



**ARIZONA**  
**STATE PARKS & TRAILS**

# Post-Award Grant Workshop

January 30th, 2024

# 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

- 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 for Reimbursement

- 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



# Project Approved by State Parks Board

- Board approval is not a green light to start your project
  - Board approval  $\neq$  Project approval
  - **DO NOT** incur expenses until you have a fully **Signed Agreement** along with an **Approval to Proceed**
  - Need Secondary Contact Registered in WebGrants
  - Need Vendor Number (Register in APP)
- **Non-Ground Disturbing**
  - A *DRAFT* Agreement will be sent within a week for review
  - Project moved to “Underway” in WebGrants
  - Correspondence
  - Return DRAFT with requested changes (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
  - Draft agreement will be sent after SHPO/ADOT approval
    - Agreement may contain Special Conditions from SHPO/ADOT
      - Ex – Monitoring, avoidance, etc

# 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](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>



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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                                                                                                   |           |             | <a href="#">Preview</a> | <a href="#">Submit</a> |
|--------------------------------------------------------------------------------------------------------------|-----------|-------------|-------------------------|------------------------|
| <i>Complete each component of the status report and mark it as complete. Click Submit when you are done.</i> |           |             |                         |                        |
| Name                                                                                                         | Complete? | Last Edited |                         |                        |
| <a href="#">General Information</a>                                                                          | ✓         | 10/26/2022  |                         |                        |
| <a href="#">Approved Scope Items Report</a>                                                                  | ✓         | 12/14/2022  |                         |                        |
| <a href="#">Approved Project Trails Report</a>                                                               | ✓         | 12/14/2022  |                         |                        |
| <a href="#">Status Report Notes</a>                                                                          | ✓         | 12/14/2022  |                         |                        |



# Status Reports - Reminder Example



Mickey Rogers <mrogers@azstateparks.gov>

## 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  |                    |           |        |    |      |      |

- Note for Law Enforcement Grants (LE) – reports are required for 2 years after project start date even if project is financially closed

# Claims

## Match

- **RTP:** 5.7% minimum required for **each and every** claim *\*Bank excess match for future claims\**
  - **In-kind Match:** Amount based off of request+match, so -  $\text{Request}/0.943 * 0.057$  – E.g. \$100 Invoice = \$100 reimbursement 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 – 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 -  $\text{Request} * \text{Required Match \%}$  - E.g. If 10% is required match, 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
  - Multiple invoices ready to submit for reimbursement? Submit them all in one claim –
- 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 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)
  - Each supporting document only needs to be uploaded **once**
- Use correct line items from budget
- Include **Invoice/Receipt Number, Date** and **Vendor Name** in the Detailed Expenditure Record (DER)
- **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 (\*Does not apply to Equipment Purchase only Grants)



# 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 for RTP Projects – see next slide
- Verify DER and Updated Budget line up/agree before submitting claim
  - **Do not** edit the budget – we correct on our end based on 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 |        |
| <b>General Information</b>                                                                    |                                                       |           |             |        |
|                                                                                               | 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 ( Ex – sign up sheet)
- HF/SLIF/OHV
  - 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 | 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           | <b>August</b>                              |                       |
|                      |                  |             | 103          | \$                                         | <b>3,275.40</b>       |
| 9/1/22               | 3                | 5           | 15           |                                            |                       |
| 9/8/22               | 2                | 5           | 10           | <b>September</b>                           |                       |
| 9/20/22              | 5                | 6           | 30           | \$                                         | <b>898.50</b>         |
|                      |                  |             |              |                                            | \$ <b>4,173.90</b>    |
| <b>Claim 1 Match</b> |                  |             |              |                                            |                       |
| \$ 1,000.00          |                  |             |              |                                            |                       |
|                      | <b>Remaining</b> | \$ 3,173.90 |              | <b>Volunteer Rate/hr</b>                   |                       |
|                      |                  |             |              | <b>\$31.80</b>                             |                       |
| <b>Claim 2 Match</b> |                  |             |              |                                            |                       |
| \$ 983.35            |                  |             |              |                                            |                       |
|                      | <b>Remaining</b> | \$ 2,190.55 |              |                                            |                       |
| <b>Claim 3 Match</b> |                  |             |              |                                            |                       |
| \$ 2,000.00          |                  |             |              |                                            |                       |
|                      | <b>Remaining</b> | \$ 190.55   |              |                                            |                       |

**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 | Check Number: 123 | Date Posted: X/XX/XXXX | Amount: \$250.00

RIO Name 123  
123 ST.  
HONOLULU, HI 96822

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.asbhawaii.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

8

**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     |
| <b>PURCHASES</b>        |            |                  |                                             |               |
| 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       |
| <b>FEES</b>             |            |                  |                                             |               |
| 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       |
| <b>INTEREST CHARGED</b> |            |                  |                                             |               |
| 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 |

XXXXXXXXXX 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

# Correspondence

- Preferred means of communicating with Grant Staff
- When not used, creates increased workload on staff (See next slide)
- 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)
- Creates reliable log of communication
- Please use Correspondence!





### Non-System Communication Log

[Return to Components | Add](#)

| Subject                                                                | Type  | From          | To                          | Sent/Received | Attachments                                                                                 |
|------------------------------------------------------------------------|-------|---------------|-----------------------------|---------------|---------------------------------------------------------------------------------------------|
| <a href="#">Claim #1</a>                                               | Email | Mickey        |                             | 02/02/2021    |                                                                                             |
| <a href="#">Claim #2</a>                                               | Email | Mickey Rogers |                             | 05/12/2021    |                                                                                             |
| <a href="#">RE: HELP! Not able to submit Quarterly Report</a>          | Phone | Alec Wilcox   |                             | 06/29/2022    |                                                                                             |
| <a href="#">Need Advice Regarding City of Peoria Event Date Change</a> | Email |               | Mickey Rogers, Jeff Schmidt | 12/02/2022    | <a href="#">State of Arizona Mail - Need Advice Regarding Event Date Change.pdf</a>         |
| <a href="#">Need Advice Regarding City of Peoria Event Date Change</a> | Email | Jeff Schmidt  |                             | 12/14/2022    |                                                                                             |
| <a href="#">MT+PF - Difficulties with RTP grant attachments</a>        | Email |               | Jeff Schmidt                | 06/13/2023    | <a href="#">Re MTPF Difficulties with RTP grant attachments.pdf</a>                         |
| <a href="#">MT+PF - Difficulties with RTP grant attachments</a>        | Email | Jeff Schmidt  |                             | 06/19/2023    | <a href="#">State of Arizona Mail - MT+PF - Difficulties with RTP grant attachments.pdf</a> |
| <a href="#">Looking ahead</a>                                          | Email |               | Mickey                      | 06/25/2023    | <a href="#">6-25-23 - Re_ Looking Ahead .pdf</a>                                            |
| <a href="#">Assistance</a>                                             | Email |               | Alec                        | 05/02/2023    | <a href="#">May 2 Re_ _ 60 Day Reminder.pdf</a>                                             |
| <a href="#">webgrant update budget Logo</a>                            | Email |               | Mickey/Jeff                 | 04/03/2023    | <a href="#">April 3.pdf</a>                                                                 |
|                                                                        | Email |               | Jeff                        | 12/31/2023    | <a href="#">23-31 Fwd_ Need High Resolution AZ State Parks &amp; Trails Logo.pdf</a>        |

https://www.azparkgrants.com/viewComponent.do?property(documentPk)=1595174939752&property(componentDefPk)=1459261308960&property(componentPk)=1595177301548

1/7

2/23, 12:18 PM

WebGrants - Arizona State Parks

|                                                                               |       |             |                 |            |                                                                            |
|-------------------------------------------------------------------------------|-------|-------------|-----------------|------------|----------------------------------------------------------------------------|
| <a href="#">Status report</a>                                                 | Email |             | Jeff/Mickey     | 06/28/2022 | <a href="#">grant Status Report -</a>                                      |
| <a href="#">Grant extension</a>                                               | Email |             | Jeff/Mickey     | 05/20/2023 |                                                                            |
| <a href="#">Grant extension</a>                                               | Email |             | Jeff/Mickey     | 05/20/2023 | <a href="#">Agreement Modification Extending</a>                           |
| <a href="#">End date</a>                                                      | Email |             | Mickey/Jeff     | 06/27/2023 | <a href="#">Project End Date Approaching</a>                               |
| <a href="#">Guidance</a>                                                      | Email |             | Mickey/Jeff     | 05/29/2023 |                                                                            |
| <a href="#">Workshops</a>                                                     | Email |             | Mickey/Jeff/Bob | 05/05/2023 |                                                                            |
| <a href="#">Trail Stewardship workshops</a>                                   | Email |             | Mickey/Jeff     | 04/30/2023 | <a href="#">4-30-23</a>                                                    |
| <a href="#">Signage on grant</a>                                              | Email |             | Mickey/Jeff     | 04/14/2023 | <a href="#">Grant Signage Amendment.pdf</a>                                |
| <a href="#">Grant guidance</a>                                                | Email |             | Mickey/Jeff     | 03/24/2023 | <a href="#">3-24 - Fwd_ RTP Grant Application Guidance.pdf</a>             |
| <a href="#">Account issues</a>                                                | Email |             | Mickey/Jeff     | 03/02/2023 |                                                                            |
| <a href="#">Account issues</a>                                                | Email |             | Mickey/Jeff     | 06/29/2022 | <a href="#">6-29-22 - Re_ Problems with MT + PF Webgrants system.pdf</a>   |
| <a href="#">System again</a>                                                  | Email |             | Mickey/Jeff     | 06/29/2022 | <a href="#">6-29-22-2 - RE_ Problems with MT + PF Webgrants system.pdf</a> |
| <a href="#">Completion Letter, confusion final claim over submission date</a> | Email | Alec Wilcox |                 | 06/30/2023 | <a href="#">State of Arizona Mail - Final Claim.pdf</a>                    |

### Inter-System Grantee Correspondence

[Add](#)

| Subject                                                        | From          | To                                | Sent/Received | Attachments |
|----------------------------------------------------------------|---------------|-----------------------------------|---------------|-------------|
| <a href="#">Grant Draft Agreement</a>                          | Mickey Rogers |                                   | 07/19/2020    |             |
| <a href="#">RE: Grant Draft Agreement</a>                      | Mickey Rogers |                                   | 07/28/2020    |             |
| <a href="#">RE: Grant Draft Agreement</a>                      |               | Mickey Rogers                     | 07/28/2020    |             |
| <a href="#">Grant Final Agreement</a>                          | Mickey Rogers | Jan Hancock, Jeffrey Karl Schmidt | 07/28/2020    |             |
| <a href="#">RE: Grant Final Agreement</a>                      |               | Mickey Rogers                     | 07/28/2020    |             |
| <a href="#">Grant Correspondence</a>                           |               |                                   | 07/29/2020    |             |
| <a href="#">RE: Grant Correspondence</a>                       |               | Mickey Rogers                     | 08/05/2020    |             |
| <a href="#">Grant Signed Agreement and approval to proceed</a> | Mickey Rogers |                                   |               |             |
| <a href="#">RE: Grant Signed Agreement and approval to</a>     |               |                                   |               |             |

# Project Closeout

- Staff will send reminders 60 and 30 days before project end date
- All **Status Reports, Claims** and **Completion Letter** must be submitted by project end date specified in the Agreement
- If Final Claim is submitted early, the Final Report and Completion letter will need to be received by staff before final claim is processed.

*\*Note for Law Enforcement Projects – If final claim submitted before project end date, sponsor will provide a financial closeout letter. Status reports will still be required for 2 years following project start date. Upon submission of final Status Report – a final completion letter will be required to close the project.*

## **Final Claim Submission**

Final claim will be held until receipt of:

1. Final Status Report
2. Completion Letter (staff will send template)

**Thank you for Attending!**



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# Questions?

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

## **Status Reports**

### **Motorized (OHV) Grants**

Matt Eberhart: 480-695-2628

[meberhart@azstateparks.gov](mailto:meberhart@azstateparks.gov)

### **Non-motorized Grants**

Jeff Schmidt: 480-340-1305

[jschmidt@azstateparks.gov](mailto:jschmidt@azstateparks.gov)

### **Heritage, SLIF, ARPA, LWCF Grants**

Mickey Rogers: 602-542-6942

[mrogers@azstateparks.gov](mailto:mrogers@azstateparks.gov)

## **Claims**

Alec Wilcox: 480-640-5821

[awilcox@azstateparks.gov](mailto:awilcox@azstateparks.gov)

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