TOTAL:	\$176,818	\$22,102	\$198,920

Budget Narrative

Provide a brief explanation of each budget item. Include an explanation for items that will be reimbursed by grant funds and those that will be provided as project match.

Both the City of Yuma and the Arizona Department of Forestry and Fire Management (AZ DFFM) have agreed that the AZ DFFM will be the recipient of the lion's share (\$170,340) of this grant award for which the City of Yuma was earmarked up to \$200,000 by the same agency. The amount of \$170,340 will be used to carry out the programmatic activities of this grant found in this document's Brief Project Scope section over the course of 120 days. Daily costs covering labor, equipment, and transportation are spelled out in a document (Figure I-A) that is attached to this DPP.

The City of Yuma will provide a 10% match of the total project costs (\$22,102) by making in-kind contributions of staff salaries and fringe benefits dedicated to the completion of this project. It should be noted that since the award, all City of Yuma employees received an increase in base pay to bring municipal employees up to market rates of compensation; thus, salaries are higher than previously stated in the grant application. The City will seek reimbursement of a total of \$6,478 in administrative and project labor costs associated with the project.

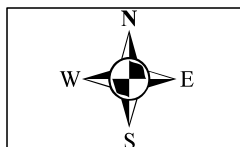
Actual salaries of City employees are not used to calculate match or the request for funds. The starting rate of pay is used for each position. In the event of any type of staff attrition during the life of the project, no amendment would be necessary because all employees will receive at minimum, the starting rate of pay.

Please note that 120 days include 5 week days only (*thus, 24 weeks or 6 months of labor.*) Grant administration and final reporting adds six weeks to the project.

Position	Admin. Hours	Hourly Rate	COY Funds Allocated to 10% Grant Match	Total Allocated for Reimbursement
ADMINISTRATIVE LABOR				
Grant Writer/ Administrator (Tewana Cervantes)	12 hrs. x 26 wks. (312 hrs.)	\$22.68 x 312= \$7,076	\$3,466	\$3,610 (\$7,076-\$3,466)
Grants Accountant (Maura Luna)	3 hrs. x 26 wks. (78 hrs.)	\$25.04 x 78= \$1,953	\$1,953	\$0
Dir. Of Parks & Rec. (Debbie Wendt)	2.75 hrs. x 26 wks. (71.50 hrs.)	\$48.77 x 71.50= \$3,487	\$3,487	\$0
TOTALS		\$12,516	\$8,906	\$3,610
FRINGE BENEFITS FOR ADMINISTRATIVE LABOR				
Position	Admin. Hours	Fringe Rate	COY Funds Allocated to 10% Grant Match	Total Allocated for Reimbursement
Grant Writer/ Administrator (Tewana Cervantes)	12 hrs. x 26 wks. (312 hrs.)	\$8.60 x 312= \$2,683	\$2,683	\$0
Grants Accountant (Maura Luna)	3 hrs. x 26 wks. (78 hrs.)	\$9.09 x 78= \$709	\$709	\$0
Dir. Of Parks & Rec. (Debbie Wendt)	2.75 hrs. x 26 wks. (71.50 hrs.)	\$15.79 x 71.50= \$1,129	\$1,129	\$0
Totals		\$4,521	\$4,521	\$0
PROJECT LABOR				
Position	Project Hours	Hourly Rate	COY Funds Allocated to 10% Grant Match	Total Allocated for Reimbursement
Urban Forestry Supervisor (Espy Matlock)	1.50 hrs. x 120 days (180 hrs.)	\$21.59 x 180= \$3,886	\$3,886	\$0
Parks Manager (Joel Hubbard)	2 hrs. x 24 wks. (48 hrs.)	\$31.27 x 48= \$1,501	\$1,501	\$0
Asst. Dir. of Parks & Rec.(Damon Chango)	1 hr. x 21 wks. (21 hrs.)	\$40.03 x 21= \$841	\$841	\$0
Asst. Fire Chief (Dusty Fields)	5.5 hrs. x 6 mos. (33 hours)	\$48.77 x 33= \$1,609	\$0	\$1,609
Totals		\$7,837	\$6,228	\$1,609
FRINGE BENEFITS FOR PROJECT LABOR				
Position	Project Hours	Fringe Rate	COY Funds Allocated to 10% Grant Match	Total Allocated for Reimbursement
Urban Forestry Supervisor (Espy Matlock)	1.50 hrs. x 120 days (180 hrs.)	\$9.10 x 180= \$1,638	\$1,638	\$0
Parks Manager (Joel Hubbard)	2 hrs. x 24 wks. (48 hrs.)	\$11.48 x 48= \$551	\$551	\$0
Asst. Dir. of Parks & Rec.(Damon Chango)	1 hr. x 21 wks. (21 hrs.)	\$12.27 x 21= \$258	\$258	\$0
Asst. Fire Chief (Dusty Fields)	5.5 hrs. x 6 mos. (33 hours)	\$38.15 x 33= \$1,259	\$0	\$1,259
Totals		\$3,592	\$2,447	\$1,259
			COY Funds Allocated to 10% Grant Match	Total Allocated for AZ DFFM Reimbursement
Grand Totals			\$22,102	\$6,478



SITE PLAN



Prepared by: G.E.

Checked by:



Information Technology Services
Enterprise GIS

Date: 02-04-2020

Revised:

Revised:

GPF 404-1

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.

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 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.

ATTACHMENT D

Grant Reimbursement and Documentation Requirements

Arizona State Forestry grants are based on reimbursement for actual costs incurred. 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 from the “Grant Reimbursement Form”. 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 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.
- 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, cancelled checks, signed receipts, or official payroll records. Examples include:

Labor- may include paid staff, contracted labor, 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.

- All staff/labor hours must be accompanied by an employee time sheet detailing the hours worked on the grant project. 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 can include payment receipts, timesheets, payroll records, job sheets, cancelled checks, or signed letters detailing paid staff time, dates, and services or work provided.

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 can include payment receipts, cancelled checks, or official accounting records detailing expenses and goods and service provided.

Equipment Purchases (small) – small equipment necessary for the completion of the project may be purchased by the Sub-grantee organization if included in the approved project plan and budget. Purchases of equipment or supplies for individuals is not eligible. Purchase of necessary equipment with per unit costs totaling less than \$5,000 will be considered as supplies (above).

- Required documentation will include purchase receipts detailing costs and equipment details.

Equipment Purchases (large) - Any single piece of capital equipment costing more than \$5,000 must be included in the original project plan and preapproved. Additional details will be provided for approved purchases. If an audit determines that excessive equipment was purchased, the Sub-grantee accepts full liability for cost reimbursement back to the State. Please limit your liability by purchasing only items listed in the original grant application and detailed project plan. Please only purchase what is necessary to complete the specific grant/project approved.

- Required documentation will include purchase receipts detailing costs and equipment details.

Equipment Rental – Rental of equipment necessary for completion of the project may be reimbursed if included in the approved project plan and budget.

- Required documentation will include rental receipts detailing costs, dates of use, and equipment details.

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 receipts detailing costs, dates and details of services provided.

Equipment Operating Costs - Operating costs for owned, rented, or donated equipment may be permitted if included in the project plan and properly documented. Methods for cost determination must be specifically documented and approved. Use of Sub-grantee owned equipment may be charged to the grant if prior approval is granted. A Sub-grantee may submit a rate agreement that is typical of rate charges established for all agencies utilizing the equipment including their own. Under no circumstances shall the grant be charged for use of equipment purchased with State funds, beyond operating costs.

- Required documentation can include receipts detailing costs, dates and details of equipment usage, payment receipts, mileage logs, shift tickets, etc. Any operating costs that are not paid for directly and do not have corresponding payment receipts, must be specifically documented as to method of cost determination.

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 cash 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:

Cash - Matching investment can include actual costs incurred as documented above.

- Required documentation will include payment receipts, cancelled checks, or official accounting records detailing expenses and related goods and service provided.

In-kind Contributions - include the use of on-hand supplies, use of third party donations of supplies or equipment, the value of professional services provided at the professional rate, or time spent by employees on eligible project activities.

- Use of in-kind contribution of goods or services from another business or organization may be counted as community match with proper documentation. This typically consists of a letter on the donating organization's letterhead, signed by the proper person and showing the amount and type of donation. 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.

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 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.



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: _____

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
_____	_____	_____

This Reimbursement Period:

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

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

Reimbursable Costs	Match	Total
_____	_____	_____

* 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 grant 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