

Arizona Department of Forestry and Fire Management

Grant Agreement No. APWIAP 21-804

Arizona Post-Wildfire Infrastructure Assistance 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") Arizona Board of Regents, University of Arizona (DUNS #80-634-5617), 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 emergency repairs for infrastructure projects within the State of Arizona.

The objective of this funding is to provide funding to public and private landowners for emergency repairs to infrastructure that was damaged from fires or fire suppression activities that occurred on or after July 1, 2020. 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).

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, 2024** unless otherwise terminated or modified pursuant to the terms herein.

V. COMPENSATION AND MATCHING INVESTMENT

Support documentation outlining project costs is required. Matching contribution is optional and should also include support documentation.

Compensation under this agreement will allow for retroactive reimbursement as well as up to a 50% drawdown with a 50% reimbursement of the total award at completion, shall not exceed the total eligible costs of the project, and total compensation (State Forestry grant portion) **shall not exceed \$483,545.00**

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. An initial 50% drawdown payment will be made within thirty days after a signed agreement. 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

Retroactive reimbursement is allowed for all eligible items and activities dating back to July 1, 2020 as approved in the application (Attachment A). For non-retroactive items and activities, eligible costs must be incurred during the Term of the Agreement, conform with the General Provisions of this Grant Agreement (Attachment B) 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 C).

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 D or as may be revised by State Forestry.

Financial/Reimbursement requests may be submitted quarterly or more often if necessary. Reimbursement requests shall follow the format as identified in Attachment D 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.

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 end of 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 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 must have prior written State approval. Incurring costs without prior written approval may result in loss of funds reimbursed.

XI. COMPLIANCE AND PERMITS

Sub-grantee agrees that it is responsible for acquiring prior to repairs all permits required by applicable federal, state, and local jurisdictions. Sub-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.

XII. 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:

Anita Thompson
University of Arizona
Assistant Area Agent, Livestock / Range
845 W. 4th North
St. Johns, AZ 85936
928-551-7544
anitathompson@arizona.edu

Principal Arizona State Forestry Contact:

Joshua Hudson
Arizona Department of Forestry and Fire Management
Forestry Grants Manager
1110 W. Washington Suite 500
Phoenix, AZ 85007
602-761-0285
jHUDSON@dffm.az.gov

XIII. 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> 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	<u>Mark Drury</u> Arizona Board of Regents, University of Arizona Contract Manager, Government Agreements PO Box 210158, Rm 510 Tucson, AZ 85721 520-626-6000 sponsor@email.arizona.edu

XIV. 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.

XV. 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 share of project costs, when applicable.

XVI. ATTACHMENTS

The following Attachments are part of this Agreement:

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

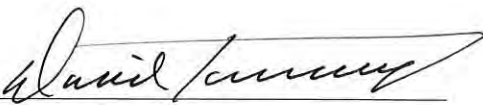
XVII. IN WITNESS WHEREOF, the parties agree to execute this agreement as of the last date written below.

STATE FORESTRY

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

ACCEPTED BY SUB-GRANTEE

Arizona Board of Regents,
University of Arizona
PO Box 210158, Rm 510
Tucson, AZ 85721


Signature

Arizona State Forester

Date: 3/21/22


Signature

M. A. Drury
Contracts Manager, Office of Research Contracts
Print or Type Name

Date: 3/11/2022

John Richardson

Print



Assistant State Forester for Forestry Programs

Date: 3/21/22

ATTACHMENT A

**Project Application
(Cover Sheet)**

Applications: 2021 Cow Canyon Fire Grazing Allotment Fence Project

PLEASE READ: This program is NOT for flooding damage. This program is only available for infrastructure that was damaged from fires or fire suppression activities that occurred on or after July 1, 2020. For questions regarding post-wildfire flooding damage, please contact your local County Emergency Management office.

PLEASE READ: Private landowners are only eligible to receive financial assistance if they work through an eligible applicant: Eligible applicants include Governmental organizations (including state, county, and local), 501(c) non-profit organizations, and Indian Tribes.

Profile

fdili@email.arizona.edu

1. Application/Project Title

2021 Cow Canyon Fire Grazing Allotment Fence Project

2. Self Attestation - I certify that all other funding sources to address the infrastructure damaged as part of this project have been exhausted and DFFM is the payor of last resort.

Yes

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

1

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

7

5. Project Lead

Anita Thompson, Assistant Area Agent in Livestock and Range for Navajo, Apache and Northern Greenlee Counties

6. Project Overview and Area Description

The Cow Canyon Fire is located in a primitive area of the Blue Range, and is very difficult to access. It can be accessed off State Highway 191, and from Alpine, AZ on Forest Service roads. The fire area includes over 50 miles of both grazing allotment fences and pasture fences. Prior to the Cow Canyon Fire, all fences were in a good condition.

After the fire, there was significant damage to approximately 21 miles of fence which will require repair or rebuild. 11 miles of that fence received enough damage to weaken the fence supports and ruin the wire. 10 miles will need to be completely reconstructed. The remaining approximately 29 miles of fence has minimal damage.

The work needs to be completed to keep the permittees in compliance with their federal grazing permits, to keep their livestock in the designated allotment, and to keep all livestock safe and away from areas that could cause injury or mortality to the animal.

7. Land Ownership

Lease

8. Land Parcel Number

USFS Lands – No Parcels

9. Scope of Work

Infrastructure to be repaired is approximately 11 miles, and approximately 10 miles of fencing will be completely re-built. Fence repair and replacement will be done to Forest Service specifications so permittees stay in compliance with their permits. Project materials must be carried by pack animals to the site, and work must be completed with approved tools because of the area's primitive status. A copy of these specifications are available upon request.

The project will be implemented by a fencing contractor chosen based on bid price and positive work history with the Forest Service. Five contractors requested bid information and three responded with bids. Selected contractor will do 100% of the work; any sub-contractors will fall under the responsibility of the contractor for workmanship and payment. Funds will be spent in three areas: contractor, materials, and administrative costs. The contractor costs include labor, old fence roll up and removal, and either new fence construction or fence repair. The materials cost include all materials related to fencing. The administrative costs include wage for one employee to administer the contract, mileage cost for a vehicle, fuel, safety and work supplies, travel funds (required since project is outside of commuting area), and materials for an educational portion. All contract inspection and compliance will be the responsibility of the University of Arizona employee in conference with the Forest Service and permittees.

10. Project Timeline

The project will start as soon as the lower elevations are warm enough to work in - estimated around June 1, 2022. Priority will also be on allotment boundary fences, and then internal pasture fences second. Ideally fences will be completed before permittees move cattle into the area, but that may not be possible with the timeline. It is expected to take twelve weeks of 6-day work weeks to complete all fences in the Cow Canyon Fire footprint due to the remoteness. If materials are difficult to get, the project could take up to 1 year to complete. Storms could also cut off access to the area. Estimated completion date would be no later than February 29, 2024.

11. Collaborative Elements and Partners

The USDA Forest Service is the primary partner in this project, as the grazing allotment lands fall under their jurisdiction. Additionally, the permittees must abide by the requirements of the permits to maintain good standing with the agency. The Forest Service Range personnel have been paramount in contacting and working with the affected permittees to support them and their needs during the Cow Canyon Fire. The agency personnel have also surveyed and mapped most of the damaged fences from the fire, and provided maps and other materials during the grant process. They are unable to provide any other material, labor or funding support due to their budgetary situation and excessive workloads. Email communications are available if requested demonstrating the inability for the Forest Service to assist the permittees. There is a letter of support signed by the District Ranger available upon request.

Upload Budget

UPDATED 2021_AZ Post-Wildfire Infrastructure Cow Canyon Fire Budget_fd Feb 15.pdf

Upload Project Overview Map

Revised Cow Canyon Supplemental Information.pdf

Upload Self Attestation Form

876239_Thompson_Self Attestation Form.pdf

Upload Support Documentation (optional)

RU6990-20 University of Arizona RA.pdf

Applications: File Attachments

Upload Budget

UPDATED 2021_AZ Post-Wildfire Infrastructure Cow Canyon Fire Budget_fd Feb 15.pdf

Upload Project Overview Map

Revised Cow Canyon Supplemental Information.pdf

Upload Self Attestation Form

876239_Thompson_Self Attestation Form.pdf

Upload Support Documentation (optional)

RU6990-20 University of Arizona RA.pdf

Project: Cow Canyon Fire Grazing Allotment Fence Project

Total Project Budget (by expense type)				
Budget Detail	Grant Share (\$ Amount Requested)	Match		TOTAL
		Dollars	In-Kind	
Administrative Labor:	\$3,500	\$0	\$0	\$3,500
Project Labor:	\$0	\$0	\$0	\$ 0
Fringe Benefits:	\$1,086	\$0	\$0	\$1,086
Travel:	\$3,589	\$0	\$0	\$3,589
Equipment:	\$0	\$0	\$0	\$ 0
Supplies:	\$1,104	\$0	\$0	\$1,104
Contractual:	\$430,305	\$0	\$0	\$430,305
Other:	\$43,959	\$0	\$70,333	\$114,292
TOTAL:	\$483,543	\$ 0	\$70,333	\$553,876

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>Salaries (Administrative Labor) – PI Anita Thompson is on a fiscal appointment and will devote approximately 2.83% of her time in each year (over the 2 year period) toward the project providing project oversight.</p> <p>Fringe Benefits - The University of Arizona defines fringe benefits as direct costs and estimates benefits as a standard percent of salary applied uniformly to all types of sponsored activities, and charges benefits to sponsors in accordance with the Federally-negotiated rates in effect at the time salaries are incurred. The rates used in the proposal budget are based on those in the current Federally-negotiated Rate Agreement. Current DHHS-approved rates for faculty, research staff, and students can be accessed via this link: https://www.fso.arizona.edu/sites/default/files/2021-06/rate_agreement_2021-06-30.pdf and the applicable types in this proposal is 31% for Full-Benefit Employees. A total of \$1,086 is budgeted for fringe benefits.</p> <p>Travel (Domestic) – a total of \$3,589 is budgeted for the following in-state travel:</p> <p>Mileage for vehicle \$0.445 x 5,232 miles = \$2,328</p> <p>Travel/per diem for the PI since project location is well outside of 50-mile commuting area. Travel funds will cover 15 days x \$12 per day partial per diem, and 7 days of per diem and hotel for overnight trips to Clifton area for contract administration of more remote parts of the project and budgeted at \$1,261.</p> <p>The travel estimate is based on travel costs allowed by the Arizona State Travel Policy found at https://gao.az.gov/sites/default/files/5095%20Reimbursement%20Rates%20%20210929.pdf</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.

Supplies - Includes safety equipment such as rattlesnake gaiters, 4-month subscription to a GPS with emergency signal due to remote location, small portable printer for contract documents, contract implementation supplies such as clipboards and office supplies, flagging and markers to indicate damaged fences, and other contract or safety equipment for a total of \$1,104.

Contractual

Materials – From contractor bid: 11 miles of new fence materials x \$5,000 per mile (includes materials for all braces, concrete, posts, stays, barbed wire, and other necessary supplies) for a total of \$55,000.

Repair - From contractor bid: 10 miles of new fence materials x \$2,947.83 per mile (includes repair materials for damaged braces, concrete, posts, stays, barbed wire, and other necessary supplies) for a total of \$29,478.

Contractor (Fence Roll up and Removal) - From contractor bid: 21 miles of old fence material removed from the project material x \$5,000 per mile (includes cost to use pack animals due to primitive wilderness status) for a total of \$105,000.

Contractor (New Fence Construction) – From contractor bid: 11 miles of new fence construction x \$16,941.20 per mile (includes all labor, equipment and pack animals or all-terrain vehicle) for a total of \$186,353.

Contractor (Fence Repair) - From contractor bid: 10 miles of fence repair x \$5,447.43 per mile (includes packing in and out, labor, equipment, and use of pack animals) for a total of \$54,474.

Indirect Costs are budgeted at \$43,959. Per DFFM guidelines, indirect cost rates for grants and cost-reimbursement contracts are subject to the following limitations:

1. Up to a maximum of 10%.

Total Grant Share (amount requested) is budgeted at \$483,543.

Matching

The matching total is \$70,333 which will be met by unrecovered IDC.

IDC at UA's fully negotiated rate for off campus activities is 26% MTDC. UA's current Facilities & Administrative (F&A) Rate Agreement was signed June 29, 2021 and can be located at https://www.fso.arizona.edu/sites/default/files/2021-06/rate_agreement_2021-06-30.pdf
IDC at stipulated rate is 10% TDC.

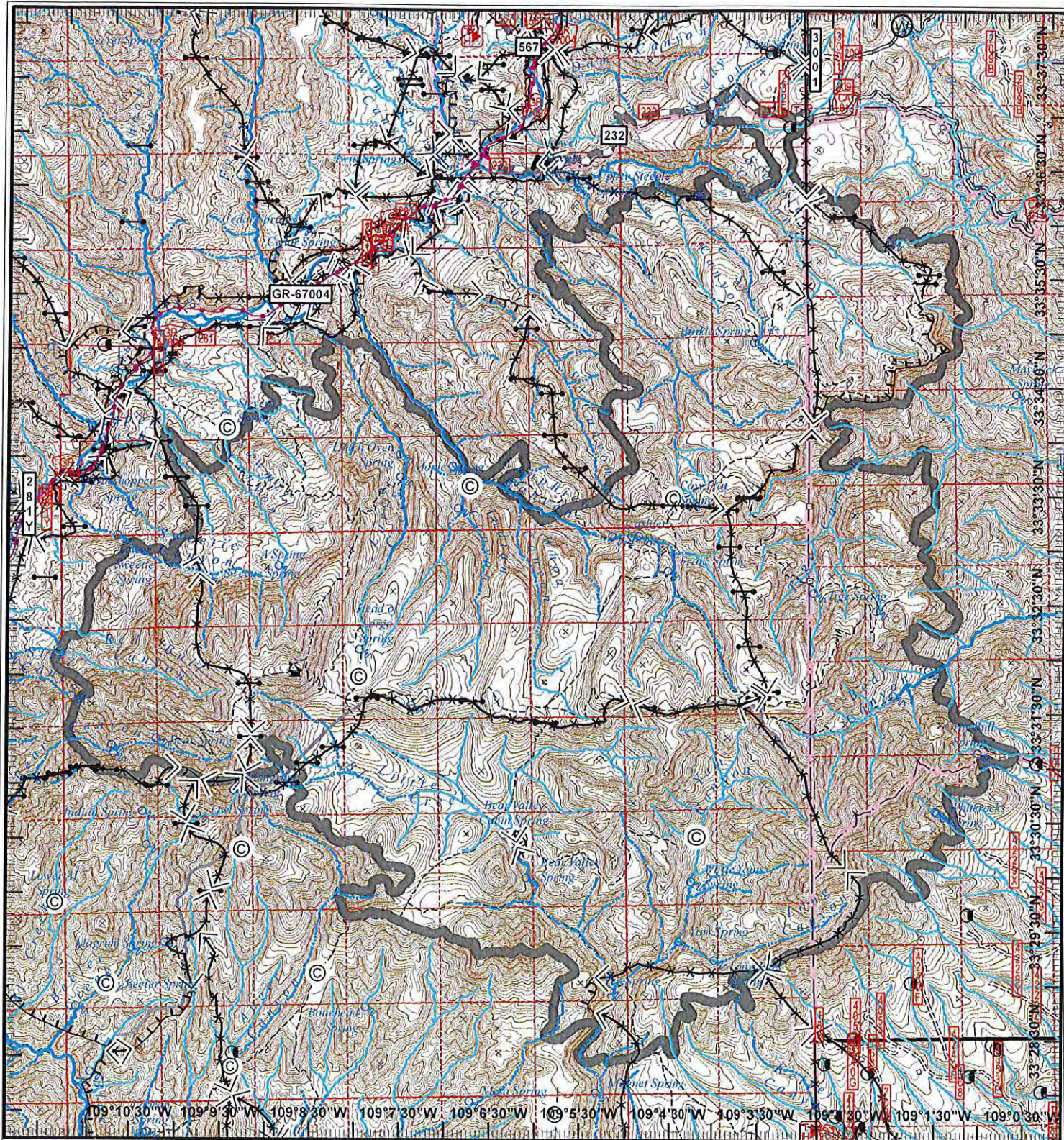
Calculation:

Total Direct Costs \$439,584 x 0.26 = \$114,292

Total Direct Costs \$439,584 x 0.10 = \$43,959

Unrecovered F&A: \$70,333 (\$114,292 - \$43,959)

Total Grant Share (amount requested or \$483,543) + Matching (\$70,333): \$553,876



Cow Canyon Fire **Alpine Ranger District** **Apache-Sitgreaves National Forests**



NAD83 UTM12N
 1:88,903



- | | |
|----------------|---|
| Fire Perimeter | Natural Barrier |
| 427 - Spring | Fence |
| Cattleguard | Pipeline |
| Gate | Power Line |
| Corral | Open Road |
| Gravel Pit | Operational Maintenance Level of Existing Road |
| Tank | ===== 2 - HIGH CLEARANCE VEHICLES |
| Well | 3 - SUITABLE FOR PASSENGER CARS |
| | 4 - MODERATE DEGREE OF USER COMFORT |

The USDA Forest Service uses the most current and complete data available. GIS data and product accuracy may vary. Using GIS products for purposes other than those for which they were intended may yield inaccurate or misleading results. The USDA Forest Service reserves the right to correct, update, modify, or replace GIS products without notification.

SECTION C - DESCRIPTION, SPECIFICATIONS OR STATEMENT OF WORK:

Primitive Area Fence Replacement - Fence Construction

C – 1. Scope of Contract:

Contractor will construct approximately 3 miles of new livestock fence, and remove the existing old fence, within the Blue Range Primitive Area: 4 strand (top 3 wires barbed and the bottom wire smooth) to Forest Service Standards. See attached map and diagrams. **Fence construction in this area will require the contractor to utilize pack animals and primitive tools (non-motorized).**

The contractor shall also furnish all tools, equipment, supervision, transportation, and safety equipment necessary to complete the project. Contractor shall follow the Standard Specification and the Standard Fire Plan. The Task Order will consist of:

- a. Roll up and removal of old fence materials using primitive tools and pack animals. Wooden portions of the fence such as wood stays may be scattered away from the fence line. Wire, metal stays, and bent or broken t-post will be removed and disposed of as dictated by the Forest Service. T-post that are straight and in good condition may be re-used.
- b. Metal line T-posts will have 48 inches remaining above ground. Straddle jack braces and/or rock crib/wire crib/ may be used, where it is not possible to dig or drive posts. Contractor will provide straddle jacks and rock/ wire/wood cribs if needed.
- c. Wire spacing will be the following:
 - Bottom wire will be 16 inches above the ground,
 - Final wire spacing, from the ground shall be 16, 24, 30, and 42 inches.
 - In some areas more wires may need to be added to achieve the bottom or the top wire height. Weights will be attached to fence in low spots to prevent lift up of t-posts. All wires shall be tight.
- d. Line post spacing will be 20 feet with three wood stays evenly spaced between and secured to each barbed wire strand. The stays must be perpendicular to barbed wire. The spacing of T-posts shall not be greater than specified but may be closer than 20 feet to maintain the 16 inch bottom wire distance to ground or the 42 inches for the top wire.
- e. Stretch braces will be installed at the end of each quarter mile as a minimum. Additional braces will be needed as dictated by terrain or fence direction changes. All stretch, angle and corner center brace posts shall be in the ground a minimum of 36 inches in depth and shall be solidly placed (i.e. no movement) with a 12 inch diameter concrete footing and will consist of a center 7 foot post and(2) 7 foot downbraces. All downbrace ends will be in the ground with a 1 ft x 1 ft x 1 ft 6 inch concrete footing. All braces not 180 degrees (straight in line) with the fence, shall either have a counter weight or a third downbrace installed to prevent the brace posts from being pulled out of the ground. (Number of braces needed and brace material

- (wood or metal) will vary by project)
- f. Watergaps will be needed in areas where water gaps currently exist in old fence or in areas that have high flows. The watergap will consist of a break – away fence from the steel braces (braces shall be installed on both sides of the wash). (Number of watergaps needed will vary for each project).
 - g. No trees will be substituted for posts in the construction of the fence and no wire shall be attached directly to a tree unless specifically authorized by the COR as necessary.
 - h. Gates will be installed where gates existed in the old fence line. Gates shall be 12 feet wide. All gates will be built as 4 strand wire gates with stays. (Number of gates will vary for each project but typically average 2 gates per mile).

C – 2. Locations and Descriptions:

Project Location

The project area is located within the Blue Range Primitive Area on the Alpine Ranger District of the Apache – Sitgreaves National Forest, Greenlee County, Arizona. The fence is an Allotment division fence that will be used to contain and manage cattle distribution. The ground that the fence will be built on is steep and rocky (both loose and solid above and below ground with some areas of bedrock). The elevation is approximately 6000 feet. Weather conditions can change quickly, particularly during the summer rain period of July, August and September when strong thunder and lightning storms occur. Some snowfall is common in the late fall throughout the winter.

PI Narrative

The principal investigator (PI) for this grant is Anita Thompson. She is the University of Arizona Cooperative Extension Assistant Area Agent in Range and Livestock for Navajo, Apache and Northern Greenlee Counties. Anita [REDACTED]

[REDACTED]

Prior to joining the University of Arizona Cooperative Extension, Anita [REDACTED]

[REDACTED]

[REDACTED]

Supplemental - Bear, Cow Canyon and Horton Complex Fence Repair

Supplies Budget - \$3000

Item	Bear Fire \$1,000.00	Cow Canyon \$1,000.00	Horton Complex \$1,000.00	Total	
Rattlesnake Gaiters	\$33.00	\$34.00	\$33.00	\$100.00	Required PPE for area due to rattlesnake population
GPS Unit with satellite capabilities	\$250.00	\$250.00	\$250.00	\$750.00	Approximate cost is \$700 plus tax
GPS Subscription- Satellite SOS and Emergency Comm.	\$200.00	\$200.00	\$200.00	\$600.00	1 year subscription required @\$600 (\$49.95/month)
Portable Printer	\$90.00	\$90.00	\$90.00	\$270.00	To print out contract forms on site for contractor due to remote area
Portable Scanner	\$40.00	\$40.00	\$40.00	\$120.00	for contract implementation forms to be sent to USFS for field approval
Flagging	\$20.00	\$20.00	\$20.00	\$60.00	\$12 per small box plus tax and shipping
Contract Administration Supplies	\$50.00	\$50.00	\$50.00	\$150.00	Used to meet Forest Service standards in contract implementation (pens, markers, paper, maps, clipboards, field notebooks, tape measures. Fence tool, etc.)
PPE for Remote/Wilderness Area	\$290.00	\$300.00	\$0.00	\$590.00	Includes items for cold weather, monsoon, and extreme heat PPE, bear spray, and other safety equipment
First Aid Kit	\$20.00	\$20.00	\$20.00	\$60.00	Standard kit is \$40 plus \$20 in refills
Vehicle Safety equipment	\$100.00	\$100.00	\$100.00	\$300.00	Includes upgraded emergency equipment for vehicle due to remote/wilderness status
				\$3,000.00	
Total by fire	1,093.00	1,104.00	803.00		
difference	(93.00)	(104.00)	197.00		

Bear, Cow Canyon and Horton Complex Fire Fence Repair/Replacement Grants List of Affected Permittees – per the USDA Forest Service

Bear Fire:

- **East Eagle Allotment:** Gary and Darcy Ely
- **Mudsprings Allotment:** Ely Land and Cattle LLC (Wes and Cary Ely)
- **Strayhorse Allotment:** Brady or Jessica Peters
- **AD Bar Hogtrail Allotment:** High Country Cattle LLC (Thomas Kelly)

Cow Canyon Fire:

- **Cow Flat:** Bill & Barbara Marks
- **Bobcat-Johnson, Fishhook-Steeple Mesa:** LWJ Ranch (Ginger Cheney, Dustin & Chrissy Marks)
- **Raspberry:** James Michael Benson
- **Alma Mesa:** Spur Ranch LLC (Tom Paterson)
- **Alma:** L-H Ranch LLC - Brian Davis, Manager
- **Pueblo Creek:** Jerry D. & Brandi Ann Jump
- **Whiterocks:** Deep Creek Ranch Inc. – Alan Tackman, Manager

Horton Complex Fire:

- **Sprucedale/Reno:** Wiltbank Ranch LLC
- **Sprucedale/Reno:** Walter & Jeanette Wiltbank
- **Foote Creek:** Bill & Barbara Marks

Arizona Post-Wildfire Infrastructure Assistance Program

Self-Attestation

This section allows for applicants to self-attest their eligibility for the Arizona Post-Wildfire Infrastructure Assistance Program. Please select all applicable criteria below (select all that apply):

- ☒ *"All other funding sources to address the infrastructure damaged as part of this project have been exhausted, and DFFM is the payer of last resort."*
- ☒ *"All In-Kind donations provided to address the infrastructure damaged as part of this project have been exhausted and DFFM is the payer of last resort."*
- ☒ *"I am unable to finance the activity as stated above on my own and/or other sources of funds are not available and DFFM is the payer of last resort."*

SOURCES OF FINANCIAL ASSISTANCE (not all inclusive)

Insurance

Charitable Organizations

FEMA Hazard Mitigation Assistance Program Grants

USDA Forest Service

- Burned Area Emergency Response
- Burned Area Rehabilitation

USDA Farm Service Agency

- Livestock Indemnity Program
- Livestock Forage Disaster Program
- Emergency Conservation Program

USDA NRCS

- Environmental Quality Incentives Program
- Emergency Watershed Protection Program

Under a federal disaster declaration, the following could be sources of financial assistance:

- Individual Assistance
- Small Business Administration

CERTIFICATION

Please confirm the following:

- ☒ I certify under penalty of perjury that the foregoing statement(s) are true and correct.
- ☒ I agree to provide, upon written request, any additional information, or documentation to the Department of Forestry Fire Management, or authorized entity representing DFFM.

Applicant Name (Print): for: Sangita Pawar, PhD, MBA (Vice President, Operations)

Applicant Signature:  Digitally signed by Kirsten Sherman-Haynes
Date: 2021.12.22 09:52:10 -07'00' Date: December 22, 2021

COLLEGES AND UNIVERSITIES RATE AGREEMENT

EIN: [REDACTED]

DATE: 06/29/2021

ORGANIZATION:

FILING REF.: The preceding agreement was dated 06/26/2020

University of Arizona
University Services Building
888 N. Euclid Ave., Rm. 502F
Tucson, AZ 85721-0158

The rates approved in this agreement are for use on grants, contracts and other agreements with the Federal Government, subject to the conditions in Section III.

SECTION I: INDIRECT COST RATES

RATE TYPES: FIXED FINAL PROV. (PROVISIONAL) PRED. (PREDETERMINED)

EFFECTIVE PERIOD

<u>TYPE</u>	<u>FROM</u>	<u>TO</u>	<u>RATE(%)</u>	<u>LOCATION</u>	<u>APPLICABLE TO</u>
PRED.	07/01/2016	06/30/2020	53.50	On-Campus	Organized Research
PRED.	07/01/2016	06/30/2020	26.00	Off-Campus	Organized Research
PRED.	07/01/2016	06/30/2020	50.00	On-Campus	Instruction
PRED.	07/01/2016	06/30/2020	26.00	Off-Campus	Instruction
PRED.	07/01/2016	06/30/2020	47.00	On-Campus	Other Sponsored Activities
PRED.	07/01/2016	06/30/2020	26.00	Off-Campus	Other Sponsored Activities
PROV.	07/01/2020	Until Amended		(1)	

*BASE

ORGANIZATION: University of Arizona

AGREEMENT DATE: 6/29/2021

Modified total direct costs, consisting of all salaries and wages, fringe benefits, materials, supplies, services, travel, and up to the first \$25,000 of each subaward (regardless of the period of performance of the subawards under the award). Modified total direct costs shall exclude equipment, capital expenditures, charges for patient care, student tuition remission, rental costs of off-site facilities, scholarships, and fellowships, participant support costs and the portion of each subaward in excess of \$25,000. Other items may only be excluded when necessary to avoid a serious inequity in the distribution of indirect costs, and with the approval of the cognizant agency for indirect costs.

(1) Use same rates and conditions as those cited for fiscal year ending June 30, 2020.

ORGANIZATION: University of Arizona

AGREEMENT DATE: 6/29/2021

SECTION I: FRINGE BENEFIT RATES**

<u>TYPE</u>	<u>FROM</u>	<u>TO</u>	<u>RATE (%)</u>	<u>LOCATION</u>	<u>APPLICABLE TO</u>
FIXED	7/1/2021	6/30/2022	31.00	All	UA Employees
FIXED	7/1/2021	6/30/2022	17.60	All	Ancillary Employees
FIXED	7/1/2021	6/30/2022	1.70	All	Student Employees
FIXED	7/1/2021	6/30/2022	12.70	All	Graduate Assistants
PROV.	7/1/2022	6/30/2025			Use same rates and conditions as those cited for fiscal year ending June 30, 2022.

** DESCRIPTION OF FRINGE BENEFITS RATE BASE:

Salaries and wages including vacation, holiday, sick leave pay and other paid absences.

ORGANIZATION: University of Arizona

AGREEMENT DATE: 6/29/2021

SECTION II: SPECIAL REMARKS

TREATMENT OF FRINGE BENEFITS:

The fringe benefits are charged using the rate(s) listed in the Fringe Benefits Section of this Agreement. The fringe benefits included in the rate(s) are listed below.

TREATMENT OF PAID ABSENCES

Vacation, holiday, sick leave pay and other paid absences are included in salaries and wages and are claimed on grants, contracts, and other agreements as part of the normal cost for salaries and wages. Separate claims for the costs of these paid absences are not made, except where vacation benefit leave is accrued and earned but unused at the termination of a project.

OFF-CAMPUS DEFINITION AND APPLICATION

The off-campus rate is applicable to those projects that are conducted in facilities not owned, leased or operated by the University. If the project is conducted in leased space and lease costs are directly charged to the project, then the off-campus rate must be used. A project is considered off-campus if more than 50% of its salaries and wages are incurred at an off-campus facility. If a project is determined to be off-campus, it shall be considered wholly off-campus. Separate on and off-campus rates will not be used for a single project.

DEFINITION OF EQUIPMENT

Equipment is defined as tangible nonexpendable personal property (including information technology systems) having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit.

The following fringe benefits are included in the fringe benefit rate(s): FICA, WORKERS COMPENSATION, UNEMPLOYMENT COMPENSATION, LIABILITY INSURANCE, HEALTH/ACCIDENT/LIFE/DISABILITY INSURANCE (HALD), DEPENDENT CARE ASSISTANCE, RETIREMENT, RETIREE SICK PAY, TERMINATION LEAVE AND QUALIFIED TUITION REDUCTION PROGRAM FOR EMPLOYEES.

This agreement updates fringe benefits only.

NEXT PROPOSAL DUE DATE

Your indirect cost proposal based on your fiscal year ending 06/30/19 is in-house pending for review and your next fringe benefits proposal based on your fiscal year ending 06/30/21, is due in our office by 12/31/21.

ORGANIZATION: University of Arizona

AGREEMENT DATE: 6/29/2021

SECTION III: GENERAL

A. LIMITATIONS:

The rates in this Agreement are subject to any statutory or administrative limitations and apply to a given grant, contract or other agreement only to the extent that funds are available. Acceptance of the rates is subject to the following conditions: (1) Only costs incurred by the organization were included in its facilities and administrative cost pools as finally accepted; such costs are legal obligations of the organization and are allowable under the governing cost principles; (2) The same costs that have been treated as facilities and administrative costs are not claimed as direct costs; (3) Similar types of costs have been accorded consistent accounting treatment; and (4) The information provided by the organization which was used to establish the rates is not later found to be materially incomplete or inaccurate by the Federal Government. In such situations the rate(s) would be subject to renegotiation at the discretion of the Federal Government.

B. ACCOUNTING CHANGES:

This Agreement is based on the accounting system purported by the organization to be in effect during the Agreement period. Changes to the method of accounting for costs which affect the amount of reimbursement resulting from the use of this Agreement require prior approval of the authorized representative of the cognizant agency. Such changes include, but are not limited to, changes in the charging of a particular type of cost from facilities and administrative to direct. Failure to obtain approval may result in cost disallowances.

C. FIXED RATES:

If a fixed rate is in this Agreement, it is based on an estimate of the costs for the period covered by the rate. When the actual costs for this period are determined, an adjustment will be made to a rate of a future year(s) to compensate for the difference between the costs used to establish the fixed rate and actual costs.

D. USE BY OTHER FEDERAL AGENCIES:

The rates in this Agreement were approved in accordance with the authority in Title 2 of the Code of Federal Regulations, Part 200 (2 CFR 200), and should be applied to grants, contracts and other agreements covered by 2 CFR 200, subject to any limitations in A above. The organization may provide copies of the Agreement to other Federal Agencies to give them early notification of the Agreement.

E. OTHER:

If any Federal contract, grant or other agreement is reimbursing facilities and administrative costs by a means other than the approved rate(s) in this Agreement, the organization should (1) credit such costs to the affected programs, and (2) apply the approved rate(s) to the appropriate base to identify the proper amount of facilities and administrative costs allocable to these programs.

BY THE INSTITUTION:

University of Arizona

(INSTITUTION)

(SIGNATURE)

Lisa N. Rulney

(NAME)

Senior Vice President for Business Affairs & CFO

(TITLE)

6/30/2021

(DATE)

ON BEHALF OF THE FEDERAL GOVERNMENT:

DEPARTMENT OF HEALTH AND HUMAN SERVICES

(AGENCY)

Arif M. Karim -S

Digitally signed by Arif M. Karim

-S

Date: 2021.06.30 15:39:27 -05'00'

(SIGNATURE)

Arif Karim

(NAME)

Director, Cost Allocation Services

(TITLE)

6/29/2021

(DATE) 6990

HHS REPRESENTATIVE:

Jeanette Lu

Telephone:

(415) 437-7820

Profile: fdili@email.arizona.edu

Applicant Information

Tell us about you.

Linked Applicant

fdili@email.arizona.edu

First name

Fatemah

Last name

Dili

Email

fdili@email.arizona.edu

Title

Grants & Contracts Manager

Company

University of Arizona

Company Website

City

Tucson

State

Arizona

Organization Information

Tell us about your organization.

Organization Name

Arizona Board of Regents, University of Arizona

Employer Identification Number (EIN)

[REDACTED]

DUNS

806345617

Authorized Representative

Business/Finance Representative

Organization Address

Address

P.O. Box 210158, Rm 510

Address 2

City

Tucson

State

Arizona

County

Pima County

Congressional District/Region**Zip**

85721-0158

Phone

520-626-6000

Phone Extension**Fax**

520-626-4130

Authorized Representative (if different from above)

Name**Title****Email****Phone**

Business/Finance Contact (if required)

Name**Title****Email****Phone**

ATTACHMENT B

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.

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.

ATTACHMENT C

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 application contained in the grant agreement – and all reimbursements are subject to Arizona State Forestry approval.

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.
- Large equipment purchases: Applicants are encouraged to rent equipment when possible and cost-effective, or to use matching funds to purchase large equipment. DFFM acknowledges that some projects may only be completed using program funds to procure equipment.
- 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 C

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 C

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.)

INFRASTRUCTURE PLANNED FOR REPAIR		INFRASTRUCTURE COMPLETED	
Item	Quantity	Item	Quantity

Is this Project On Track? (Yes / No)	<input type="checkbox"/>
---	--------------------------

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 may be needed. *(MAX: 1400 Characters – attach additional materials if needed)*



Arizona Department of Forestry and Fire Management
Grant Reimbursement Form

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

Grant Number: []

Organization Name: []

Match %: []

Total Grant Amount: []

Total Match Required: []

Grant Expiration/End Date: []

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

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

Reimbursable Costs	Match	Total
[]	[]	\$0.00

This Reimbursement Period: (Period Start / End dates) []

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

FOR DFFM USE ONLY

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

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

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

Authorized Signature

Title

Date

SIGNATURE LINE STATEMENT (Required for Processing)

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

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

NOTE: Reimbursements may take 60-90 days