



**GRANTS MANUAL
and
ADMINISTRATIVE
GUIDELINES**

FY 2024 - FY 2025

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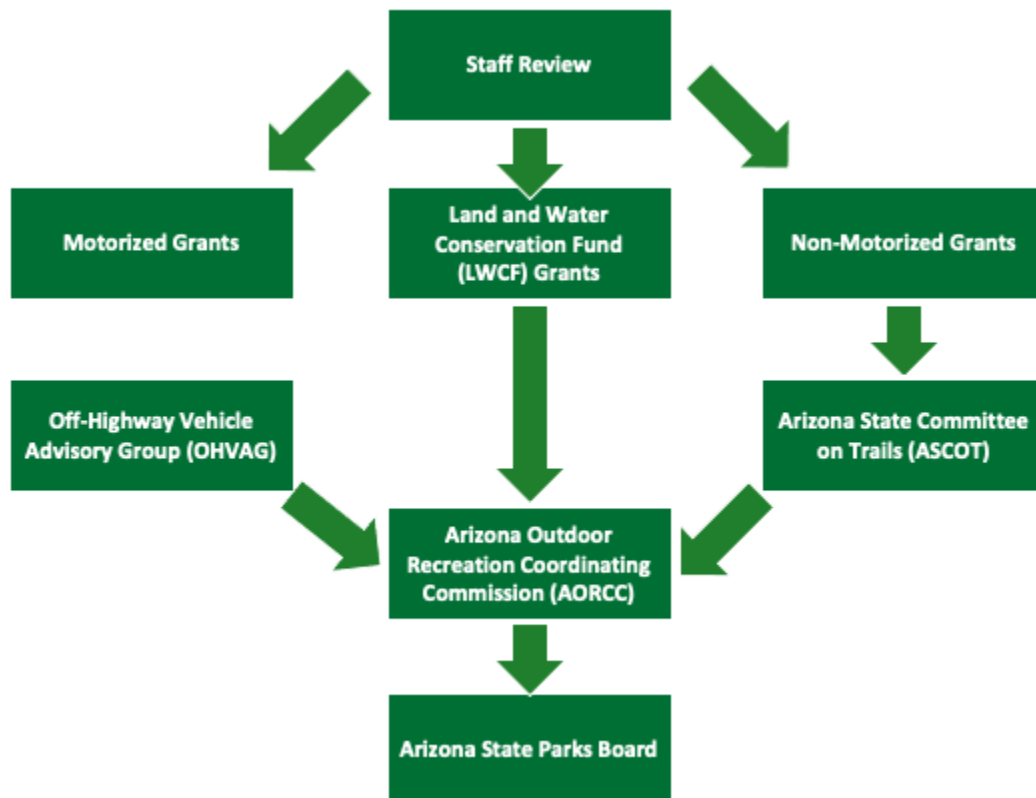
I. FUNDING ANNOUNCEMENT AND PREPARATION

GRANT PROCESS FLOWCHARTS

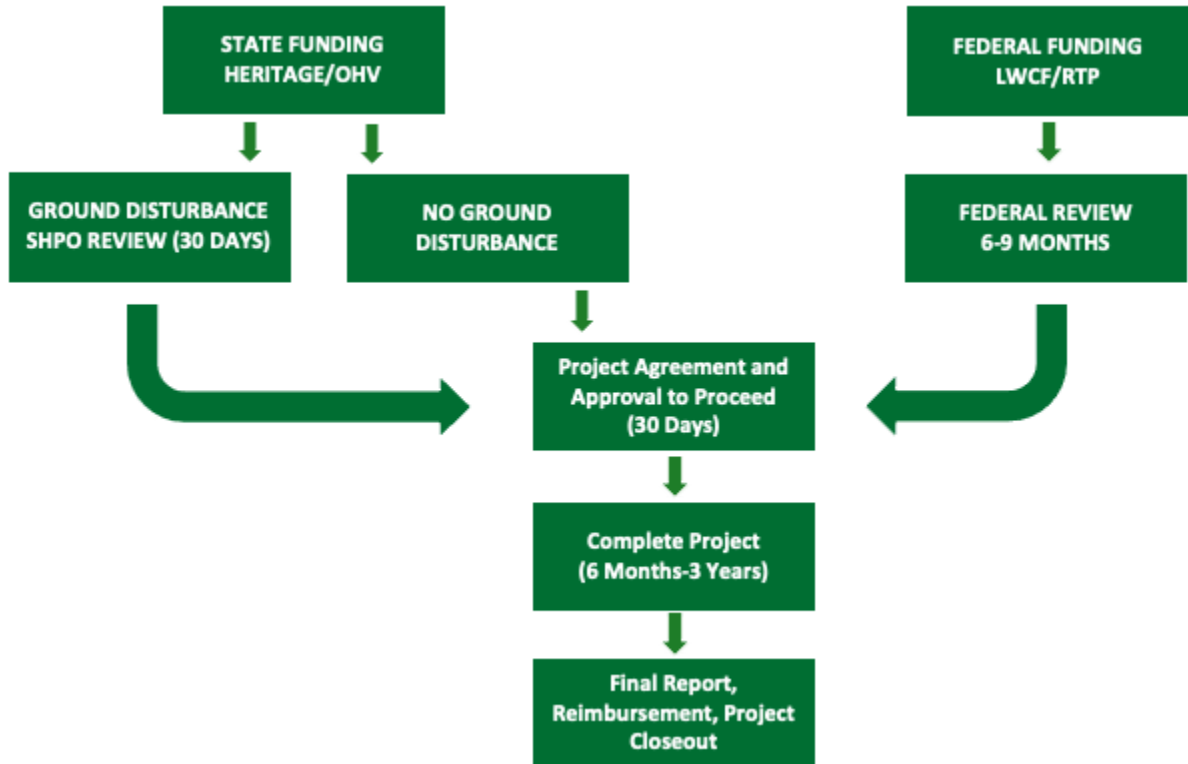
GRANT APPLICATION AND APPROVAL PROCESS



GRANT REVIEW AND RECOMMENDATION PROCESS



NEPA/SECTION 106 REVIEW AND APPROVAL PROCESS



OVERVIEW

Arizona State Parks & Trails (ASPT) invites non-profits; local, county, state, federal, tribal governments; schools; and law enforcement agencies to submit grant applications for a variety of funding opportunities, including:

- Recreational Trails Program
- State Off-Highway Vehicle Recreation Fund
- Land and Water Conservation Fund
- State Lake Improvement Fund

Eligible project activities include but are not limited to:

- Trail Etiquette and Education (Signage, Educational Programs)
- Outdoor Recreation Facilities (Restrooms, Playgrounds, Parking Lots, Fields, Courts)
- ADA/Accessible Trails/Facility Enhancements
- Trail Development, Maintenance, and Improvements (For both non-motorized and motorized trail)
- Trail Amenities
- Pedestrian Uses (Hiking, Running)
- Bicycling (Bike Parks, Trails)
- Equestrian Trails
- Water Trails
- Trailhead Development
- Signage
- Planning, Masterplans, Environmental and Cultural Surveys for Motorized Use
- Off-highway Vehicle (OHV) Law Enforcement
- Developing or improving facilities on lakes that allow motorized boat use.
- Law Enforcement on lakes allowing motorized boat use.

How to Apply

All applications are completed within Arizona State Parks & Trails online grant management system, WebGrants (<https://www.azparkgrants.com>). **All potential applicants must first speak with ASPT Grant Staff to discuss an applicant's project before receiving permission to start an application in WebGrants.**

Contact ASPT Grant staff at grantstaff@azstateparks.gov or 602-542-6942

LINKS TO RESOURCES

ASPT has grant-supporting documents on the [Publications Page](#) of the ASPT website. Key documents available from the Publications page and other useful websites and links are listed below to assist in the development of your project:

- [ASPT: Arizona Grant Programs](#)
- [2020 Arizona Trails Plan](#)
- [Arizona Statewide Comprehensive Outdoor Recreation Plan \(SCORP\) 2023](#)

A common question most new applicants ask is, “*How do you apply for a grant?*” To help with this request, we have provided videos to assist with navigating our on-line system..

PREPARATION

- While not required to apply, it is strongly recommended that all applicants attend a scheduled grant funding workshop prior to beginning an application.
- All sponsors are **required** to discuss their proposed project with a member of the ASPT Grant staff **prior to beginning an application**. The best option to reach our team is to email grantstaff@azstateparks.gov.
- Review the [ASPT Grant Programs](#) website.
- For applicants interested in the Recreational Trails Program, or State Off-Highway Vehicle Recreation Fund, please review the [2020 Arizona Trails Plan](#).
- For Land and Water Conservation Fund (LWCF), please refer to the [Arizona Statewide Comprehensive Outdoor Recreation Plan \(SCORP\) 2023](#) (Arizona's Outdoor Recreation Policy Plan). Specifically, – PRIORITY ISSUES referenced on Page 60.
- For applicants interested in State Lake Improvement Funds, please review the most recent [2021 Arizona Boat and Watercraft Study Research Report](#).
- Review grant scoring criteria. Each grant program's scoring criteria is included in [Attachments 1 through 5](#). In addition, LWCF applicants should also refer to the LWCF RATING CRITERIA in the [Arizona Statewide Comprehensive Outdoor Recreation Plan \(SCORP\) 2023](#) for criteria details. Each application should reference the grant rating criteria.
- **Shovel-ready Projects:** Applicants must have shovel-ready projects (must start within **90 to 180 days** after the award notice).
- ASPT Grant staff are here to help you with your grant application – please contact us for any questions at grantstaff@azstateparks.gov or **602-542-6942**.

GRANT WORKSHOPS

- See the Arizona State Parks & Trails [Grant Workshops](#) webpage for a list of workshop dates and previous workshop recordings.
- Virtual Participation: **All workshops are offered in both in person and a virtual format**. In addition, all workshops will be recorded and posted on the Grants Workshop webpage following each meeting.

Purpose of Workshops

- ASPT Grant staff will present grant requirements and are available to answer questions regarding potential projects and the application process.
- Introduce ASPT Grant staff to potential grant project sponsors, discuss the application process and required forms, and establish a continuing relationship with applicants to assist them through the application process.
- Information addressing the online grants management system (WebGrants) will be provided at workshops.

Who Should Attend a Workshop?

Any applicant considering applying for a grant in this cycle or in future cycles. When an applicant's agency or organization has an archaeologist, NEPA Planner and/or biologist on staff, they should also participate in the workshops. Most project delays occur due to mistakes made on the NEPA and Cultural Clearance Forms or from missing documentation.

NOTE: Attendance at one (1) grant workshop is highly recommended for any applicant who will be submitting an application.

II. UNDERSTANDING THE PROCESS

HOW PROJECTS ARE REVIEWED

Committee and Board Review

- Grant applications are reviewed by ASPT Grant staff prior to distribution to the applicable Advisory Committee. ASPT Grant staff review applications for completeness and accuracy and provide a preliminary assessment of the application based on approved Grants Scoring Criteria. Upon staff review, grants are reviewed by our Advisory Committee(s) and Arizona State Parks Board (Board). Committees include:
 - Arizona State Committee on Trails (ASCOT)
 - Off-Highway Vehicle Advisory Group (OHVAG)
 - Arizona Outdoor Recreation Coordinating Commission (AORCC)
 - Arizona Historical Advisory Commission (AHAC)
- Applicants will have the opportunity to provide comments during Advisory Committee and Board meetings when their application is under review.
- Following the Advisory Committee review, applications are forwarded to the Arizona State Parks Board for review and final funding recommendations.
- Project applications are reviewed and scored using the [Board Approved Grants Scoring Criteria](#)
- Overall, projects are approved based on a number of factors including:
 - Available funds
 - Project eligibility
 - Application score
 - Application completeness
 - Ability to start and complete the project in a timely manner
 - Project costs
 - Merit of the project
 - Applicant's history with previous ASPT grants and projects

Reimbursement Grant Program: How Do We Receive Funds?

The vast majority of ASPT managed grant programs operate on a reimbursement basis. Grant sponsors don't receive a check for the project up-front. The sponsor must first pay for an item(s) then submit a reimbursement request to Arizona State Parks. Sponsors are required to provide an invoice/receipt and proof of payment (credit card/bank statement). Most grant programs require a match and this minimum match **must be** included with each reimbursement request. Reimbursements can be submitted as often as needed; it typically takes 2-4 weeks to be reimbursed.

When Is the First Date I Can Purchase Project Scope Items And Begin Collecting Match?

- A sponsor **cannot incur any expenses or begin accruing project match** until the **PROJECT APPROVAL** date as specified on the signed grant project agreement and grant Approval to Proceed Letter.
 - The Project Approval date is based on the final signature on the Project Agreement, which is when the ASPT Director (or designee) has signed the agreement.
 - Only when the project sponsor receives a fully executed Signed Agreement **and** Approval to Proceed Letter can expenses be eligible.
 - This requirement also applies to project match (including volunteer/in-kind match).
 - *If a volunteer event is held prior to the ASPT Director (or designee) signing the project agreement, that match amount cannot be used for*

*the grant. These are federal and state requirements ASPT must follow and there are **no exceptions**.*

GRANT PARTNERS

There are several key partners involved in the ASPT grants process. These partners provide a great deal of support to help ensure each sponsor's grant is successful:

Arizona Department of Transportation ([ADOT](#))

- a) Environmental Planning Group ([EPG](#))
 - Conducts the cultural and environmental reviews of Federally-funded projects.
- b) Fiscal Department
 - Processes all reimbursements and releases project funds

State Historic Preservation Office ([SHPO](#))

- Conducts all cultural reviews of state funded projects.

U.S. Fish & Wildlife Service ([USFWS](#))

- Information for Planning and Consultation ([IPaC](#)) is a project planning tool that streamlines the USFWS environmental review process and is preferred for all projects funded by the Land and Water Conservation Fund.

State-Contacted Trail Crews

- For trail projects, sponsors will work with one of State Contracted Trail Crews. Detailed Trail Crew information can be found in [ATTACHMENT 6 – TRAIL CREW INFORMATION](#)
 - American Conservation Experience (ACE)
 - Arizona Conservation Corps (AZCC)
 - Cuddy Mountain Trail Company (CMTC)
 - Flagline Trails
 - Proline Trails
 - Southwest Site Works

Army Corps of Engineers

- For trail projects, ASPT works closely with the [Army Corps of Engineers](#) to ensure all required permits related to environmental requirements and waterways have been obtained.
 - Army Corps of Engineers will help answer any questions about the project and guide the applicant through permitting requirements (if applicable).

Department of Transportation's Federal Highway Administration (FHWA).

- The Recreational Trails Program is an assistance program of [FHWA](#).
 - FHWA provides policies, guidance and training to ASPT Grant staff in the administration of the Recreational Trails Program.

National Park Service (NPS)

- [NPS](#) is responsible for conducting NEPA and Section 106 review of Land and Water Conservation Fund (LWCF) Projects
- [FHWA](#) provides policies, guidance and training to ASPT Grant staff in the administration of the Recreational Trails Program.

III. FUNDING OPPORTUNITIES AND SOURCE OF FUNDING

BEFORE APPLYING FOR A GRANT

Some projects are eligible for funding from more than one grant opportunity. The specific grant that will best meet an applicant's needs is based on many factors such as: location, required match and source, maximum award levels, and timing of grant submission. Therefore, all potential applicants must contact ASPT Grant staff **prior** to applying for **any** grant. An applicant may apply for a grant in the same category prior to their project completion, but cannot begin incurring expenses or match on the new application until the original grant is closed out.

Phone: 602-542-6942

Email: grantstaff@azstateparks.gov

LAND AND WATER CONSERVATION FUND (LWCF)

The LWCF is a federally funded program established by The Land and Water Conservation Fund Act of 1965 (Public Law 88-578) which became effective January 1, 1965. The Act provides financial assistance to states, their political subdivisions, and tribal governments for the acquisition and development of public outdoor recreation areas and facilities. The Land and Water Conservation Fund receives its revenue primarily from Outer Continental Shelf oil and gas leasing.

LWCF – State Assistance Program

This program provides funding for a variety of outdoor recreation facilities, ADA/accessibility upgrades and acquisition of park lands. LWCF – State Assistance Program grant applications will be accepted on a rolling basis.

Eligibility: Federal, state, county, local and tribal governments; schools and school districts.

Funding Request Range: \$25,000 to \$1,500,000 (subject to change depending on yearly apportionment)

Match: A dollar for dollar match is required which can be met with cash and/or in-kind contributions.

Timeframe: 3 years from National Park Service award date.

Eligible Expenses:

- Outdoor recreation facilities
- ADA/accessibility upgrades
- Land acquisition
- Sports fields and courts
- Bike and skateboard parks
- Pools and splash pads
- Playground equipment
- Design and engineering costs incurred within three years of NPS award with prior approval

Ineligible Expenses:

- Food and snacks (*water at volunteer events is permissible*).
- Landscaping that is for beautification of the area.
- Costs incurred prior to project approval, defined as the date when the ASPT Director (or designee) has signed the Project Agreement, are ineligible for reimbursement or match.

- Funds cannot be used for administrative costs, or overhead costs, or costs associated with the grant application preparation.
- Routine operation and maintenance.
- Indirect costs.

Additional Information:

- LWCF – State Assistance Program is a reimbursement grant. Advanced funding is not available.
- Funded projects are required to be available in perpetuity for outdoor recreation use.
- Federal LWCF requirements can be found in the [LWCF Manual](#) and [2 C.F.R. 200.306](#)

Questions on the LWCF Grant:

- Please contact ASPT Grant staff at grantstaff@azstateparks.gov or 602-542-6942

LWCF – OUTDOOR RECREATION LEGACY PARTNERSHIP (ORLP) PROGRAM

The LWCF ORLP Program provides grants to acquire and/or develop public lands for outdoor recreation purposes consistent with the purposes of the LWCF, but with the further specific goals of funding projects that (1) are located within or serve an Urbanized Area (population of 30,000 or more) as designated by the Census Bureau and (2) are located in or are directly accessible to economically disadvantaged neighborhoods or communities.

Eligibility: State, county, local and tribal governments; schools and school districts that serve an eligible jurisdiction of 30,000 people that is within a designated urbanized area as defined by the U.S. Census Bureau.

Funding Request Range: \$300,000 to \$15,000,000

Match: A dollar for dollar match is required which can be met with cash and/or in-kind contributions.

Timeframe: 3 years from National Park Service award date.

Eligible Expenses:

- Outdoor recreation facilities
- ADA/accessibility upgrades
- Land acquisition
- Sports fields and courts
- Bike and skateboard parks
- Pools and splash pads
- Playground equipment
- Design and engineering costs incurred within three years of NPS award with prior approval

Ineligible Expenses:

- Food and snacks (*water at volunteer events is permissible*).
- Landscaping that is for beautification of the area.
- Costs incurred prior to project approval, defined as the date when the ASPT Director (or designee) has signed the Project Agreement, are ineligible for reimbursement or match.
- Funds cannot be used for administrative, overhead or indirect costs, or costs associated with the grant application preparation.

Additional Information:

- LWCF – ORLP is a reimbursement grant only.
- Funded projects are required to be available **in perpetuity** for outdoor recreation use.
- Federal LWCF requirements can be found in the [LWCF Manual](#) and 2 C.F.R. 200.306
- Project must be “shovel-ready” and initiated within six months of award.

Questions on the LWCF – ORLP Grant:

- Please contact ASPT Grant staff at grantstaff@azstateparks.gov or 602-542-6942.

OFF-HIGHWAY VEHICLE (OHV) GRANTS

FUNDING SOURCE	APPROPRIATION	MATCH
Off-Highway Vehicle Recreation Fund	\$4,000,000.00	Varies
Recreational Trails Program (Motorized Funding)	\$1,000,000.00	5.7%

OFF-HIGHWAY VEHICLE RECREATION FUND PROGRAMS	MAXIMUM AWARD	MATCH
Competitive	\$750,000.00	None
Law Enforcement	\$100,000.00	10%
Maintenance and Mitigation	\$100,000.00	5%
Signage	\$10,000.00	5%

***Funding Awards are subject to change.**

Eligibility: Federal, State, Local, County, and Tribal Governments, Non-Profits

Eligible Expenses:

- Development and/or maintenance of existing motorized trails including trailheads, staging areas and associated OHV routes and trail facilities.
- Master or travel management plans for proposed trails or trailhead facilities provided these plans result in trail designations, development of new trails or trailhead facilities.
- Acquisition projects, development and/or maintenance projects, purchase/lease recreational trails equipment, education and law enforcement projects.
- Planning, design and engineering costs incurred after the project agreement is executed.
- Projects for people with disabilities, youth & aging populations.
- Statewide planning including economic, use, and other recreation studies.
- Master Planning of OHV facilities, trails or trailheads.
- Personnel/Interns may be eligible which may be limited based on previous awards.

Eligible only if approval is obtained prior to the project award and is addressed in the application process:

- Cultural/environmental/archeological assessments are eligible for reimbursement only if prior approval from ASPT Grant staff is obtained.

- Planning, Design, and Engineering costs are eligible for reimbursement only if prior approval is obtained.

Ineligible Expenses:

- Food and snacks
- Landscaping related to visual enhancements
- Costs incurred prior to project approval, defined as the date when the ASPT Director (or designee) has signed the Project Agreement..
- Development of local or regional plans.
- Administrative costs, overhead costs or costs associated with this grant application preparation.
- Monies shall not be used to construct new motorized and non-motorized trails or routes on environmentally or culturally sensitive land unless the appropriate land management agency determines that certain new trail construction would benefit or protect cultural or sensitive sites. For the purposes of this subsection, “environmentally or culturally sensitive land” means areas of lands that are administratively or legislatively designated by the federal government as any of the following:
 - A national monument;
 - An area of critical environmental concern;
 - A conservation area;
 - An inventoried roadless area; or
 - An area determined by the applicable land management agency to contain significant natural or cultural resources.
 - Overtime for personnel funded with grants unless identified in project agreement.
 - Projects that displace fish and wildlife species or reduce habitat and/or impact cultural and biological resources.
 - Trail projects on routes not approved by the appropriate land management agency/private landowner.
- Costs not specifically identified as grant project eligible costs in the project agreement.
- Items for sale - promotional items produced for sale such as video/CD’s/DVDs, brochures, t-shirts, posters, calendars, etc.
- Trail construction or improvements that exclude OHV use.
- Anything contrary to state or federal law.
- Costs incurred prior to project approval, defined as the date when the ASPT Director (or designee) has signed the Project Agreement.
- Funds cannot be used to purchase equipment other than specific to OHV law enforcement.

Competitive Motorized Grants

There are two sources of funding for Competitive Motorized projects. One source of funding is the **federal Recreational Trails Program (RTP)** and the second is the **state funded Off-Highway Vehicle (OHV) Recreation Fund (A.R.S. 28-1176)**. The RTP program is administered jointly through the Federal Highway Administration, the Arizona Department of Transportation, and Arizona State Parks & Trails. The state-funded OHV program is administered by Arizona State Parks & Trails. Differences in the administration of the grant based on the funding source are addressed below. Regardless of the funding source, Competitive Motorized projects include off-highway vehicle recreation facilities (e.g., trail development and trail maintenance for the use of side by sides (ROV/UTV), off-road motorcycles, all-terrain vehicles (ATV), four-wheel drive vehicles, e-bikes or other off-road motorized vehicles).

Law Enforcement Grant (LE Grant)

Provides funding to federal, state, county, local and tribal law enforcement agencies to conduct OHV specific enforcement and/or educational programs on public land. Grants are designed to enforce and educate on OHV specific laws and responsible use. **Note: search and rescue organizations and fire departments are not eligible for these grant funds.*

Maintenance and Mitigation Grant Program

Maintenance and Mitigation grants are designed to provide funds for the maintenance of **existing motorized trails**. Project must be shovel ready. All compliance documents and land managing approvals must be submitted with the application. Once approved, a sponsor shall select one of [Arizona State Parks contracted trail crews](#) and work must be completed within 1 year of award. **Note: Under emergency circumstances like fire damage, weather damage, vandalism, cultural site desecration, or wildlife habitat destruction, the Grants and Trails Team can authorize applications to be approved and implemented within 6 months. Funding could also be used for damage on other areas not open to OHV use that were negatively impacted by Off-Highway Vehicles. Projects are **NOT** eligible if the needed improvements are associated with old age or neglect. This will occur on a case by case basis and will be determined by funding availability.*

Signage Grant

Signage Grants are for the purchase of trail signs, kiosks and markers related to off-highway vehicle navigation, information, and safety. The project must be in designated OHV areas, trails or lands open to the public. Projects must be completed within 6 months of staff approval.

Questions on the OHV Program:

- Please contact ASPT Grant staff at grantstaff@azstateparks.gov or 480-695-2628

RECREATIONAL TRAILS PROGRAM (RTP)

RECREATIONAL TRAILS PROGRAM	MAXIMUM AWARD	MATCH
Non-Motor Trails/Facilities	\$150,000.00	5.7%
Motorized Trails/Facilities	\$750,000.00	5.7%
Non-Motorized Trail Maintenance	\$100,000.00	5.7%
Safety and Environmental Education (in relation to trails)	\$10,000.00	5.7%

***Funding Awards are subject to change.**

Eligibility: Federal, State, Local, County, and Tribal Governments, Non-Profits

Eligible Expenses:

- Development and/or maintenance of existing non-motorized trails including trailheads, staging areas and associated non-motorized routes and trail facilities.
- Acquisition projects, development and/or maintenance projects..
- Projects for people with disabilities, youth & aging populations.
- Personnel/Interns may be eligible which may be limited based on previous awards.
- Purchase of equipment may be eligible on a case by case basis.

Eligible only if approval is obtained prior to the project award and is addressed in the application process:

- Cultural/environmental/archaeological assessments are eligible for reimbursement only if prior approval from ASPT Grant staff is obtained and trail construction is included in the grant.
- Planning, Design and Engineering costs are eligible for reimbursement only if prior approval is obtained and trail construction is included in the grant.

Ineligible Expenses:

- Food and snacks.
- Landscaping related to visual enhancements.
- Costs incurred prior to project approval, defined as the date when the ASPT Director (or designee) has signed the Project Agreement.
- Development of local or regional plans.
- Administrative costs, overhead costs or costs associated with this grant application preparation.
- Monies shall not be used to construct new motorized and non-motorized trails or routes on environmentally or culturally sensitive land unless the appropriate land management agency determines that certain new trail construction would benefit or protect cultural or sensitive sites. **For the purposes of this subsection, “environmentally or culturally sensitive land” means areas of lands that are administratively or legislatively designated by the federal government as any of the following:*
 - A national monument;
 - An area of critical environmental concern;
 - A conservation area;
 - An inventoried roadless area; or

- An area determined by the applicable land management agency to contain significant natural or cultural resources.
- Projects that displace fish and wildlife species or reduce habitat and/or impact cultural and biological resources.
- Trail projects on routes not approved by the appropriate land management agency/private landowner.
- Costs not specifically identified as grant project eligible costs in the project agreement.
- Overtime for personnel funded with grants unless identified in project agreement.
- Items for sale - promotional items produced for sale such as video/CD's/DVDs, brochures, t-shirts, posters, calendars, etc.
- Trail Planning
- Anything contrary to state or federal law.

Competitive Non-Motorized Grants

The Recreational Trails Program is jointly administered by the Federal Highway Administration, the Arizona Department of Transportation, and Arizona State Parks & Trails. The Competitive Non-Motorized grant program funds hiking, bicycling, in-line skating, equestrian use, cross-country skiing, acquisition projects, development and/or maintenance projects and the purchase or lease of recreational trails equipment.

RTP: Safety and Environmental Education (SEE)

SEE was developed to promote safety and environmental protection related to both motorized and non-motorized projects. Funds can be used for educational programs to promote safety and environmental protection as those objectives relate to the use of recreational trails.

Additional Information:

- Several factors are used in determining the award amount to each applicant as not all proposals can be funded. Factors include but are not limited to: available funding, number of applicants, past grant history and the evaluation score.
- Project must be initiated within 6 months (180 days) FHWA obligation of funds.
- Grants **must be completed** by the end of the state fiscal year (June 30).
- For more information regarding eligible projects, please visit the [Federal Highway Administration Recreational Trails Program website](#).

RTP: Trail Maintenance

The Trail Maintenance Program was developed to provide funds for the maintenance of **existing non-motorized trails**. Project must be shovel ready, all compliance documents and land managing approvals must be submitted with the application. Once approved, a sponsor shall select one of [Arizona State Parks contracted trail crews](#) and work must be completed within 1 year of award.

Additional Information:

- Several factors are used in determining the award amount to each applicant as not all proposals can be funded. Factors include but are not limited to: available funding, number of applicants, past grant history, and location of project.
- Project sponsor must provide the minimum 5.7% match with each trail crew invoice. Failure to provide this match will result in the sponsor paying the invoice directly.

Questions on the RTP Grant Program:

- Please contact ASPT Grant staff at grantstaff@azstateparks.gov or 602-542-6942.

STATE LAKE IMPROVEMENT FUND

Arizona’s State Lake Improvement Fund (SLIF) program was established in 1960 by the Arizona State Legislature (A.R.S. §5-382) to assist state and local units of government to fund projects on waters where gasoline powered boats are permitted.

FUNDING SOURCE	MAXIMUM AWARD	MATCH
State Lake Improvement Fund	\$1,040,000.00	None

***Maximum Awards are subject to change.**

Eligibility: Arizona Game and Fish Department, Board of supervisors of any county, governing body or city/town.

Eligible Expenses:

- Projects on bodies of water that allow motorized use only
- Development or maintenance of existing boat launches or support facilities
- Marking buoys
- Purchase of boats and equipment related to enforcement and safety on these bodies of water

Ineligible Expenses:

- Projects on bodies of water that do not allow motorized use
- Food and Alcohol
- Project expenses that are not included in the budget

Additional Information:

- Several factors are used in determining the award amount to each applicant as not all proposals can be funded. Factors include but are not limited to: available funding, number of applicants, past grant history and the evaluation score.
- Project must be initiated within six months of award.

For Questions on the SLIF Grant, please contact ASPT Grant staff at grantstaff@azstateparks.gov or 602-542-6942.

IV. COMPLETING THE GRANT APPLICATION

HOW TO COMPLETE YOUR APPLICATION IN WEBGRANTS

ASPT Grant staff has developed a step-by-step guide for applicants to use when submitting an application in [WebGrants](#).

Contact ASPT Grant staff at grantstaff@azstateparks.gov or 602-542-6942

The **Grant Criteria Form and the Budget** are tied together. The individual scope items that are selected on the Criteria Forms from the [GRANT SCORING CRITERIA](#). Scoring Criteria will also be the scope items selected on the Budget Form.

Scoring The Project Application

Projects are scored and ranked based on the priorities identified in the [SCORP](#), [2020 Trails Plan](#), and [Boating and Watercraft Survey](#). The raters will not award points under any criterion or bonus section if an appropriate response has not been submitted.

Each Scope Item is assigned a point value. To view specific point allocations and total points a project can achieve refer to the [ATTACHMENT GRANT SCORING CRITERIA](#).

Costs associated with scope items that accomplish these high priority needs must represent a significant portion (10% or more) of the total project cost in order to receive full points for a scope item. Costs less than 10% for a scope item will receive partial points based on the prorated percentage of the total project cost.

In addition, it is important to recognize that sponsors' past history of submitting Status Reports to ASPT on a timely basis can impact current project scoring. Failure to provide these reports on time could impact future grant requests.

How Available Funds are Awarded:

- Awards are based on how the projects meet the High Priority Needs identified in the [Arizona Statewide Comprehensive Outdoor Recreation Plan \(SCORP\) 2023](#) and the [2020 Trails Plan](#).
- To give a proposed project the best opportunity to score points, the project sponsor must understand what elements (scope of work) should be included in the project to satisfy specific priorities in the SCORP and Trails Plan. An appropriate response specifically addresses the scope item or question being asked and includes the requested documentation. It is recommended that sponsors reach out to ASPT Grant staff prior to submitting their application to assist in maximizing the scoring for their grant.

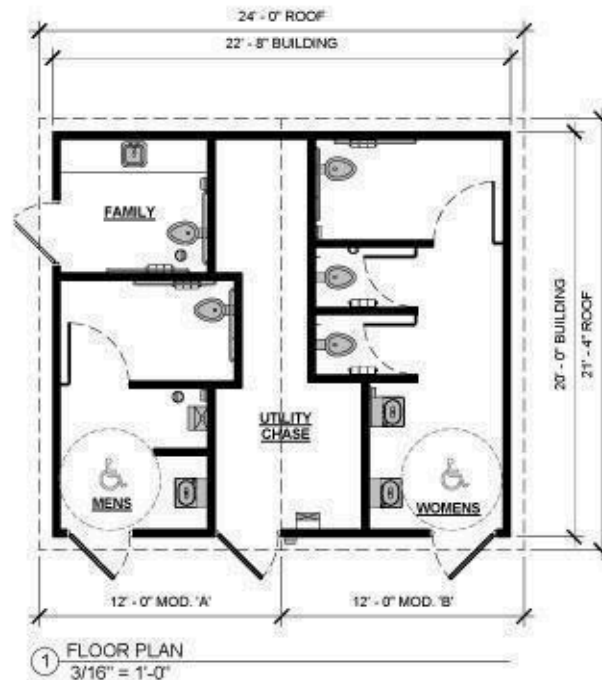
V. COMPLETING SPECIALIZED MAPS AND REQUIRED PHOTOS

MAPS

- A series of maps shall be submitted with each application identifying all property to be acquired, developed, or maintained under the proposed project. Submit all maps in one (1) PDF document.
- The map shall include the following components, and identify the following items:
 - North arrow, scale, project title and date prepared
 - Property lines
 - Project boundaries (LWCF)
 - Parcel numbers and parcel sizes (LWCF)
 - Existing development (include overhead utilities and/or easements)
 - Locations of proposed ground disturbing activities
 - Surrounding land uses

FLOOR PLANS

- Preliminary Floor and Elevation Plans
 - Floor plans must be submitted if structures are included as part of the project.
 - Preliminary construction drawings of floor plans for all proposed structures shall be submitted with each application (**Project Area Maps & Photos**, section #3).
 - An elevation must be shown to indicate the architectural treatment.
 - Remember that structures must be designed and built as per the **Architectural Barriers Act of 2010** and A.R.S. § 34-401 and **Title II, Americans with Disabilities Act of 1990**.



PROJECT AREA PHOTOS

- Applicants are required to upload a series of color photographs to their application.
 - General Project Area Photos: Selective shots showing what the project area looks like (ground surface, vegetation, etc.).
 - Photographs should document as many of the proposed scope items as possible.
 - Location of each ground disturbance activity. Based on the approved project activities, take ground photos showing where each interpretative sign, kiosk, cattle guard, restroom, trailhead, etc... will be located.
 - If there are any buildings or structures (including mines, bridges, dams, canals, archaeological sites, etc.) that are 50 years or older in or adjacent to the project area, please include photos of the building/structure and identify as such.

NOTE: Please provide a **short**, written description of each photo.

Instructions on Uploading Photos: To Submit: combine all pictures on one (1) PDF file, save to your computer and upload PDF to our online system.

ARIZONA GAME AND FISH ENVIRONMENTAL REVIEW TOOL

- Used to create a map/list that identifies critical species or habitats located in the project area.
- *Required for the NEPA form* ([see below for additional information on NEPA](#)):
 - The Tool Kit includes many other mapping features to add layers, identify Section, Township, Range; land ownership and to draw/identify trails, trailheads, location of signage, etc.
 - State Parks staff are available to provide support to all applicants in using this software.
 - Please click this link to access the [Game and Fish's Environmental Review Tool](#).
- With the exception of an education only project, all projects are required to submit an updated species map list and attach to the **NEPA Form** (separate form in the application).

VI. CULTURAL AND ENVIRONMENTAL RESOURCES REQUIREMENTS

CULTURAL CLEARANCE REVIEW FORM (CCRF)

All project sponsors are required to complete the CCRF section of the application.

- Collecting archaeological surveys can be a lengthy process, thus ASPT encourages all applicants to submit all supporting documents with the application or as early as possible in the process. By submitting early this may speed up the process of executing an agreement.

Important to Involve the Archeologist During Application Phase

- Over the past several years ASPT has processed, approved and sent more than half dozen awarded projects to ADOT/SHPO only to learn the agency archaeologist had no idea the project was being proposed. In several cases, these projects were outright canceled due to objections from the archeologist. Please involve them at the start of the application.

Section 106 Compliance

- Based on several factors, including funding source, location and type of ground disturbance, some projects may require cultural resource surveys to be completed for the entire project area.
- Cultural resource surveys must be conducted by qualified professional archeologists that meet state and federal standards.
- If an applicant is unsure if the project area has been previously surveyed for the presence of cultural/archaeological resources, please contact ASPT Grant staff, who can complete a preliminary review of previous surveys and known resources in the project area.
- If a project proposing ground disturbance has not been previously surveyed, one will likely need to be completed.
- In certain circumstances, a cultural resources survey may not be required (ground previously disturbed). In these cases, applicants must provide ample written justification as to why a survey is not necessary.
- Federal agencies are required to consult with Native American tribes; the relevant federal agency must conduct this Government-to-Government tribal consultation. Depending on the location of the project, additional consideration of tribal issues may be required in the federal process.
 - The applicant must check with the relevant federal agency to ascertain if tribal consultation has been completed before initiating the project in the field.
 - ADOT cultural resource staff and ASPT Grant staff are available to assist project sponsors with questions pertaining to cultural resources and/or the Section 106 compliance process.

NATIONAL ENVIRONMENTAL POLICY ACT (NEPA) & CATEGORICAL EXCLUSION CHECKLIST

History of NEPA

Each project sponsor must provide State Parks with documentation which meets the requirements of the [National Environmental Policy Act \(NEPA\)](#), the [Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970](#), as amended, and other applicable laws (such as laws regarding threatened and endangered species, hazardous wastes and contaminated properties, historic and archeological resources, etc.). The completed form and supporting documentation must be submitted to State Parks before a Project Sponsor Agreement will be finalized.

Categorical Exclusion

[The Federal Highway Administration \(FHWA\)](#) defines [Categorical Exclusions \(CE\)](#) as actions that, based on past agency experience with similar actions, do not involve significant environmental impacts.

These actions **DO NOT**:

- Induce a significant impact to planned growth or land use for the area.
- Require the relocation of significant numbers of people.
- Have a significant impact on any natural, cultural, recreational, historic or other resource.
- Involve significant air, noise, or water quality impacts.
- Have significant impacts on travel patterns.
- Otherwise, either individually or cumulatively, have significant environmental impacts.

Required Action

Please fully complete the NEPA Form. Attaching the Game & Fish [Environmental Review Tool](#) (species/wildlife habitat) is required.

NOTE: Do not upload any other species list except the list produced by the Game & Fish Environmental Review Tool. The applicant agency may have completed an Environmental Assessment (EA) recently which would include a species list, however ADOT EPG will not accept the EA list as a replacement.

NEPA Permitting Requirements

Grant projects may involve work that requires permits and clearances from various state and federal agencies. Project sponsors are encouraged to arrange pre-application meetings with appropriate federal, state and local government agencies to determine requirements, processes, time schedules and documentation required for proposed permit applications.

If awarded a grant, the project sponsor is responsible for obtaining all applicable permits and clearances no later than 90 days after the project agreement is signed. Construction funds will not be released until copies of all applicable permits and clearances are received in this office.

Is the Army Corps Of Engineers Permit Needed To Complete The NEPA Process?

If the answer to the following questions is **yes** or **maybe**, then an Army Corps of Engineers permit may be required. Please contact Kathleen Tucker as soon as possible for help in determining whether a permit is needed.

*Kathleen A. Tucker
Senior Project Manager
Arizona Branch, Regulatory Division
Los Angeles District
U.S. Army Corps of Engineers
Phone: 602.230.6956
Kathleen.A.Tucker@usace.army.mil*

Does your proposed project involve the discharge of any fill or dredged material into a wetland, lake (including dry lakes), river, stream (including intermittent streams, ephemeral washes, and arroyos), mudflat, sandflat, slough wet meadow, playa lake or natural pond?

- Examples of work that need an Army Corps of Engineers permit for the discharge of fill or dredged material into a wetland, lake, river, stream, mudflat, sandflat, slough, wet meadow, playa lake or natural pond:

- Backfill
- Bank protection (gabions, rock riprap, sand bags, etc.)
- Bridge protection
- Earth movement within stream channels, wash channels, or wetlands
- Grading within stream or wash channels
- Landfills for future developments
- Mechanized land clearing
- Realignment of existing stream or wash channels
- Road Crossings
- Temporary stockpiling of material

Does the proposed project involve placing or removing any materials or structures in the Colorado River or its adjacent wetlands?

- Examples of work that need an Army Corps of Engineers permit in the Colorado River and adjacent wetlands, backwaters, sloughs, oxbows, etc...:
 - Bank protection
 - Bulkheads
 - Dock and pier construction
 - Dredging and the disposal of dredged material
 - Landfills
 - Mooring-buoys
 - Realignment of boat slips
 - Removal of docks or piers
 - Utility line crossings

SHPO HISTORIC PROPERTY INVENTORY FORM

This form is provided within the application. ASPT Grant staff will review each project to determine if the Historic Property Inventory Form is needed. If yes, a PDF fillable form will be provided.

- The SHPO Historic Property Inventory Form is only required if historic period standing architecture (i.e., houses, bridges, farm structures, etc. that are over 50 years old) exists within the project area or may be affected by the project.

Please NO Data Dumping

“Data Dumping” is the act of attaching dozens to hundreds of pages of surveys and assessments without specific project area references or providing a table of contents. Please provide specific pages, sections, etc.

VII. GENERAL COMPLIANCE

APPLICATION DEADLINE

All applications must be submitted through Arizona State Parks & Trails online grants management system [WebGrants](#).

- While applications are accepted on a rolling basis, it is recommended that applicants submit their application early so ASPT Grant staff can provide notification if any additional items are needed to make the application complete. Every application for the current grant cycle will be evaluated based upon the merit of the proposed project and the criteria set forth in this manual, regardless of whether the proposal would expand a project funded in a previous cycle.

PROJECT MUST BE SHOVEL-READY

Grants are available to projects that are ready to move forward immediately.

- Cultural and environmental clearances must be reviewed and approved before project funding is authorized and the approval to proceed is issued. Projects that do not receive funding, therefore, are not required to gather the documentation.
- However, all project sponsors must be aware that the cultural and environmental reviews will be required and should be prepared to provide the documentation.

POST-AWARD

When accepting a grant award from the Arizona State Parks Board, the project sponsor must sign a Project Agreement.

- This agreement is a contract identifying the terms and conditions of the grant award. We recommend having an appropriate legal representative review this agreement to ensure that it will be acceptable. Revisions may be negotiated prior to acceptance.

Expenditures can only be incurred after the ASPT Director (or designee) has signed the Project Agreement.

EXPENDITURES 6 MONTH RULE (ADOT POLICY)

- All projects must be active within any six (6) month period beginning with the date of FHWA funding approval. Requests for reimbursement must be made within each six (6) month period that the grant is active. ADOT has the authority to withdraw funding for a RTP project when this requirement is not met.

TITLE TRANSFER AND SITE DEVELOPMENT

Title transfer of lands proposed for acquisition, whether by donation, or negotiation, and the development of proposed facilities on the acquired land, or other land proposed for development may not commence until there is an executed **Project Agreement** (signed by sponsor and ASPT Director or designee).

- Such work or acquisition accomplished prior to execution of the Project Agreement shall be the full responsibility of the project sponsor. A waiver may be requested in advance if the desired parcel must be acquired to avoid possible loss or price increase.
- Time and expense incurred by a volunteer in getting to the project site is not an eligible cost or donation. Volunteer time starts at the project site. State Parks will provide tracking sheets. The expense incurred by a project manager who is transporting volunteers to a project site is an eligible cost, however volunteer time starts at the project site.

REIMBURSEMENT REQUIREMENTS

Project sponsors must comply with invoicing and reporting requirements as specified in the Project Sponsor Agreement.

PROCUREMENT AND CONTRACTING

All procurement and contracting must meet applicable federal and state regulations and statutes and review for compliance. State Parks will provide the project sponsor with a table of clauses including the [State Procurement Office Statutory Terms and Conditions](#) and [Uniform Terms and Conditions](#) that must be used in contracting and procurement documents.

REPORTING REQUIREMENTS

Project sponsors must comply with status report requirements as specified in their Project Agreement. For the majority of grants, quarterly reports are required; however there are exceptions. Please see the grant [Project Type](#) and Project Agreement for details.

GRANT CLOSURE

Project sponsors are required to submit a close out letter within **60 days** after project agreement expiration. All financial close out documents are required within **60 days** of grant close out. A project sponsor may submit these documents prior to project agreement expiration provided all grant funded activities have been completed. **Final payment will be withheld pending close out letter and final status report.**

ELIGIBLE TRAVEL

All approved project related travel costs must comply with [Arizona Department of Administration Vendor Travel Policy Section II-H-1-IV-F](#) and are subject to the rates established for travel by State Employees: A.R.S. §38-621 through §38-627, Reimbursement for Expenses; [State of Arizona Accounting Manual, Section II-D, Travel Policy, A](#)

APPRAISALS

Appraisals for proposed land acquisitions must be prepared according to the requirements of the Uniform Standards of Professional Appraisal Practice by a State Certified Appraiser not more than one year before the date of purchase.

If the appraisal was prepared more than one year before the date of purchase, an updated appraisal will be required. The appraisal must be in the “Complete and Self-Contained” format. Contact Arizona State Parks and Trails for additional information on acquisition project requirements.

INSPECTIONS

All grant project sites are subject to periodic inspection by ASPT Grant staff.

OPERATION AND MAINTENANCE

The grantee is responsible for continued operation and maintenance of funded facilities for the term of public use as described in the project agreement. Grant funds are not available for operation and maintenance costs.

DISAGREEMENT PROCESS

Disagreements with any decision or action, which are not resolved with ASPT Grant staff to the satisfaction of the project sponsor, may be addressed in the following manner within thirty **(30) working days** of receiving notice of staff’s decision:

The project sponsor may submit a written request for review to the ASPT Assistant Director who will address the matter and respond in writing within thirty **(30) working days** of receiving the request from the project sponsor.

If the disagreement is not resolved with the Deputy Director's intervention, the project sponsor may submit a written request for review and consideration to the ASPT Director. The Director will respond within thirty **(30) working days** of receiving the request.

COMPLIANCE WITH APPLICABLE LAWS

All recipients and subrecipients of grant funds through ASPT must comply with applicable State and Federal laws, regulations and Executive Orders.

VIII. ATTACHMENT GRANT SCORING CRITERIA

ATTACHMENT 1:

2020-2025 Motorized Grant Scoring Criteria	
Criteria	Points
1st Level:	
Connect trails to other trails, parks and communities	12
Maintain Existing Trails	12
Prevent or repair damage to environmental and cultural sites near trails	12
Provide trail maps and information	12
2nd Level:	
Complete environmental clearance and compliance	7
Promote safe and responsible recreation programs	7
Provide facilities like restrooms, parking and campsites near trails and develop trails and facilities to increase accessibility for people with disabilities	7
Provide trail signs	7
3rd Level:	
Construct new trails	3
Enforce existing rules and regulations in trail areas	3
Obtain land for trails and trail access	3
Bonus:	
First Time Project Sponsors/New Areas	2
Expansion, Phase or Connection to an Existing OHV Grant Funded Project	2
Multiple Motorized Uses: 3 or more	2
Promote OHV Recreation within Arizona	2
Digital/Electronic Mapping for end users	2
Motorized non-motor cooperation	1
Dust Abatement	1
Local need per Properties Identified in the SCORP, Local/Regional Plan or County Report of TP2020	1
Community Support/Public Support	1
Previous project completed within 2 years or less	1
TOTAL POINTS POSSIBLE	100

**MOTORIZED PRIORITIES CAN BE FOUND ON OUR [2020 STATEWIDE TRAILS PLAN](#)
PAGE 49**

ATTACHMENT 2:

2020-2025 Non-Motorized Grant Scoring Criteria	
Criteria	Points
1st Level	
Complete environmental/cultural clearance and compliance	10
Maintain existing trails	10
Prevent or restore damage to environmental and cultural sites by trails	10
Provide trail signs	10
2nd Level	
Connect trails to points of interest, including other trails, parks and communities	7
Develop trails and facilities to increase accessibility for people with disabilities	7
Enforce existing rules and regulations in trail areas	7
Promote safe and responsible recreation programs	7
Provide facilities, like restrooms, parking and campsites near trails	7
Provide trail maps and information	7
3rd Level	
Construct new trails	4
Obtain land for trails and trail access	4
Bonus:	
First time applicant	2
Diversity of trail use	2
Matching funds at least 10%	2
Youth Corps Involvement	2
Local need per Properties Identified in the SCORP, Local/Regional Plan or County Report of TP2020	2
TOTAL POINTS POSSIBLE	100

NON-MOTORIZED PRIORITIES CAN BE FOUND ON OUR [2020 STATEWIDE TRAILS PLAN](#) PAGE 78

ATTACHMENT 3:

State Lake Improvement Fund Grant Scoring Criteria	
Criteria	Points
Statewide Needs (maximum 20 points)	20
LE/Safety Projects-Colorado River 20, Lake Pleasant/Salt/Verde/Agua Fria 15 all others 12--includes equipment purchases for these areas	
Project Specific Planning Efforts	15
Public Involvement	15
Meets Comprehensive/Statewide Plan	10
Community Support	10
Statewide Criteria	
County (maximum Points)	10
Mohave 10, Maricopa/La Paz, Coconino 7, Gila, Yuma 4, all others 2	
Renovation Projects	10
Development: Public restrooms 10, ramps/dock 10, Marinas 7, Campgrounds on body of water 6, Parking facilities/courtesy dock 5	
Matching Funds	5
Compliance History/Workshop Attendance	5
TOTAL POINTS POSSIBLE	100

ATTACHMENT 4:

Safety and Environmental Education Grant Scoring Criteria	
Category	Points
Project Need	15
Youth Involvement	15
Audience Served	15
Desired Outcome	15
Community Support	15
Local, Regional, State	10
Documented Match	10
Administrative Compliance	5
TOTAL POINTS POSSIBLE	100

ATTACHMENT 5:

Land and Water Conservation Fund Grant Scoring Criteria	
Category	Points
Project Need	10
Project Readiness	19
Conservation and Environmental Stewardship	15
Develop multi-organizational, sustainable outdoor recreation plans that balance conservation and recreation	15
Broaden outreach and information available	15
Improve access and entry point so outdoor recreation	15
Project Management and Subrecipient History	11
TOTAL POINTS POSSIBLE	100

Attachment 6: Trail Crew Information

Whether the grant involves doing a Trail Maintenance Program project or a Competitive Motorized Grant project involving building new trails, reroutes or installing signs, a sponsor can recruit any of the six (6) trail crews on state-contract to do your trail work.

1. American Conservation Experience (ACE)
<https://www.usaconservation.org/>
(888) 958-6819
2. Arizona Conservation Corps (AZCC)
<https://azcorps.org/>
(928) 526-3280
3. Cuddy Mountain Trail Company (CMTCC)
<http://cuddymountaintrailcompany.com/>
(208) 550-1193
4. Flagline Trails
<https://www.flaglinetrails.com/>
(928) 814-8226
5. Proline Trails
<https://prolinetrails.com/>
(480) 318-5577
6. Southwest Site Work
<https://southwestsiteworks.com/>
(520) 904-2456

Trail Crew Information Summary:

- Project Sponsors can choose from any three state-contracted trail crews to complete work. Project Sponsors must select one of the contracted trail crews to do work under the State Parks RTP *Trail Maintenance Program*.
- Project Sponsors must initiate contact with the contracted trail crews as they are not permitted to solicit work from the project sponsors.
- All contracted trail crews are required to meet program requirements and all other applicable state and federal regulations.
- All three crews on contract have built trails at several Arizona State Parks sites.
- All crews have experience building ADA compliant trails.

IX. Administrative Guidelines For Awarded Grants

ADMINISTRATIVE GUIDELINES

These Administrative Guidelines were established to assist project sponsors in the successful and timely completion of their grant projects. The Arizona State Parks and Trails (ASPT) Grant Staff will work closely with project sponsors to answer questions and provide recommendations on grant projects. Should you have questions or concerns regarding a grant project, please contact Grants staff.

GRANTS STAFF CONTACT INFORMATION

- Mickey Rogers, Chief of Grants and Trails
 - (602) 542-6942
 - mrogers@azstateparks.gov

- David Jordan, Grants Manager
 - (928) 732-9643
 - djordan@azstateparks.gov

- Jeff Schmidt, GIS and Grant Program Manager
 - (602) 524-7124
 - jschmidt@azstateparks.gov

- Matthew Eberhart, State Off-Highway Vehicle Coordinator
 - (480) 695-2628
 - meberhart@azstateparks.gov

- Alec Wilcox, Grants and Trails Coordinator
 - (480) 640-5821
 - awilcox@azstateparks.gov

- Juan Colorado-Alvarez, Planner III
 - (480) 714-3337
 - jcolorado-alvarez@azstateparks.gov

In order to more effectively assist sponsors, if you have questions regarding specific funding opportunities please reach out to the following contacts:

- **Growing Smarter State Trust Land Acquisition (Land Conservation Fund)**
 - Alec Wilcox/Mickey Rogers

- **Recreational Trails Program (RTP)**
 - Jeff Schmidt/Mickey Rogers

- **Off-Highway Vehicle Recreational Fund (OHV)**
 - Matt Eberhart/Mickey Rogers

- **Land and Water Conservation Fund (LWCF)**
 - Mickey Rogers/Jeff Schmidt

- **State Lake Improvement Fund (SLIF)**
 - Mickey Rogers/Jeff Schmidt

WEBSITES

- Arizona State Parks Website: azstateparks.com
- Grants Programs Web Page: azstateparks.com/grants
- Webgrants (On-line System): azparkgrants.com

ARIZONA STATE PARKS BOARD

The Arizona State Parks Board, in accordance with A.R.S. § 41-511, shall consist of seven members. The state land commissioner shall be a member and the remaining members, each of whom shall be a bona fide resident of the state, shall be appointed by the governor pursuant to A.R.S. §38-211.

The appointive members shall be selected because of their knowledge of and interest in outdoor activities, multiple use of lands, archaeology, natural resources and the value of the historic aspects of Arizona, and because of their interest in the conservation of natural resources.

No less than one of the appointive members shall be representative of the livestock industry, one appointive member shall be professionally engaged in general recreation work, and one appointive member shall be professionally engaged in the tourism industry.

ADVISORY COMMITTEES

The Arizona State Parks Board has three (3) volunteer Advisory Committees related to its grant programs. These committee members serve as experts in specific areas and advise the Arizona State Parks Board on public priorities in the grant process.

- **The Arizona Outdoor Recreation Coordinating Commission (AORCC)** recommends criteria and policies for the equitable distribution of funding for outdoor recreation grants. AORCC serves State Parks by ensuring equitable and legal distribution of the Land and Water Conservation Fund (LWCF), State Lake Improvement Fund (SLIF), American Rescue Plan Act (ARPA) fund, Recreational Trail Program (RTP) and the Off-Highway Vehicle Recreation (OHV) funds.
- **The Arizona State Committee on Trails (ASCOT)** advises staff and the Arizona State Parks Board on issues of interest pertaining to non-motorized trails. ASCOT is responsible for the State Trails Program which promotes, develops and preserves non-motorized trail opportunities throughout the state for mountain bikers, hikers, equestrians, and water trail users. State Parks staff works with ASCOT to advance and promote non-motorized trail use, providing technical trail assistance, promoting trail management and development, and providing trails related information and educational opportunities.
- **The Off-Highway Vehicle Advisory Group (OHVAG)** acts as a conduit between the Arizona State Parks Board and the OHV community. OHVAG is responsible for the two following specific jobs: to represent the public and recommend expenditures of motorized grant funds.

X. Grant Administration

These guidelines provide the policies and procedures that give project sponsors direction to successfully administer grant projects. They represent Arizona State Parks Board policy for grant administration.

These guidelines, the project agreement, project application, and grant program manual identify the project sponsor's responsibilities in completing a project awarded grant funds from the following programs:

- Growing Smarter State Trust Land Acquisition Grant Program (GSLA) - *State Legislation expired in 2011, grant funds were fully expended in 2014.*
- State Off-Highway Vehicle Recreation Fund (OHV) - *State*
- State Lake Improvement Fund (SLIF) - *State*
- Land and Water Conservation Fund (LWCF) - *Federal*
- Recreational Trails Program (RTP) - *Federal*

Online Grants Management System: WebGrants (www.azparkgrants.com)

All grant programs are managed through Arizona State Parks and Trails (ASPT) Online Grant Management Systems WebGrants and all applications must be submitted through WebGrants.

Manual Updates

This manual is periodically updated based on the need for clarification and instructions to address project-specific issues in grant administration. Staff presents recommendations for administrative and policy changes to the appropriate Advisory Committee for discussion.

Staff and Advisory Committee recommendations are presented to the Arizona State Parks Board for final action. If these guidelines are silent on a specific project issue, the program guidance document for the funding source may be used.:

Land and Water Conservation Fund (LWCF) State Assistance Program, Federal Financial Assistance Manual

- The [LWCF Grants Manual](#) sets forth the administrative policies, procedures and guidelines for LWCF grants. The LWCF manual is used as a guide in administering the programs when appropriate or when Arizona State Parks Board policy is silent. The Open Project Selection Process is used to determine project selection criteria.

Recreational Trails Program (RTP) and Off-Highway Vehicle (OHV) Recreation Fund Interim Guidance

- The [RTP Interim Guidance](#) sets forth the administrative policies, procedures and guidelines for RTP and State OHV funded projects. This manual is used as a guide in developing the State Parks grant program manual and for administering the program. The manual includes related guidance revisions, updates, and corrections and is the authority. It supersedes Arizona State Parks and Trails policy if conflicts occur. Arizona State Parks Board policy is used to determine project selection criteria and project sponsor agreement procedures.

Federal Recreational Trails Program (RTP)

- The Recreational Trails Program (RTP) provides funds to states to develop/maintain recreational trails and trail-related facilities for both non-motorized and motorized

recreational trail uses. It is funded from motor fuel taxes collected from off-highway recreational fuel use (OHVs) in each state.

State OHV Recreation Fund (*A.R.S. §28-1176*)

- The Off-Highway Vehicle Recreation Fund has been in existence since 1991. The Arizona Legislature appropriated 0.55% of the state's annual vehicle gas tax revenue to support the Fund.
- In 2009, new OHV legislation was enacted to provide more regulation of OHV usage and additional funds to support law enforcement and facility development.
- In 2018, new OHV legislation was enacted to require non-resident riders to purchase a user indicia (sticker). The \$25 cost of the sticker is added to the OHV Recreation Fund.
- All vehicles weighing less than 2500 pounds and designed primarily for travel over unimproved terrain are required to display an indicia distributed through the Department of Motor Vehicles
- State Parks receives 60% of the money in the Fund and a review team is required to examine applications for eligible projects and determine the amount of funding, if any, for each project. The State Parks Board makes final approval of all funds.

XI. Project Agreements

Overview of Project Agreements

The project sponsor must be able to demonstrate that the project is ready to move forward immediately before the project application is submitted.

Once a project is awarded funding by the Arizona State Parks Board and cultural and environmental reviews are completed by Arizona Department of Transportation (ADOT) Environmental Planning Group (EPG) and/or the State Historic Preservation Office (SHPO), the project sponsor is required to sign an agreement with Arizona State Parks and Trails that identifies the terms and conditions that guide the parties through the administration of the funds and the completion of the approved project.

Project Agreements contain the project title, identifying number, grant award amount, budget scope items, project period, any program minimum required match, approved scope of work, and other special conditions pertinent to the award. Agreements reference the Administrative Guidelines, specific General Provisions that apply to the project sponsor or the current Intergovernmental Agreement in place with the project sponsor, and the applicable grant manual and original project application to provide additional guidance.

Before a project will be considered for funding, the project sponsor must demonstrate that the project can meet the requirements of the State Historic Preservation Office (SHPO) and, for federal-aid projects, the National Environmental Policy Act (NEPA).

Procedures

1. All project sponsors must be able to provide documentation for review by the ADOT EPG and SHPO. Documentation includes cultural surveys of the project area and a project description that describes how cultural resources in the project area will be avoided and how possible direct or indirect effects will be mitigated. Therefore, the project sponsor must conduct investigations during the project development stages to determine the potential for impacts to existing cultural resources the project may cause. The surveys may take considerable time and may be expensive. The project sponsor must plan ahead and be prepared to provide the required documents within sixty (60) days of a request from State Parks staff. It is highly recommended that this survey be submitted with the application referencing sections specifically related to the project.
2. Project sponsors who will be receiving federal-aid funds are required to provide documentation that meets *National Environmental Policy Act (NEPA)* requirements. The project development process must identify any existing environmental conditions that may delay or prevent development of the project. The project description must specifically identify how any sensitive areas will be avoided or possible direct or indirect effects will be mitigated. With the exception of an education only project or equipment purchases, all projects are required to submit an updated species map list from Arizona Game & Fish and attach to the NEPA Form (separate form in application).
 - a. The species list is generated by using the [Game and Fish's Environmental Review Tool](#) which produces the required map. In addition, the Game & Fish tool also includes many other mapping features to add layers, identify Section, Township, Range; land ownership and to draw/identify trails, trailheads, location of projected signage, and any area that will require ground disturbance.

- b. NOTE: Failure to provide these documents may result in funds being withdrawn for an approved project and funds transferred to another trail project.
3. Meeting the SHPO deadline will ensure that a project agreement can be executed within six months (180 days) after Arizona State Parks Board awards funding. A project may be canceled if for any reason a project agreement cannot be executed within 30 days of funding approval.
 4. After the SHPO and/or federal approvals of cultural and NEPA requirements, a draft Project Sponsor Agreement with Attachment A and B are e-mailed to the project sponsor for review. The project sponsor has 30 days to return the draft agreement back to ASPT staff with suggested edits. After this review, ASPT staff will send a clean agreement via email for electronic signature. The project sponsor must return this signed agreement within 30 days or may lose funding for the project. The individual authorized in the Resolution or Authority to Apply document must sign the agreement. The agreement includes a signature line for legal counsel and review of the agreement is recommended, but not required.
 - a. If acceptable, the project sponsor signs the Project Sponsor Agreement with Attachment A and B returns them electronically within 30 working days of receipt for final execution by the Executive Director or the designer of ASPT.
 - b. ASPT will upload the signed agreement in WebGrants and make it available to both parties. The agreement is effective as of the date signed by ASPT and the project sponsor is notified that eligible project expenditures and match may begin.
 - c. ASPT will send an Approval to Proceed along with the signed Project Agreement to sponsor via WebGrants correspondence.
 - d. If the project sponsor cannot return the signed Project Sponsor Agreement within the 30 days from the date of receipt, a time extension may be requested. The extension request must be justified in writing and received by Arizona State Parks and Trails at least 10 working days prior to the end of the 30-day period.
 - e. If agreements are not signed and returned to Arizona State Parks and Trails within 30 working days of the approved extended time period, the project may be canceled. ASPT will notify the project sponsor in writing when grant funding is canceled.

Preservation and Conservation Easement Deed (PCED)

For Historic Preservation grants involving property development work, a Preservation and Conservation Easement Deed (PCED) is a special condition of the project sponsor agreement. This document binds the property owner and/or subsequent owners to assume responsibility for maintenance of the property for a specified number of years based on the grant award.

When an individual project receives more than \$10,000 in Arizona Historic Preservation Heritage Funds, a Preservation and Conservation Easement Deed must be completed by the property owner and recorded by the County Recorder with the current deed to the property. A copy of the recordation must be sent to ASPT within 90 days of full execution. Disbursement of grant funds will be held until evidence of the PCED recordation is received by ASPT.

Grant Award	Minimum Term	Recording Requirements
\$10,000 or less	5-Year Preservation Agreement	N/A

\$10,001-\$25,000	10-Year Preservation Agreement	Recorded with Property Deed
\$25,001-\$50,000	15-Year Preservation Agreement	Recorded with Property Deed
\$50,001-\$100,000	20-Year Preservation Agreement	Recorded with Property Deed
\$100,000 or more	25-Year Preservation Agreement	Recorded with Property Deed

XII. Amendments to the Agreement

Each project sponsor is expected to complete the project according to the original agreement within the approved period of performance stated on the executed agreement. ASPT recognizes however, that the project sponsor may encounter circumstances that may warrant an amendment to the project sponsor agreement.

Amendment Types

Permissible amendments include:

- Scope changes
- Funding adjustments
- Time extensions/term adjustments
- Sponsorship change

Amendment requests must be submitted electronically to ASPT staff. Justification and appropriate support information must be attached to the request. The amendment policy of the Arizona State Parks Board defines each amendment type and specifies the approval authority.

NOTE: Amendment requests must be submitted to the grant staff at ASPT at least three months prior to the project ending date or the amendment may not be considered.

Retroactive Amendments

- Any requests for retroactive decisions must be approved by the Arizona State Parks Board. Requests must be detailed and must provide a revised timeline of project completion for all approved scope items.

Amendment Process

- If Arizona State Parks and Trails approves the amendment, the project sponsor will receive an electronic agreement for e-signature. Within 30-working days of receipt, the project sponsor must return the signed documents to ASPT for signature by the Executive Director or designee. The amendment is effective as of the date of signing by Arizona State Parks and a copy of the executed agreement will be sent at that time. If the request is denied, the project sponsor will receive notification of the denial.

XIII. Project Management

The project sponsor and State Parks staff will administer awarded projects according to the terms of the project sponsor agreement and the guidelines in this manual. Following an award of grant funds, the project sponsor shall make every effort to expedite project work towards successful completion. LWCF and Recreational Trails Program projects are administered according to the appropriate federal grant manual, the terms of the agreement with the National Park Service or authorization of Federal Highway Administration, and the terms of the project sponsor agreement with ASPT.

Procurement Standards

If the project sponsor is a federal, state, or county governmental entity, procurement transactions shall be accomplished according to the project sponsor's procurement standards. State procurement standards shall apply to all other entities to the fullest extent possible. [Click here](#) for State procurement standards.

Project Period

A **development project** must be completed within the time frame of the date the project sponsor agreement is signed by ASPT. (Generally, between 2 ½ up to no more than 3 years.)

An **acquisition project** should be completed within two (2) years of the date the project sponsor agreement is signed by ASPT.

A project including **both development and acquisition** should be completed by the end date listed in the project sponsor agreement or risk loss of funding. If the project cannot be completed by the project end date, the project sponsor must request a time extension within three (3) months prior to the end date on agreement. Project time extensions must include extenuating circumstances to be approved.

All RTP and OHV projects must be active within any 6-month period meaning reimbursements must be requested within that time frame. Failure to meet this requirement may result in funds being withdrawn for the project.

Project Start-Up

The project sponsor shall commence work on an approved project as specified in Section V. Work is defined as:

- an executed consultant agreement for studies, reports, or architectural/engineering projects; an executed construction contract or initiated on-site force account labor (construction or maintenance activities performed by a project sponsor's personnel rather than by outside labor) for development projects; release of Request for Quotes (RFQ) for equipment purchases; initiation of negotiations to purchase real property for acquisition projects; or other documented evidence of project initiation.

For Recreational Trails and Off-Highway Vehicle grant awards must be shovel-ready.

NOTE: All projects must be active within any six (6) month period beginning with the date of funding approval. Therefore, requests for reimbursement must be made within a six (6) month period. Failure to meet this requirement may result in funds being withdrawn for a project and may also delay agreements or claims moving forward in other opportunities.

Progress Reports

Following receipt of a fully executed Project Sponsor Agreement, the project sponsor is required to submit Status progress Reports to ASPT using WebGrants. These reports provide updates on project progress. The project sponsor must ensure that the reports are submitted in accordance with their Project Sponsor Agreement. Depending on the funding opportunity, these reports are due quarterly, bi-monthly or monthly. Any progress report that is late will delay any reimbursement request or any new agreements moving forward until these reports are in compliance. Late reports may affect future grant requests.

Project Type	Frequency
Competitive Motorized/Non-motorized Projects	Quarterly
State Lake Improvement Funds	Quarterly
RTP Safety and Education Projects	Bi-monthly
Supplemental OHV Grants	Bi-monthly
OHV Emergency and Mitigation Grants	Monthly
Land and Water Conservation Funds	Quarterly

On-Site Inspections

ASPT staff or advisory committee members may make periodic on-site inspections of project sites. Whenever possible, these inspections will take place with the project sponsor at a mutually agreeable time. During inspections, staff will determine compliance with the project sponsor agreement and provide problem-solving assistance.

Fund Acknowledgement and Signs

The project sponsor must provide permanent acknowledgement of grant funding assistance according to the following guidelines:

At a minimum, fund acknowledgement shall include the following language:

- “This project was financed in part by a grant from (**name of grant program**) and administered by the Arizona State Parks Board.”

Temporary Signs

The project site may display temporary signs acknowledging the funding source upon initiation of construction and the signs may remain until the project is completed. There is no requirement to place a sign at an acquisition project site because of the effect such acknowledgement may have on the market value of the land.

Permanent Signs

Fund acknowledgement signs and decals are available from ASPT at no cost. A project sponsor must obtain approval from ASPT before using any other method of acknowledgement.

ASPT will supply basic acknowledgement signs for approved projects to be used at project sites. Costs associated with additional fund acknowledgement and informational and/or directional signs are allowable project costs.

XIV. PROJECT TYPES

Development Projects

Construction contracts must be awarded, or force account on-site work must be in progress, within 6 (six) months of the obligation award and fully executed project sponsor agreement. Each project sponsor is expected to proceed with the development of plans and specifications after receipt of the fully executed project sponsor agreement for the Arizona State Parks Board approved development project.

The project sponsor must give attention to the following items when proceeding with approved work.

1. Arizona Licensed Architect/Engineer

- a. The project sponsor must use an Arizona licensed architect/engineer registered under A.R.S. § 32-1 – Professions and Occupations to prepare the plans and specifications for either contract or force-account construction work.
- b. The project sponsor must submit a copy of the signed agreement between the project sponsor and the architectural and/or engineering firm that conducts the work to ASPT if costs for this work are included in the approved project scope and budget.

NOTE: An officer or United States federal employee practicing as an architect, engineer, geologist, assayer, landscape architect or land surveyor is exempt from this requirement.

2. Bid Solicitation Review

- a. Upon completion of the solicitation of bids for construction contracts, the project sponsor must submit a copy of the bid award letter to ASPT ([Appendix B](#)).

3. Plans and Specifications Review for Historic Preservation Projects

- a. Historic Preservation plans and specifications must be submitted to the HP Grant Coordinator who will forward the plans and specifications to the State Historic Preservation Office (SHPO) for review.
- b. SHPO has 30 days to complete a review and provide written comments. Upon completion of the review, the HP Grant Coordinator will notify the project sponsor and when appropriate, issue a Notice to Proceed (NTP).
- c. The review ensures that the work to be accomplished is consistent with the Secretary of Interior's Standards for Historic Preservation Certification. Grant payment requests will not be processed until the review occurs.

4. Required Documentation for Development Projects

- a. The following documentation must be submitted before any reimbursements are released:
 - i. Plans and specifications (For all buildings and bridges)
 - ii. List of bids received
 - iii. Award of bid letter ([Appendix B](#))
 - iv. A justification statement if an award is made to a vendor other than the lowest bidder (must be approved by grant staff prior to selection)

Required Documentation for Equipment Projects

The project sponsor must purchase approved equipment according to the project sponsor's procurement standards. The project sponsor must submit to ASPT a copy of bids or price quotes for

equipment requiring competitive bidding. Equipment purchased with Recreational Trails Program Funding must meet “[Made in America](#)” standards and must be approved by ASPT staff prior to purchase.

Acquisition Projects for All Grant Programs EXCEPT Growing Smarter

The project sponsor must initiate negotiations to purchase land, water or property within six (6) months of the date on the fully executed project sponsor agreement.

Acquisition of land, water, property or interests therein may be accomplished through negotiated purchase or donation. All acquisitions must conform to the Arizona Board of Appraisal, the [Uniform Standards of Professional Appraisal Practice \(USPAP\)](#), and state and federal laws pertaining to acquisition.

ASPT will not provide grant assistance for, nor count as matching funds, land acquisitions at a price above the approved appraised value. An appraisal is considered valid if it was done within one year prior to the purchase.

Appraisal

The project sponsor must obtain an appraisal of the property proposed for purchase according to the requirements of the Arizona Board of Appraisal and the USPAP. The appraiser must be an Arizona-licensed certified appraiser. The appraisal is valid for one year.

Appraisal Review Report

The project sponsor must submit each appraisal to ASPT for review. ASPT confirms whether the preparation of the appraisal is in accordance with the USPAP and that the fair market value is appropriately supported.

ASPT may request a court-appointed “determination of value” of the review if the appraised value specified in the appraisal report is challenged. The approved appraised value as established by the appraisal review report, or a determination of value, sets the limit for grant assistance in the cost of land, water or other property.

Required Acquisition Documentation for All Programs

The first grant payment request will not be processed until the following documentation is received:

- Appraisal report
- Written offer to purchase, including a statement of just compensation (not required for donations)
- Written offer to donate when all or a portion of a property is to be donated
- Documentation that the owner was given an opportunity to accompany the appraiser during the appraiser’s inspection of the property (this can come from the project sponsor)
- Evidence of purchase price
- Recorded title
- Title insurance no older than one year, or the project sponsor’s attorney certification that the title is free and clear of encumbrances
- A cultural resources evaluation pursuant to A.R.S. § 41-861 et. Seq. of the State Historic Preservation Act, if required by the State Historic Preservation Office (SHPO)

Waiver of Retroactivity for Acquisition Projects

Acquisitions completed prior to grant approval may be eligible for grant assistance under the following conditions. A waiver of retroactivity applies only to real estate acquisition projects (land or structures). The waiver of retroactivity applies if it is necessary to acquire property, through purchase

or donation, before a grant application for acquisition assistance can be considered for funding, usually because the sale of a property is imminent and if not purchased, a significant opportunity would be lost. The Executive Director of Arizona State Parks, or a designee, must approve the waiver before the project sponsor acquires the property.

To obtain approval, the applicant must notify Arizona State Parks and Trails in writing of the necessity for the waiver and give justification for the proposed action prior to acquiring the property. The notification must include a site map and parcel map and the anticipated date of acquisition.

If Arizona State Parks and Trails approves the waiver and later awards the grant funds, then retroactive acquisition costs (including land donation values) will be eligible for grant assistance.

Granting a waiver acknowledges the need for immediate action, but does not imply project approval. Retroactive costs are incurred at the applicant's risk, since the granting of the waiver does not in any way ensure full funding approval of the project.

If Arizona State Parks and Trails grants the waiver, the applicant must submit a grant application within the next 12 months.

XV. Project Costs

Only items approved by the Arizona State Parks Board and identified in the scope of work from the project sponsor agreement are eligible for reimbursement and match. Eligible project costs are those identified specifically with and charged directly to a particular scope item.

Documents such as invoices, statements/claims and warrants, credit card receipts and credit card statements, or bank statement/canceled checks copies must support all expenditures. The project sponsor must reference the project by name and number on all documentation and must retain such documentation for five (5) years after the project closure date found on the project sponsor agreement.

Allowable Costs

The following criteria or categories describe allowable project costs:

1. **Pre-Agreement and Design/Engineering (D&E) and/or Consultant Costs** (*except Historic Preservation Projects*)

ASPT must approve these costs as a specific item in the budget at the time the application is submitted. These must be incurred no later than three years prior to grant submission.

2. **Acquisition Costs for All Grant Programs**

Property may be acquired through negotiated purchase or donation. Grant funds may not be used to acquire property through eminent domain or condemnation. Eligible acquisition costs include: appraisal and related fees; the fair market value of property acquired, as determined by an appraisal approved by the Arizona State Parks Board; and necessary relocation costs.

3. **Personnel**

Only the costs of personnel directly involved with approved project work are allowable, including travel expenses (not to exceed [current state travel rates](#)). If work requires employee supervision, the cost of the supervisor may be charged to the project. **Overtime pay is not allowed** except for OHV Law Enforcement grants if it is an approved scope item.

The project sponsor must maintain time and activity records for labor costs, including donated labor provided by volunteers. The records should document the date, the related scope items, number of hours, rate of pay (or donation value) and employee related expenses for each employee working on the project.

Each record must be signed by the employee and supervisor attesting to the accuracy of the charge. The time record must reference the project by name and number as shown on the project sponsor agreement. Payroll documents must also be maintained.

If donated labor is used, the amount allowed is the [Volunteer Rate](#) (which is currently \$33.49 per hour) or the rate outlined in the agreement, unless it is for a licensed trade which can be counted at the current market rate. A certified trail crew supervisor may be charged at \$35.39 per hour. If prison labor is used, only the actual amount paid for services rendered is eligible.

4. **Supplies and Materials**

The project sponsor may purchase supplies and materials for a project or they may be drawn from a central stock maintained by the project sponsor. When supplies or materials are drawn from a central stock, the project sponsor must retain internal requisitions and issue

documents. Reimbursement for such materials may not exceed the price charged to the project sponsor.

5. Equipment

Allowable costs include the cost of rented, leased or purchased equipment associated with the development of a project. Equipment required to make a facility initially operational such as pumps or sprinkler systems are also allowable. The project sponsor must maintain time and activity records for the equipment.

6. Construction

Allowable construction costs include activities from site preparation to completion of a project, including advertising for bids. Construction, in general, may be carried out by contract with a private firm or by use of the project sponsor's own personnel, materials and equipment (force account).

7. Discounts

Normally, ASPT reimburses only what was paid or the value of the donation. If project sponsors receive a discount, the difference between the full price and the discounted price may be counted as a donation if the vendor provides documentation of the amount paid as well as the full market value.

Non-Allowable Costs (unless otherwise noted)

- Operation and maintenance costs.
- Indirect and/or administrative costs.
- Costs that exceed amount specified in the sponsor agreement and amendments
- Costs incurred prior to or after the period of performance stated on signed project agreement
- Costs associated with preparation of grant applications.
- Ceremonial or entertainment expenses.
- Bonus payments
- Charges for deficits, overdrafts, late payment or interest fees.
- Charges in excess of the lowest bid when competitive bidding is required unless ASPT agrees **in advance** to higher cost.
- Charges incurred contrary to the policies and practices of the project sponsor.
- Consequential damage judgments arising out of acquisition, construction or equipping of a facility, whether determined by judicial action, arbitration, negotiation, or otherwise (damages to adjoining property owned by other persons which are caused by noise, lights, vibration, etc.).
- Incidental costs associated with acquisition of real property, and of interests in real property, unless allowable under A.R.S. § 34-401 to 439 or required by ASPT.
- Costs of offered discounts not taken by the project sponsor.
- Fines or penalties.
- Any losses arising from uncollectible accounts and other claims and related costs.
- Food and alcohol are not eligible expenses.
- Volunteer t-shirts, gift cards or awards.
- Fundraising of any kind is not allowed

XVI. Grant Payments

ASPT will reimburse eligible expenditures included within the project's approved scope of work. Reimbursements are made provided the minimum match required for the program is met.

Project sponsors must use the forms located in WebGrants and complete the Detailed Expenditure Record to request reimbursement. This fiscal accounting system must be used to ensure proper accounting of receipts and expenditures attributable to an awarded project.

Each expenditure **must be** supported with appropriate supporting documentation.

The project sponsor must retain all original support documentation, such as purchase orders, requisitions, invoices and evidence of payment, time sheets, transfer documents, appraisals and related acquisition documents. Support documents that don't already include this information must identify the grant project name and number as shown on the project sponsor agreement. *These documents must be retained for a period of 5 years from grant closure.*

A project sponsor must submit their Vendor ID number prior to submission of first reimbursement. To obtain this number please use the following link: <https://app.az.gov>

Detailed Expenditure Record (DER) Form

The Detailed Expenditure Record is used to list actual costs and match for eligible project expenditures in chronological order.

- Each expenditure must reference a project scope item and an electronic transfer or acknowledgment of a credit card purchase for each expenditure paid.
- Every match requires documentation including: volunteer time, staff time, equipment use, and any other match submitted. PLEASE NOTE: MOST GRANT PROGRAMS REQUIRE A MINIMUM MATCH WITH EACH REIMBURSEMENT.
- A Detailed Expenditure Record must be completed and sent electronically according to the instructions and must accompany each grant payment request.

REMINDER: Supporting documentation including photocopies of purchase orders, requisitions, invoices, evidence of payment, time sheets, transfer documents, appraisals and related acquisition documents are also required.

Grants Volunteer Match Form

- A Grants Volunteer Match Form is included in each claim on WebGrants (sample [Appendix E](#)) and is required to document eligible match work. The form identifies the Scope Item applicable to the match work, what was done, when it was done, and who did the work. All information must be provided.
- The individual sign-up sheets need to be kept in the sponsors files for five years after project completion. A summary of volunteer work needs to be submitted electronically.

Payment Process

Project sponsors should bill at a minimum of once during each 6-month period and this request must be sent electronically. Project claims may be submitted as frequently as weekly. Monthly requests are preferred. Please submit only one claim at a time. Please note that payments will typically take two (2) to four (4) weeks to process.

XVII. Project Closure and Certified Completion Letter

The project sponsor must complete the project by the project end date specified in the Project Sponsor Agreement's period of performance. The Project Sponsor shall have no more than 60 days following the project ending date to submit all required closure documents to ASPT through WebGrants. Failure to submit the closure documents within this timeframe may reflect negatively on the rating of the project sponsor's future grant applications and may result in project termination.

ASPT will hold final reimbursement until the project sponsor provides the close out letter and final status report.

Required Closure Documents for All Grant Programs

The project sponsor must complete the *Certified Completion Letter* in WebGrants to ASPT within 60 working days following project completion following the project end date.

The following documents must be submitted in WebGrants to ASPT within 60 working days following project completion:

- A completed final Grant Payment Request Form (Claim), which includes the Detailed Expenditure Record (DER).
- A Final Status Report indicating that the project is 100% complete along with project photos. This Final Report must include that all approved grant expenditures and match have been completed.
- An "as-built" site map for development projects or an "as-acquired" parcel map for acquisition projects.
 - **NOTE:** The site map or parcel map need only depict work completed or parcels acquired with grant assistance. The project sponsor is not required to submit detailed engineering drawings for site maps. Please try to keep maps 8.5" X 11" in size. Submit an "as-built" map if the project site is different from the map submitted with the application.
- A final deliverable such as a status report, brochure, video, survey, inventory report, or photos that include acknowledgement of grant funds awarded/ used.

Final On-Site Inspections

ASPT may request photos of a completed project in lieu of performing an on-site inspection. In addition, project sponsors may be asked to attend an advisory committee meeting to report on finished projects.

Development Projects

ASPT staff or their designees may schedule a final on-site inspection of the project site to determine compliance with the terms of the project sponsor agreement and any amendments. Problems that become evident during the inspection may be reconciled by amendment, administrative action or other action appropriate to the funding program and the project.

Equipment Purchases and/or Land Acquisitions

ASPT will determine the need for on-site inspections of equipment purchases and land acquisitions. ASPT requires that any equipment purchased with grant funds must be properly maintained and serviced by the project sponsor. The project sponsor is required to provide ASPT with equipment, make, model, and VIN(serial) number after purchase. The equipment must only be used for its intended purpose. Project Sponsors must **provide annual updates** to ASPT staff on the equipment's

use and purpose. Failure to provide this report may delay future grant approvals. The project sponsor must contact ASPT prior to disposal or transfer of any grant purchased equipment.

Document Reconciliation and Final Payment

If applicable, the final payment will be processed after ASPT staff receives all required closure documents.

XVIII. Project Withdrawal and Termination

Each awarded project will be closed, withdrawn or terminated according to the provisions of the project sponsor agreement.

Withdrawal

The project sponsor may withdraw the project at any time before the first grant disbursement is made without penalty.

If State Parks and the project sponsor agree that the continuation of the project would not produce beneficial results commensurate with the further expenditure of funds the project sponsor may withdraw from the project sponsor agreement at any time before the date of completion. The two parties shall agree upon the withdrawal conditions, including the effective date and, in the case of partial withdrawal, the portion to be withdrawn. The project sponsor shall not incur new obligations for the withdrawn portion after the effective date, and shall cancel as many outstanding obligations as possible.

The project sponsor is required to reimburse all funds provided by the Arizona State Parks Board with the grant share of obligations properly incurred before the effective withdrawal date unless the project in question is brought to a state of public usefulness to the terms set forth by ASPT.

Termination

After initial payment, the Arizona State Parks Board may terminate the project in whole, or in part, at any time before the date of completion, whenever the Arizona State Parks Board determines that the project sponsor failed to comply with the terms or conditions of the grant. Arizona State Parks Board will promptly notify the project sponsor in writing of the determination and the reasons for the termination, including the effective date. All payments made to project sponsors shall be recoverable by ASPT under a project *terminated for cause*. *

- *Termination for cause is a contract provision that permits a party completely or partially to terminate performance of the contract for material breach or other stated causes.

When there is a "for cause" event, the contract usually requires that the party give the other party notice that adequately identifies the reasons for the alleged "for cause" event, and provides a period of time for the other party to cure the problem(s). Only if that party fails to rectify the problem(s) within the prescribed cure period does the affected party have the right to terminate the agreement.

XIX. Audit

Each awarded project is subject to audit by ASPT staff or designees within five years after the official closure letter submitted by the project sponsor is received by ASPT. This signifies the official closeout of the grant.

The audit determines compliance with the terms of the project sponsor agreement and that all project expenditures were allowable and documented. The project sponsor is responsible to comply with the project record retention requirement of maintaining project records for a period of five years.

Random Selection

An annual, random selection from closed projects determines which projects are audited. A minimum of one project per program may be selected.

Audit Checklist (Appendix)

Project sponsors are required to complete an ASPT audit checklist and provide the designated audit firm with an audit packet, which includes the documents listed on the audit checklist within 20 working days.

Audit Coordination

ASPT staff coordinates the audit process with the project sponsor and its designated audit firm.

Recovery of Grant Funds

In the event a disallowance of grant expenditure(s) was not determined prior to close-out of the grant, ASPT retains the right to recover an appropriate amount after fully considering the recommendations on disallowed costs resulting from a final audit.

XX. Post-Completion Requirements

The results of a completed project shall benefit the public according to the stated purposes of each grant-funding program. ASPT requires a project sponsor to operate and maintain the project for the period specified in the project sponsor agreement.

Operation and Maintenance

Property acquired or developed with grant assistance shall be operated and maintained as follows:

- The property shall be maintained to appear attractive and inviting to the public.
- Sanitation and sanitary facilities shall be maintained in accordance with applicable health standards.
- Buildings, roads, trails and other structures and improvements shall be kept in good repair throughout their estimated lifetime to prevent undue deterioration and to encourage public use.
- The facility shall be kept open for public use during reasonable hours and times of the year, according to the type of area or facility.
- Properties shall be kept safe for public use.

Self-Certification Inspections ([Appendix F](#))

Growing Smarter Acquisitions parcels must complete an annual report through WebGrants by June 30.

Non-Compliance with Post-Completion Requirements

Project sponsors who do not meet the term of public use for grant-funded facilities must follow one of the remedies listed below to be in compliance with these guidelines. ASPT will consult with the project sponsor in determining the most appropriate remedy.

Obsolescence

The [LWCF Grants Manual](#) shall be used as guidance to process obsolescence requests. Only those requests that significantly contravene the original plans for an area shall require the Executive Director of ASPT (or designee) and in the case of LWCF, the National Park Service review and approval action. Notwithstanding neglect or inadequate maintenance on the part of the project sponsor, a recreation area or facility may be determined to be obsolete if:

- Reasonable maintenance and repairs are not sufficient to keep the recreation area or facility operating;
- Changing recreation needs dictate a change in the type of facility provided;
- Operating practices dictate a change in the type of facilities required; or
- The recreation area or facility is destroyed by fire, natural disaster or vandalism.

If a facility funded with LWCF is declared obsolete, the project area must continue to be available for public outdoor recreation in perpetuity.

Conversions

A conversion is required when a grant recipient is no longer maintaining a grant-funded facility to the standard originally stated in the project sponsor agreement approved by Arizona State Parks Board, or when the facility has been removed from public use. The facility must be replaced by one of equal value at the time of conversion at the grant recipient's expense.

If project areas are not properly meeting the term of public use, the [LWCF State Assistance Program: Federal Financial Assistance Manual](#) is used as guidance to process conversion requests under the

LWCF; Local, Regional, and State Parks; Recreational Trails Program; Trails; State Lake Improvement Fund; and Off-Highway Vehicle grant programs.

ASPT will process conversion requests administratively by obtaining Executive Director or designee approval. Conversions affecting LWCF project sites shall be forwarded to the National Park Service for approval following action by the Executive Director or designee.

Repayment for All Grant Programs Except Growing Smarter and LWCF

In the event the project sponsor fails to provide for operation and maintenance of the facilities or equipment during the Term of Public Use, the project sponsor shall reimburse the appropriate grant fund as follows:

- 100% of grant expended funds, 0-5th year;
- 80%, 6th-10th year;
- 60%, 11th-15th year;
- 40%, 16th-20th year;
- 20%, 21st-25th year.

NOTE: As an example, the 6th-10th year shall mean from the first day of the sixth year through the last day of the tenth year, beginning with the certified date of completion.

Repayment is not allowed for LWCF grant projects.

In lieu of repayment for a facility that is removed from public use prior to the end of the required Term of Public Use, the project sponsor may apply for obsolescence under subsection C.1.

Repayment for Growing Smarter Acquisition Projects

The project sponsor is in default if it fails in the performance of any portion of this agreement or any conditions of the Conservation Easement. Notice of and a description of the nature of the default will be mailed to the project sponsor. Failure to commence an ASPT-approved cure for the default or to seek amendment to the approved cure, within 60 days of project sponsor's receipt of the written notice, shall be considered a default.

In case of a default of the contractual provisions stated in either this agreement or the conditions of the patent, ASPT retains the right to exercise remedies to the grant contract. Specifically, ASPT may request the following as remedies to a default: demand the return of the total grant award made pursuant to this agreement, interest on the grant award calculated at the court accessed judgment rate, attorney's fees and court costs.

XXI. Appendices

- A. Amendment Policy
- B. Sample Bid Award Letter
- C. Certified Completion Letter
- D. LWCF Site Inspection Report
- E. Volunteer Tracking Sheet (Sample)

APPENDIX A

Amendment Policy for Grant Project Sponsor Agreements

Project sponsor agreements authorized by the Arizona State Parks Board may be amended to accommodate changes to the original agreement. Authorized amendment types include: 1) time extensions, 2) scope changes, 3) funding adjustments, and/or 4) change in project sponsor.

The following explanation clarifies authorized amendment types including the approval authority for each and shall apply to each grant program administered by ASPT.

Amendment Type	Approval Authority
1. Time Extension	
<ul style="list-style-type: none"> • 1 year or less 	Executive Director or Designee
<ul style="list-style-type: none"> • More than one year or more than one extension 	Arizona State Parks Board
2. Scope of Change	
<ul style="list-style-type: none"> • Additional scope items, but within the original intent and cost of approved project 	Executive Director or Designee
<ul style="list-style-type: none"> • Deletions resulting in no significant impact on the original scope or project rating 	Executive Director or Designee
<ul style="list-style-type: none"> • Change in project location but the original scope remains the same 	Executive Director or Designee
<ul style="list-style-type: none"> • Deletions having significant impact on the original scope and project rating 	Arizona State Parks Board
3. Funding Adjustment	
<ul style="list-style-type: none"> • Transfer of unused funds in a completed project of project sponsor to another project of the same project sponsor with cost overruns, but with no adjustments to either project's approved scope of work 	Executive Director or Designee
4. Change in Project Sponsor	
<ul style="list-style-type: none"> • Transfer of project from one sponsor to another 	The appropriate advisory body shall review prior to recommending action to the Arizona State Parks Board on this type of amendment.

Notes to the Policy:

Upon project closure, an amendment shall not be necessary to reduce project costs from the original award if the approved project scope was accomplished for less money than the award. In lieu of the

amendment, staff shall prepare a “Project Closure” letter to the project sponsor summarizing grant fund expenditures and the disposition of unexpended funds. This letter shall be the official document specifying actual grant funds expended, closure of the project, and the disposition of unexpended funds.

Amendments to approve scope of work items or staff shall present retroactive time extensions to the appropriate Advisory Committee and then to the Board for approval consideration, with a staff recommendation for either approval or denial. Scope change amendments must include a revised cost schedule and a revised site plan.

APPENDIX B

Sample Bid Award Letter:

Address the Bid Award letter to Arizona State Parks & Trails on the project sponsor's letterhead and send to Arizona State Parks via email, or through correspondence in WebGrants.

Date:

**Chief of Grants and Trails
Arizona State Parks and Trails
1110 West Washington St, Suite 100
Phoenix, Arizona 85007**

Dear (Chief of Grants and Trail's name):

A bid proposal has been reviewed and found to be acceptable for the grant project numbered and titled: _____.

An award has been made to:

**Vendor's Name:
Address:
Award Amount:
Scope of Work:**

Documents attached to this report include:

- 1) Certified list of bids received; and**
- 2) A justification statement if an award is to a vendor other than the low bidder. A copy of the signed contract will be mailed to Arizona State Parks and Trails after it has been fully executed with the vendor.**

A copy of the signed contract will be mailed to Arizona State Parks and Trails after it has been fully executed with the vendor.

Sincerely,

Name

Title

Organization

APPENDIX C

Sample
(Available on WebGrants)

Certified Completion Letter

Date:

**Chief of Grants and Trails
Arizona State Parks
1110 West Washington St, Suite 100
Phoenix, AZ 85007**

Dear _____,

**This letter certifies that the grant project titled _____,
and numbered _____ was completed on _____ in accordance with
the terms of the project sponsor agreement, including any approved amendments and
complies with all applicable laws, rules and regulations.**

**This letter also certifies that this entity complied with all applicable state, local or other
procurement rules and that the following documents are part of the project files for
each awarded contract:**

- **plans and specifications stamped by an Arizona licensed architect/engineer**
- **award of bid letter for each construction contract**
- **list of bids received for each construction contract**
- **complete and signed copy of all construction contracts; and**
- **a justification statement if an award is made to a vendor other than the lowest bidder.**

**All records and back-up documentation will be retained for five years. All facilities
developed with grant funds will be available for public use for _____ years.**

**Signature of person authorized to
sign for the Project sponsor**

Title of the above

APPENDIX D

Arizona State Parks & Trails LWCF Site Inspection Form

Please review the form below to see what staff are looking for when conducting site visits. The form is completed by grant staff to ensure compliance for all LWCF projects. It is important that each grantee understands the implications of not complying with LWCF policies and procedures.

1. Is the property being used for the purposes intended?
2. Is the property accessible to users with physical disabilities?
3. Are the site/structures well maintained?
4. Is there any visible graffiti or vandalism?
5. Is the site and programs open to the general public including non-residents?
6. Are the hours of operations posted?
7. Are fees and charges reasonable?
8. Are the scope items of the project on the project site?
9. Are all buildings used for recreation?
10. Was the boundary verified with a determination that no conversion for non-recreational land use is necessary?
11. Is the site free of any major problems?
12. Indicate the overall condition of the site.
13. Is there an LWCF/LRSP sign posted on-site?

APPENDIX E

Volunteer Tracking Form Sample

Date:	Volunteer	Working hrs.	Total hours	Signature
7/12/24	Mike Jones	8am -12 pm	4	<i>M Jones</i>
7/24/24	Joe Smith	10 am -12 pm	2	<i>JJ Smith</i>
		Total July:	6	\$200.94

Joe Black, Chief Ranger
Supervisory Signature

8/1/24
Date: