



Grants Manual & Administrative Guidelines

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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:

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

**ASPT defines non-profits as 501(c)(3) and 501(c)(7) organizations. Home Owners Associations (HOAs) are not eligible for any funding opportunities within the agency.*

Grant Programs at a Glance

Federal Recreational Trails Program (RTP) The Recreational Trails Program (RTP) supports the development and maintenance of both motorized and non-motorized recreational trails and related facilities, as well as trail safety and environmental education programs. Funding for the program is derived from motor fuel taxes collected from off-highway vehicle (OHV) use. The program is initiated by the Federal Highway Administration and jointly administered by the Arizona Department of Transportation and Arizona State Parks and Trails.

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. Federal partners or projects that take place on federal land are not eligible for Heritage funding.

Land and Water Conservation Fund (LWCF) State Assistance Program provides matching funds for the acquisition, and development of public parks, trails and open spaces.

Outdoor Recreation Legacy Partnership (ORLP) Program is a nationally competitive program that provides funding to census designated urban areas with populations of 25,000 or more for the acquisition and development of public parks and other open spaces.

Recreation and Readiness Initiative (RARI) is a nationally competitive grant program that provides funding to enhance recreational opportunities near military installations. RARI's goals are to preserve the environment, boost disaster resilience for military installations and communities, and provide public outdoor recreation opportunities.

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.

State OHV Recreation Fund (A.R.S.§28-1176) The Arizona Off-Highway Vehicle Recreation Fund comprises 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.

Administrative Guidelines

These Administrative Guidelines are established to assist project sponsors in the successful and timely completion of their grant projects. They represent official Arizona State Parks Board policy and provide the direction needed to administer awarded grants effectively. ASPT Grant Staff is here to work closely with you, answer questions, and provide guidance throughout every stage of your project. If you have any questions or concerns, please reach out to our team.

Grants Staff Contact Information



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Arizona State Parks Website
azstateparks.com

Grants Program Web Page
azstateparks.com/grants

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

How to Apply for Grant Funding

All applications are submitted within the ASPT online grant management system, WebGrants, located at <https://www.azparkgrants.com>. Applicants are recommended to first speak with ASPT Grant Staff to discuss an applicant's project before starting an application in WebGrants. This helps ensure 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 live informational [Grant Workshops](#) to go over program funding eligibility. Registering in Webgrants is the best way to stay up to date about upcoming funding opportunities and workshops.



GRANT WORKSHOPS

See the [Arizona State Parks & Trails Grants Workshops](#) webpage for a list of workshop dates and previous workshop recordings. 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**

Application Deadline

Each funding opportunity will indicate the specific deadline by which applications must be submitted in order to be considered for funding. It is recommended that applicants submit their application early to avoid internet or web issues. 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 commence work upon notification of Approval to Proceed. Cultural and environmental clearances must be reviewed and approved before project funding is authorized and the Approval to Proceed is issued.

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.

Single Active Grant Limit & Entity Eligibility

To ensure the balanced distribution of public funds across all geographic regions of Arizona, sponsors may maintain only one (1) active grant project per funding opportunity at any given time. Current grant recipients are ineligible to submit new applications under the same program unless their existing project is formally closed out prior to the application start date.

Arizona State Parks and Trails is mandated to steward resources across the entire state. Restricting simultaneous awards prevents the over-concentration of grant funding within a single entity or localized geographic area, ensuring that communities, trail systems, and recreation providers throughout Arizona have fair and open access to available funds.

Eligibility is evaluated based on the true operational control, facility ownership, and governing leadership of the project, rather than tax identification numbers or legal entity names alone.

Applicants are strictly prohibited from attempting to bypass the single-grant limit through:

- The creation or use of shell organizations, newly formed subsidiaries, or affiliate entities.
- The use of pass-through fiscal sponsors to obscure primary project control.
- Submitting duplicate or split project proposals under alternative organizational names.

Any application determined to be an attempt to circumvent this policy will be immediately disqualified, and all associated entities may face temporary suspension from future funding cycles.

Each Funding Opportunity will have a variety of required forms which may include a budget, maps/photos of the project area, and NEPA/Cultural Clearance documents. These will be addressed in the next section.

Budget

Your project budget is one of the most critical components of your application. It gives ASPT Grant Staff and advisory committees a clear picture of your proposed expenses and allows us to verify that every item is eligible for funding or match under the specific grant program. When building your budget, the goal is to strike a practical balance: provide enough detail so staff can clearly understand your planned deliverables and confirm cost eligibility, while building in sufficient flexibility to adapt if unexpected on-the-ground changes occur during project execution. Below is an overview of general allowable cost categories and ineligible expenses across our grant programs. Once a grant has been approved and awarded, sponsors may exceed an approved line item budget by up to 10% without a formal budget amendment, provided the total grant award amount does not change. Any line item cost overage must be fully offset by corresponding savings in another previously approved line item.

Allowable Costs

The following criteria or categories describe allowable project costs, subject to grant staff discretion:

1. Pre-Award and Design/Engineering (D&E) and/or Consultant Costs

Depending on the specific funding opportunity, design and engineering costs may be an eligible expense. Final design and engineering plans are important as part of the grant application in order to determine environmental and cultural impacts as well as scope of work and budget. For all projects, design and engineering cannot be the only scope item; some on the ground work is required by all grant opportunities. For Land and Water Conservation Fund (LWCF) Design and Engineering Costs are eligible expenses, however, they are considered pre-award costs, and cannot be reimbursed until the application is awarded by the National Park Service.

ASPT must approve these costs as a specific item in the budget at the time the application is submitted. If planning and design are part of the project, no ground disturbing activities can begin until the project has been cleared through both SHPO and Tribal Consultation.

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: right of ways, easements, and the fair market value of property acquired as determined by an appraisal approved by Grant Staff.

3. Personnel

Only the costs of personnel directly involved with approved project work are allowable. 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. Personnel expenses are not allowed for SLIF grants (i.e. boating safety or law enforcement patrols).

The project sponsor must maintain time and activity records for labor costs, including donated labor provided by volunteers. The records should document the names, date, the description of work, number of hours, # of volunteers, and 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](#) (this changes every year, see the current rate online at or the rate outlined in the agreement, unless it is for a licensed trade which can be counted at the current market rate.) 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. 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.

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. If utilizing "owned" equipment the project sponsor must provide documentation of rental cost estimates or utilize equipment rental rates posted in the [FEMA Schedule of Equipment Rates](#) to qualify for match expenses.

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.

8. Travel

Travel expenses are eligible with a few rules:

Vehicle rentals are eligible as well as the cost of fuel as long as the vehicle rental is being used exclusively for the purpose of the grant. Mileage requests for rental vehicles are not allowed.

Sponsors can indicate whether they want to be reimbursed for mileage OR fuel but not both. Sponsors will need to fill out mileage reimbursement forms and provide appropriate maps to separate personal mileage from grant related mileage. Hotel and per-diem are eligible ([not to exceed current Arizona state travel rates](#)).

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)
- 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
- Bonuses or Commissions

- Contingency costs as a stand alone budget line item (plan to incorporate unforeseen/increasing costs into other eligible budget line items)
- 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

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.

Maps and Geospatial Data

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

In addition, please include spatial data (KMZ, SHP) identifying the location of all work to be accomplished as a result of the request. If completing trail work, please include all trails that will be developed or maintained by the proposal, as well as the location of any signage or trail related facilities. If completing work at a new or existing park trailhead, please provide a layer identifying the boundary of the area. For LWCF, ORLP, RARI, please include site development plans. If only a portion of the larger overall project is being supported with grant funds, please identify funded improvements on the site plan.

Floor Plans

Preliminary Floor and Elevation Plans

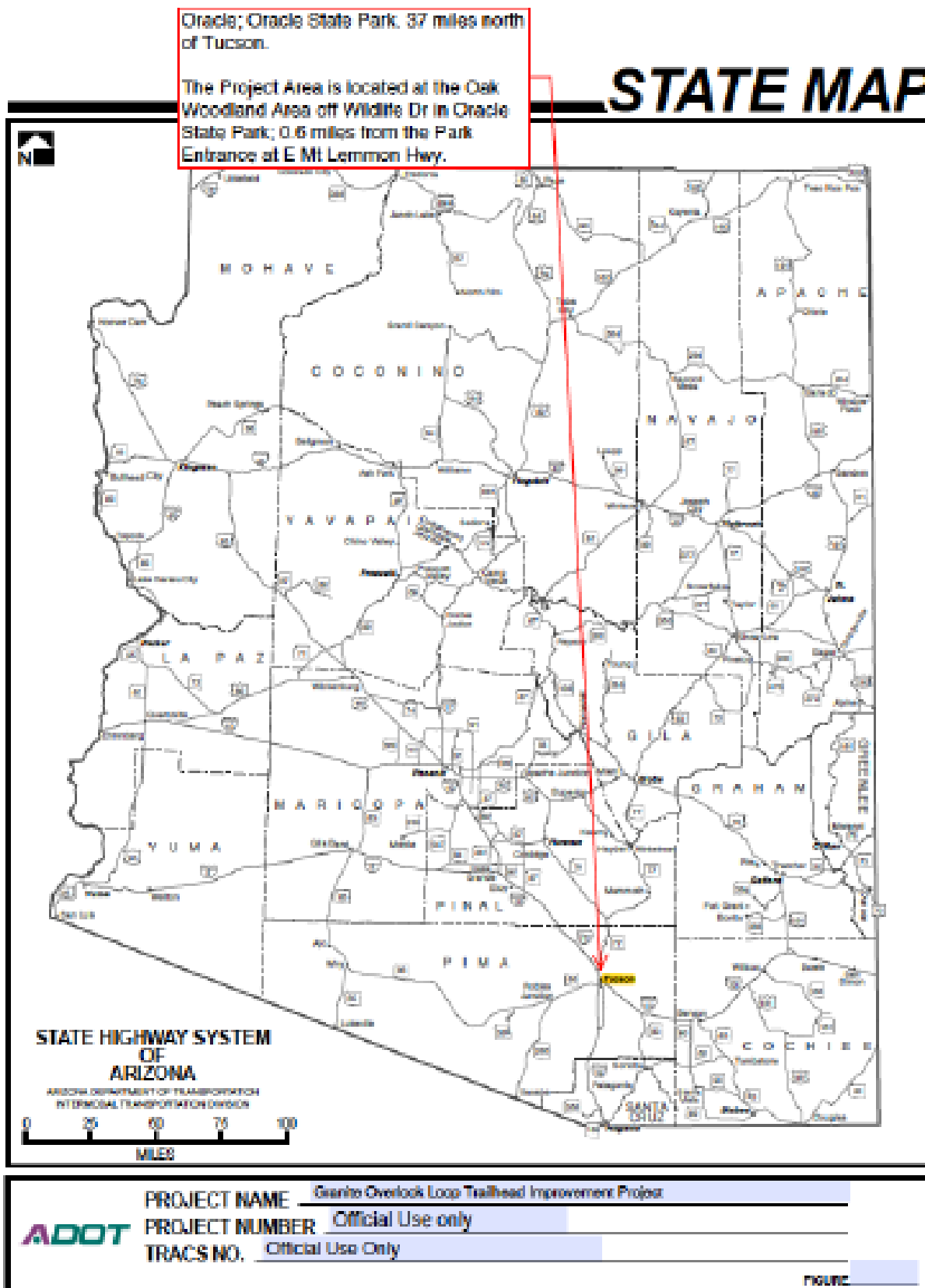
- Floor plans must be submitted if structures are included as part of the project.
- Preliminary construction drawings of floor plans for all proposed structures shall be submitted with each application (Project Area Maps & Photos, section #3).
- An elevation must be shown to indicate the architectural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



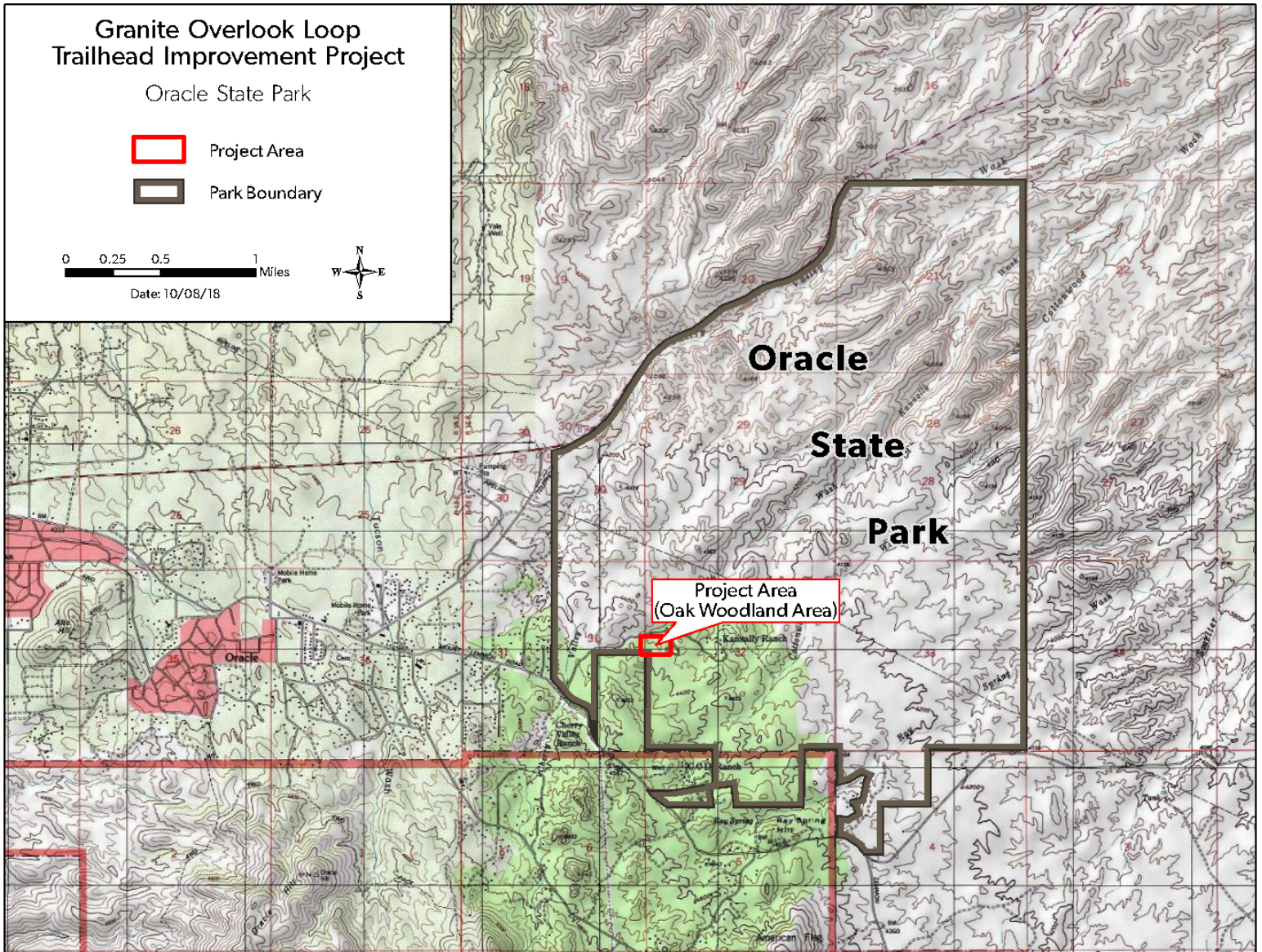
Note: All maps and photos will be uploaded on the Project Area Maps & Photos Form in your application

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.

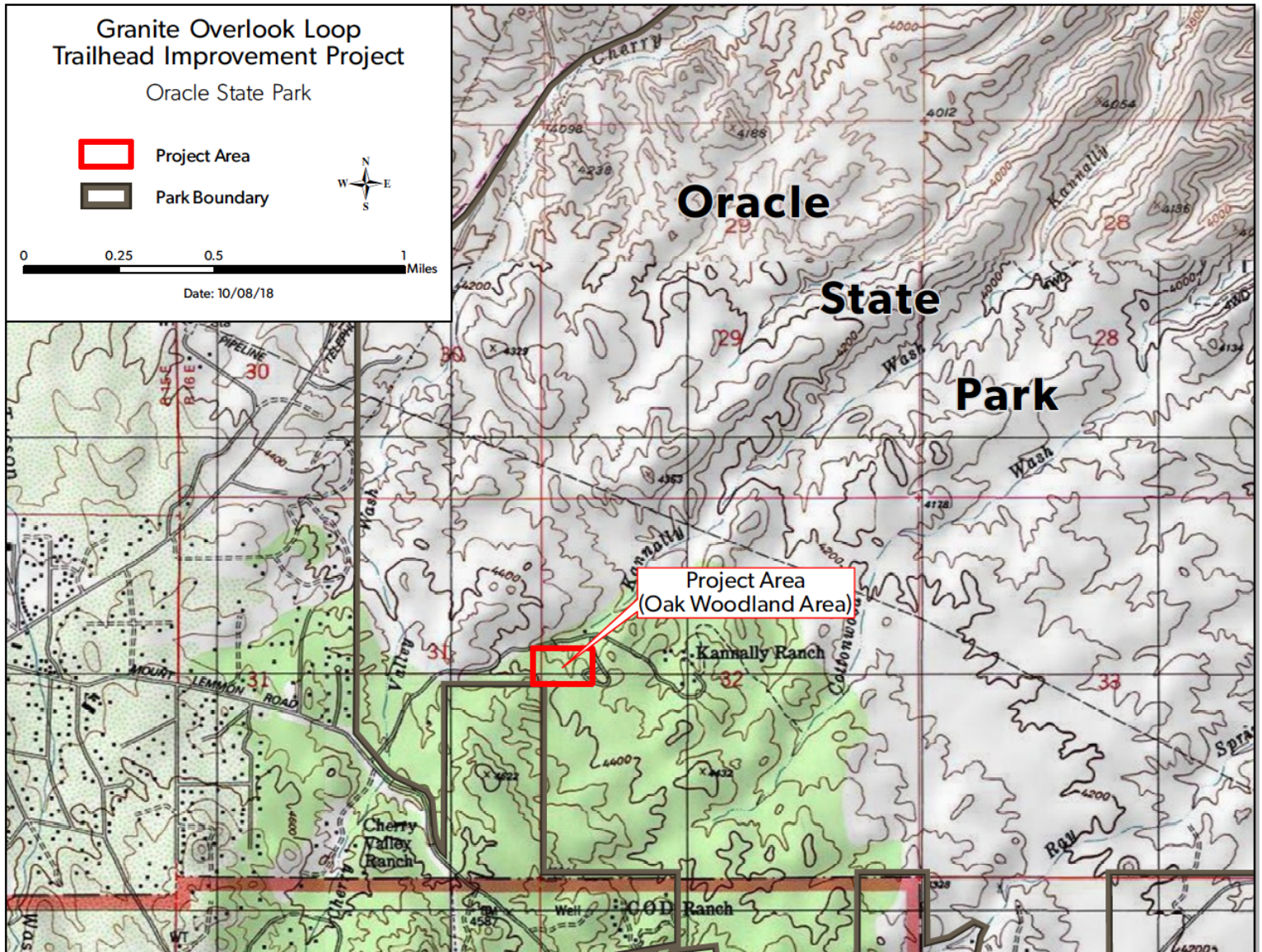


Topographic Map #1



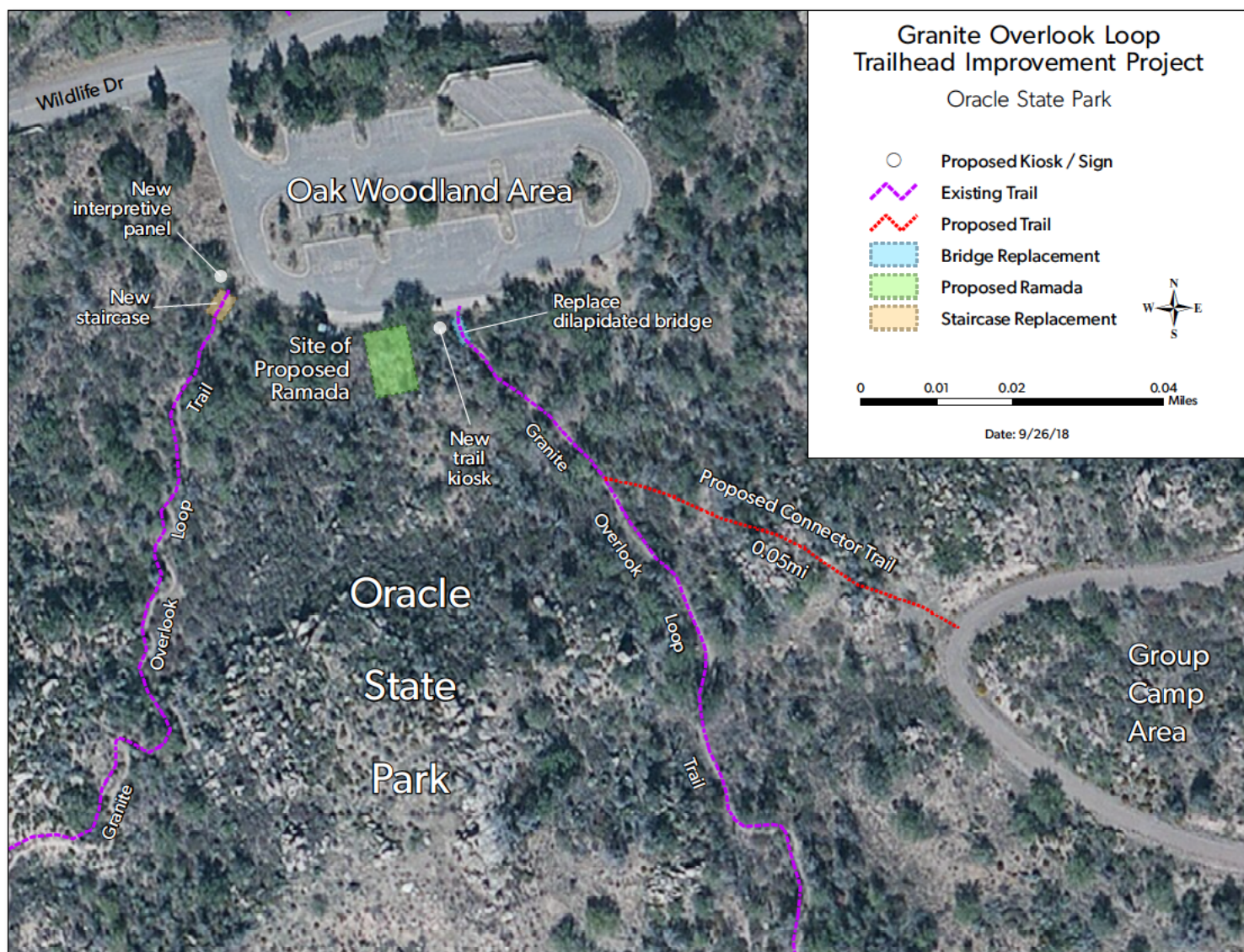
Topographic Map #1 is meant to show what is surrounding the project area. What is the closest town/city? Is it next to any bodies of water? What other distinguishing features are close by? All of this information makes it easier for us to locate the project area ourselves. In this instance, you can tell 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.

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.

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. Important Note on Location Changes: Please select your project boundaries carefully. Moving a project location after approval can trigger a new round of NEPA and SHPO Reviews, causing significant project delays.

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. Combine all photos into one PDF and upload in the appropriate application section.

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 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.



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



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



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)



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



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

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, therefore 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.

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 be required prior to receiving formal approval. 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.

Procedures

1. All project sponsors must be able to provide documentation to be reviewed by the appropriate environmental and cultural resources team. 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. Depending on the fund source, surveys may or may not be eligible. The surveys may take considerable time and may be expensive. The project sponsor must plan ahead and be prepared to provide required documents upon request. 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.
3. 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.

**NOTE: Failure to provide required documents may result in the project being withdrawn.*

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.

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 projects should plan to retain applicable permits and provide them upon request.

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 visit the Army Corps of Engineers permitting page](#) for help determining if a permit is required. For SLIF projects, in particular, we recommend initiating consultation with the Army Corps of Engineers prior to and during the application phase.

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.

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**

Connection to Associated Planning Document
50

Will funds be used to maintain existing trails?

Will funds be used to develop signage, maps, and educational materials?

Will funds be used to promote safe and responsible recreation through education and enforcement?

Will funds be used to design & construct new sustainable trails with a focus of connecting trails, parks, communities?

Will funds be used to obtain land for trails or trail access?

Will funds be used to develop or improve accessible trails or facilities?

Will funds be used to develop trail management plans addressing changing conditions?

Will funds be used to complete environmental or cultural clearance and compliance?

Will funds be used to create a memorable visitor experience to support trail stewardship?

Will funds be used to prevent and/or repair damages to sensitive environmental and/or cultural sites?

Comprehensive Budget
20

Does the budget provide enough detail to hold the sponsor accountable, but is also flexible enough to allow for changes?

Are budget items allowable for the specific grant?

Are costs reasonable?

Does the proposal meet or exceed the necessary match requirements?

Time and Planning
10

Is the project shovel-ready? (Can commence within 1-3 months of project approval)

Is the proposed timeline realistic/attainable?

Application Quality
10

Draft Resolution

Land Manager approval letter

Other Required application documentation

Special Considerations
10

Is the sponsor a first-time applicant? 5pts

Matching Funds

2 pts. for match exceeding 10%; 1 pts for match less than 10%

Diversity of Trail Uses

2 pts for more than 2 trail uses; 1 pt for less than 2 trail uses

Letters of Support 1pt. Regardless of the number of letters

TOTAL
100


How Projects are Reviewed and Approved

Committee and Board Approval

There are 3 active advisory committees with community members who are passionate about outdoor recreation. Each advisory committee reviews applications for specific grant funding. 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) for approval. Advisory Committee(s) and the State Parks Board provide recommendations regarding which submitted applications to forward for technical review.

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 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), 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. 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.

Arizona DOT: Funds are passed from FHWA to ADOT. ADOT then passes funds to Arizona State Parks, who administer the Recreational Trails Program for Arizona.

ADOT Environmental Planning Group (EPG) Conducts the cultural and environmental reviews of Federally-funded projects for the Recreational Trails Program

Arizona State Parks 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.

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.



Overview of Project Agreements

During the application process, and prior to final application submission, the project sponsor must be able to demonstrate that the project is ready to move forward immediately upon receipt of a Signed Project Agreement and Approval to Proceed from Arizona State Parks and Trails. Once a project is recommended for funding by the Arizona State Parks Board and cultural and environmental reviews are completed by the appropriate reviewing parties, 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.

After the appropriate reviewing agency completes their technical review of cultural and NEPA requirements, a draft Project Sponsor Agreement with Attachments A and B are e-mailed to the project sponsor for review (NPS Notice of Award included for LWCF). The project sponsor has 30 days to return the draft agreement to ASPT staff with suggested edits, including names and contact information for all signatories, and any other items requested by Arizona State Parks and Trails. Common additional items requested include a fully signed Resolution and a Certificate of Insurance (requirements outlined in Attachment B).

After this review, ASPT staff will send a clean agreement via email for signature. ASPT prefers an electronic signature process whenever possible, however, will accommodate sponsors who require wet signatures. The project sponsor must sign and return this agreement within 30 days or may risk losing 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, and returns them (automatically if electronically signed) within 30 working days of receipt for final execution by the Executive Director or the designee 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. The Approval to Proceed will provide additional information relevant to the project.
- d. If Project Agreements are not signed and returned to Arizona State Parks and Trails within 30 working days of sponsor receipt of the Draft Project Sponsor Agreement, the project may be canceled. ASPT will notify the project sponsor in writing before grant funding is canceled.

Expenditures can only be incurred after the ASPT Director (or designee) has signed the Project Agreement and the Project Sponsor has received an Approval to Proceed from ASPT.

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 a 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.

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, and sponsorship change. Amendment requests must be submitted electronically to ASPT staff within three months of the project end date. 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.

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.

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 this case, project sponsors should proceed to completing regular close out activities as detailed in the close out section of this manual.

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.

Title Transfer and Site Development

Title transfer of lands proposed for acquisition, whether by donation, or negotiation, and the development of proposed facilities on the acquired land, or other land proposed for development may not commence until there is an executed Project Agreement (signed by sponsor and ASPT Director or designee). Such work or acquisition accomplished prior to execution of the Project Agreement shall be the full responsibility of the project sponsor. A waiver may be requested in advance if the desired parcel must be acquired to avoid possible loss or price increase.

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. To view State procurement standards go to <https://spo.az.gov/for-agencies/resources-and-documents/procurement-regulations>. 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. 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.

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. Sponsors receiving OHV, Heritage or SLIF funds are 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.

Project Sponsor must note the following when proceeding with approved work:

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 retain a copy of the signed agreement between the project sponsor and the architectural and/or engineering firm that conducts the work in case of audit.

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.

Required Documentation for Development Projects

The following documentation should be retained in case of audit: plans and specifications (For all buildings and bridges), list of bids received, award of bid letter, a justification statement if an award is made to a vendor other than the lowest bidder.

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. ASPT will not provide grant assistance for, nor count as matching funds, land acquisitions at a price above the approved appraised value.

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 will request a third party review of the appraisal report. 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

Sponsors should retain the following documentation in case of an audit:

- 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)

Acquisitions as Pre-Award Costs

In general, to be eligible for financial assistance, costs must be incurred within the period of performance, except for certain pre-award costs that may be eligible if the award is later approved. Acquisitions completed prior to grant approval may be eligible for grant assistance 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 sponsor will notify Arizona State Parks and Trails of the necessity to immediately acquire land prior to taking such action, including a description of the resource to be acquired, the public recreation uses proposed for the site, and justification of the proposed action. 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 request and later awards the grant funds, then retroactive acquisition costs (including land donation values) will be eligible for grant assistance.

Approving a request 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 approves the request, the applicant must submit a grant application **within the following 12 months**.

Fund Acknowledgement and Signs

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. Land and Water Conservation Fund grants do require temporary signage at all construction sites for the duration of the grant or until final signage can be implemented.

American Conservation Experience (ACE)

(928) 864-8335 | www.usaconservation.org

Cuddy Mountain Trail Company (CMTc)

(208) 550-1193 | www.cuddymountaintrailcompany.com

Flagline Trails

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

Proline Trails

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

Southwest Conservation Corps (AZCC)

(520) 668-7652 | www.sscorps.org

Southwest Siteworks

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



State Contracted Trail Crews

Whether the grant involves trail maintenance, new trail construction, reroutes or installing signs, a sponsor can recruit any of the six (6) trail crews on state-contract to do your trail work. Sponsors can choose to recruit trail crews and pay them directly or ASPT staff can utilize awarded grant funding for your project and pay trail crews directly. In that case, grant funds would be subtracted from the total award available to the sponsor for reimbursement.

Trail Crew Information Summary:

- Project Sponsors can choose from any of the six state-contracted trail crews to complete work.
- Project Sponsors must initiate contact with the contracted trail crews as the trail crews are not permitted to solicit work from the project sponsors. ASPT is not permitted to initiate contact or recommend one trail crew over another.
- 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.

Reimbursement Requirements

Project sponsors must comply with invoicing and reporting requirements as specified in the Project Sponsor Agreement. 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. Reimbursements are made provided the minimum match required for the program is met.

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 retain such documentation for five (5) years after the project closure date found on the project sponsor agreement. Project sponsors must use the claim reimbursement forms located in WebGrants to request reimbursement. This fiscal accounting system must be used to ensure proper accounting of receipts, match and expenditures attributable to an awarded project.

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](#).

Webgrants Claim Reimbursement Form

The Claim Reimbursement Form 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.

Payment Process

Project claims may be submitted as frequently as weekly. Monthly requests are preferred. Please submit only one claim at a time. When submitting multiple claims simultaneously, please know that subsequent claims will be held for processing until the previous claim has been marked as paid. This ensures accurate reporting of grant costs within the Webgrants system. Please note that payments will typically take two (2) to four (4) weeks to process.

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.

Claim Process

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 at the GAO reimbursement rates.
- 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 (check, credit or debit card) for all transactions. Avoid cash payments unless no alternative is 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.
- Copy of cancelled check

Step 4: Complete the Grant Claim Form

Fill out the official grant claim form in the online grants system 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.

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/copy of cancelled check.)

Submit the complete package within the online grant system.

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.

Subrecipient Monitoring

In accordance with state and federal regulations, ASPT is required to monitor subrecipients of grant funds to ensure project success and compliance. This begins with a formal risk assessment which will be administered through Webgrants at the time of application. The risk assessment will indicate a risk level (low, medium, high) which will inform subrecipient monitoring processes.

ACTIVITY	LOW RISK	MEDIUM RISK	HIGH RISK
Desk Review	Annually	Semi-annually	Quarterly
Claim Review	High Level Categories	Spot Audit on 30%-50% of Claim Documentation	100% Review of all Claim Documentation
Status Reports	Quarterly	Bi-monthly	Monthly
Site Visits	None	Once per Grant Cycle	Annually
Single Audit Review	Review at Application	Review+Follow Up on Action Plan Items	Review+Technical Assistance on Findings

Desk Reviews

Desk reviews will be conducted according to the Project Agreement and will be completed virtually with the sponsors. These reviews will cover:

- Financial review (budget, remaining balance, any issues with claims, etc.),
- Deliverables and Milestone review (original scope of work, whether sponsor is on track to meet those deliverables, a comparison of percent completed vs. percent invoiced, any challenges or concerns, etc.)
- Procurement and Contractor Files (reviewing copies of RFP's, ensuring contractors have been procured according to appropriate policy, etc.)
- Single Audit Review (reviewing new single audit reports, reviewing corrective action items from previous reports, identifying any issues that may indicate fraud, waste or abuse).

Status Reporting Requirements

Project sponsors must comply with status report requirements as specified in their Project Agreement. These reports provide updates on project progress. Reporting requirements will be determined by the Project Sponsors' risk level, as determined by their application responses. Please see the Grant Project Type and Project Agreement for more details. Regardless of risk designation, OHV Law Enforcement grant recipients are required to complete bi-monthly reporting. 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.

Land and Water Conservation Grants also require annual status reporting on a separate form within the Webgrants system. Once completed, ASPT staff will transcribe annual reports into Grant Solutions for reporting to NPS.

On-Site Inspections

Site visits as part of subrecipient monitoring will address the same issues identified in the desk review section above, but will happen in person at sites impacted by grant funding. In addition, 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.

Project Closure and Project Completion Letter

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

Grant Closure

The project sponsor must complete the project by the project end date specified in the Project Sponsor Agreement's period of performance. Project sponsors are required to submit a Final Status Report which includes a Project Sponsor Completion Letter within 30 days after project agreement expiration. All eligible claims for reimbursement must be submitted within 30 days following the project end date. All financial close out documents are required within 30 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.

The following documents must be submitted in WebGrants to ASPT within 30 working days following project completion:

- A completed final Grant Payment Request Form (Claim)
- 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.
- Failure to submit a final completion letter within 30 days of the grant end date will result in administrative project closeout, but the sponsor remains fully subject to all terms and post-completion obligations of the original grant agreement. Additionally, failure to submit required closeout documentation, including the completion letter, may jeopardize the sponsor's eligibility for future grant funding.
- An "as-built" site map for development projects or an "as-acquired" parcel map for acquisition projects.
- Sponsors are encouraged to upload a final deliverable such as a status report, brochure, video, survey, inventory report, or photos that include acknowledgement of grant funds awarded/ used.

LWCF ONLY: 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 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. 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.

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 for a minimum of 5 years.

Fund Acknowledgement and Signs

Grants involving physical asset purchases or capital improvements—such as land, vehicles, or playground equipment—require visible funding acknowledgment, whereas purely operational grants funding soft costs like

staffing are exempt. 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 Arizona State Parks and Trails."

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 Withdrawal and Termination

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, with or without cause. 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.

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.

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.

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 each year.

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 - LWCF Only

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 - LWCF Only

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

If project areas are not properly meeting the term of public use, the LWCF State Assistance Program: Federal Financial Assistance Manual is used as guidance to process conversion requests under the LWCF; Local, Regional, and State Parks; Recreational Trails Program; Trails; State Lake Improvement Fund; and Off-Highway Vehicle grant programs.

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

Repayment for All Grant Programs Except Growing Smarter and LWCF

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

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

NOTE: As an example, the 6th-10th year shall mean from the first day of the sixth year through the last day of the tenth year, beginning with the certified date of completion. Sponsors are not permitted to utilize grant funds to improve a property and increase its value only to be sold at a profit. In this case, repayment will not be an option and the sponsor will have to provide an additional property at the new appraised value.

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.

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 Deputy Director who will address the matter and respond in writing within thirty (30) working days of receiving the request.

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.

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.