Arizona State Parks & Trails

Post-Award Grant Workshop

Claims, Status Reports and Correspondence

6.27.23

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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 is required to close project
- Status Reports must be up to date to be eligible for Claim Reimbursement
- Built out in system by staff

Claims

- Must submit at least one every six (6) months (avoid critically inactive)
- Can submit as frequently as sponsor would like
- Any amount keeps project active
- Final Claim triggers final status report and completion letter
- ***Different from Status Report***

WebGrants Correspondence

- Primary tool for communicating with Grant Staff
- Accessed through Grant Components in WebGrants
- Creates easy to follow record of communication for staff and sponsor

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Project Start Date

- Approval to Proceed (ATP)
  - Do not incur expenses or match before receiving ATP along with a fully signed agreement
  - Sent after Project Agreement is fully signed
  - Special Conditions, Project Start Date, Reporting Frequency
    - Reiterates any Special conditions from Project Agreement
    - Work done starting on date specified in ATP is eligible for reimbursement
      - Period of Performance – Start date until project end date
    - 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
      - Status reporting frequency also stated on **Project Agreement**

- For Clarification on Grants
  - Administrative Guidelines – Revised Guidelines will be sent with ATP
  - 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

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Live Demos

Status Reports, Claims and Correspondence

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

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Status Reports

- **Key Points**
  - Reporting schedule built out by staff when the draft agreement is sent for review
    - 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
    - System will send automatic reminders (example on next slide)
  - Provide supporting documentation
  - Click "**Submit**" – Marking as complete will not submit the report
  - 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

Components			Preview	Submit
Complete each component of the status report and mark it as complete. Click Submit when you are done.				
Name		Complete?		Last Edited
General Information		✓		10/26/2022
Approved Scope Items Report		✓		12/14/2022
Approved Project Trails Report		✓		12/14/2022
Status Report Notes		✓		12/14/2022

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Status Reports - Reminder Example

WebGrants - Grant - 552209-472309 - Status (Quarterly) Report Due Soon

1 message

grantstaff.azstateparks@webgrantsmail.com <grantstaff.azstateparks@webgrantsmail.com>   Fri, Mar 24, 2023 at 12:01 AM
To: meberhart@azstateparks.gov
Cc: tberanek@azstateparks.gov, tkmetz@azstateparks.gov, mrogers@azstateparks.gov, jschmidt@azstateparks.gov, awilcox@azstateparks.gov

 **** Do Not Respond to This Email ****

Your status report is due in 7 days for the following Grant:

Number: 552209-472309
Title: River Island Staging Area
Program Area: Off-Highway Vehicle/Recreation Trail Programs
Grantee Organization: Arizona State Parks and Trails
Grantee: Matt Tester Eberhart

You are receiving this alert if you have a quarterly status report that is coming due.

If reports are not submitted by the due dates shown above, all reimbursements and agreements will be delayed until the required status reporting is up to date.

If this requires your attention, you may log into the WebGrants grants management system at the following location:
https://azparkgrants.com

Reporting Period:
January 1st -March 30th: Due no later than March 30th
April 1st -June 30th: Due no later than June 30th July 1st -September 30th: Due no later than
September 30th October 1st -December 31st: Due no later than December 31st

Status Reports

Reporting Frequency Chart

	Rec Trails (RTP)			Motorized (OHV)				LWCF			Heritage Fund (HF)				SLIF	ARPA
	Non-Motor	SEE	TM	LE	Small Grant	Emergency Mitigation	Signage	LWCF	ORLP	GS	LRSP	Non-Motor	Env Ed	HP	SLIF	ARPA
Monthly					X	X										X
Bi-Monthly				X	X											
Quarterly	X	X	X					X	X		X	X	X	X	X	
Yearly										X						

Claims

- **Key Points**
  - Match
    - **RTP**: 5.7% minimum required for **each and every** claim - % based off of **total claim** (Request + Match)
      - **In-kind match**: Request/0.943* 0.057 – Ex. $100 Invoice = $100 request and $6.05 (100/.943*.057) in-kind match
        - *Always round up, ADOT will reject if match is even one penny short
      - **Cash Match**: Invoice Amount*0.057 – Ex . $100 Invoice = $94.30 request and $5.70 match
      - *Note for Federal Agencies: 5% of match must come from non-federal sources
    - **HF/SLIF/OHV :** Match can be submitted up front or with each claim as long as minimum % is met
      - Required match varies based on project type (match requirement always stated in agreement)
    - **LWCF**
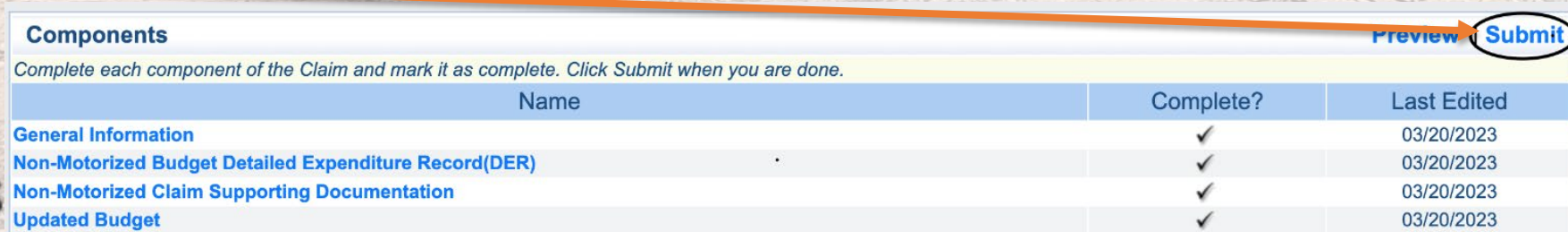   - Request same as match, 1:1 required
  - Supporting Documents
    - Invoices/Receipts/Payroll/Mileage Maps
    - **Proof of payment** (e.g. cancelled check, bank statement copy, copy of paystubs) **Prove the funds actually moved**
    - If match required - Proof of match (e.g. copy of volunteer sign up sheets, detailed spreadsheet for banked match, bank statements and invoices/receipts for cash match)
  - Use correct line items from budget
  - 10% rule – Updated Budget – EX: ($500.00) means $500.00 over budget for that line item
  - **No** data dumping
  - Reporting Period – Period when the work was done (includes dates from invoices/payroll/etc.)
    - Report Period end date cannot be later than the date of submission
  - Avoid Inactivity
    - Risk of losing funding if not submitted at a **minimum** of every Six (6) months

Claims

- **Tips and Tricks**
  - Have budget printed out or pulled up on separate screen while inputting claim
    - Helps ensure correct budget line items are used
  - Match
    - Proof of match is required
      - In-kind Volunteer: Copies of volunteer sign up sheets, detailed spreadsheet (hours, dates, # of volunteers, work done, etc.)
      - In-kind staff: detailed spreadsheet (hours, dates, work done), copies of pay stubs
      - Cash: copies of receipts/invoices, proof of payment(something that shows the funds moved) e.g. copies of pay stubs, copies of bank statements, copies of cancelled check
    - Banking Match – see next slide
  - Verify DER and Updated Budget line up/agree before submitting claim
    - Do not edit the budget unless it shows something that is not in the final DER
  - Submit the Claim
    - Marking all forms as complete does not submit the claim
      - Must Click "**Submit**" after marking all required forms as Complete

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	✓	03/20/2023
Non-Motorized Budget Detailed Expenditure Record(DER)	✓	03/20/2023
Non-Motorized Claim Supporting Documentation	✓	03/20/2023
Updated Budget	✓	03/20/2023

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Banking Match

- RTP
  - Can submit excess/all proof of match up front
    - If this is done, only enter the amount required to meet the 5.7% minimum in your claim ("Bank" the remaining match)
    - Track this match on a spreadsheet (example on next slide)
      - Deduct the 5.7% in subsequent claims
      - Can add to total banked match if/when new proof of match is provided
      - Provide updated spreadsheet with future claims (deduct from total)
        - No need to keep submitting same proof of match
- HF/SLIF/OHV
  - Can submit all match up front
  - No need to bank
    - Excess match submitted up front can over future claims as long as minimum match % is met

Volunteer Match Example

	A	B	C	D	E	F	G
	Date	# of Volunteers	Event Hours	Total Hours:	Monthly Totals (total hours*volunteer rate 29.95/hr)	Total Volunteer Match	
	8/8/22	1	6	6			
	8/16/22	5	5	25			
	8/17/22	3	4	12			Volunteer Rate/hr
	8/25/22	10	6	60	August		$29.95
				103	$ 3,084.85		
	9/1/22	3	5	15			
	9/8/22	2	5	10	September		
	9/20/22	5	6	30	$ 898.50		
						$ 3,983.35	
	Claim 1 Match						
	$ 1,000.00						
		Remaining	$ 2,983.35				
	Claim 2 Match						
	$ 983.35						
		Remaining	$ 2,000.00				
	Claim 3 Match						
	$ 2,000.00						
		Remaining	$ -				

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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

- Use to request adding new Grantee contacts (new contact must be registered in WebGrants)

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Questions?

Status Reports

Motorized (OHV) Grants

Matt Eberhart: 480-695-2628

meberhart@azstateparks.gov

Non-motorized Grants

Jeff Schmidt: 480-340-1305

jschmidt@azstateparks.gov

Heritage, SLIF, ARPA, LWCF Grants

Mickey Rogers: 602-542-6942

mrogers@azstateparks.gov

grantstaff@azstateparks.gov

Claims

Alec Wilcox: 480-640-5821

awilcox@azstateparks.gov

grantstaff@azstateparks.gov

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Thank you for Attending!