Post Award Grant Workshop

How to: Claims, Status Reports and Correspondence

9.27.22

WebGrants Reporting Overview

Status Reports

- Required Monthly, Bi-Monthly, Quarterly or Yearly depending on Funding Source
- Required to keep grant in "Active" status
- Required for reimbursement eligibility
- A final report and completion letter closes the grant
- Must be up to date to process claims

Claims

- Submit as needed
- Must submit at least one every six (6) months (avoid critically inactive)
- Final Claim triggers final status report and completion letter

WebGrants Correspondence

- Primary tool for communicating with Grant Staff
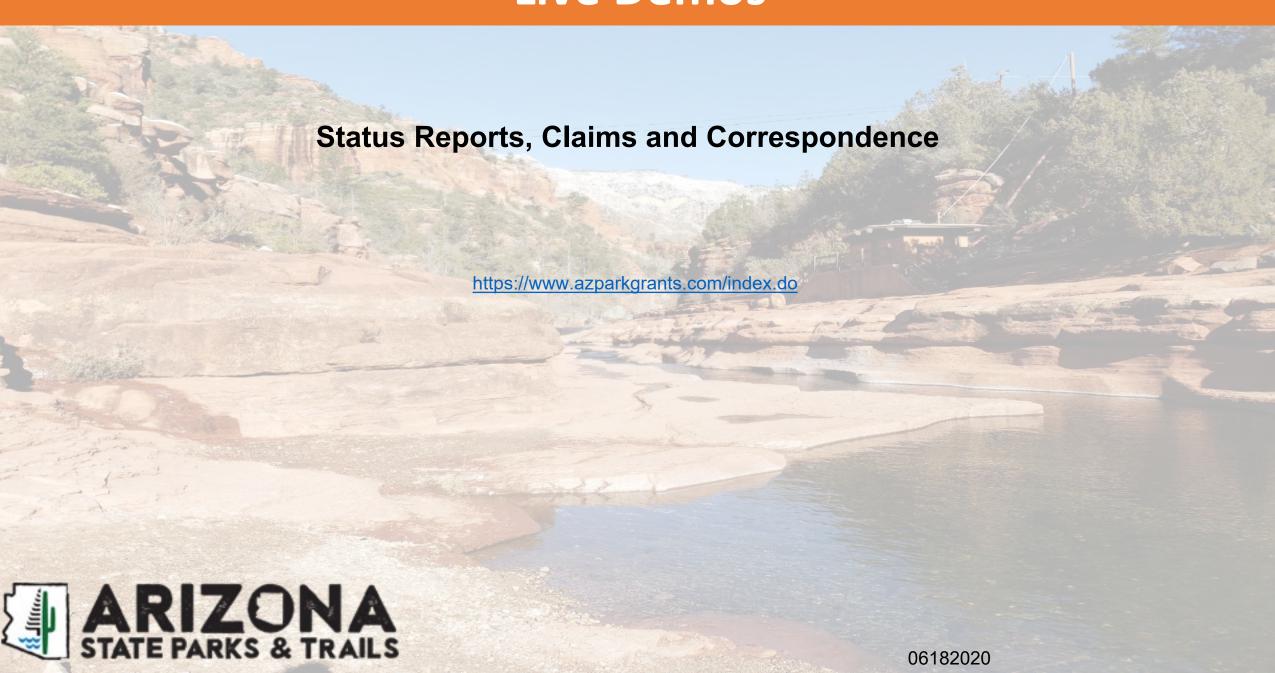- Accessed through Grant Components in WebGrants

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Project Start Date

- Approval to Proceed (ATP)
  - Sent when Project Agreement is fully signed
  - Work done starting on this date is eligible for reimbursement
  - For claims to be eligible, project sponsor **must** be up to date on Status Reports
    - Status reports are required quarterly for most funding opportunities
      - Some required monthly (ARPA, Signage and Emergency Mitigation grants)
      - Small OHV and LE Grants require bi-monthly reporting
    - Reporting frequency always stated on Project Agreement and Approval to Proceed
    - First report waived if due less than <u>One Month</u> (30 Days) from ATP date

- For Clarification on Grants
  - Administrative Guidelines – Revised Guidelines will be sent to all Project Sponsors
  - Grants Manual (https://www.azparkgrants.com/fileDownload.do?filename=1659030937351_2022-2023%20Grant%20Manual%207_28_2022.docx)
  - ***Must be logged in to WebGrants for link to work***

Live Demos

Status Reports, Claims and Correspondence

https://www.azparkgrants.com/index.do

Status Reports

- Key Points
    - Reports are due the last day of specified months
    - If report submitted early, report on missed days in next report
    - Keep reports concise
    - Must be up to date to remain eligible for reimbursement
    - Provide supporting documentation
    - A final status report is required to close grant
        - Complete after submission of final claim
        - Include completion letter (template will be included in reminder email from grant staff)
        - Please include photos
        - Report on all budget line items in final report

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Claims

- Key Points
  - Match
    - RTP: 5.7% based off of **total claim**
      - (request/.943* 0.057) for in-kind match
      - Federal Agencies are required to provide a minimum of 5% non-federal and .07 federal match
    - HF/SLIF/OHV : percent based off of **requested amount** (request*Percent as a decimal)
  - Supporting Documentation
    - Invoice/Receipt
    - Proof of payment (ex. cancelled check, bank statement copy)
    - Proof of match (if required)
  - Use correct scope items from budget
  - 10% rule
  - No data dumping
  - Reporting Period
  - Check - mailed or e-deposit (Reach out to awilcox@azstateparks.gov for e-deposit form)

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Correspondence

- Preferred means of communicating with Grant Staff

- When not used, creates increased workload on staff

- Faster response time

- Avoids emails slipping through the cracks

- For questions about your project, go directly to **Correspondence Component** attached to your grant in WebGrants

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Questions

Status Reports

For Motorized (OHV) Grants

Matt Eberhart: 480-695-2628

meberhart@azstateparks.gov

For Non-motorized Grants

Jeff Schmidt: 480-340-1305

jschmidt@azstateparks.gov

Mickey Rogers: 602-542-6942

mrogers@azstateparks.gov

grantstaff@azstateparks.gov

All Claims (except Historic Preservation and HVAC grants)

Alec Wilcox: 480-640-5821

awilcox@azstateparks.gov

grantstaff@azstateparks.gov

Heritage Fund Historic Preservation and ARPA HVAC Grants

Claims and Status Reports

Saterra Gibbon: 602-364-0059

sgibbon@azstateparks.gov

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Thank you for Attending!