

# 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 ≠ 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

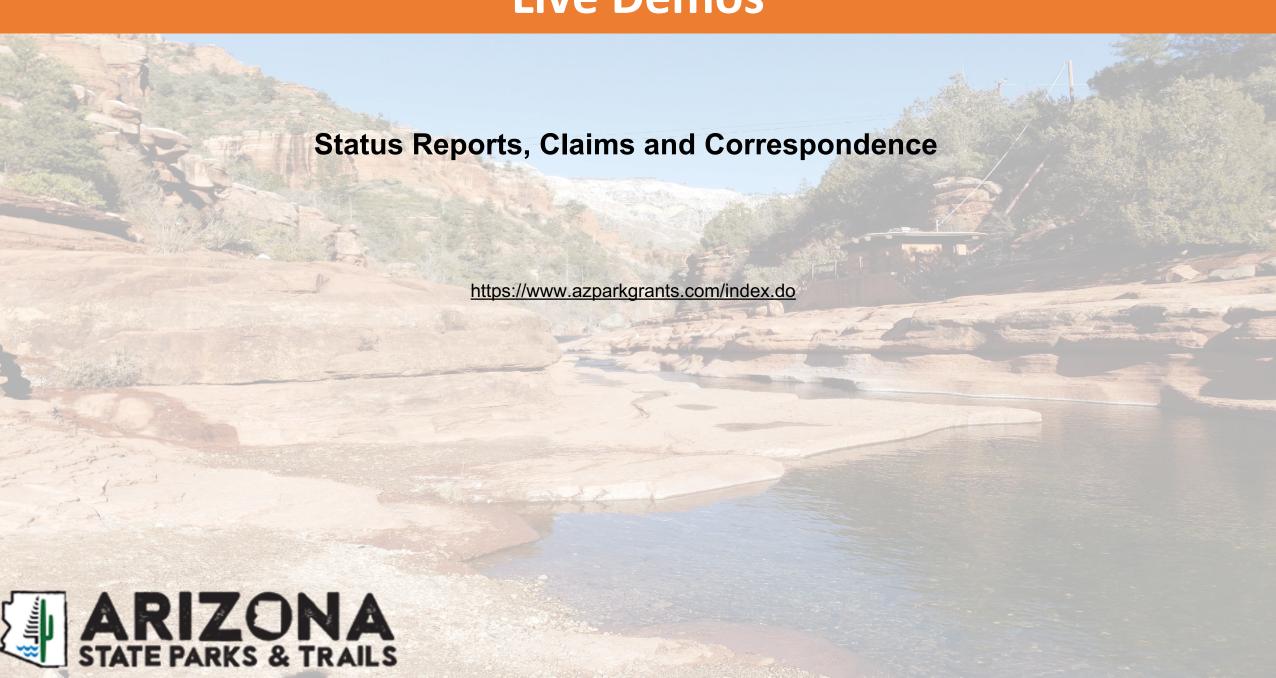
## **Project Start Date**

- 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 (<a href="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</a>)

\*\*Must be logged in to WebGrants for link to work\*\*



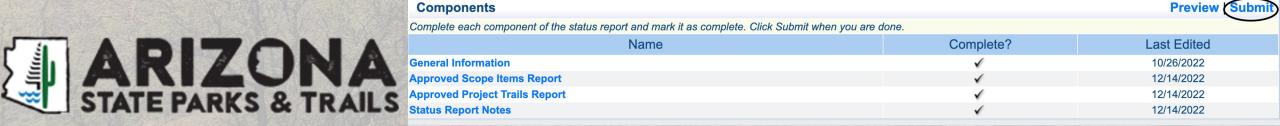
# **Live Demos**



## **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



# **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**

		c Trails (RTP)	5			Motorized (OHV)			LWCF		ŀ	leritage (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						Х	Х									Х
Bi-Monthly				Х	Х											
Quarterly	Х	Х	Х					Х	Х		Х	Х	Х	Х	Х	
Yearly										Х						

• 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 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 Request\*Required Match % E.g. If 10% is required match, then \$100 invoice needs \$10.00 inkind 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...

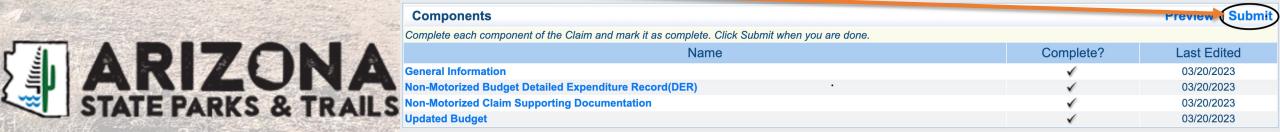
- Avoid submitting claims out of order
  - Multiple invoices ready to submit for reimbursement? Submit them all in one claim –
- Supporting Documents
  - Invoices/Receipts/Payroll/Mileage Maps
  - Proof of payment (e.g. cancelled check, bank statement copy, copy of paystubs) \*\*Prove the funds actually 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



# **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	<b>Event Hours</b>	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	August	
			103	\$ 3,275.40	
9/1/22	3	5	15		
9/8/22	2	5	10	September	
9/20/22	5	6	30	\$ 898.50	
					\$ 4,173.90
Claim 1 Match					
\$ 1,000.00					
	Remaining	\$ 3,173.90		Volunteer Rate/hr	
				\$31.80	
Claim 2 Match					
\$ 983.35					

Remaining

Remaining

Claim 3 Match

2,000.00

\$ 2,190.55

190.55

#### Any Company USA

123 Central Avenue, Suite 500 Boston, MA USA

#### EARNING STATEMENT

Account Number: XXXX XXXX XXXX XXXX

Customer Service: 1-800-XXX-XXXX

Page 2 of 2

EMPLOYEE NAME/ADDRESS				REPORTING PERIOD			PAY DATE		
Street, Boston MA		xxx-xx-1234	09/29/2014 - 10/05/2014			2014	10/07/2014	1234	
PATE	HOURS	CURRENT PAY		DEDU	CTION	5	TOTAL	YTO TOTAL	
15.00	-		STA	TUTOOK	DEDUK	NS	^		
A .			E	MEC	RE	- 17	70	348.00	
			n	sox	SEC	TY	37.20	1488.00	
			FE	DAL TA	×		75.10	3004.00	
			Sin	TAX			0.00	0.00	
	PATE	PATE HOURS	PATE HOURS CURRENT PAY	PATE HOURS CURRENT PAY	PATE HOURS CURRENT PAY DEDU	PATE HOURS CURRENT PAY DEDUCTION  15.00	PATE HOURS CURRENT PAY DEDUCTIONS  15.00 STATUTORY DEDUCTIONS  FIT MED RE  FIT SOX SECURTY  FREE PAL TAX	PATE HOURS CURRENT PAY DEDUCTIONS TOTAL  15.00 STATUTORY DEDUCTIONS FIG. MEC. RE 70 FIG. SOC. SEC. TY 37.20 FEE BALTAX 75.10	

#### \$ Your Bank

#### ACCOUNT ACTIVITY

8

ACCOUNT	ACTIVITY			
Post Date	Trans Date	Reference Number	Merchant Name or Description of Transaction	<b>Dollar Amount</b>
		<b>PAYMENTS</b> A	AND OTHER CREDITS	
MM/DD	MM/DD	XXXX	PAYMENT - THANK YOU	- \$XXX.XX
		PL	JRCHASES	
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
		INTER	EST CHARGED	
MM/DD			Purchase Interest Charge	\$XX.XX
MM/DD			Cash Advance Interest Charge	\$XX.XX
MM/DD			<b>Balance Transfer Interest Charge</b>	\$XX.XX

XXXX Totals Year-to-Date

Total fees charged in XXXX

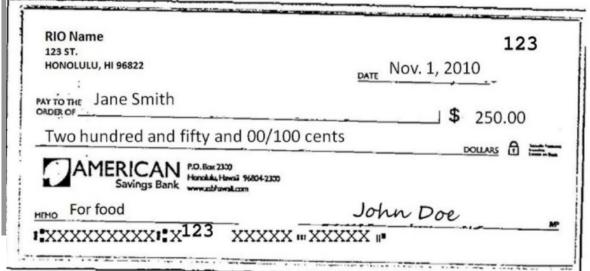
Total interest charged in XXXX

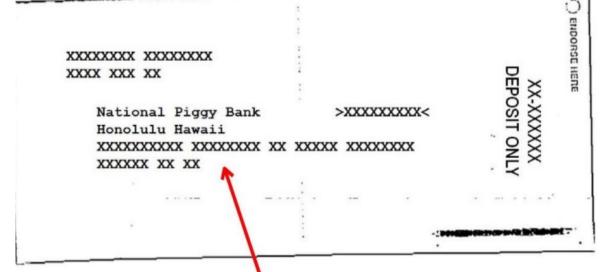
\$XX.XX

#### 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





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	3				Return to Components   Add	
Subject	Type	From	То	Sent/Received	d Attachments	
Claim #1	Email	Mickey		02/02/2021		
Claim #2	Email	Mickey		05/12/2021		
RE: HELP! Not able to submit Quarterly	Phone	Rogers Alec Wilcox		06/29/2022		
Report		raco IIIaaan	Mickey Boson Joff	00.20.2022		
Need Advice Regarding City of Peoria Event Date Change	Email		Mickey Rogers, Jeff Schmidt	12/02/2022	State of Arizona Mail - Need Advice Regarding Event	
Need Advice Regarding City of Peoria Event Date Change	Email .	Jeff Schmidt		12/14/2022		
MT+PF - Difficulties with RTP grant attachments	Email		Jeff Schmidt	06/13/2023	Re MTPF Difficulties with RTP grant attachments.pdf	
MT+PF - Difficulties with RTP grant	Email .	Jeff Schmidt		06/19/2023	State of Arizona Mail - MT+PF - Difficulties with RTP grant	
attachments Looking ahead	Email		Mickey	06/25/2023	attachments.pdf 6-25-23 - Re_ Looking Ahead .pdf	
Assistance	Email		Alec	05/02/2023	May 2 Re60 Day Reminder.pdf	
webgrant update budget	Email		Mickey/jeff	04/03/2023	April 3.pdf	
Logo	Email		Jeff	12/31/2023	23-31 Fwd_ Need High Resolution AZ State Parks & Trails Logo.pdf	
tps://www.azparkgrants.com/viewComponent.do?proper	rty(documen	ntPk)=15951749.	39752&property(componer	ntDefPk)=1459261308	960&property(componentPk)=1595177301548	1/7
2/23, 12:18 PM			,	WebGrants - Arizona S	tate Parks	
Status report	Email		Jeff/Mickey	06/28/2022	grant Status Report -	
Grant extension	Email		Jeff/Mickey	05/20/2023		
Grant extension	Email		Jeff/Mickey	05/20/2023	Agreement Modification Extending	
End date	Email		Mickey/Jeff	06/27/2023	Project End Date Approaching	
Guidance Workshops	Email Email		Mickey/Jeff Mickey/Jeff/Bob	05/29/2023 05/05/2023		
Trail Stewardship workshops	Email		Mickey/Jeff	04/30/2023	4-30-23	
Signage on grant	Email		Mickey/Jeff	04/30/2023	Grant Signage Amendment.pdf	
Grant guidance	Email		Mickey/Jeff	03/24/2023	3-24 - Fwd_ RTP Grant Application Guidance.pdf	
Account issues	Email		Mickey/Jeff	03/02/2023		
Account issues	Email		Mickey/Jeff	06/29/2022	6-29-22 - Re_ Problems with MT + PF Webgrants system.pdf	
System again Completion Letter, confusion final claim over submission date	Email .	Alec Wilcox	Mickey/Jeff	06/29/2022 06/30/2023	6-29-22-2 - RE_ Problems with MT + PF Webgrants system.pdf State of Arizona Mail - Final Claim.pdf	
Inter-System Grantee Correspond	dence				Add	
Subject		From	Т	9	Sent/Received Attachments	
Grant Draft Agreement		Mickey			07/19/2020	
RE: Grant Draft Agreement		Rogers Mickey Rogers			07/28/2020	
RE: Grant DrafAgreement		Rogers	Mickey	Rogers	07/28/2020	
Grant Final Agreement		Mickey Rogers	Jan Hancock, Jeff	frey Karl Schmidt	07/28/2020	
RE: Grant Final Agreement		109010	Mickey I	Rogers	07/28/2020	
Grant Correspondence					07/29/2020	
RE: Grant Correspondence			Maker	Pogers	08/05/2020	1000
Grant Signed Agreement and approval to	proceed		Mickey	Rogers	00/03/2020	
Grant Organo Agreement and approval to	pi oceed	Mickey Rogers				Z

# **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)





## **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 ©

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



#### **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

Alec Wilcox: 480-640-5821

awilcox@azstateparks.gov