



Grants Manual & Administrative Guidelines



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Overview

Arizona State Parks and Trails (ASPT) plays a vital role in preserving our state's natural and cultural treasures, operating under the mission: **"To connect people with the outdoors and history of Arizona to build a lifetime of memories."** While we manage and protect 33 designated State Parks, our impact extends far beyond those boundaries. Revenue generated from dedicated grant programs flows directly into communities across Arizona, funding crucial projects from trail development and maintenance to historic preservation and outdoor education, ultimately enriching lives, boosting local economies and providing new outdoor recreation opportunities.

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:

- Heritage Fund (HF)
- Land and Water Conservation Fund (LWCF)
- Off-Highway Vehicle Recreation Fund (OHV)
- Recreational Trails Program (RTP)
- State Lake Improvement Fund (SLIF)

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, subject to grant staff discretion:

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 Arizona 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. Is it allowed if it is an OHV Competitive Grant for Law Enforcement?

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 description of work, number of hours, rate of pay (or donation value).

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 for paid staff must also be maintained.

If donated labor is used, the amount allowed is the [Volunteer Rate](https://independentsector.org/research/value-of-volunteer-time) (this changes every year, see the current rate online at <https://independentsector.org/research/value-of-volunteer-time>) 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.

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. For an example volunteer match form, please see Appendix D on page 52.

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

Discounts provided by contractors can be used as matching funds **if the vendor** provides documentation of the amount paid as well as the full market value.

Ineligible Expenses (Applicable to All Grant Programs)

Please note that the following items are generally ineligible for funding across all Arizona State Parks and Trails grant programs:

- Food, water, alcohol and snacks (including water at volunteer events, unless explicitly specified as eligible for plain water)
- Landscaping strictly 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 (unless specifically allowed as pre-award costs in a particular grant program)
- Administrative costs, overhead costs, or costs associated with grant application preparation
- Development of local or regional plans (unless specifically tied to a Master or Travel Management Plan that results in trail designations or development)
- Promotional items (e.g., video/CDs/DVDs, brochures, t-shirts, posters, calendars)
- Projects that displace fish and wildlife species or reduce habitat and/or impact cultural and biological resources.

- Anything contrary to state or federal law.
- Volunteer t-shirts, incentive payments or awards; ceremonial or entertainment expenses
- Fundraising of any kind
- Fines, penalties, charges for deficits, overdrafts, late payments or interest fees
- 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

How to Apply for Grant Funding

All applications are completed within Arizona State Parks & Trails online grant management system, WebGrants, at <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. This ensures that projects align with grant deliverables and sets sponsors up for the best chance of success in obtaining grant funding. Step by step videos and instructions [can be found on the ASPT website](#). In addition, Grants staff conduct regular [Grant Workshops](#) as live demonstrations for various stages of the grant management process.



GRANT WORKSHOPS

See the Arizona State Parks & Trails Grants Workshops webpage for a list of workshop dates and previous workshop recordings. 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.



RIVER ISLAND OHV TRAILHEAD
JUNE 2025



JONES PARK IN ELOY
DECEMBER 2022

See the next page for a table breakdown of allowable costs

Program	Purpose	Applicants	Funding	Match Req.	Timeframe / Key Notes
Land and Water Conservation Fund (LWCF) State Assistance	Acquisition and/or development of public outdoor recreation areas and facilities; ADA/accessibility upgrades.	Federal, State, County, Local, and Tribal Governments; Schools and School Districts	Up to \$1,500,000	100% (dollar-for-dollar) cash and/or in-kind contributions	3 years from National Park Service award date. Design and engineering costs incurred within 3 years of NPS award with prior approval.
LWCF – Outdoor Recreation Legacy Partnership (ORLP) Program	Acquire/develop public lands for outdoor recreation in Urbanized Areas (pop. 300,000) Serving economically disadvantaged neighborhoods.	State, County, Local, and Tribal Governments; Schools and School Districts that serve an eligible jurisdiction within a designated urbanized area	Up to \$1,500,000	100% (dollar-for-dollar) cash and/or in-kind contributions	3 years from National Park Service award date. LWCF does allow some pre-award costs if specified in the agreement.
Off-Highway Vehicle (OHV) Recreation Fund Grants	Develop, maintain, and manage OHV recreation opportunities and mitigate related impacts. Includes competitive law enforcement, maintenance/mitigation, and signage sub-programs.	Federal, State, Local, County, and Tribal Governments; Non-Profits	Up to \$750,000	No match required.	Cultural/environmental/archaeological assessments & PDE costs eligible only with prior approval. Law Enforcement: For OHV-specific enforcement/education on public land; excludes search/rescue & fire departments. Maint/Mitigation: For existing motorized trail maintenance; must be shovel-ready & use ASPT contracted crews; 1-year completion. Emergency circumstances may allow expedited approval/no match. Signage: For OHV navigation/info/safety signs in designated OHV areas; 6-month completion.
Recreational Trails Program (RTP)	Develop and maintain recreational trails and facilities for motorized and non-motorized uses; promote safety and environmental protection.	Federal, State, Local, County, and Tribal Governments; Non-Profits.	Non-Motorized: Up to \$100,000 Motorized: Up to \$750,000 Safety & Env. Education: Up to \$25,000	5.7% (cash or in-kind)	Jointly administered by FHWA, AZDOT, and ASPT. Projects must be initiated within 6 months (180 days) of FHWA obligation. Grants must be completed by end of state fiscal year (June 30). Non-Motorized: For hiking, bicycling, in-line skating, equestrian, cross-country skiing, acquisition, development/maintenance, equipment. SEE: Promote safety/environmental protection related to trails; education programs. Trail Maintenance: For existing non-motorized trails; shovel-ready, use ASPT contracted crews; 1-year completion.
State Lake Improvement Fund (SLIF)	Fund projects on bodies of water where gasoline-powered boats are permitted, improving boating access and safety.	Arizona Game and Fish Department, Board of Supervisors of any county, Governing body of city/town.	Up to \$750,000	No match required.	Project must be initiated within six months of award.
Heritage Funds (HIF)	To preserve, restore, and interpret Arizona's historic and archaeological resources.	Federal, State, Local, County, and Tribal Governments; Non-Profits.	Heritage LRSP Up to \$100,000 Heritage Environmental Education Up to \$25,000 Heritage Non-Motorized Up to \$50,000	No match required.	

Understanding the Process

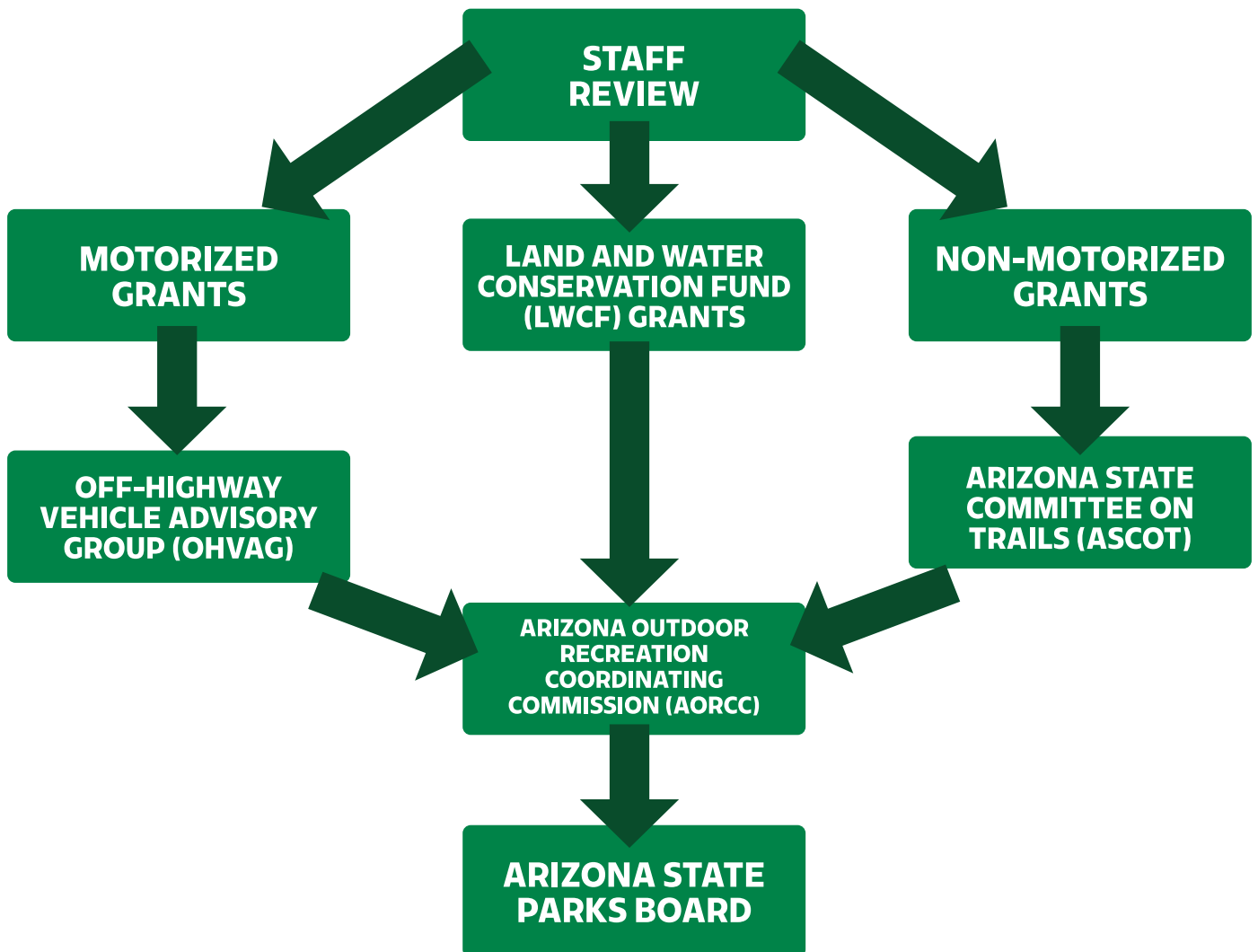
How Projects are Reviewed

Committee and Board Review

There are 3 active advisory committees with community members who are passionate about outdoor recreation. Each advisory committee reviews applications for specific grant funding. See details on the next page.

ACRONYM	COMMITTEE NAME	FUNDING REVIEWED
ASCOT	Arizona State Committee on Trails	RTP
OHVAG	Off-Highway Vehicle Advisory Group	OHV
AORCC	Arizona Outdoor Recreation Coordinating Commission	LWCF, SLIF, OHV

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).



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) 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.

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:

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. Funds are passed from FHWA to ADOT and then to ASPT for claim reimbursement.

Arizona Department of Transportation (ADOT)

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

State Historic Preservation Office (SHPO)

Conducts all cultural reviews of state funded projects. [SHPO](#) also administers Historic Preservation Program Grants. For more information about these grants, please contact Jessica Lapota at jlapota@azstateparks.gov or by calling (602) 364-0059.

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-Contracted Trail Crews

For trail projects, sponsors will work with one of the State Contracted Trail Crews. Detailed Trail Crew information can be found on page 29.

- American Conservation Experience (ACE)
- Arizona Conservation Corps (AZCC)
- Cuddy Mountain Trail Company (CMTC)
- Flagline Trails
- Proline Trails
- Southwest Siteworks

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).

National Park Service (NPS)

[NPS](#) is responsible for conducting NEPA and Section 106 review of Land and Water Conservation Fund (LWCF) Projects. NPS also supports ASPT staff in processing new project approvals, amendments, and other tasks necessary for grant administration.

Completing Specialized Maps & 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

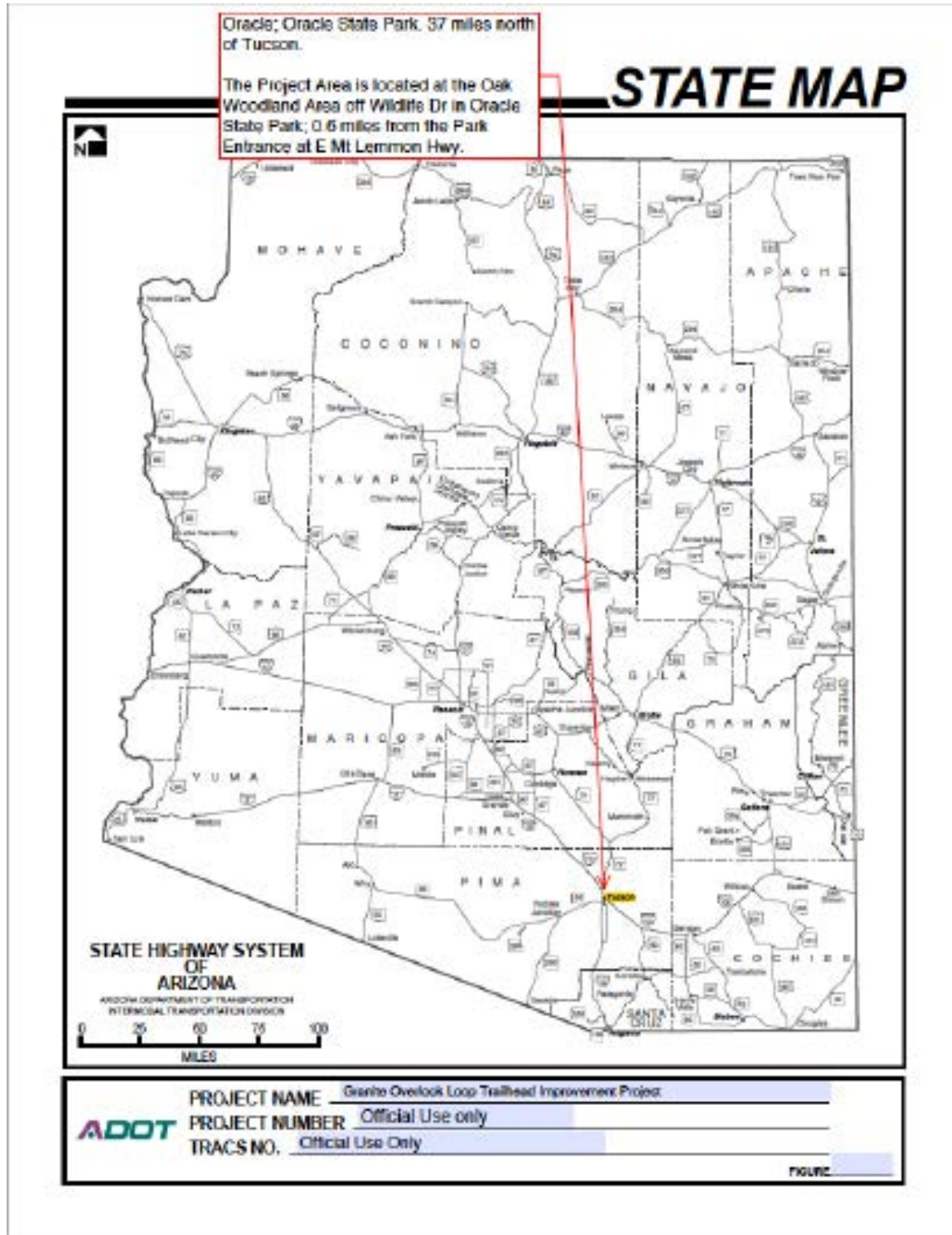
- Floor plans must be submitted if structures are included as part of the project.
- Preliminary construction drawings of floor plans for all proposed structures shall be submitted with each application (Project Area Maps & Photos, section #3).
- An elevation must be shown to indicate the architectural 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



Map & Photo Examples for Project Sponsors

Note: All maps and photos will be uploaded on the Project Area Maps & Photos Form in your application

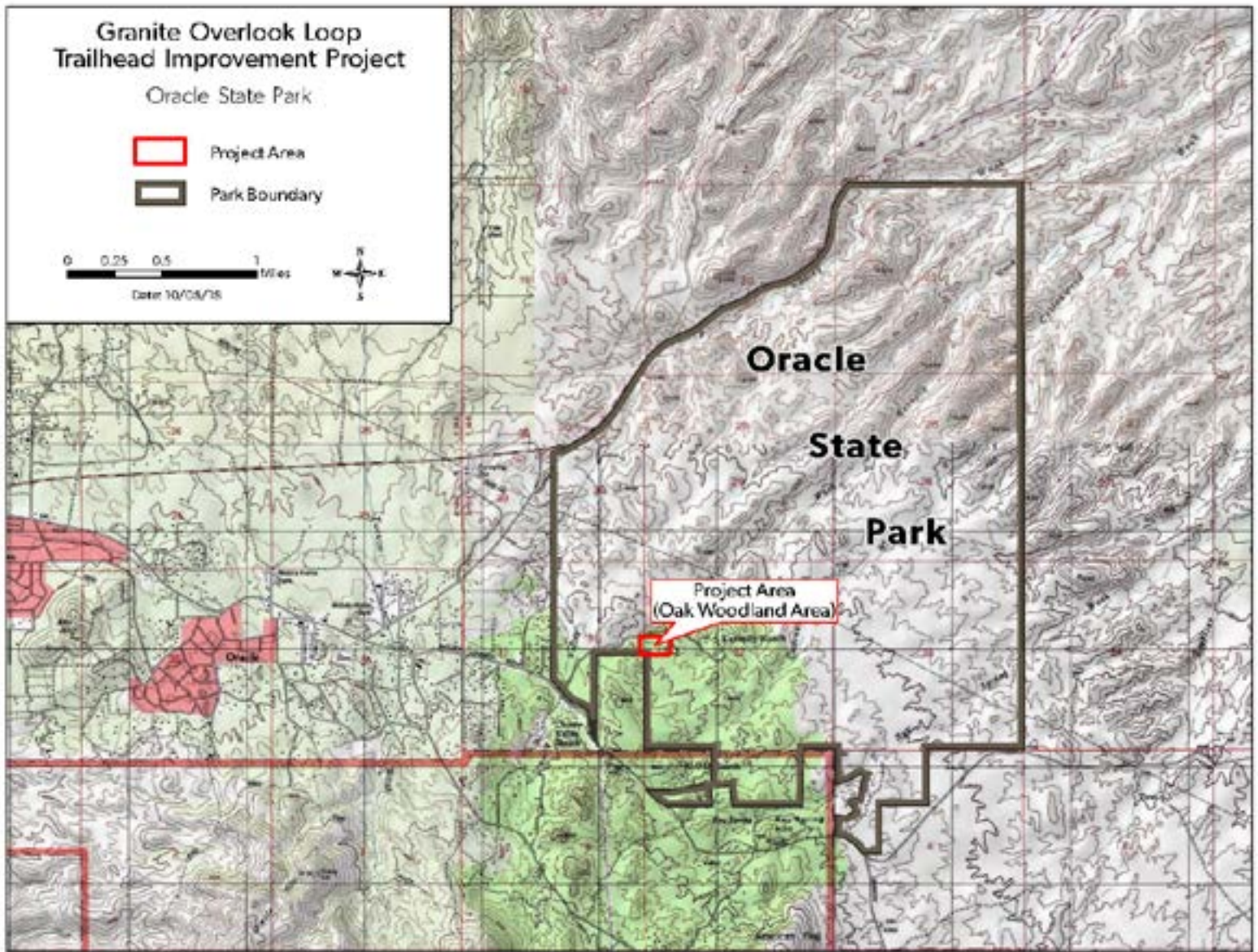
State Map



The State Map is used to show where the project is located in relation to the entire state of Arizona. Please be sure to highlight the nearest city on the map and indicate in the red text box additional details about the location of the project area.

Map & Photo Examples for Project Sponsors

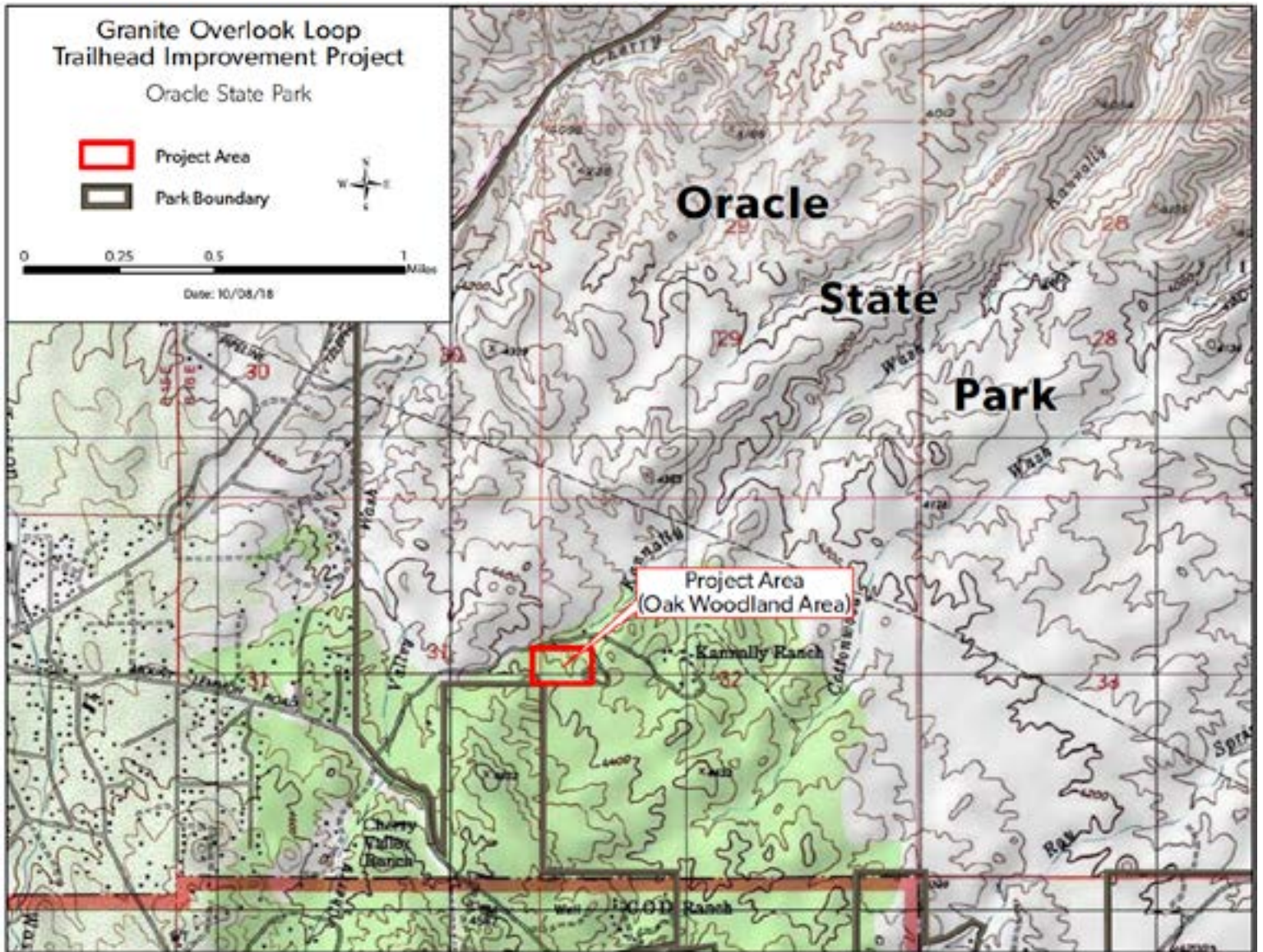
Topographic Map #1



Topographic Map #1 is meant to show what is surrounding the project area. What is the closest town/city? Is it next to any bodies of water? What other distinguishing features are close by? All of this information makes it easier for us to locate the project area ourselves. In this instance, you can tell the project area is within Oracle State Park, which is near the town of Oracle. This is important to help pin down the exact location of the project area.

Map & Photo Examples for Project Sponsors

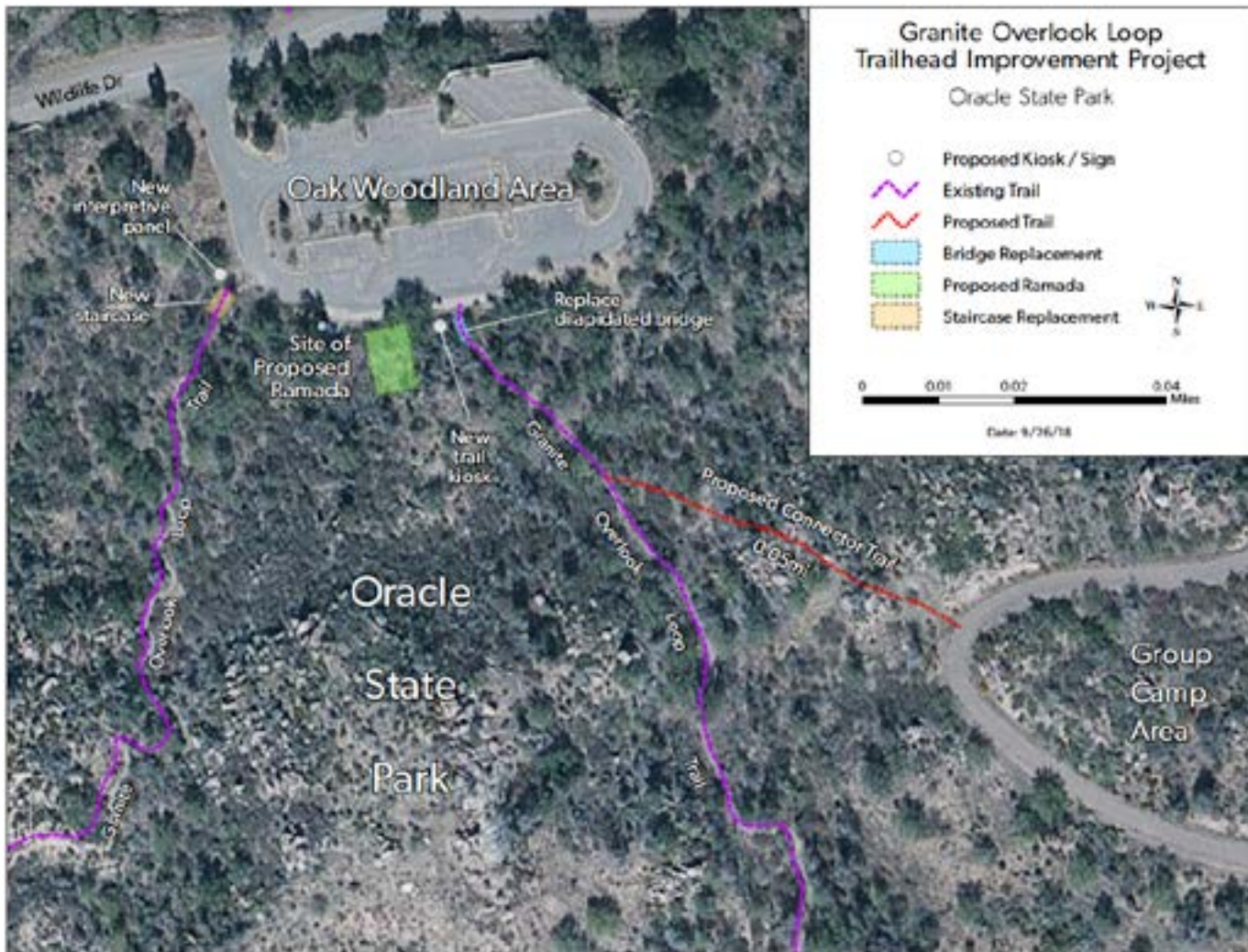
Topographic Map #2



The purpose of Topographic Map #2 is to highlight the topography of the area surrounding the project site. This map is critical for when Arizona Department of Transportation's Environmental Planning Group (ADOT EPG) and the State Historic Preservation Office (SHPO) reviews the grant application. The lack of a detailed topo map provided in the grant application is a major cause of delay for many applicants.

Map & Photo Examples for Project Sponsors

Imagery Map



The Imagery Map highlights the precise location of ALL scope items that require ground disturbance in the project. Any ground disturbance MUST be shown on this map. The more detail provided on this map, the better! Please keep in mind that the features shown on this map should have corresponding photos as well.

COMMON MAP ERRORS

Failure to Identify the Location of All Ground Disturbance Activities

Examples:

The application budget lists three (3) kiosks will be purchased with grant funds but on the map(s) provided only two are identified.

A Ramada is listed on the budget but its location was not identified on any map.

Cattleguards & exact locations of interpretative signs are often not identified on maps.

Archaeologists from ADOT//SHPO must know exactly where these items will be placed.

Interpretative panels must be located and identified in the grant application. Please do not randomly mark locations only to change them when the grant has been approved.

Map & Photo Examples for Project Sponsors

Granite Overlook Loop Trailhead Improvement Project Photos



**Granite Overlook Loop Trailhead Area.
(32.6101, -110.7399)**



**Location of the proposed ramada.
(32.6099, -110.7397)**

On the Project Area Maps & Photos Form, applicants are required to upload at least eight (8) color photographs. Here is what we are looking for in the photos:

- 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 your 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.

Map & Photo Examples for Project Sponsors



**Old kiosk to be replaced by a newer one.
(32.6099, -110.7394)**



**Dilapidated bridge to be replaced.
(32.6099, -110.7394)**

Map & Photo Examples for Project Sponsors



The old staircase will be replaced by a new one and a new interpretive panel will be installed. (32.61, -110.7398)



Beginning of the proposed connector trail between the Granite Overlook Loop trail and a nearby groupcampsite area. (32.6093, -110.7388)

Map & Photo Examples for Project Sponsors



Second photo of the proposed connector trail. (32.6092, -110.7387)



Third photo of the proposed connector trail. (32.6093, -110.7385)

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

Use this 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 go to <https://ert.azgfd.gov> 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).

Cultural & 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. Submitting early 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.**

National Environmental Policy Act (NEPA) and 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.

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.

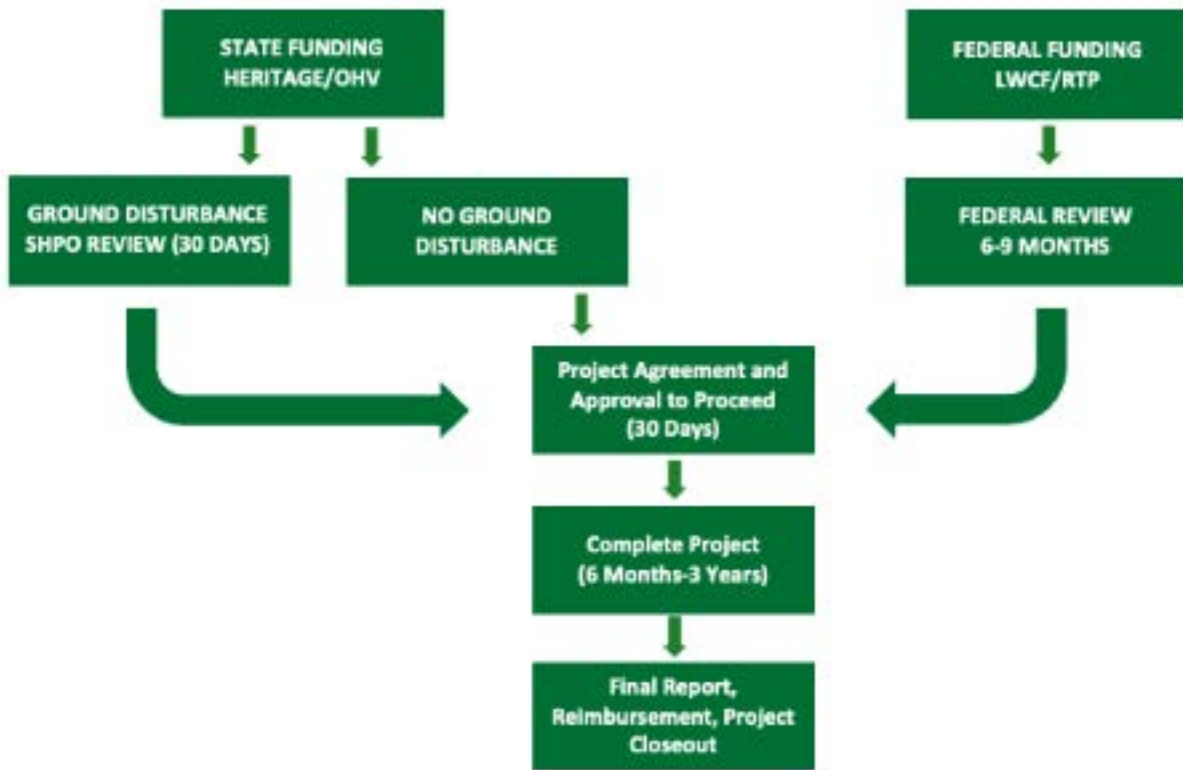
If awarded a grant, the project sponsor is responsible for obtaining all applicable permits and clearances no later than 90 days after the project agreement is signed. Construction funds will not be released until copies of all applicable permits and clearances are received in this office.

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 Tucker | Senior Project Manager
(602) 230-6956 | kathleen.a.tucker@usace.army.mil

NEPA/Section 106 Review and Approval Process



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 (e.g. 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 NEPA/Section 106 compliance process.

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. If you are unsure of the meaning of data dumping, please reach out to Grant Staff and we will be happy to assist.

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 (RTP Only)

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 aquisition 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.

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 Project Sponsor Completion Letter within **60 days** after project agreement expiration. All claims for reimbursement must be submitted within 30 days following the project end date. All financial close out documents are required within **60 days** of grant close out, and all expenses must have been incurred before the project end date. 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 completion letter and final status report. The Project Sponsor Completion Letter is now a required section of the final status report.**

Eligible Travel

All approved project related travel costs must comply with [Arizona Department of Administration Vendor Travel Policy](#) 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](#). Please reach out to grant staff for further assistance to determine eligibility prior to making travel arrangements.

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.

Operating 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.

Grant Scoring Criteria

High Level Scoring Criteria (Motorized and Non-Motorized, State and Federal)	Points
Connection to Associated Planning Document How well does the project align with State Trails Plan and other planning documents?	50
Comprehensive Budget Does the budget have enough detail to understand costs but allow for flexibility?	20
Timeline / Planning Is the project shovel ready? Is the timeline reasonable?	10
Application Quality Are all required elements provided by the sponsor?	10
Special Considerations Letters of support, matching funds, first-time applicants, and diversity of trail uses	10
TOTAL	100

Land and Water Conservation Fund scoring is determined by the SCORP.



Scoring Criteria (LWCF)

Points

Project Need		10
Inclusion	4	
Type of Project	3	
Impact on Recreational Opportunities	3	
Project Quality		19
Project Readiness	3	
Partnerships	3	
Public Involvement	3	
Innovation and Best Practices	3	
Detailed Budget	4	
Connectivity	3	
Conservation and Environmental Stewardship		15
Sustainable Outdoor Recreation		15
Connection, Community, and Economic Vitality		15
Pathways to Health and Wellness		15
Project Management		11
Grant History	3	
Maintenance Capacity	3	
Grant Compliance	3	
Workshop Attendance	2	

TOTAL

100

High Level Scoring Criteria (SLIF)**Points****Law Enforcement and Safety****20**

Is the project focused on law enforcement and/or safety?

Project Specific Planning Efforts**15**

Why is this project needed?

Public Involvement**10**

How has your organization involved the public in decision-making?

Comprehensive Statewide Plan**10**

How does the plan provide comprehensive, long-term and sustainable solutions?

Community Support**10**

Letters of Support

Project Location**10**

What county is your project located in?

Project Type**10**

What type of project will you be doing? Renovation, acquisition, combination?

Community Partnerships**5**

What new partnerships will be formed?

Matching Funds**5**

Will you be providing any matching funds for this project?

Grant Award History**5**

Have you worked with us before?

TOTAL**100**

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.

American Conservation Experience (ACE)

(888) 958-6819 | www.usaconservation.org

Arizona Conservation Corps (AZCC)

(928) 526-3280 | www.azcorps.org

Cuddy Mountain Trail Company (CMTCC)

(208) 550-1193 | www.americantrails.org/organizations/cuddy-mountain-trail-company

Flagline Trails

(928) 814-8226 | www.flaglinetrails.com

Proline Trails

(480) 318-5577 | www.prolinetrails.com

Southwest Siteworks

(520) 904-2456 | www.southwestsiteworks.com



Trail Crew Information Summary:

- Project Sponsors can choose from any of the six 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 the trail crews 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.
- Crews on contract have built trails at several Arizona State Parks sites.
- All crews have experience building ADA compliant trails.

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



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

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

Nina Lindsey, Chief of Grants and Trails
(602) 568-8845 | nlindsey@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

Websites

Arizona State Parks Website
azstateparks.com

Grants Program Web Page
azstateparks.com/grants

Webgrants (Online system)
<https://www.azparkgrants.com>

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.

Online Grants Management System: WebGrants | <https://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.

Grant Manual Updates

This manual is periodically updated to reflect project guidelines in accordance with changing funding opportunities. Below are the individual program manuals for each fund that Arizona State Parks and Trails administers. These funds vary based on appropriations, tax revenues, and other factors, which are clearly outlined each fiscal year within WebGrants, the agency's online grant management system.

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.

Heritage Fund (*Subject to annual appropriations*) The Heritage Fund is an appropriated fund distributed by the state legislature to Arizona State Parks and Trails. These funds can be awarded to projects for Local, Regional, and State Parks (LRSP), Environmental Education, and Non-Motorized Trails. Arizona State Parks and Trails utilizes criteria outlined in Arizona Revised Statute (ARS) 41-503 and this Manual to determine project eligibility.

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.

State Lake Improvement Fund (*Subject to annual appropriations*) The State Lake Improvement Fund is an appropriated fund distributed by the state legislature to Arizona State Parks and Trails. The fund is used to fund projects on waters where gasoline-powered boats are allowed. Arizona State Parks and Trails utilizes criteria outlined in Arizona Revised Statute (ARS) 5-382 and this Manual to determine project eligibility.

State OHV Recreation Fund (A.R.S.§28-1176) The Arizona Off-Highway Vehicle Recreation Fund is comprised of 0.55% of Arizona's fuel tax revenue, Non-Resident, and Resident OHV Decals. Arizona State Parks and Trails receives 60% of the funds for program administration and grant distribution. The OHV Recreation Fund's spending guidelines are outlined in Arizona Revised Statute 28-1176 and this manual.

Project Agreements

Overview of Project Agreements

The project sponsor must be able to demonstrate that the project is ready to move forward immediately upon receipt of an Approval to Proceed 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(i.e. project 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 REQ
\$10,000 or less	5-Year Agreement Preservation	N/A
\$10,001-\$25,000	10-Year Agreement Preservation	Recorded Deed with Property
\$25,001-\$50,000	15-Year Agreement Preservation	Recorded Deed with Property
\$50,001-\$100,000	20-Year Agreement Preservation	Recorded Deed with Property
\$100,001 or more	25-Year Agreement Preservation	Recorded Deed with Property

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.

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.

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, project sponsor shall prepare a "Project Closure" letter to ASPT 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.

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****TIME EXTENSION**

1 Year or Less

Executive Director or Designee

More than 1 Year or
more than one extension

Arizona State Parks Board

SCOPE CHANGES

Additional scope items,
but within the original
intent and cost of
approved project

Executive Director or Designee

Deletions of full scope
items or additions of
new scope items

Arizona State Parks Board

FUNDING ADJUSTMENT

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

CHANGE IN PROJECT SPONSOR

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.

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 or go to www.spointra.az.gov/resources/procurement-regulations.

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 and 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. 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**. This means that work will begin immediately upon receiving an Approval to Proceed.

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 annually, 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
Off Highway Vehicle Program	Quarterly
State Lake Improvement Funds	Quarterly
Recreational Trails Program	Bi-Monthly
Land and Water Conservation Funds	Quarterly
Growing Smarter	Annually

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.



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

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.

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

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 A).

3. Plans and Specifications Review for Historic Preservation Projects

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.

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).

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

The following documentation must be submitted before any reimbursements are released: plans and specifications (For all buildings and bridges), list of bids received, award of bid letter (Appendix A), 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; in the event the sponsor does not have internal procurement standards, state procurement standards must be utilized instead. Equipment purchased with Recreational Trails Program or Land and Water Conservation Funding must meet Buy America Build 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**.

Grants 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 Detail of Expenditure 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 from the Arizona Procurement Portal (APP) number prior to submission of first reimbursement. For information about APP registration, [please see this link](#).

Detail of Expenditure (DOE) Form

The Detail of Expenditure 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.

- A Detail of Expenditure 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.

Payment Process

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.

Project Closure and Project 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 Project 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 Detail of Expenditure.
- 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.
- A final deliverable such as a status report, brochure, video, survey, inventory report, or photos that include acknowledgement of grant funds awarded/ used.

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.

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. Grants provided prior to July 1, 2025 require project sponsors to provide updates to ASPT staff on the equipment's use and purpose every 5 years. 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.

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.

Audit

Each awarded project is subject to audit by ASPT staff or designees according to the terms of public use as outlined in the Project Agreement. 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

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.

Claims Process: Reimbursing Project Expenses

This process outlines the steps and documentation required to successfully claim reimbursement for expenses incurred as part of your grant-funded project. Please reach out to Grant Staff prior to submitting a claim for additional assistance, if needed.

Step 1: Understand Eligible Expenses

Before making any purchases, carefully review your grant agreement to understand precisely which expenses are eligible for reimbursement. This typically includes categories like:

- **Materials and Supplies:** Items directly used for the project's execution.
- **Travel:** Gas, lodging, and per diem (if applicable) for project-related travel.
- **Services:** Fees for contractors or consultants.
- **Equipment Rental:** Costs associated with renting necessary equipment.

Step 2: Make Approved Purchases and Retain Documentation

When making purchases, always:

- Use a traceable payment method (credit or debit card) for all transactions. Avoid cash payments if possible.
- Request and keep original receipts for all purchases. Digital receipts are acceptable if they contain all necessary information.
- Ensure receipts clearly show the vendor name, date, itemized list of purchases, subtotal, tax, and grand total.

Step 3: Compile Proof of Payment

Your proof of payment confirms that the transaction was completed and the funds were debited from your account. This is typically achieved through:

- **Bank Statements:** Highlight the specific transactions on your bank statement that correspond to your receipts. Ensure the statement shows the date, vendor, and amount.
- **Credit Card Statements:** Similar to bank statements, these provide a clear record of your purchases.

Step 4: Complete the Grant Claim Form

Fill out the official grant claim form provided by the granting organization. This form will typically require:

- Your grant number and project title.
- A breakdown of expenses by category.
- Total amount claimed.
- Your signature and date.

Step 5: Submit Your Claim

Organize all your documentation meticulously:

- Grant Claim Form
- Original Receipts (or clear copies/digital versions)
- Proof of Payment (highlighted bank/credit card statements)

Submit the complete package according to the grant provider's instructions (e.g., via email, online portal, or postal mail). Keep copies of everything you submit for your records.

Example Documentation for Grant Claims (Receipts)

a. Gas Purchase (Chevron)

Vendor: Chevron Station #7890
Address: 123 Main Street, Anytown, AZ 85001
Date: July 25, 2025
Time: 10:30 AM
Transaction Type: DEBIT
Card: **** * 1234
Pump: 03
Product: Unleaded Plus
Gallons: 15.250
Price/Gallon: \$3.799
Total Sale: \$57.93
Auth Code: 001234
Transaction ID: 567890

b. Ace Hardware Purchase (Materials)

Vendor: Ace Hardware -Downtown
Address: 456 Oak Avenue, Anytown, AZ 85001
Date: July 26, 2025
Time: 2:15 PM
Transaction Type: CREDIT
Card: **** * 5678
Items Purchased:

- **(2) Heavy Duty Tarps (10x12ft) @ \$24.99 each = \$49.98**
- **(1) Set of Rope & Bungee Cords (Assorted) = \$12.50**
- **(1) First Aid Kit (Outdoor) = \$18.75**
- **(4) Utility Buckets (5-gallon) @ \$6.25 each = \$25.00**

Subtotal: \$106.23
Tax (8.1%): \$8.60
Grand Total: \$114.83

c. Amazon Purchase Invoice (Outdoor Recreation Items)

Invoice Date: July 27, 2025
Order Date: July 25, 2025
Order Number: 113-4567890-1234567
Payment Method: Visa ending in 9012 (Debit Card)
Ship To: [Your Name/Organization Name]
Address: [Your Address]
Items:
Product: Portable Camping Stove (Single Burner)
Quantity: 1
Price: \$45.99
Condition: New
Product: Lightweight Backpacking Tent (2-person)
Quantity: 1
Price: \$129.99
Condition: New
Product: Rechargeable LED Headlamp (2-pack)
Quantity: 1
Price: \$28.50
Condition: New
Item Subtotal: \$204.48
Shipping & Handling: \$0.00
Total Before Tax: \$204.48
Estimated Tax Collected: \$16.56

Example Proof of Payment (Bank Statement Excerpt)

Bank Name: Anytown Bank & Trust
Account Holder: [Your Name/Organization Name]
Account Number: *****1234
Statement Period: July 1, 2025 -July 31, 2025

Date	Description	Amount (Debit)
Jul 25	CHEVRON 7890 Anytown AZ	\$57.93
Jul 26	ACE HARDWARE Downtown AZ	\$114.83
Jul 28	AMAZON.COM*1234567 WA	\$221.04

By providing clear, itemized receipts and corresponding bank or credit card statements that show the successful debit of funds, you'll have a strong claim for reimbursement. Remember to always check your specific grant's guidelines, as requirements can vary.

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

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.

Post-Completion Requirements

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.

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.

Appendix A

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 B

Project 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 C

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.

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

Appendix D

Volunteer Tracking Form Sample

DATE 07/12/2025

PROJECT NUMBER _____

DESCRIPTION OF WORK _____

NAME	RATE	WORKING HOURS	TOTAL HOURS	COST CALCULATION (hours x rate)	VOLUNTEER SIGNATURE
Mike Jones	\$34.79	8 a.m. - 12 p.m.	4	139.16	<i>Mike Jones</i>
Joe Smith	\$34.79	10 a.m. - 12 p.m.	2	69.58	<i>Joe Smith</i>

SIGNATURE *Employee Signature*