

Grant Lifecycle: FAQ's

Phase 1: Initial Consideration & Application

- **Do I need a finalized project before calling?**
No, but a mandatory consultation with ASPT Grant Staff is required to verify eligibility and unlock the WebGrants application system.
- **What is an "Applicant Resolution"?**
A formal, mandatory document from your governing body (e.g., City Council, Board) authorizing the application and certifying secured matching funds.
- **What maps must I prepare?**
You must provide Topographic maps (critical for State Historic Preservation Office review) and Imagery maps highlighting precise locations of ground disturbance.
- **What compliance documents are required for external sponsors?**
You must independently provide a Certificate Of Insurance (COI), proof of an active SAM.gov registration, and a Single Audit report if your organization expends \$1 million or more in federal funds annually.

Phase 2: Review, Agreement & Start-Up

- **Who makes the final award decision?**
While Advisory Committees provide recommendations, the Arizona State Parks Board has final authority to award funds.
- **When can we start the project and incur costs?**
You can only begin work and incur eligible expenditures or matching costs after a fully executed Project Agreement is signed by both your authorized official and ASPT. Work started prior to this is the sponsor's financial responsibility.
- **Who must design our structures?**
Plans for any buildings or structures must be prepared by an Arizona-licensed architect or engineer.

Phase 3: Daily Administration & Project Rules

- **Which bidding and procurement rules do we follow?**
You must follow all federal, state, and local procurement laws. Always adhere to the most

restrictive rules applicable to your project.

- **What are the rules for labor and volunteer time?**

Paid staff must be directly involved with approved project work. Overtime is prohibited (except for OHV Law Enforcement). Volunteer time starts strictly at the project site (travel time is ineligible) and must be documented on ASPT-provided tracking sheets signed by the volunteer and supervisor.

- **What expenses are strictly ineligible?**

Common rejected expenses include (but not limited to): food, drinks, alcohol, promotional swag, fundraising efforts, and general administrative overhead or grant-writing fees.

Phase 4: Claims, Reimbursement & Reporting

- **How do we claim our reimbursement?**

Submit claims (preferably monthly) via WebGrants. You must provide a Detail of Expenditure form, an official Grant Claim Form, itemized vendor receipts, and traceable proof of payment (like bank or credit card statements). Avoid cash payments.

- **What is the RTP/OHV 6-Month Rule?**

A reimbursement request must be made within every six-month period to keep the grant active. Failure to do so can result in funding withdrawal.

- **When are the progress reports due?**

Unless specified otherwise, standard reporting is quarterly.

Quarterly Reporting Period	Due Date
January 1 – March 31	March 31
April 1 – June 30	June 30
July 1 – September 30	September 30
October 1 – December 31	December 31

Phase 5: Project Completion & Closure

- **What are the final deadlines for claims and documentation?**

All final claims for reimbursement must be submitted within 30 days of the project end date. The Project Sponsor Completion Letter and all financial close-out documents are due within 60 days of the agreement expiration.

- **How long do we need to keep project receipts and records?**

Original documentation, including invoices and timesheets, must be retained for five (5) years after the project is officially closed. ASPT conducts random annual audits of closed projects.

Need further assistance? Please [contact the ASPT Grant Staff](#) for more specific questions or a deeper review of your project's eligibility.