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2017 Volunteer Fire Assistance Grant Program Q&A

How do I apply?

Fillable application forms can be found online at www.azsf.az.gov/grants/VFA. Application parts A and B are due electronically via email at Grants@ForestryandFire.az.gov. If the application cannot be transmitted electronically, please contact the Grants Manager at (602) 771-1410 or by email at Grants@ForestryandFire.az.gov

Who is eligible to apply for a VFA Grant?

Eligible applicants include either Arizona fire departments that serve a rural area or rural community with a population of 10,000 or less (based on the most recent census) or organizations coordinating statewide training programs. Departments **must** have a current Intergovernmental Agreement with Arizona Forestry and Fire Management before funds can be awarded.

Are there Grant Limitations?

Funds are awarded on a cost matching-basis, and this program requires **50% (1:1) match** from a non-federal source. No grant funds will be distributed until project expenditures and local match have been incurred. Project length is a maximum of 1 year and all purchases and training must be in preparation for the upcoming fire season.

What is match and what are the matching requirements?

The applicant must match at least 50% of the total cost of the project from sources other than the federal government. For every dollar of grant funds provided, an additional dollar of non-federal investment must be expended on the project (1:1). Matching expenditures may take a number of forms, which include:

- Actual funds expended: Funds from the fire department budget or donated by the community or other outside non-federal sources. **Funds originating from federal sources cannot be used as match.**
- In-Kind expenses: Necessary costs incurred by another organization to support the VFA project.
- Contributed time for personnel and equipment: Donated labor and/or equipment necessary to complete the VFA project.

All reimbursable and matching expenses must be fully documented before payment is made by Arizona Forestry and Fire Management. Rates utilized for valuing contributed resources must be specified and approved before a sub-grant agreement is executed.

Are there costs that are NOT eligible?

- The purchase of capital equipment (\$5,000 per unit or greater) is not eligible.
- Wildland boots cannot be funded.
- Emergency Medical Technician training.
- Salary related costs for trainees - such as backfill or overtime costs are ineligible.

Are we subject to an audit and how long must records be kept?

Funding for this grant program originates from the USDA Forest Service, and projects are open to audit by either the State or Federal government. Therefore all records must be kept and maintained for a period of 5 years.

What are the reporting requirements?

Successful applicants that receive a grant will need to appoint a specific representative to manage the grant and fiduciary responsibilities. Grant recipients are required to submit reimbursement forms and documentation of all expenditures along with quarterly reports. If no activity has occurred within the quarter, a report is still required stating “no work was completed during this time”. A final closeout report is required within 30 days of the grant termination date.

Should funding source be acknowledged?

Arizona Forestry and Fire Management shall be acknowledged in all publications, audiovisuals, and electronic media. This grant program is funded by the USDA Forest Service, therefore they must also be acknowledged in all publications, audiovisuals, and electronic media.

The following statement must be included, in full, in any printed, audiovisual, or electronic media for public distribution:

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

If there is not enough room to fit the full statement above, the publication must, at a minimum, include the following statement, in print size no smaller than the text of the publication:

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What is the payment process?

Instructions will be provided for the reimbursement process. Payment may take up to **90** days.