ARIZONA STATE PARKS AND TRAILS
ON-LINE GRANTS MANAGEMENT SYSTEM –WEBGRANTS
www.azparkgrants.com

SUBMITTING REIMBURSMENT COSTS AND MATCH

Each time you are submitting either a STATUS REPORT (quarterly report) or a REIMBURSEMENT REQUEST log in to WebGrants and click on "**MY GRANTS.**"

ARIZONA STATE PARKS & TRAILS FUNDING OPPORTUNITIES

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Welcome *Marge Dwyer*

Main Menu

Click Help above to view instructions. Go to "My Profile" to reset password.

Instructions

My Profile

Funding Opportunities

My Applications

My Grants

All reimbursment requests must contain:

1. Proof of Payment

2. Invoice

3. MATCH is required on each reimbursement (unless all approved/required match has already been submitted). Parks can't reimbursurse w/o MATCH.

ARIZONA STATE PARKS & TRAILS
FUNDING OPPORTUNITIES

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Grant Track

Select the grant you are submitting reimbursements for by clicking on the title of the grant

Current Grants

Closed Grants | Claims

Grants in the status Underway or Suspended appear on this list. To view other Grants, click the closed Grants link.

ID	Status	Year	Title	Program Area	Grant Administrator	Grant Amount
	Underway	2018	TEST 2017 Motorized	Off-Highway Vehicle/Recreation Trail Programs	Sean Hammond	$499,750.00
471602; 917-N-002	Underway	2017	BUCKSKIN MOUNTAIN STATE PARK TRAIL PROJECT	Recreational Trails Program	Mickey Rogers	$80,000.00
	Underway	2017	TEST 2018 Non-Motorized Grant Opportunity for Non-Profit (501c#, Clubs and Businesses)	Recreational Trails Program	Mickey Rogers	$80,000.00
	Underway	2017	JOHN MUIR OHV TEST APPLICATION SEPTEMBER 2017(SEAN'S)	Off-Highway Vehicle/Recreation Trail Programs	Mickey Rogers	$63,095.00
	Underway	2017	471601 McGrew Springs New Trail Construction	Recreational Trails Program	Mickey Rogers	$59,179.80
				Total		**$782,024.80**

Showing 1 - 5 of 5

All reimbursment requests must contain:

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FUNDING OPPORTUNITIES

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🧑 *Grant Tracking*

Parks Project #; FS Project # and Fed ID#

Grant: 471901; 17-CS-11031200-006; 917-D-001 ·   **OHV ROUTE MANAGEMENT 2017 - 2016**

Project Title

Status:	Underway
Program Area:	Off-Highway Vehicle/Recreation Trail Programs
Grantee Organization:	**BaseLine Organization**
Program Officer:	Mickey Rogers
Awarded Amount:	$94,407.16

Instructions
The grant forms appear below.

**Location of Project Start and End Date

Associated Forms   **Status Report** | **Site Visit** | **Contract Amendment**

Grant Components   **Alerts** | **Copy** | **Annotations (0)** | **Export Grant Data** | **Map**

The components below are associated with the current Funding Opportunity. You can change these components in the Funding Opportunity module.
You may associate specific forms in the Associated Forms section above. You can define your own alerts in the Alerts section. You can make notes by clicking Annotations. You can copy this grant and you can export the raw data.

Open up your budget page to view as to use as a reference while completing your reimbursements

Com...		Last Edited
General Information		03/30/2017
Motorized Budget		11/10/2016
Appropriations		02/28/2017
Claims	Claims(reimbursements)	
Encumbrances		
Status Reports		
OHV/RTP Application		11/10/2016
Motorized Criteria Response		11/10/2016
Project Maps, Trail Tables & Photos	Trail information from original application will be pulled -placed on report	11/10/2016
Cultural Clearance Review Form		11/10/2016
NEPA		11/10/2016
Resolution Eligibility Form		11/10/2016
Correspondence		
Opportunity		-
Application		-
Application Versions	Quarterly Reports(Status)	-
Application Annotations		-
Review Forms		-

Arizona State Parks

View all emails or send an email. Note: When sending parks an email thru the system please provide your name and telephone # at the bottom of the email.

All reimbursment requests must contain:
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Sample of an average Budget. We recommend printing your budget or saving it on your desktop as a PDF file and then to use as a reference to ensure you are submitting the correct scope and breakdown items.

ARIZONA STATE PARKS & TRAILS FUNDING OPPORTUNITIES

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🗑 Grant Tracking

Grant: - BUCKSKIN MOUNTAIN STATE PARK (917-N-002) - 2017

Status:	Underway
Program Area:	Recreational Trails Program
Grantee Organization:	Arizona State Parks
Program Officer:	Mickey Rogers
Awarded Amount:	$80,000.00

Federal and Vendor ID   **Return to Components**

Federal Tax ID:*	
AZ Vendor ID:*	

Scope item

SECTION III. BUDGET SECTION Renovation and Maintenance of Existing Trails

Breakdown	Quantity	Unit Type	Unit Cost	Total Cost	Match/In-kind	Total Grant Request	Line Number
				$0.00	$0.00	$0.00	

Protect Access to Trails / Acquire Land for Public Access

Breakdown	Quantity	Unit Type	Unit Cost	Total Cost	Match/In-kind	Total Grant Request	Line Number
				$0.00	$0.00	$0.00	

Breakdown items

Mitigate and Restore Damage to Areas Surrounding Trails

Breakdown	Quantity	Unit Type	Unit Cost	Total Cost	Match/In-kind	Total Grant Request	Line Number
8' Split rail fencing	62.0	Each	$12.33	$764.46	$0.00	$764.46	1
Split Rail Round Post	20.0	Each	$14.56	$291.20	$0.00	$291.20	2
ACE Trail Crew	3.0	Day(s)	$1,040.00	$3,120.00	$2,350.32	$769.68	3
Campsite	62.0	Day(s)	$90.00	$5,580.00	$5,580.00	$0.00	4
Boulders	11.0	Each	$350.00	$3,850.00	$3,850.00	$0.00	5
Split Rail Round End Post	52.0	Each	$14.56	$757.12	$0.00	$757.12	6
				$14,362.78	**$11,780.32**	**$2,582.46**	

Provide Educational Programs

Breakdown	Quantity	Unit Type	Unit Cost	Total Cost	Match/In-kind	Total Grant Request	Line Number
Park Staff	60.0	Hour(s)	$28.36	$1,701.60	$1,701.60	$0.00	7
				$1,701.60	**$1,701.60**	**$0.00**	

Enforce Existing Rules and Regulations

Breakdown	Quantity	Unit Type	Unit Cost	Total Cost	Match/In-kind	Total Grant Request	Line Number
Ranger patrol	365.0	Hour(s)	$18.00	$6,570.00	$6,570.00	$0.00	8
Volunteer Training	40.0	Hour(s)	$22.83	$913.20	$913.20	$0.00	9
Volunteer Education	40.0	Hour(s)	$22.83	$913.20	$913.20	$0.00	10
Rules and Regulations Signs	6.0	Each	$25.00	$150.00	$150.00	$0.00	11
Tools and Equipment	1.0	Other	$2,000.00	$2,000.00	$2,000.00	$0.00	12
						$0.00	

After saving your budget to your computer as a reference you will now click "Claims" in the Grant Components section.

Provide and Install Trail Signs

Breakdown	Quantity	Unit Type	Unit Cost	Total Cost	Match/In-kind	Total Grant Request	Line Number
Trail Sigs/Marker Posts	40.0	Each				$315.00	13
Trail Marker Decals	160.0	Each				$160.00	14
Staff Time	120.0	Hour(s)	$20.00	$2,400.00	$2,400.00	$0.00	15
4X6 Two posted kiosk	5.0	Each	$500.00	$2,500.00	$0.00	$2,500.00	16
Volunteers	70.0	Hour(s)	$22.83	$1,598.10	$1,598.10	$0.00	17
Staff Time	70.0	Hour(s)	$28.36	$1,985.20	$1,985.20	$0.00	18
Tools--total of rental rate	1.0	Each	$2,000.00	$2,000.00	$2,000.00	$0.00	19
				$11,323.30	**$8,348.30**	**$2,975.00**	

All reimbursement requests must contain:

1. Proof of Payment

2. Invoice

3. MATCH is required on each reimbursement (unless all approved/required match has already been submitted). Parks can't reimburse w/o MATCH.

After clicking on CLAIMS this screen will appear. You will find all claim requests moving forward here on this screen.

Note: for those with an active grant Mickey has been working on entering in your previous reimbursement requests (Excel spreadsheet) -as a result, some of you will see a processed claim when you arrive to this screen.

ARIZONA STATE PARKS & TRAILS
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🐸 *Grant Tracking*

Grant: - BUCKSKIN MOUNTAIN STATE PARK (917-N-002) - 2017

Status:	Underway
Program Area:	Recreational Trails Program
Grantee Organization:	Arizona State Parks
Program Officer:	Mickey Rogers
Awarded Amount:	$80,000.00

If starting a new claim click on "Edit." If returning to complete a claim that was previously started click on the ID # below

Claims   **Copy Existing Claim** | **Return to Components**

ID	Type	Status	Date Submitted	Date Paid	Date From-To	Claim Amount
- 001	Reimbursement	Editing			07/01/2017 - 08/01/2017	$3,200.00
					Submitted Amount	$0.00
					Approved Amount	$0.00
					Paid Total	$0.00
					Total	$3,200.00

Last Edited By:

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The status will indicate if a claim has been submitted or is still in editing mode. If you started a reimbursement request but didn't finish you would return to this screen and click on the ID # assigned to the claim.

Each claim you start will receive a sequential number.

Arizona State Parks

All reimbursment requests must contain:

1. Proof of Payment

2. Invoice

3. MATCH is required on each reimbursement (unless all approved/required match has already been submitted). Parks can't reimbursurse w/o MATCH.

After clicking on "ADD" the General Information form will appear. This is a simple form that requires only a period of activity.

ARIZONA STATE PARKS & TRAILS
FUNDING OPPORTUNITIES

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🐸 *Grant Tracking*

Claim General Information

To create a new Claim enter the starting date and the ending date of the Report Period. This is the period of coverage for this Claim.

Claim Type:* 　[Reimbursement ▾]

Report Period 　[_____] 📅　[_____] 📅
　　　　　　　　 From Date　　　　　 To Date

Enter in date of first invoice up to today's date. Click on the Calendar icon to open up a calendar window.

Arizona State Parks

Projects that receive State OHV funds for motorized trail projects may have the option to request an advance. Please speak with Mickey first before any request for an advance is done in system.

For the advance, you would click on the advance option instead of reimbursement

All reimbursment requests must contain:

1. Proof of Payment

2. Invoice

3. MATCH is required on each reimbursement (unless all approved/required match has already been submitted). Parks can't reimbursurse w/o MATCH.

After saving the information the screen will go out of edit phase. If you made a mistake simply click "edit" at the top and make changes.

ARIZONA STATE PARKS & TRAILS FUNDING OPPORTUNITIES

Menu | **Help** | **Log Out**   **Back** | **Print** | **Add** | **Delete** | **Edit** | **Save**

🐿️ Grant Tracking

Claim: - 002

Grant:	**-BUCKSKIN MOUNTAIN STATE PARK (917-**
Status:	Editing
Program Area:	Recreational Trails Program
Grantee Organization:	Arizona State Parks
Program Manager:	Mickey Rogers

Grant Components

Don't click on GRANT COMPONENTS unless you are leaving the entire claims section-this will take you all the way out to the grant applications view.

Reporting Period   **Return to Components**

Claim Type:*	Reimbursement	
Claim Status:*	Editing	
Report Period	09/13/2017	09/14/2017
	From Date	To Date

Last Edited By: Sean Tester Hammond, 09/13/2017

Arizona State Parks

To continue working on your reimbursement claim click RETURN TO COMPONENTS-this will take you to the reimbursement forms window.

All reimbursment requests must contain:

1. Proof of Payment

2. Invoice

3. MATCH is required on each reimbursement (unless all approved/required match has already been submitted). Parks can't reimbursurse w/o MATCH.

Claims/Reimbursements Main Page: Once you have entered and saved the dates for your claim you will be taken to this screen below. The main screen page for reimbursements lists the four (4) forms that are associated with a reimbursement request. It is also where you will submit the claim to AZ State Parks.

ARIZONA STATE PARKS & TRAILS FUNDING OPPORTUNITIES

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🌿 *Grant Tracking*

Claim: - 002

Grant:	**-BUCKSKIN MOUNTAIN ST**
Status:	Editing
Program Area:	Recreational Trails Program
Grantee Organization:	Arizona State Parks
Program Manager:	Mickey Rogers

The next step to take is to click on **DETAILED EXPENDITURE RECORD.**

Grant Components

Check mark indicates that the form is complete. To Submit a claim all forms must have a check mark.

Components   **Preview** | **Submit**

Complete each component of the Claim and mark it as complete. Click Submit when you are done.

Name	Complete?	Last Edited
General Information		
Non-Motorized Budget Detailed Expenditure Record	✓	09/13/2017
Non-Motorized Claim Supporting Documentation		
Updated Budget		

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Arizona State Parks

Of the three (3) forms remaining you only need to enter information on two (2) of the forms: **DETAILED EXPENDITURE RECORD** and the **CLAIM SUPPORTING DOCUMENTATION**. The last form listed –**UPDATED BUDGET** –provides the most up-to-date budget and will update after you complete the previous two forms (DETAILED EXPENDITURE RECORD & CLAIM SUPPORTING DOCUMENTATION). This last form does not require you to do anything except to review and "Mark as Complete."

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The **DETAILED EXPENDITURE RECORD** (DER) is not that different from the old process using the excel spreadsheet. The big improvement: Every single approved *Scope item* and associated *Breakdown item* from **your** project will be listed in a drop-down box –that way you simply select the scope and breakdown item that matches the cost you are submitting in this request.

ARIZONA STATE PARKS & TRAILS
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Back | Print | Add | Delete | Edit | Save

Grant Tracking

Claim: - 002

Grant:	**-BUCKSKIN MOUNTAIN STATE PARK (917-N-002)**
Status:	Editing
Program Area:	Recreational Trails Program
Grantee Organization:	Arizona State Parks
Program Manager:	Mickey Rogers

Grant Components

Detailed Expenditure Record

Mark as Complete | Go to Claim Forms | Add

Item Description	Date	Invoice #	Vendor	Amount Paid	Match Amount	Check Number
				$0.00	$0.00	

Last Edited By:

Dulles Technology Partners Inc.

For our example: You are requesting a reimbursement for costs associated with the *Scope*: **PROVIDE AND INSTALL TRAIL SIGNS** and the *Breakdown item* is **Trail Marker Decals**. Additionally, you are required to submit **Match** with each reimbursement -we will use the *Scope* **PROVIDE AND INSTALL TRAIL SIGNS** and its associated *Breakdown Item* **Volunteers**.

STEP 1: You must Click "ADD" for each separate cost –once you click ADD a new screen will appear –see next slide.

All reimbursment requests must contain:

1. Proof of Payment

2. Invoice

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ARIZONA STATE PARKS & TRAILS FUNDING OPPORTUNITIES

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🐸 Grant Tracking

Claim: - 002　　　　　　　　　　　　　　　　　　　　　　　**Grant Components**

Grant:	**-BUCKSKIN MOUNTAIN STATE PARK (917-N-002)**
Status:	Editing
Program Area:	Recreational Trails Program
Grantee Organization:	Arizona State Parks
Program Manager:	Mickey Rogers

Detailed Expenditure Record

Item Description*	[ ]
Date*	[ ] 📅
Invoice #*	[ ]
Vendor*	[ ]
Amount Paid*	$0.00
Match Amount*	$0.00
Check Number*	[ ]

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This window allows you to enter in one (1) individual breakdown item with associated scope
We have 2 separate items to submit-we'll start with *Scope* -**PROVIDE AND INSTALL TRAIL SIGNS** and the *Breakdown* item is **Trail Marker Decals.**

For advances you just put the items and amounts for the item description drop down. You would put the amount of advance in the amount paid. If you don't know the invoice number, vendor or check number just put N/A in that bos

All reimbursment requests must contain:
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ARIZONA STATE PARKS & TRAILS FUNDING OPPORTUNITIES

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Grant Tracking

Claim: - 002   Grant Components

Grant: **-BUCKSKIN MOUNTAIN STATE PARK (917-N-002)**

Status: Editing

Program Area: Recreational Trails Program

Grantee Organization: Arizona State Parks

Program Manager: Mickey Rogers

STEP 2: Once you hit the drop-down box for ITEM DESCRIPTION you will see a list of every one of your approved scope/breakdown items select the specific scope and breakdown item here

STEP 3: Select the applicable Scope and Breakdown item -in our example we would click on #14 first.

Record

Item Description*

Date*

Invoice #*

Vendor*

Amount Paid*

Match Amount*

Check Number*

✓

1 - Mitigate and Restore Damage to Areas Surrounding Trails - 8' Split rail fencing
10 - Enforce Existing Rules and Regulations - Volunteer Education
11 - Enforce Existing Rules and Regulations - Rules and Regulations Signs
12 - Enforce Existing Rules and Regulations - Tools and Equipment
13 - Provide and Install Trail Signs - Trail Sigs/Marker Posts
14 - Provide and Install Trail Signs - Trail Marker Decals
15 - Provide and Install Trail Signs - Staff Time
16 - Provide and Install Trail Signs - 4X6 Two posted kiosk
17 - Provide and Install Trail Signs - Volunteers
18 - Provide and Install Trail Signs - Staff Time
19 - Provide and Install Trail Signs - Tools--total of rental rate
... - ...te and Restore Damage to Areas Surrounding Trails - Split Rail Round Post
20 - Develop Support Facilities - Two Post Kiosk
21 - Develop Support Facilities - Concrete Bench
22 - Develop Support Facilities - Trailhead LED Lighting
23 - Develop Support Facilities - ACE Trail Crew
25 - Develop Support Facilities - Boulders
26 - Construct New Trails - American Conservation Experience
27 - Construct New Trails - YRU--Contract

Scope Item (Always listed 1st)

Breakdown Item (always listed 2nd)

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All reimbursment requests must contain:

1. Proof of Payment

2. Invoice

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Grant Tracking

Step 5: Save

Claim: - 002　　　　　　　　　　　　　　　　**Grant Components**

Grant:	**-BUCKSKIN MOUNTAIN STATE PARK (917-N-002)**
Status:	Editing
Program Area:	Recreational Trails Program
Grantee Organization:	Arizona State Parks
Program Manager:	Mickey Rogers

Detailed Expenditure Record

Item Description*	14 - Provide and Install Trail Signs - Trail Marker Decals
Date*	09/13/2017
Invoice #*	4141
Vendor*	Acme Signmakers
Amount Paid*	$20.00
Match Amount*	$0.00
Check Number*	NA-credit card

Step 4: Complete each box

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Completing the DER:

•**DATE:** Indicate the date shown on each expenditure. If you are submitting for a group of volunteers that performed work over an extended period list the beginning date only. To enter a date click on the calendar icon -a small calendar will appear use symbols >>; << to move year-to year; use < > to move month to month.

•**INVOICE NUMBER:** Enter the number shown on the invoice as assigned by the vendor. In the case of a contractor's statement, enter the number of the statement as assigned by the contractor. If the value of in-kind labor for staff and/or equipment is being claimed, enter the payroll or voucher number related to the claim (If applicable). For community volunteers and any other activity that is not issued an invoice write "NA" in the space provided.

•**VENDOR:** For each invoice or cost item, provide the name of the individual or company from whom the goods or services were purchased. When listing in kind labor, volunteer labor, donated equipment, or materials, enter the name of the activity (volunteer, equipment rental…)

•**AMOUNT PAID** Enter the amount of the actual cost or expenditure which is eligible for reimbursement. If a portion of the invoice was paid and reimbursed under a previous payment request, list only the amount for which you are now seeking reimbursement.

 MATCH (DONATED): Enter the amount of the actual cost or expenditure which is eligible as grant match.

•**CHECK NUMBER:** List the corresponding check number which was used to pay for each cost item listed. Write "NA" if the entry was not an expenditure (i.e. volunteer match). If another payment type was used you may write the type (credit card…)

All reimbursment requests must contain:

1. Proof of Payment

2. Invoice

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Match. Each reimbursement request **requires** a minimum of **5.7 %** match (Donation) - **5%** of which must be **non-federal**. Because of this requirement we need to select a Breakdown Item related to some kind of a donation. If you have incurred an expense but haven't incurred any donation-related costs please do not submit a claim.

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🐢 **Grant Tracking**

Claim: 471602; 917-N-002 - 002   **Grant Components**

Step 6: Click "ADD"

Grant:	**471602; 917-N-002-BUCKSKIN MOUNTA**[...]**AIL PROJECT**
Status:	Editing
Program Area:	Recreational Trails Program
Grantee Organization:	**Arizona State Parks and Trails**
Program Manager:	Mickey Rogers

Step 7: Click on ITEM DESCRIPTION -For our example we'll use the *Scope Item* -**Provide & Install Trail Signs** but the *Breakdown item on* this entry would be "**Volunteers.**"
-
Step 8: Complete all boxes and then **save**.

Detailed Expenditure Record

Item Description*	29 - Provide Maps and Trail Information - Volunteers ⬍
Date*	10/09/2017 📅
Invoice #*	NA
Vendor*	Volunteers
Amount Paid*	$0.00
Match Amount*	$100
Check Number*	NA

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All reimbursment requests must contain:

1. Proof of Payment

2. Invoice

3. MATCH is required on each reimbursement (unless all approved/required match has already been submitted). Parks can't reimbursurse w/o MATCH.

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💰 *Grant Tracking*

Claim: 471602; 917-N-002 - 002   **Grant Components**

Grant: **471602; 917-N-002-BUCKSKIN MOUNTAIN STATE PARK TRAIL PROJECT**

Status: Editing

Program Area: Recreational Trails Program

Grantee Organization: **Arizona State Parks and Trails**

Program Manager: Mickey Rogers

Detailed Expenditure Record   **Create New Version** | **Go to Claim Forms** | **Add**

Item Description	Date	Invoice #	Vendor	Amount Paid	Match Amount	Check Number
14 - Provide and Install Trail Signs - Trail Marker Decals	09/13/2017	4141	Acme Signmakers	$20.00	$0.00	NA-credit card
				$20.00	**$0.00**	
29 - Provide Maps and Trail Information - Volunteers	10/09/2017	NA	Volunteers	$0.00	$100.00	NA
				$0.00	**$100.00**	
				$20.00	**$100.00**	

Last Edited By: Sean Hammond, 10/09/2017

All reimbursment requests must contain:

1. Proof of Payment

2. Invoice

3. MATCH is required on each reimbursement (unless all approved/required match has already been submitted). Parks can't reimbursurse w/o MATCH.

Main Claims Page

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📗 *Grant Tracking*

Claim: - 002	**Grant Components**

Grant:	**-BUCKSKIN MOUNTAIN STATE PARK (917-N-002)**
Status:	Editing
Program Area:	Recreational Trails Program
Grantee Organization:	Arizona State Parks
Program Manager:	Mickey Rogers

Components   **Preview** | **Submit**

Complete each component of the Claim and mark it as complete. Click Submit when you are done.

Name	Complete?	Last Edited
General Information	✔	09/13/2017
Non-Motorized Budget Detailed Expenditure Record	✔	09/13/2017
Non-Motorized Claim Supporting Documentation		09/13/2017
Updated Budget		09/13/2017

Step 1: Click here (Claim Supporting Documentation) to upload proof of payment documents.

Next step after completing the **DETAILED EXPENDITURE RECORD** is to provide Parks with proof that the expenditures you are submitting reimbursement for have been paid. These "proof of payment" documents will be uploaded using the **Claim Supporting Documentation form**

All reimbursment requests must contain:

1. Proof of Payment

2. Invoice

3. MATCH is required on each reimbursement (unless all approved/required match has already been submitted). Parks can't reimbursurse w/o MATCH.

The CLAIM SUPPORTING DOCUMENTAITON form is used to attach:
 1. Invoices and
2. Proof of Payment

Proof of Activity: Photocopies of purchase orders, requisitions, invoices
Proof of Payment: Evidence of payment - time sheets, copy of credit card statement, bank statements

Menu | Help | Log Out   Back | Print | Add | Delete | Edit | Save

Grant Tracking

Step 2: Click "ADD" to open page.

Claim: - 002   Grant Components

Grant: -BUCKSKIN MOUNTAIN STATE PARK (917-N-002)
Status: Editing
Program Area: Recreational Trails Program
Grantee Organization: Arizona State Parks
Program Manager: Mickey Rogers

Claim Supporting Documentation   Mark as Complete | Go to Claim Forms

Scope Item   Breakdown Type   Supporting Documentation

Last Edited By:

Arizona State Parks

After clicking "ADD" text boxes will appear on a new screen (see next page).

All reimbursment requests must contain:
1. Proof of Payment
2. Invoice
3. MATCH is required on each reimbursement (unless all approved/required match has already been submitted). Parks can't reimbursurse w/o MATCH.

Note: Recall on the **Detailed Expenditure Record (DER)** form you just completed that you had a similar screen when clicking on "ADD." A drop-down feature listed every one of **your** approved scope items and breakdown items. This form is similar except it does not list your Breakdown Items –only the list of Scope Items is provided. You will select the applicable **Scope item** and then type in the associated **Breakdown Item**. For our example –we are submitting costs for the Scope Item **-Provide & Install Trail Signs** and the **2 Breakdown items** are **Trail Marker Decals and Volunteers.**

Important: Please do not change or abbreviate the name of the BREAKDOWN ITEM. Type exactly what is listed on your Budget.

We recommend that you first upload your original budget. You can locate the approved Budget by clicking GRANT COMPOENENTS –this will take you to the list of all grant forms. Download the Budget, save it to your desktop or print it and have it as a reference for sections such as this.

🏠 **Menu** | 👤 **Help** | 📕 **Log Out**   ↩ **Back** | 🖨 **Print** | ➕ **Add** | ✖ **Delete** | ✏ **Edit** | 💾 **Save**

🐸 *Grant Tracking*

Claim: - 002   **Grant Components**

Grant:	**-BUCKSKIN MOUNTAIN STATE PARK (917-N-002)**
Status:	Editing
Program Area:	Recreational Trails Program
Grantee Organization:	Arizona State Parks
Program Manager:	Mickey Rogers

Step 3: Select the Applicable **SCOPE ITEM.**

Claim Supporting Documentation

Scope Item* [Provide and Install Trail Signs] 🔽

Breakdown Type* [Provide and Install Trail Signs - Trail Marker Decals   TEST]

Supporting Documentation* [Browse...] Master Scop 471602 8-7-17.xlsx

to Top

Step 4: TYPE the **Breakdown Item** associated with the **Scope Item.**

We are using our first example *Scope Item* **-Provide & Install Trail Signs** and the *Breakdown item* is **Trail Marker Decals.**

rtners Inc.
rtners Inc.
Reserved.

Step 5: Uploading Proof of Activity and Proof of Payment

1) You are only permitted to upload **one (1) file per entry**. If you have 2 pages of an invoice related to Trail Marker Decals and a 1 page payment type (Bank Statement) you will need to combine those 2 pages into 1 file then upload. All files are supported including WORD and PDF.

2) Remember: you are matching the information in the box above (**Provide & Install Trail Signs –Trail Marker Decals**). What you upload here will match this **Scope Item** and **Breakdown Item**.

3) Many invoices and proof of payment submissions such as time sheets cover 2-3 different scope items and breakdown items. If that is the case, highlight the costs specific to the Scope and Breakdown Item listed in the boxes above**.**

    a) With multiple scopes on 1 invoice there will be times when a grantee is uploading the same invoice 2-3 times.

4) **Grantees must "show their math" when submitting time sheet costs. See Attachment B for steps on how to submit salary expenses.**

For advance just put the quote you have for items as supporting documentation.

Step 6: Save
Step 7: Click "ADD" -because we are submitting 2 entries –(1) **Trail Marker Decals** and (2)**Volunteers** we must submit each entry separately. For our example, once entering and savings information for the Trail Marker Decals, we would click "ADD," select **Provide & Install Trail Signs again and then type "Volunteers."**

1. Proof of Payment

2. Invoice

3. MATCH is required on each reimbursement (unless all approved/required match has already been submitted). Parks can't reimbursurse w/o MATCH.

Summary Page:
After saving your supporting documents for your first scope item entry this screen will appear to show your saved entry. Your 1 file, which includes an invoice and proof of payment is now an attachment.

FUNDING OPPORTUNITIES

🗔 **Menu** | 👤 **Help** | 🚪 **Log Out**   🔙 **Back** | 🖨 **Print** | ➕ **Add** | ✖ **Delete** | ✏ **Edit** | 💾 **Save**

🐸 *Grant Tracking*

Claim: - 002   **Grant Components**

Grant: **-BUCKSKIN MOUNTAIN STATE PARK (917-N-002)**
Status: Editing
Program Area: Recreational Trails Program
Grantee Organization: Arizona State Parks
Program Manager: Mickey Rogers

Claim Supporting Documentation   **Mark as Complete** | **Go to Claim Forms**

Scope Item	Breakdown Type	Supporting Documentation
Provide and Install Trail Signs	Provide and Install Trail Signs - Trail Marker Decals TEST	**Master Scop 471602 8-7-17.xlsx**

Last Edited By: Sean Tester Hammond, 09/13/2017

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Arizona State Parks

When you are completely done entering ALL Scope/Breakdown items and uploading proof of payment documents click "MARK AS COMPLETE."

click here to return to the main claim page

All reimbursment requests must contain:

1. Proof of Payment

2. Invoice

3. MATCH is required on each reimbursement (unless all approved/required match has already been submitted). Parks can't reimbursurse w/o MATCH.

ARIZONA STATE PARKS & TRAILS FUNDING OPPORTUNITIES

Menu | Help | Log Out   Back | Print | Add | Delete | Edit | Save

Grant Tracking

Claim: - 002

Grant Components

Grant:	**-BUCKSKIN MOUNTAIN STATE PARK (917-N-002)**
Status:	Editing
Program Area:	Recreational Trails Program
Grantee Organization:	Arizona State Parks
Program Manager:	Mickey Rogers

Components

Preview | Submit

Complete each component of the Claim and mark it as complete. Click Submit when you are done.

Name	Complete?	Last Edited
General Information	✓	09/13/2017
Non-Motorized Budget Detailed Expenditure Record		
Non-Motorized Claim Supporting Documentation		
Updated Budget		

Arizona State Parks

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 The last form listed –**UPDATED BUDGET** –provides the most up-to-date budget and will update after you complete the previous two forms (DETAILED EXPENDITURE RECORD & CLAIM SUPPORTING DOCUMENTATION). This last form does not require you to do anything except to review and "Mark as Complete."

Step 1: Click on UPDATED BUDGET

All reimbursment requests must contain:

1. Proof of Payment

2. Invoice

3. MATCH is required on each reimbursement (unless all approved/required match has already been submitted). Parks can't reimbursurse w/o MATCH.

ARIZONA STATE PARKS & TRAILS FUNDING OPPORTUNITIES

Menu | **Help** | **Log Out**   **Back** | **Print** | **Add** | **Delete** | **Edit** | **Save**

Grant Tracking

Claim: - 002

> SAMPLE OF AN UPDATED BUDGET
> The next 2 pages show an example of how an updated budget would appear.
> Step 2: Review document-view costs/match to ensure no mistakes were made.

SCOPE ITEM

Updated Budget   Mark as Complete | Go to Claim Forms

Budget Category	Details	Contract Budget	Expenses This Period	Prior Expenses (Paid)	Total Paid	Available Balance (Unpaid)	Contract Match	Match Expenses This Period	Prior Match Expenses	Total Match	Remaining Match Requirement	Match Percentage
Mitigate and Restore Damage to Areas Surrounding Trails												
8' Split rail fencing	62.0 (Quantity) Each62.0 (Unit Type) 12.33 (Unit Cost)	$764.46	$0.00	$0.00	$0.00	$764.46	$0.00	$0.00	$0.00	$0.00	$0.00	--
ACE Trail Crew	3.0 (Quantity) Day(s)3.0 (Unit Type) 1040.0 (Unit Cost)	$769.68	$0.00	$0.00	$0.00	$769.68	$2,350.32	$0.00				
Boulders	11.0 (Quantity) Each11.0 (Unit Type) 350.0 (Unit Cost)	$0.00	$0.00	$0.00	$0.00	$0.00	$3,850.00					
Campsite	62.0 (Quantity) Day(s)62.0 (Unit Type) 90.0 (Unit Cost)	$0.00	$0.00	$0.00	$0.00	$0.00	$5,580.00	$0.00	$0.00	$0.00	$5,580.00	--
Split Rail Round End Post	52.0 (Quantity) Each52.0 (Unit Type) 14.56 (Unit Cost)	$757.12	$0.00	$0.00	$0.00	$757.12	$0.00	$0.00	$0.00	$0.00	$0.00	--
Split Rail Round Post	20.0 (Quantity) Each20.0 (Unit Type) 14.56 (Unit Cost)	$291.20	$0.00	$0.00	$0.00	$291.20	$0.00	$0.00	$0.00	$0.00	$0.00	--
Provide Educational Programs												
Park Staff	60.0 (Quantity) Hour(s)60.0 (Unit Type) 28.36 (Unit Cost)	$0.00	$0.00	$0.00	$0.00	$0.00	$1,701.60	$0.00	$0.00	$0.00	$1,701.60	--
Enforce Existing Rules and Regulations												
Ranger patrol	365.0 (Quantity) Hour(s)365.0 (Unit Type) 18.0 (Unit Cost)	$0.00	$0.00	$0.00	$0.00	$0.00	$6,570.00	$0.00	$0.00	$0.00	$6,570.00	--
Rules and Regulations Signs	6.0 (Quantity) Each6.0 (Unit Type) 25.0 (Unit Cost)	$0.00	$0.00	$0.00	$0.00	$0.00	$150.00	$0.00	$0.00	$0.00	$150.00	--
Tools and Equipment	1.0 (Quantity) Other1.0 (Unit Type) 2000.0 (Unit Cost)	$0.00	$0.00	$0.00	$0.00	$0.00	$2,000.00	$0.00	$0.00	$0.00	$2,000.00	--
Volunteer Education	40.0 (Quantity) Hour(s)40.0 (Unit Type) 22.83 (Unit Cost)	$0.00	$0.00	$0.00	$0.00	$0.00	$913.20	$0.00	$0.00	$0.00	$913.20	--
Volunteer Training	40.0 (Quantity) Hour(s)40.0 (Unit Type) 22.83 (Unit Cost)	$0.00	$0.00	$0.00	$0.00	$0.00	$913.20	$0.00	$0.00	$0.00	$913.20	--
Provide and Install Trail Signs												
4X6 Two posted kiosk	5.0 (Quantity) Each5.0 (Unit Type) 500.0 (Unit Cost)	$2,500.00	$0.00	$0.00	$0.00	$2,500.00	$0.00	$0.00	$0.00	$0.00	$0.00	--

BREAKDOWN ITEM

> Step 3: Click "MARK AS COMPLETE" then return to the main claim page to submit your reimbursement request

All reimbursment requests must contain:

1. Proof of Payment

2. Invoice

3. MATCH is required on each reimbursement (unless all approved/required match has already been submitted). Parks can't reimbursurse w/o MATCH.

Item	Quantity/Unit											
Staff Time	120.0 (Quantity) Hour(s)120.0 (Unit Type) 20.0 (Unit Cost)	$0.00	$0.00	$0.00	$0.00	$0.00	$2,400.00	$0.00	$0.00	$0.00	$2,400.00	--
Staff Time	70.0 (Quantity) Hour(s)70.0 (Unit Type) 28.36 (Unit Cost)	$0.00	$0.00	$0.00	$0.00	$0.00	$1,985.20	$0.00	$0.00	$0.00	$1,985.20	--
Tools--total of rental rate	1.0 (Quantity) Each1.0 (Unit Type) 2000.0 (Unit Cost)	$0.00	$0.00	$0.00	$0.00	$0.00	$2,000.00	$0.00	$0.00	$0.00	$2,000.00	--
Trail Marker Decals	160.0 (Quantity) Each160.0 (Unit Type) 1.0 (Unit Cost)	$160.00	$20.00	$0.00	$20.00	$140.00	$0.00	$0.00	$0.00	$0.00	$0.00	.00%
Trail Sigs/Marker Posts	40.0 (Quantity) Each40.0 (Unit Type) 17.0 (Unit Cost)	$315.00	$0.00	$0.00	$0.00	$315.00	$365.00	$0.00	$0.00	$0.00	$365.00	--
Volunteers	70.0 (Quantity) Hour(s)70.0 (Unit Type) 22.83 (Unit Cost)	$0.00	$0.00	$0.00	$0.00	$0.00	$1,598.10	$0.00	$0.00	$0.00	$1,598.10	--
Develop Support Facilities												
ACE Trail Crew	2.0 (Quantity) Day(s)2.0 (Unit Type) 1040.0 (Unit Cost)	$0.00	$0.00	$0.00	$0.00	$0.00	$2,080.00	$0.00	$0.00	$0.00	$2,080.00	--
Boulders	25.0 (Quantity) Each25.0 (Unit Type) 350.0 (Unit Cost)	$0.00	$0.00	$0.00	$0.00	$0.00	$8,750.00	$0.00	$0.00	$0.00	$8,750.00	--
Concrete Bench	2.0 (Quantity) Each2.0 (Unit Type) 498.0 (Unit Cost)	$996.00	$0.00	$0.00	$0.00	$996.00	$0.00	$0.00	$0.00	$0.00	$0.00	--
Trailhead LED Lighting	1.0 (Quantity) Each1.0 (Unit Type) 2400.0 (Unit Cost)	$2,400.00	$0.00	$0.00	$0.00	$2,400.00	$0.00	$0.00	$0.00	$0.00	$0.00	--
Two Post Kiosk	1.0 (Quantity) Each1.0 (Unit Type) 5736.0 (Unit Cost)	$5,736.00	$0.00	$0.00	$0.00	$5,736.00	$0.00	$0.00	$0.00	$0.00	$0.00	--
Construct New Trails												
American Conservation Experience	26.0 (Quantity) Day(s)26.0 (Unit Type) 1040.0 (Unit Cost)	$27,040.00	$0.00	$0.00	$0.00	$27,040.00	$0.00	$0.00	$0.00	$0.00	$0.00	--
YRU--Contract	1.0 (Quantity) Each1.0 (Unit Type) 38270.54 (Unit Cost)	$38,270.54	$0.00	$0.00	$0.00	$38,270.54	$0.00	$0.00	$0.00	$0.00	$0.00	--
Provide Maps and Trail Information												
Park Staff	60.0 (Quantity) Hour(s)60.0 (Unit Type) 23.0 (Unit Cost)	$0.00	$0.00	$0.00	$0.00	$0.00	$1,380.00	$0.00	$0.00	$0.00	$1,380.00	--
Park Staff-Booth	425.0 (Quantity) Hour(s)425.0 (Unit Type) 20.0 (Unit Cost)	$0.00	$0.00	$0.00	$0.00	$0.00	$8,500.00	$0.00	$0.00	$0.00	$8,500.00	--
Volunteers	240.0 (Quantity) Hour(s)240.0 (Unit Type) 22.83 (Unit Cost)	$0.00	$0.00	$0.00	$0.00	$0.00	$5,479.20	$0.00	$0.00	$0.00	$5,479.20	--
Sub Total:		$80,000.00	$20.00	$0.00	$20.00	$79,980.00	$58,565.82	$0.00	$0.00	$0.00	$58,565.82	.00%
Total:		$80,000.00	$20.00	$0.00	$20.00	$79,980.00	$58,565.82	$0.00	$0.00	$0.00	$58,565.82	.00%

Last Edited By:

Review totals

This should match your advance request. If so, mark as complete.

All reimbursment requests must contain:

1. Proof of Payment

2. Invoice

3. MATCH is required on each reimbursement (unless all approved/required match has already been submitted). Parks can't reimburserse w/o MATCH.

ARIZONA STATE PARKS & TRAILS FUNDING OPPORTUNITIES

🏠 **Menu** | 👤 **Help** | 🚪 **Log Out**   ↩ **Back** | 🖨 **Print** | ➕ **Add** | ✖ **Delete** | ✏ **Edit** | 💾 **Save**

🐸 Grant Tracking

Claim: - 002

Grant:	**-BUCKSKIN MOU**
Status:	Editing
Program Area:	Recreational Trail
Grantee Organization:	Arizona State Parks
Program Manager:	Mickey Rogers

Grant Components

> Don't forget to click "SUBMIT" - Parks staff won't receive the claim if this last step isn't done.

Components   **Preview** | **Submit**

Complete each component of the Claim and mark it as complete. Click Submit when you are done.

Name	Complete?	Last Edited
General Information	✓	09/13/2017
Non-Motorized Budget Detailed Expenditure Record	✓	09/13/2017
Non-Motorized Claim Supporting Documentation	✓	09/13/2017
Updated Budget	✓	09/13/2017

> Can only "SUBMIT" when grantee has clicked "MARK AS COMPLETE" on each of the four (4) forms

Final Steps:

1. Verify that every form has been complete (MARK AS COMPLETE).

2. Click SUBMIT –after clicking "Submit" Parks staff (Mickey and Sean) will receive an email indicating that a claim has been submitted.

-

Until we all feel secure using the system please e-mail or call Mickey to verify receipt of the claim.

All reimbursment requests must contain:

1. Proof of Payment

2. Invoice

3. MATCH is required on each reimbursement (unless all approved/required match has already been submitted). Parks can't reimbursurse w/o MATCH.