



ARIZONA
STATE PARKS & TRAILS



*Post-Award
Grant Workshop*

January 7th, 2025

INTRODUCTIONS

Mickey Rogers

Chief of Grants and Trails

Alec Wilcox

Grants and Trails Coordinator

Matt Eberhart

State Off-Highway Vehicle Coordinator

Jeffrey Schmidt

Program Manager

Juan Colorado-Alvarez

Planner III

Jessica LaPota

SHPO Grants Coordinator

WebGrants Reporting Overview

Status Reports

- Reporting frequency based on Funding Source
- Required to keep grant Active
- Must be up to date to receive reimbursement
- Final Report required to close project
 - Now includes Required Completion Letter
- Built out in system by staff

Claims for Reimbursement

- 6 Month Activity Rule
- Any amount keeps project active
- Final Claim triggers Final Status Report
- Staff available to assist

****Different from Status Reports****

WebGrants Correspondence

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

Project Approved by State Parks Board

△ Board approval is **not** a green light to start your project

→ **Board approval ≠ Project approval**

→ **DO NOT** incur expenses until you have a fully **Signed Agreement** along with an **Approval to Proceed**

→ **Secondary Contact**

→ **Vendor (IV) Number** (Register in Arizona Procurement Portal - APP) - ****Cannot receive reimbursement without this****

→ **Signed Resolution Required** (**Does not apply to State or Federal Project Sponsors*)

- *We will hold sending the Final Agreement for Signature until a signed Resolution is Received*

△ Non-Ground Disturbing

→ A *DRAFT* Agreement will be sent through Correspondence for review

→ Project moved to “*Underway*” in WebGrants

→ Return DRAFT with requested changes **within 30 days** (*Attachment B is boilerplate*)

→ Final Agreement will be sent for e-signature

→ After final signature, we will send an Approval to Proceed

△ Ground Disturbing

→ **Difference** - Further review/approval is needed – SHPO/ADOT

- RTP = Federal Funding = ADOT EPG
- Heritage = State Funding = SHPO

→ After SHPO/ADOT Approval - same steps as Non-Ground Disturbing

- Agreement may contain Special Conditions from SHPO/ADOT
 - Ex – Monitoring, avoidance, etc

Board Approval Email Example

Good afternoon,

Congratulations, your project was approved by the State Parks Board. The next step is for our team to send any projects that involve ground disturbance to SHPO for their review. This process takes no more than 30 days. However, if your project has no ground disturbance, you will receive a draft project agreement in less than a week sent by Alec. Please review the draft, send back any comments/additions/deletions within 30 days. We will send a clean agreement that can be signed electronically and will go to our Assistant Director for his signature. A signed copy will then be sent to you along with an approval to proceed letter.

PLEASE DO NOT START YOUR GRANT UNTIL YOU RECEIVE A FINAL SIGNED AGREEMENT AND APPROVAL TO PROCEED. ANY EXPENSES OR MATCH THAT ARE INCURRED PRIOR TO RECEIVING BOTH THE SIGNED AGREEMENT AND APPROVAL TO PROCEED WILL NOT BE ELIGIBLE TO BE REIMBURSED OR USED AS MATCH.

If you have any questions, please let us know. Thank you and we look forward to working with you on your project.

Project Start Date

• Approval to Proceed (AtP)

- Do not incur expenses or match before receiving AtP along with a Fully Signed Agreement
- Approval sent after Project Agreement is fully signed
- Project Start Date, Reporting Frequency
 - 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 for all projects
 - Status reporting frequency (*quarterly, monthly, bi-monthly*) stated on **Project Agreement, Approval to Proceed**

• For Clarification on Grants

- 2024-2025 Grants Manual/Administrative Guidelines
<https://arizona-content.usedirect.com/storage/2024-2025GrantManual.docx.pdf>

Live Demos

Correspondence

<https://www.azparkgrants.com/>

Correspondence

- Required means of communicating with Grant Staff for Approved Projects
- **Faster** response time
- Use to request adding new Grantee contacts (*new contact must be registered in WebGrants*)
- Creates **accurate log of communication** for Staff and Sponsor
- For questions about your project, go directly to **Correspondence Component** of your grant in WebGrants
- **Please use Correspondence!**

Grant Components

The grant forms appear below
Your grant award details are saved

Component

General Information

Correspondence

Site Visits

Claims

Status Reports

Grant List Genera **Corres** Site V Claims Status Signed Non-Mo Non-Mo Applic Cultur Resolu NEPA Close-

Inter-System Grantee Correspondence

+ Add Grantee Correspondence

Search:

| Flag | Sent/Received | From | To | Subject | Message | Attachment 1 | Attachment 2 | Attachment 3 | Attachment 4 | Attachment 5 |
|------|--------------------------|-------------|------------------------------|---------------------|--|------------------|--------------|--------------|--------------|--------------|
| 🚩 | Aug 13, 2024 11:27 AM | Alec Wilcox | Matt Tester Eberhart, Mickey | Correspondence Test | Test Sent August 13 th 11:26 AM | 472303 - 008.pdf | | | | |

Live Demos

Status Reports

<https://www.azparkgrants.com/>

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 is 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*)
- ✓ Click “**Submit**” after all required sections are marked as complete
- ✓ A **Final Status Report** is required to close the project
 - Complete by project end date **or** after submission of final claim
 - Includes required completion letter template/upload section
 - Please include photos **and** any relevant supporting documentation



The screenshot shows a web interface for 'Status Report Details'. At the top right, there are four buttons: 'Submit Status Report' (highlighted with a red circle), 'Withdraw', 'Copy', and 'Preview Status Report'. Below the buttons is a green notification bar stating 'Status Report is in compliance and is ready for Submission!'. Underneath is a table with three columns: 'Component', 'Complete?', and 'Last Edited'.

| Component | Complete? | Last Edited |
|---------------------|-----------|---|
| General Information | ✓ | Oct 30, 2023 12:00 AM - Alec Wilcox |
| Expenses | ✓ | Aug 28, 2024 2:13 PM - Alec TESTER Wilcox |
| Status Report Notes | ✓ | Aug 28, 2024 2:12 PM - Alec TESTER Wilcox |

Status Reports - Reminder Example

WebGrants - Arizona State Parks - Grant - 06182020-017 - Status Report Due Soon



External



Inbox x



grantstaff@mail.azparkgrants.com

to mrogers, awilcox, me, JColorado-Alvarez, meberhart

Oct 30, 2024, 12:02AM



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

Your Status Report is Due Soon on 10/31/2024 for the following Grant:

Number: 06182020-017

Title: WORKSHOP PROJECT

Program Area: Recreational Trails Program

Grantee Organization: Arizona State Parks

Grantee: Mickey Rogers Tester

You may now log into the WebGrants system at the following location:

<https://www.azparkgrants.com>

Status Reports

Reporting Frequency Chart

| | Rec Trails (RTP) | | | Motorized (OHV) | | | | LWCF | | | Heritage Fund (HF) (Inactive for 2024/2025) | | | | 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 | | | | | | |

**Note for Law Enforcement Grants (LE) – reports required for 2 years after project start date*

Status Reports

Questions on Status Reports?

Reach out to the following staff through **Correspondence**:

- ✓ **LWCF and SLIF** - Mickey Rogers/Jeff Schmidt
- ✓ **OHV (Motorized)** - Matt Eberhart
- ✓ **Non-motorized (HF and RTP)** - Jeff Schmidt
- ✓ **Historic Preservation Grants** - Jessica LaPota

Live Demos

Claims

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

Claims - Match

- **RTP:** 5.7% minimum required for **each and every** claim **Bank excess match for future claims**
 - **In-kind Match:** Amount based off request+match so - Request Amount ÷ 0.943 • 0.057= in-kind
 - E.g. \$100 Invoice = \$100 reimbursement Requires:
 - \$6.05 (100/.943*.057=\$6.05) in-kind match
 - *Always round up, ADOT will reject if match is even one penny short*
 - **Cash Match:** Invoice Amount*0.057 – E.g. \$100 Invoice = \$94.30 reimbursement and \$5.70 match
 - *Note for Federal Agencies: 5% of match must come from non-federal sources*
- **HF/SLIF/OHV:** Match % varies based on project type *(*match requirement always stated in agreement)*
 - **In-kind match:** Unlike RTP, amount based off of request (not including match), so:
Request • Required Match % = in-kind
 - E.g. If 10% is required, then \$100 invoice needs \$10.00 in-kind match
 - **Cash Match:** Invoice amount*required match % - E.g. \$100 Invoice, 10% match required = \$90.00 reimbursement and \$10.00 match
 - *Unlike RTP, Excess/all match can be submitted up front to cover future claims but this is not required as long as the minimum % is met for all claims. *No need to bank excess match**
- **LWCF**
 - Request same as match, 1:1 required* *(Unless otherwise specified in your agreement)*

Claims

• Key Points Continued...

- ✓ Avoid submitting claims out of order
- ✓ Supporting Documents - **only need to attach each document once**
 - 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 is 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 (*helps to have budget printed out or pulled up on separate screen*)
- ✓ Include **Invoice/Receipt Number, Invoice Date** and **Vendor Name** in the Detailed Expenditure Record (DER)
- ✓ **10% rule** –Updated Budget: (\$500.00) = \$500 over budget for that line item - **WebGrants won't let you submit >10%*
- ✓ **No data dumping**
- ✓ Reporting Period – Period when the work was done (includes dates from invoices/payroll/etc.)
- ✓ Avoid Inactivity
 - Risk of losing funding if not submitted at a **minimum** of every Six (6) months (**Does not apply to Equipment Purchase only Grants*)

Claims

| Claims | | | | | | | Copy Existing Claim | Scheduler | Annotations(0) | Return to Components |
|--------------|---------------|-----------|----------------|------------|-------------------------|--------------|-------------------------------------|---------------------------|--------------------------------|--------------------------------------|
| ID | Type | Status | Date Submitted | Date Paid | Date From-To | Claim Amount | | | | |
| 552212 - 001 | Reimbursement | Paid | 01/21/2023 | 02/03/2023 | 11/18/2022 - 12/31/2022 | \$1,693.23 | | | | |
| 552212 - 002 | Reimbursement | Paid | 01/25/2023 | 02/14/2023 | 11/01/2022 - 12/31/2022 | \$389.15 | | | | |
| 552212 - 003 | Reimbursement | Paid | 04/08/2023 | 04/14/2023 | 01/01/2022 - 03/31/2023 | \$1,770.62 | | | | |
| 552212 - 004 | Reimbursement | Paid | 06/19/2023 | 07/30/2023 | 04/01/2022 - 04/30/2023 | \$622.04 | | | | |
| 552212 - 005 | Reimbursement | Paid | 06/19/2023 | 06/30/2023 | 05/01/2023 - 05/31/2023 | \$1,172.50 | | | | |
| 552212 - 006 | Reimbursement | Paid | 06/19/2023 | 06/30/2023 | 04/01/2023 - 04/30/2023 | \$787.50 | | | | |
| 552212 - 007 | Reimbursement | Paid | 06/23/2023 | 07/06/2023 | 05/01/2023 - 06/22/2023 | \$3,267.03 | | | | |
| 552212 - 008 | Reimbursement | Paid | 09/05/2023 | 09/26/2023 | 04/01/2023 - 06/30/2023 | \$717.50 | | | | |
| 552212 - 009 | Reimbursement | Paid | 12/11/2023 | 12/20/2023 | 06/01/2023 - 06/23/2023 | \$140.00 | | | | |
| 552212 - 010 | Reimbursement | Paid | 09/24/2023 | 09/28/2023 | 08/01/2023 - 08/31/2023 | \$1,485.33 | | | | |
| 552212 - 011 | Reimbursement | Paid | 10/03/2023 | 10/17/2023 | 07/01/2023 - 07/31/2023 | \$157.50 | | | | |
| 552212 - 012 | Reimbursement | Paid | 10/03/2023 | 10/17/2023 | 07/01/2023 - 08/31/2023 | \$280.00 | | | | |
| 552212 - 013 | Reimbursement | Paid | 12/11/2023 | 12/26/2023 | 09/01/2023 - 10/31/2023 | \$262.50 | | | | |
| 552212 - 014 | Reimbursement | Paid | 12/11/2023 | 01/08/2024 | 09/01/2023 - 09/30/2023 | \$2,692.32 | | | | |
| 552212 - 015 | Reimbursement | Paid | 03/27/2024 | 04/15/2024 | 10/01/2023 - 10/30/2023 | \$1,068.56 | | | | |
| 552212 - 016 | Reimbursement | Paid | 03/16/2024 | 03/19/2024 | 11/01/2023 - 11/30/2023 | \$604.48 | | | | |
| 552212 - 017 | Reimbursement | Paid | 04/02/2024 | 04/15/2024 | 12/01/2023 - 12/31/2023 | \$3,028.54 | | | | |
| 552212 - 018 | Reimbursement | Paid | 04/02/2024 | 04/15/2024 | 10/01/2023 - 12/31/2023 | \$657.18 | | | | |
| 552212 - 019 | Reimbursement | Paid | 04/05/2024 | 04/15/2024 | 02/01/2024 - 02/29/2024 | \$529.56 | | | | |
| 552212 - 020 | Reimbursement | Paid | 03/27/2024 | 04/15/2024 | 12/01/2023 - 03/31/2024 | \$0.00 | | | | |
| 552212 - 021 | Reimbursement | Submitted | 07/04/2024 | | 01/01/2024 - 01/31/2024 | \$157.50 | | | | |
| 552212 - 022 | Reimbursement | Submitted | 07/04/2024 | | 02/01/2024 - 02/29/2024 | \$157.50 | | | | |
| 552212 - 023 | Reimbursement | Submitted | 07/04/2024 | | 03/01/2024 - 03/31/2024 | \$730.13 | | | | |
| 552212 - 024 | Reimbursement | Submitted | 07/04/2024 | | 04/01/2024 - 04/30/2024 | \$875.00 | | | | |
| 552212 - 025 | Reimbursement | Submitted | 07/04/2024 | | 05/01/2024 - 05/30/2024 | \$577.50 | | | | |
| 552212 - 026 | Reimbursement | Editing | | | 06/01/2024 - 06/30/2024 | \$1,252.09 | | | | |
| 552212 - 027 | Reimbursement | Editing | | | 01/01/2024 - 03/31/2024 | \$0.00 | | | | |
| 552212 - 028 | Reimbursement | Editing | | | 03/01/2022 - 06/30/2024 | \$0.00 | | | | |
| | | | | | Submitted Amount | \$2,437.63 | | | | |
| | | | | | Approved Amount | \$0.00 | | | | |
| | | | | | Paid Total | \$21,325.54 | | | | |
| | | | | | Total | \$25,075.26 | | | | |

Last Edited By:

- Try to submit a claim as soon as you have required documentation (invoice, proof of payment)
- Please avoid submitting multiple reimbursements - wait until previous is paid before submitting next claim
- If there is an issue with one, all will be delayed
- The budget does not update until claims are paid
- Sponsor and reviewer will have a much harder time ensuring line items are within budget

Claims

Detailed Expenditure Record

[Create New Version](#) | [Go to Claim Forms](#) | [Add](#)

| Item Description | Date | Invoice # | Vendor | Reimbursement Request | Match Amount | CASH MATCH ONLY | Check Number |
|--|------------|-----------|------------|-----------------------|--------------|-----------------|--------------|
| 1 - Scope Item #1 Staff/Personnel Costs - staff time | 06/25/2024 | NA | [REDACTED] | \$3,037.50 | \$0.00 | \$337.50 | NA |
| | | | | \$3,037.50 | \$0.00 | \$337.50 | |
| | | | | \$3,037.50 | \$0.00 | \$337.50 | |

Last Edited By: Keith Ashley, 06/25/2024

Arizona State Parks

Dulles Technology Partners Inc.

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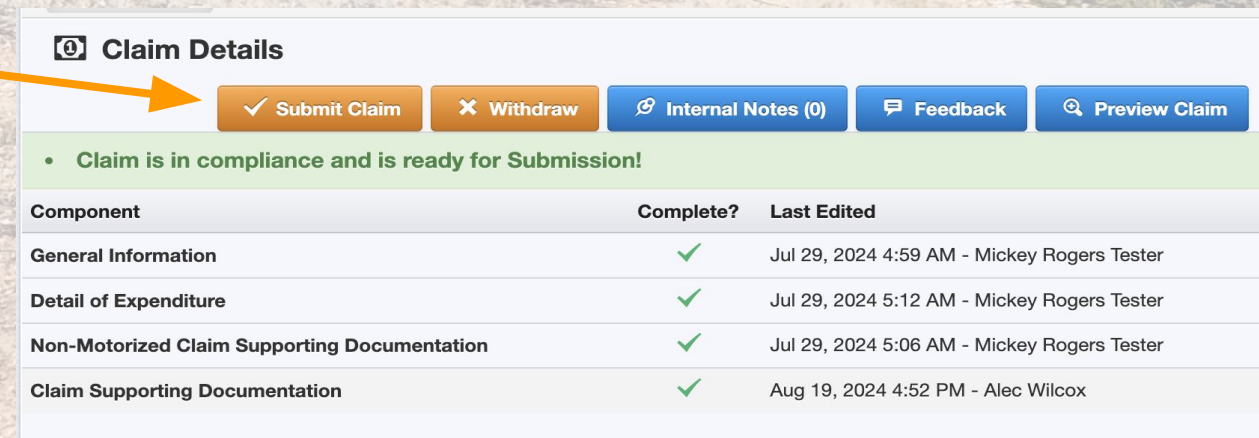
We would prefer, when you have multiple items on one line item that is be broken out individually. In this case, there are three employees. It should look like this:

| | Vendor | Reimbursement | Cash Match |
|---|------------|------------------|-----------------|
| 1 - Scope Item #1 Staff/Personnel Costs - staff | Jane Jones | \$1000.00.00 | \$100.00 |
| 1 - Scope Item #1 Staff/Personnel Costs - staff | Bob Smith | \$500.00 | 50.00 |
| 1 - Scope Item #1 Staff/Personnel Costs - staff | Chuck Kidd | \$1537.50 | \$187.50 |
| Totals: | | \$3037.50 | \$337.50 |

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
 - **Monies:** 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 for RTP Projects – see next slide
- ✓ Submit the Claim
 - Marking all forms as complete does not submit the claim
 - Must Click “**Submit**” after marking all required forms/components as Complete



Claim Details

✓ Submit Claim ✕ Withdraw Internal Notes (0) Feedback Preview Claim

• Claim is in compliance and is ready for Submission!

| Component | Complete? | Last Edited |
|--|-----------|---|
| General Information | ✓ | Jul 29, 2024 4:59 AM - Mickey Rogers Tester |
| Detail of Expenditure | ✓ | Jul 29, 2024 5:12 AM - Mickey Rogers Tester |
| Non-Motorized Claim Supporting Documentation | ✓ | Jul 29, 2024 5:06 AM - Mickey Rogers Tester |
| Claim Supporting Documentation | ✓ | Aug 19, 2024 4:52 PM - Alec Wilcox |

Banking Match

➤ RTP

- ✓ Can submit excess/all proof of match up front, *but:
 - 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 (Ex – sign up sheet)

➤ HF/SLIF/OHV/LWCF

- ✓ Can submit all match up front
- ✓ No need to bank
 - Excess match submitted up front will cover future claims as long as minimum match % is met

Banking Volunteer Match Example

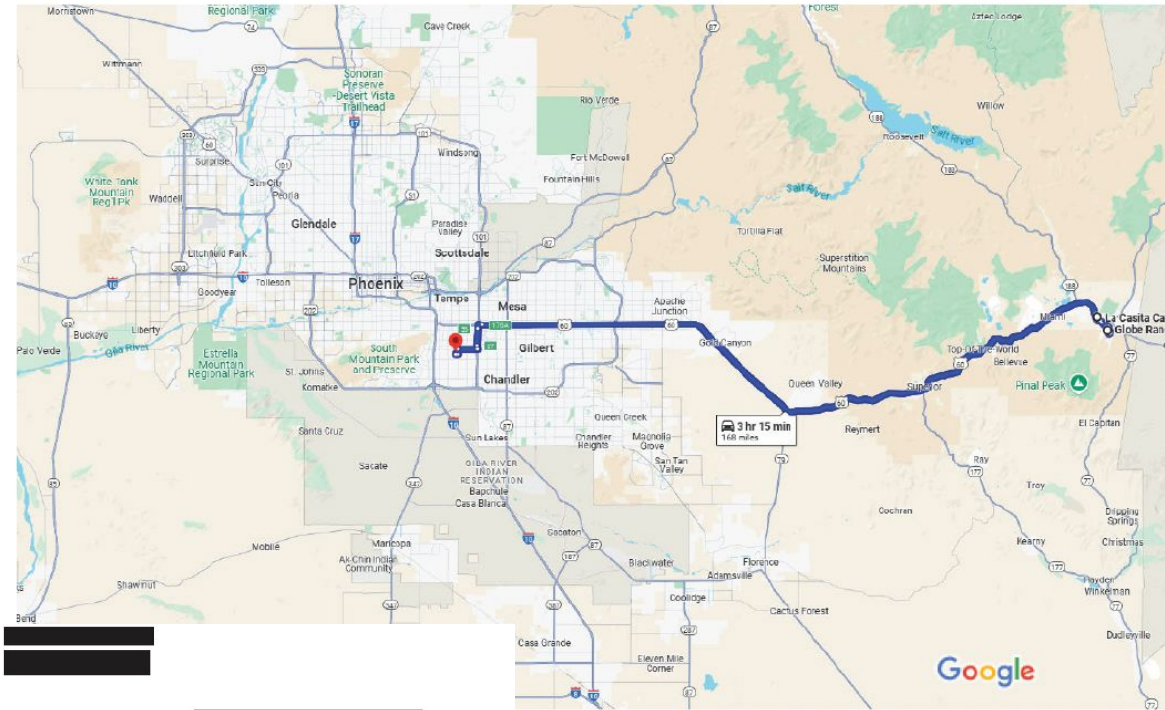
| Date | # of Volunteers | Event Hours | Total Hours: | Monthly Totals (total hours*volunteer rate \$31.80/hr) | Total Volunteer Match |
|----------------------|-----------------|---------------|--------------|--|-----------------------|
| 8/8/22 | 1 | 6 | 6 | | |
| 8/16/22 | 5 | 5 | 25 | | |
| 8/17/22 | 3 | 4 | 12 | | |
| 8/25/22 | 10 | 6 | 60 | August | |
| | | | 103 (\$ | | 3,449.47) |
| 9/1/22 | 3 | 5 | 15 | | |
| 9/8/22 | 2 | 5 | 10 | | |
| 9/20/22 | 5 | 6 | 30 | September | |
| | | | 55 (\$ | | 1,841.95) (\$ |
| | | | | | 5,291.42) |
| Claim 1 Match | | | | | |
| (\$ 1,000.00) | | | | | |
| Remaining | | (\$ 4,291.42) | | Volunteer Rate/hr | |
| | | | | | \$33.49 |
| Claim 2 Match | | | | | |
| (\$ 983.35) | | | | | |
| Remaining | | (\$ 3,308.07) | | | |
| Claim 3 Match | | | | | |
| (\$ 2,000.00) | | | | | |
| Remaining | | (\$ 1,308.07) | | | |

Mileage Maps

Google Maps

- Google Maps

Drive 168 miles, 3 hr 15 min



Map data ©2024 Google 5 mi

- Get on AZ-101 Loop N [redacted] 7 min (3.3 mi)
1. Head south on [redacted] 312 ft
 2. Turn left onto [redacted] 0.2 mi
 3. Turn left onto [redacted] 0.5 mi
 4. Turn right onto [redacted] 2.0 mi
 5. Use the left 2 lanes to turn left [redacted] 443 ft
 6. Use the left 2 lanes to take the ramp onto AZ-101 Loop N 0.3 mi

Current (01/08/2024) AZ Mileage Reimbursement Rate: 65.5¢/mile

Reimbursement Example
168 miles • 0.655 = \$110.04

- Follow US-60 E to S Hill St in Globe 1 hr 18 min (76.2 mi)
7. Merge onto AZ-101 Loop N 1.8 mi
 8. Use the right 2 lanes to take exit 55-55A-55B to merge onto US-60 E toward Globe 74.5 mi
- Take S Walliman Rd and 6 Shooter Canyon Rd to your destination 7 min (2.6 mi)
9. Turn right onto [redacted] 0.2 mi
 10. Turn left onto [redacted] 0.8 mi
 11. Slight right onto [redacted] 26 ft
 12. Turn right onto [redacted] 0.1 mi
 13. Turn left onto [redacted] 0.3 mi
 14. Turn left 0.5 mi
 15. Continue onto [redacted] 0.2 mi
 16. Turn right onto 6 Shooter Canyon Rd 0.4 mi
 17. Turn left 121 ft
- 1 hr 32 min (82.1 mi)

- Globe Ranger Station
7680 6 Shooter Canyon Rd, Globe, AZ 85501
18. Head north toward 6 Shooter Canyon Rd 121 ft
 19. Turn left onto 6 Shooter Canyon Rd 0.3 mi
 20. Continue onto S Jesse Hayes Rd 0.8 mi
 21. Turn right onto Ruiz Canyon Rd

22. Turn left onto S Broad St 305 ft
 - Pass by American Legion post 4 (on the right)
 - Destination will be on the left
- 5 min (1.9 mi)
23. Head south on [redacted] 0.8 mi
 24. Continue onto [redacted] 0.8 mi
 25. Slight right onto [redacted] 26 ft
 26. Turn right onto [redacted] 0.1 mi
 27. Turn left onto [redacted] 0.3 mi
 28. Turn left 0.5 mi
 29. Continue onto [redacted] 0.2 mi
 30. Turn right onto 6 Shooter Canyon Rd 0.4 mi
 31. Turn left 121 ft
 - Destination will be on the right
- 9 min (3.2 mi)

- Globe Ranger Station
7680 6 Shooter Canyon Rd, Globe, AZ 85501
- Take 6 Shooter Canyon Rd and S Jesse Hayes Rd to W Ash St in Globe 4 min (1.4 mi)
32. Head north toward 6 Shooter Canyon Rd 121 ft
 33. Turn left onto 6 Shooter Canyon Rd 0.3 mi

34. Continue onto S Jesse Hayes Rd 0.8 mi
 35. Turn right onto Ruiz Canyon Rd 305 ft
 36. Turn right onto S Broad St 322 ft
 37. Turn left onto S Hill St 0.2 mi
- Follow US-60 W to [redacted] 1 hr 18 min (76.9 mi)
38. Turn left onto W Ash St 1.0 mi
 39. Continue onto US-60 [redacted]
 - Continue to follow US-60 W
 - Pass by Wells Fargo Bank (on the right in 2.2 mi)
 40. Take exit [redacted] 72.8 mi
 41. Take exit [redacted] 2.7 mi
- [redacted] 6 min (2.9 mi)
42. Merge onto [redacted] 404 ft
 43. Use the right 2 lanes to turn right onto [redacted] 2.0 mi
 44. Turn left onto [redacted] 0.5 mi
 45. Turn right onto [redacted] 0.2 mi
 46. Turn right onto [redacted]
 - Destination will be on the left
- 312 ft
- 1 hr 28 min (81.2 mi)

Invoice & Proof of Payment



Invoice

Invoice Date: January 29, 2024
 Invoice Number: AZ_Safford_GilaSanSimon_BE_03

Contract Number: [REDACTED]
 Order Number: [REDACTED]

Duns Number: [REDACTED]

Please Remit Payment To:
 Advanced Resource Solutions, Inc.

[REDACTED]
 [REDACTED]
 [REDACTED]

Arizona Travel Management Plan
 Safford Gila - San Simon BE
 September 6, 2023 – January 26, 2024

| | Description | Percent Payment |
|-----------------------|-------------------|--------------------|
| Biological Evaluation | • [REDACTED] | 15% |
| | TOTAL DUE: | \$ 4,257.00 |

ADVANCED RESOURCE SOLUTIONS, INC - Settlement Report

You received payments from the Federal government. For additional information, or to download payment details, please logi your [Collector Account](#) and select the Payment tab.

S **RY**
C **Y** Name: ADVANCED RESOURCE SOLUTIONS, INC
N of Payments in this Notification: 1
T amount of Payments in this Notification: \$4,257.00

| TI | Payee Name: | Payment Type: | Payment Reference #: | Payer Name: | Payment Date: | Payment Amount (USD): | Status: |
|-----|----------------------------------|---------------|----------------------|--|--------------------------------------|-------------------------------|---------|
| *** | ADVANCED RESOURCE SOLUTIONS, INC | ACH | 101036152576010 | Department of the Interior - BUREAU OF LAND MANAGEMENT | 02/15/2024 | \$4,257.00 | Settled |
| | | | | Invoice#: | Invoice Payment Amount (USD): | Discount Amount (USD): | |
| | | | | AZ_SAFFORD_GILASANSIMON_BE_03 | 4,257.00 | .00 | |

Any Company USA

123 Central Avenue, Suite 500
Boston, MA USA

EARNING STATEMENT

| EMPLOYEE NAME/ADDRESS | | SSN | REPORTING PERIOD | PAY DATE | # | |
|--|----------------|-------------|-------------------------|-------------------------|---------|-----------|
| John Doe, 123 Sample Street, Boston MA | | xxxxxx-1234 | 09/29/2014 - 10/05/2014 | 10/07/2014 | 1234 | |
| INCOME | RATE | HOURS | CURRENT PAY | DEDUCTIONS | TOTAL | YTD TOTAL |
| GROSS EARNING | 15.00 | 40 | 600 | STATUTORY DEDUCTIONS | | |
| | | | | FEDERAL MEDICARE | 70 | 348.00 |
| | | | | FEDERAL SOCIAL SECURITY | 37.20 | 1488.00 |
| | | | | FEDERAL TAX | 75.10 | 3004.00 |
| | | | | STATE TAX | 0.00 | 0.00 |
| YTD GROSS | YTD DEDUCTIONS | YTD NET PAY | TOTAL | DEDUCTIONS | NET PAY | |
| 24000.00 | 4840.00 | 19160.00 | 600.00 | 121.00 | 479.00 | |

Sample

Cancelled Check example:

(Can be found through a bank account you can access online, through bank statements received in the mail, or by contacting/visiting your bank)

Account: ASB Free Checking *XXXX I Check Number: 123 I Date Posted: X/XX/XXXX I Amount: \$250.00

RIO Name 123
123 ST.
HONOLULU, HI 96822

123

DATE Nov. 1, 2010

PAY TO THE ORDER OF Jane Smith \$ **250.00**

Two hundred and fifty and 00/100 cents DOLLARS

AMERICAN Savings Bank
P.O. Box 2130
Honolulu, Hawaii 96804-2130
www.asb.hawaii.com

MEMO For food John Doe

⑆XXXXXXXXXX⑆ X123 XXXXX ⑆ XXXXXX ⑆⑆

\$ Your Bank

Account Number: XXXX XXXX XXXX XXXX
Customer Service: 1-800-XXX-XXXX
Page 2 of 2

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ACCOUNT ACTIVITY

| Post Date | Trans Date | Reference Number | Merchant Name or Description of Transaction | Dollar Amount |
|-------------------------|------------|------------------|---|---------------|
| MM/DD | MM/DD | XXXX | PAYMENT - THANK YOU | -\$XXX.XX |
| PURCHASES | | | | |
| MM/DD | MM/DD | XXXX | Merchant Name | \$XX.XX |
| MM/DD | MM/DD | XXXX | Merchant Name | \$XXX.XX |
| MM/DD | MM/DD | XXXX | Merchant Name | \$X.XX |
| MM/DD | MM/DD | XXXX | Merchant Name | \$XX.XX |
| FEES | | | | |
| MM/DD | MM/DD | XXXX | Late Payment Fee | \$XX.XX |
| MM/DD | MM/DD | XXXX | Cash Advance Fee | \$XX.XX |
| MM/DD | MM/DD | XXXX | Balance Transfer Fee | \$XX.XX |
| INTEREST CHARGED | | | | |
| MM/DD | | | Purchase Interest Charge | \$XX.XX |
| MM/DD | | | Cash Advance Interest Charge | \$XX.XX |
| MM/DD | | | Balance Transfer Interest Charge | \$XX.XX |

9

| XXXX Totals Year-to-Date | |
|--------------------------------|---------|
| Total fees charged in XXXX | \$XX.XX |
| Total interest charged in XXXX | \$XX.XX |

XXXXXXXXX XXXXXXXX
XXXX XXX XX

National Piggy Bank >XXXXXXXXXX<
Honolulu Hawaii

XXXXXXXXXXXX XXXXXXXX XX XXXXX XXXXXXXX
XXXXXX XX XX

ENDORSE HERE
XX-XXXXXX
DEPOSIT ONLY

Shows that the other bank received the check

Current Rates

- ✓ **Volunteer Rate: \$33.49/hour/volunteer**
- ✓ **Mileage Reimbursement Rate: 65.5¢/mile** (*AZ ONLY, NOT FEDERAL)
- **Lodging** - Based on: <https://www.gsa.gov/travel/plan-book/per-diem-rates>
*Rates are pre-tax

Daily lodging rates (excluding taxes) | October 2024 - September 2025



Cities not appearing below may be located within a county for which rates are listed. To determine the county a destination is located in, visit the [Census Geocoder](#).

Filter Results...

| Primary Destination ⁱ | County ⁱ | 2024 Oct | Nov | Dec | 2025 Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep |
|----------------------------------|---|----------|-------|-------|----------|-------|-------|-------|-------|-------|-------|-------|-------|
| Standard Rate | Applies for all locations without specified rates | \$110 | \$110 | \$110 | \$110 | \$110 | \$110 | \$110 | \$110 | \$110 | \$110 | \$110 | \$110 |
| Grand Canyon / Flagstaff | Coconino / Yavapai less the city of Sedona | \$144 | \$110 | \$110 | \$110 | \$110 | \$144 | \$144 | \$144 | \$144 | \$144 | \$144 | \$144 |
| Kayenta | Navajo | \$145 | \$145 | \$145 | \$145 | \$145 | \$145 | \$145 | \$145 | \$145 | \$145 | \$145 | \$145 |
| Phoenix / Scottsdale | Maricopa | \$160 | \$160 | \$160 | \$160 | \$229 | \$229 | \$161 | \$161 | \$113 | \$113 | \$113 | \$160 |
| Sedona | City Limits of Sedona | \$213 | \$213 | \$213 | \$164 | \$164 | \$274 | \$274 | \$183 | \$183 | \$183 | \$183 | \$213 |
| Tucson | Pima | \$123 | \$123 | \$123 | \$171 | \$171 | \$171 | \$123 | \$123 | \$123 | \$123 | \$123 | \$123 |

Amendment Request

- Submit through correspondence
 - Change of Budget (**Major Scope Changes require board approval**)
 - Include Spreadsheet
 - ✓ Detail how money is to be moved
 - i. **Can copy budget directly from WebGrants onto a spreadsheet*
 - ✓ Show Old and New Amounts for each line
 - i. **Increase in total project cost will require board approval*
 - Change of Scope
 - **New** line/scope items **require board approval**
 - Project Extension
 - Reviewed on case by case basis
- **If Approved - an amended agreement will be sent for review and then for signature*

Project Closeout

- Reminders automatically sent **60** and **30** days before project end date
- All **Status Reports, Claims** and **Completion Letter** should be submitted by project end date specified in the Agreement
 - **Claims:** must be submitted **before project end date**
- If **Final Claim is submitted early**, the **Final Report** and **Completion letter** will need to be received by staff before final claim is processed
 - Completion letter is now a required section of Final Report

**Note for Law Enforcement Projects – If final claim submitted before project end date, Status reports will still be required for 2 years following project start date.*

Final Claim Submission

Final claim payment will be held until receipt of:

1. Final Status Report
2. Completion Letter - now included in final report

Questions?

- Staff is here to assist you to make this process as easy as possible
- Please reach out through Correspondence whenever assistance is needed
- We are always happy to setup a virtual meet to walk through claims and status reports
- When in doubt, ask 😊

*Recording and Presentation will be posted soon on our website @ <https://azstateparks.com/workshops>

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

Claims

Juan Colorado-Alvarez: 480-714-3337

jcolorado-alvarez@azstateparks.gov

Alec Wilcox: 480-640-5821

awilcox@azstateparks.gov

ARIZONA

STATE PARKS & TRAILS

Thank you for Attending!

Thank you for attending!

Next Workshop

Land and Water Conservation Fund (LWCF)

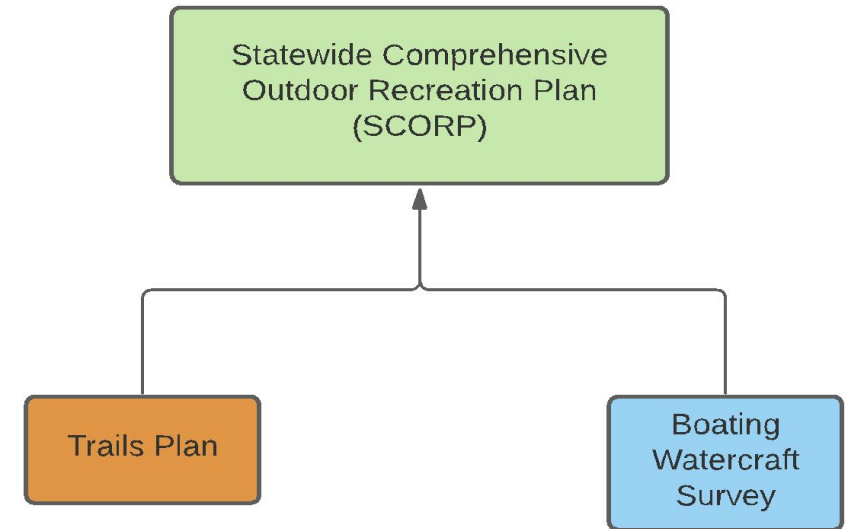
Thursday 1/23/25 10:00 AM

Workshop Recording and Presentation will be posted @

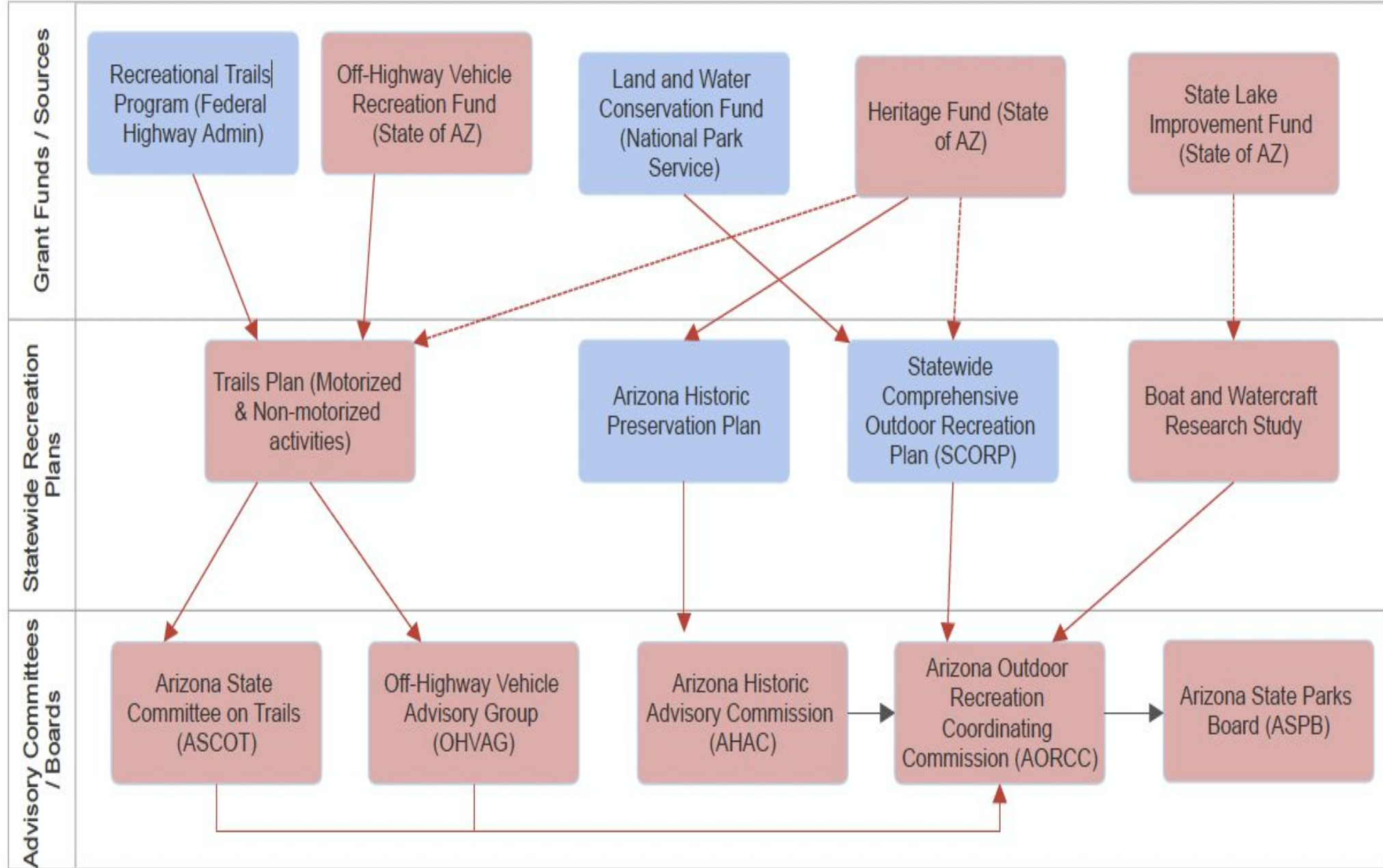
<https://azstateparks.com/workshops>

Why do we do statewide Statewide Outdoor Recreation Planning?

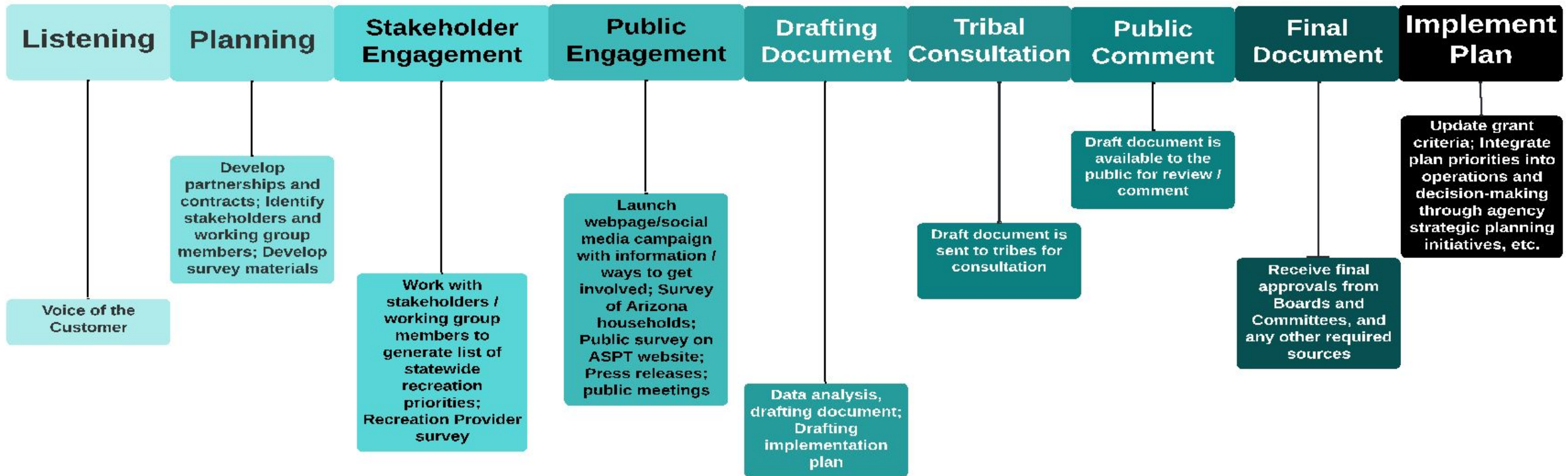
- Required by statute.
- Identifies and prioritizes outdoor recreation issues for the next 5 years.
- Addresses all types of outdoor recreation, across all types of providers, across the state.



Grants and Planning Process



What is process for statewide planning?



2025 Trails Plan - We need YOU!

Land Managers' Survey



SCAN ME

- Required by statutes.
- It covers **all trail-related** outdoor recreation activities, across **all public land managers** in the state.
- Defines trail priorities (non-motorized, motorized, e-bikes and other emerging technologies) for the next five years.
- 2025 Trails Plan has kicked off in August 2023 (azstateparks.com/2025-trails-plan)

- Weigh in on trails in Arizona and for other information, go to azstateparks.com/2025-trails-plan

Public Survey



SCAN ME



Statewide Outdoor Recreation Planning Resources are available at azstateparks.com/publications

Visit azstateparks.com/scorp or azstateparks.com/2025-trails-plan for more information

For more information about the 2025 Trails Plan process and how you can have your voice heard”

Email: trailsplan@azstateparks

Contact information:
Dawn Collins
dcollins@azstateparks.gov
602-542-7128