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# Arizona Department of Forestry and Fire Management



## Invasive Plant Grant Program (IPG)

### ARIZONA FY2016 REQUEST FOR GRANT APPLICATIONS

#### Application Deadline:

Applications must be received at:

Arizona Department of Forestry and Fire Management  
Invasive Plant Grant Program  
1110 West Washington, Suite 100  
Phoenix, Arizona 85007

or by email at:

[grants@forestryandfire.az.gov](mailto:grants@forestryandfire.az.gov)

No Later than: December 2, 2016 by 5:00p.m.

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# Arizona Department of Forestry and Fire Management

## Invasive Plant Grant Program

### 2016 Grant Guidelines



## Introduction

Invasive and noxious plants are a major threat across the state of Arizona. They recognize no borders and occur across all land ownerships. Invasive and noxious plants change the natural fire regime, alter watersheds, out-compete native vegetation and crops, and destroy the natural beauty of the Arizona landscape.

Arizona State Forestry with funding provided by the USDA Forest Service is soliciting cost-share project proposals from **\$10,000 to \$20,000** to treat invasive and noxious plant invasions that threaten forested, woodland, or rangeland areas.

## Program Objectives

The Invasive Plant Grant Program focuses on prevention, control, and eradication of invasive and noxious plants and aims to achieve the following objectives:

- **Target and treat** invasive and noxious plants that are capable of transforming plant communities in forests, woodlands, or rangeland.
- Increase local capacity to manage and prevent encroachment of invasive and noxious weeds through **Cooperative Weed Management Areas (CWMA), Coalitions, and Partnerships**.
- Use an **integrated weed management approach** when treating areas infested with invasive and noxious plants through the utilization of available tools including manual, cultural, mechanical, chemical, and biological control.

## Eligible Applicants

- Units of local government (counties, municipalities, cities and towns)
- Non-Profit Organizations 501(c)3
- Public educational institutions

Individuals working in partnership with their neighborhood association may apply if they work through or in conjunction with one of the above groups. Individuals and for-profit companies do not qualify for direct funding. Money may not be spent for treatment on tribal lands. Organizations that have previously received any grant from Arizona State Forestry must be current on their quarterly reporting requirements per their signed grant agreement(s) prior to receiving a new award. *The Invasive Plant Grant Program does not discriminate against any person or organization because of race, color, religion, disability, sex, age or national origin.*

## Priority

Priority will be given to projects that demonstrate partnerships (especially with a CWMA) in treating and monitoring invasive and noxious weeds and use an integrated weed management approach. Treatment projects adjacent to National Forest System (NFS) lands or that will compliment NFS projects for treatment of invasive and noxious plants will also be given priority.

## Fundable Projects

Treatments can **only** be applied on Non Federal Lands (Private, State, County, Municipal, etc).

Projects should principally involve invasive and noxious plant species found on the *Arizona Noxious Weed List* (<http://plants.usda.gov/java/noxious?rptType=State&statefips=04>) and *USDA Forest Service: Invasive Plants and Weeds of the National Forests and Grasslands in the Southwestern Region* (<http://www.fs.fed.us/r3/resources/health/invasives/>). However, projects involving other invasive and noxious plant species not on these lists may be considered on a case-by-case basis. Regardless of the targeted invasive/noxious species, proposed projects in forests or woodlands under this program should demonstrate an integrated weed management approach.

Proposals should identify how planning, coordination, mapping/inventory, monitoring, and evaluation will be accomplished for the duration of the project. Components of a project may include planning and capacity building, early detection, prevention, suppression, vegetative restoration, and/or public awareness and education.

## Grantee Responsibilities

### Non-Federal Match

Funds are awarded on a cost matching-basis, and this program requires **50% (1:1) match** from a non-federal source. Proposals should clearly show how the grantee will provide the required match. Eligible match may be in the form of cash, services, volunteer time, equipment usage, and/or in-kind contributions.

### Grant Requirements

Only grant requests between **\$10,000** and **\$20,000** will be considered. Applicants should have a project that is managed by a professional land manager and that is ready for implementation. Grantees must obtain a tax ID and DUNS number prior to the grant activation date in order to be eligible to receive funds.

Grant applications should describe the problem/issue and specific, measurable project goals. Applicants must include the target species, the project area and a clear description of each specific project task. Strong applications will include a realistic project timeline and budget, as well as a description of long-term maintenance to ensure the project will remain effective over time. All grant project work must occur within **24 months** of grant activation.

### Grant Reports and Reimbursement Requests

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. A final accomplishment report is required within one month of the grant termination date.

All applications will be scored based on the following:

<b>Does the project meet the minimum 50% (1:1) match requirement?</b>	<b>Yes = Eligible for scoring</b>	<b>No = Ineligible</b>
<b>Is the grant request between \$10,000 and \$20,000?</b>	<b>Yes = Eligible for scoring</b>	<b>No = Ineligible</b>
Is the problem and project area clearly identified? (noxious/invasive plants to be treated, location, acres to be treated, etc.)	Score = 1-10	
Is the project methodology clearly identified and well thought out? (project strategy, who is performing the work and how, integrated weed management approach, etc.)	Score = 1-10	
How well does the project meet the grant objectives? (see grant objectives)	Score = 1-10	
Does the project clearly demonstrate measurable objectives? (# of acres treated, cost per acre, etc.)	Score = 1-10	
Is the proposed project achievable in the requested time frame and budget?	Score = 1-10	
Does the project show collaborative elements and partners? (CWMA's, partner name, etc.)	Score = 1-10	
Does the project demonstrate longevity and maintenance of the site after treatment? (monitoring, tracking of effectiveness, etc.)	Score = 1-10	
Does the project area have a current invasive/noxious plant management plan? (stewardship plan, operations plan, etc.)	Yes = 5	No = 0

## State Responsibilities

### Provide Forestry Technical Assistance

Arizona State Forestry will provide a point of contact for each awarded grant project. The point of contact will provide, or coordinate on-the-ground expertise and offer recommendations to properly implement forest health management projects. This person will review all reimbursement requests, quarterly reports, and be the main contact for the Arizona State Forestry, Forest Health.

### Reimbursement

Arizona State Forestry will coordinate funding from the USDA Forest Service and reimburse grantees after eligible expenses and match are incurred and documented. All match must be from a non-federal source. The allocated grant amount must be matched at the agreed upon rate by the recipient. The matching share can be soft match (i.e. labor, equipment, etc.) and/or hard match (actual dollars spent other than federal grant funds within the specified scope of work).

### Site Visits

Prior to funding proposals, Arizona State Forestry personnel prefer to conduct a site visit and review the project area with the potential grantee. Site visits to monitor project progress and completion will also be performed during the grant period.

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## **Application Instructions**

The fillable application form can be found online at [azsf.az.gov/grants/forest-health/ipg](https://azsf.az.gov/grants/forest-health/ipg)

1) All blocks are fill-in enabled and character locked. Applicants must fit all information into the allotted character space. **Applications that have been modified for any reason will be considered ineligible by the review committee.** Attachments or addendums may be included, and may be considered by the review committee.

2) Application guidelines by box number:

- **Box 1 & 2**- Basic applicant and community/communities at risk information.
- **Box 3 & 4**- The totals in these boxes add automatically when all data is entered into the fields and you tab to the next fill-in enabled box. **Do not enter numbers into contributors' space.** If the contributors' name contains a number, spell out the number so that it will not add into the total column. Check that all numbers add up correctly and have transferred correctly to the Official Use only box on the top of page 1. Do not put the grant amount requested into box 3 as that will make box 3 and 4's match totals different and points will be deducted for these boxes not matching.
- **Box 5**- Check as many boxes as apply to the project. Answer the specific questions under the three Project Category fields only if they are checked and apply to your project. If, for example, Planning is not a part of your project either leave the question below it blank or fill in N/A.
- **Box 6**- The project area description should give a brief overview of the project to point out the problems and clearly show the need for work in this area.
- **Box 7**- The scope of work should explain exactly how the grant dollars will be spent on this project. Unlike the overview, this will provide the specific details of the project. Remember to be concise. Say exactly what will be done with grant funds not what you expect the reviewer wants to hear.
  - *An example of a scope of work is:* The project will fund about 300 person days of invasive and noxious plant treatment, operating expenses for treatments (i.e. fuel, oil, expendable parts, etc.). In conjunction with the community effort, will assist in public outreach, training, scheduling of work, assessment of treatments, processing of accomplishment data and payments, etc.
  - The project timeline should include such things as: begin/end dates, milestones, quarterly accomplishments, etc.
- **Box 8**- Describe the contributions each partner will make to the project by stating the contributing partners name and what they will be contributing to the project such as manpower, equipment, matching funds, etc.
- **Box 9**- Clearly show who, what, when, where, why and how this project will remain effective over time. Include all applicable time frames, milestones and measurables.

- *Some examples of clearly defined planned maintenance would be—delegating a portion of homeowners’ dues to maintain treated areas; project sites will be maintained by landowners per signed cost share agreements. Include specific timelines and measurables.*

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## **Application Due Dates**

**The 2016 Invasive Plant Grant Program application form must be used.** This form should be filled out and submitted to Arizona State Forestry no later than **5 PM on Friday, December 2nd, 2016**. Proposals received after this date will **not** be accepted. Proposals should either be mailed to **Arizona Department of Forestry and Fire Management, Attn: Invasive Plant Grant Program, 1110 West Washington, Suite 100 Phoenix, Arizona 85007-2935** or sent by email to: [grants@forestryandfire.az.gov](mailto:grants@forestryandfire.az.gov)

**Any project match or reimbursable costs accrued prior to a signed agreement with the State Forester will NOT be eligible for reimbursement.**