

ARIZONA STATE PARKS AND TRAILS
ON-LINE GRANTS MANAGEMENT SYSTEM –WEBGRANTS

www.azparkgrants.com

SUBMITTING QUARTERLY REPORTS (STATUS REPORTS)
USING WEBGRANTS



ARIZONA
STATE PARKS & TRAILS

FOR MORE INFORMATION, WE HAVE A POST AWARD
WORKSHOP POSTED ON OUR WEBSITE THE SHOW MORE
DETAILS

IN HOW TO SUBMIT BOTH A CLAIM AND STATUS REPORT
<https://azstateparks.com/workshops>

Each time you are submitting either a quarterly report or a reimbursement log in to WebGrants and click on **“MY GRANTS.”** Select the project by clicking on the **title**. Go to next page for step-by-step process.

Additionally, each time you need to e-mail Parks a question/comment related to a project you will use WebGrants –NOT TRADITION EMAIL –to communicate. That way, every conversation is stored here.



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 **Welcome** *Marge Dwyer*

Main Menu

Click Help above to view instructions. Go to "My Profile" to reset password.

-  [Instructions](#)
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1. Once you click on the title of your grant you will be taken to this page (Grant Components section). The forms listed in this section are a combination of grant and completed application forms from your project: Three most often used forms will be: **Claims** form (Where you go to submit a reimbursement request); **Correspondence** (send and receive email) and Quarterly Reports-aka- Status Report.

2. For our exercise Click "STATUS REPORT" to begin a new report.

ARIZONA STATE PARKS & TRAILS FUNDING OPPORTUNITIES

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Grant Tracking

Parks Project #; FS Project # and Fed ID#

Grant: 471901; 17-CS-11031200-006; 917-D-001 · **OHV ROUTE MANAGEMENT 2017 - 2016**

Status: Underway

Program Area: Off-Highway Vehicle/Recreation Trail Programs

Grantee Organization: **BaseLine Organization**

Program Officer: Mickey Rogers

Awarded Amount: \$94,407.16

Project Title

Instructions

The grant forms appear below.

****Location of Project Start and End Date**

Associated Forms

[Status Report](#) | [Site Visit](#) | [Contract Amendment](#)

Grant Components

[Alerts](#) | [Copy](#) | [Annotations \(0\)](#) | [Export Grant Data](#) | [Map](#)

The components below are associated with the current Funding Opportunity. You can change these components in the Funding Opportunity module. You may associate specific forms in the Associated Forms section above. You can define your own alerts in the Alerts section. You can make notes by clicking Annotations. You can copy this grant and you can export the raw data.

Component	Last Edited
General Information	03/30/2017
Motorized Budget	11/10/2016
Appropriations	02/28/2017
Claims	
Encumbrances	
Status Reports	
OHV/RTP Application	11/10/2016
Motorized Criteria Response	11/10/2016
Project Maps, Trail Tables & Photos	11/10/2016
Cultural Clearance Review Form	11/10/2016
NEPA	11/10/2016
Resolution Eligibility Form	11/10/2016
Correspondence	
Opportunity	-
Application	-
Application Versions	-
Application Annotations	-
Review Forms	-

Claims(reimbursements)

Trail information from original application will be pulled -placed on report

Quarterly Reports(Status)

View all emails or send an email



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Grant Tracking

Grant: TEST - TEST 2018 Non-Motorized Grant Opportunity for Non-Profit (501c#, Clubs and Businesses) - 2017

Status: Underway
Program Area: Recreational Trails Program
Grantee Organization: Arizona State Parks
Program Officer: Mickey Rogers
Awarded Amount: \$80,000.00

Status Reports

Copy Existing Status Report | Return to Components

Table with 7 columns: ID, Type, Date From-To, Due Date, Submitted Date, Arrived?, Status. Rows include TEST-01, TEST-02, TEST-03.

Last Edited By:

Arizona State Parks

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Staff has already set up the status reports, with these you click on the ID which will open up the report to fill out. Do not create new reports

Due dates are filled in by staff and sponsor will get an email when they are due. They are due on that date.

This screen shows the Report forms below and indicates which forms have been completed. There are four (4) individual forms for each quarterly report. Each time you complete an individual report form you will be taken back to this screen.

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Grant Tracking

Status Report: TEST - 04

Grant: **TEST-TEST 2018 Non-Motorized Grant Opportunity for Non-Profit (501c#, Clubs and Businesses)**
Status: Editing
Program Area: Recreational Trails Program
Grantee Organization: Arizona State Parks
Program Manager: Mickey Rogers

Notice that one form (General Information form) has been completed.

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	<input checked="" type="checkbox"/>	08/14/2017
Approved Scope Items Report	<input type="checkbox"/>	08/14/2017
Approved Project Trails Report	<input type="checkbox"/>	08/14/2017
Status Report Notes	<input type="checkbox"/>	08/14/2017

Step 6: For our example we are clicking on APPROVED SCOPE ITEMS REPORT as our next form to complete

On the APPROVED SCOPE ITEMS REPORT (Next Page) all of your **Breakdown Items** (salary, trail crew, signs, equipment rental, etc...) will show up and be highlighted in **blue**.

The APPROVED SCOPE ITEMS REPORT is an example of a WebGrants feature that pulls data directly from the project budget sheet from your application. Every approved **Scope Item** (*Mitigate & Restore Trails; Develop Support Facilities; Provide & Install Trail/Route Signs; etc....*) and each associated **Breakdown Item** (*salary, trail crew, signs, etc....*) are displayed as a “live” link -allowing an opportunity for you to provide an update on an item.

Note: We understand that some grantees have/or want to report more information than what is allowed in the spaces provided on the Approved Scope Items Report. If you want to provide additional information or upload an article you will be able to do so on the **STATUS REPORT NOTES** form provided (last of the 4 forms).

APPROVED SCOPE ITEMS REPORT

- The purpose of this page is for the grantee provide a short response (limited to 100 characters) on a breakdown item by briefly explaining progress made; if there were any problems (i.e. Snow prevented any trail work); and if there is a solution to a problem. If there were no problems or no solutions needed simply put "NA."
- Please provide the start date of a breakdown item and an estimated completion date.

Grant Tracking

Status Report: TEST - 04

Grant: **TEST-TEST 2018 Non-Motorized Grant Opportunity for Non-Profit (501c#, Clubs and Businesses)**
 Status: Editing
 Program Area: Recreational Trails Program
 Location: Arizona State Parks
 Manager: Mickey Rogers

Step 7: click on the applicable item-an information box will appear. Each project breakdown item is highlighted

DO NOT HIT THE "ADD" BUTTON EVER on this specific form. It is a feature from the original budget form that can't be removed as the information on this form is pulled directly from your approved budget.

1. DO NOT CLICK ADD on this section of the quarterly report! For any amendments to a Board approved scope item a sponsor must first contact the Chief of Grants and Trails at ASPT.
 2. ONLY PROVIDE INFORMATION IN YOUR APPROVED SCOPE ITEMS LIST BELOW FOR ANY APPLICABLE BREAKDOWN ITEM. NOTE: YOU DO NOT NEED TO RESPOND TO EVERY BREAKDOWN ITEM - PROVIDE UPDATES FOR A BREAKDOWN ITEM ONLY FOR ACTIVITIES THIS QUARTER.
 3. Enter your quarterly update information under each scope item by clicking on the applicable BREAKDOWN ITEM listed within an approved SCOPE ITEM. This will open the fields you need to input your information.
 4. Save all entries. When the form is complete, select 'Mark as Complete'.
 When all forms are complete for the quarterly report, be sure to submit.

Renovation and Maintenance of Existing Trails

Breakdown Quantity	Total Cost	Match/In-kind	Total Grant Request	Progress Made:	Problems Encountered:	Solutions:	Anticipated Start Date:	Anticipated Completion Date:
	\$0.00	\$0.00	\$0.00					

All possible Scope Items from the Trails Manual are listed -but you only complete the scope items that were Board approved. If you see a "0", "Zero" that means this scope item is not part of the grant. Just ignore.

Protect Access to Trails / Acquire Land for Public Access

Breakdown Quantity	Total Cost	Match/In-kind	Total Grant Request	Progress Made:	Problems Encountered:	Solutions:	Anticipated Start Date:	Anticipated Completion Date:
	\$0.00	\$0.00	\$0.00					

Mitigate and Restore Damage to Areas Surrounding Trails

Breakdown	Quantity	Total Cost	Match/In-kind	Total Grant Request	Progress Made:	Problems Encountered:	Solutions:	Anticipated Start Date:	Anticipated Completion Date:
8' Split rail fencing	62.0	\$764.46	\$0.00	\$764.46					
Split Rail Round Post	20.0	\$291.20	\$0.00	\$291.20					
ACE Trail Crew	3.0	\$3,120.00	\$2,350.32	\$769.68					
Campsite	62.0	\$5,580.00	\$5,580.00	\$0.00					
Boulders	11.0	\$3,850.00	\$3,850.00	\$0.00					
Split Rail Round End Post	52.0	\$757.12	\$0.00	\$757.12					
		\$14,362.78	\$11,780.32	\$2,582.46					

The Match and Total Grant Request, cost, quantity is only a reference.

Provide Educational Programs

Breakdown Quantity	Total Cost	Match/In-kind	Total Grant Request	Progress Made:	Problems Encountered:	Solutions:	Anticipated Start Date:	Anticipated Completion Date:
Park Staff	60.0	\$1,701.60	\$1,701.60	\$0.00				
		\$1,701.60	\$1,701.60	\$0.00				

Enforce Existing Rules and Regulations

Breakdown	Quantity	Total Cost	Match/In-kind	Total Grant Request	Progress Made:	Problems Encountered:	Solutions:	Anticipated Start Date:	Anticipated Completion Date:
Ranger patrol	365.0	\$6,570.00	\$6,570.00	\$0.00					
Volunteer Training	40.0	\$913.20	\$913.20	\$0.00					
Volunteer Education	40.0	\$913.20	\$913.20	\$0.00					
Rules and Regulations Signs	6.0	\$150.00	\$150.00	\$0.00					
Tools and Equipment	1.0	\$2,000.00	\$2,000.00	\$0.00					
		\$10,546.40	\$10,546.40	\$0.00					

Only Board approved scope items will appear on this page

After clicking on the applicable breakdown item this information box will appear. Short responses (no more than 100 characters).



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Grant Tracking

Status Report: TEST - 04

Grant: TEST-TEST 2018 Non-Motorized Grant Opportunity for Non-Profit (501c#, Clubs and Businesses)

Status: Editing

Program Area: Recreational Trails Program

Grantee Organization: Arizona State Parks

Program Manager: Mickey Rogers

Step 9: Make sure to hit save after entering information

Instructions

1. DO NOT CLICK ADD on this section of the quarterly report!. For any amendments to a Board approved scope item a sponsor must first contact the Chief of Grants and Trails at ASPT.
 2. ONLY PROVIDE INFORMATION IN YOUR APPROVED SCOPE ITEMS LIST BELOW FOR ANY APPLICABLE BREAKDOWN ITEM. NOTE: YOU DO NOT NEED TO RESPOND TO EVERY BREAKDOWN ITEM - PROVIDE UPDATES FOR A BREAKDOWN ITEM ONLY FOR ACTIVITIES THIS QUARTER.
 3. Enter your quarterly update information under each scope item by clicking on the applicable BREAKDOWN ITEM listed within an approved SCOPE ITEM. This will open the fields you need to input your information.
 4. Save all entries. When the form is complete, select 'Mark as Complete'.
- When all forms are complete for the quarterly report, be sure to submit.

Mitigate and Restore Damage to Areas Surrounding Trails

Progress Made:*
This field is limited to 100 characters.

Problems Encountered:*
This field is limited to 100 characters.

Solutions:*
This field is limited to 100 characters.

Anticipated Start Date:*
00/00/0000

Anticipated Completion Date:*
00/00/0000

Step 8: Enter responses.
Remember, you only have 4-6 words to explain Progress, Problems, Solutions. AS MENTIONED, IF YOU NEED MORE SPACE TO DESCRIBE ACTIVITIES YOU CAN DO SO ON THE OTHER 2 REMINING FORMS.

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Grant Tracking

Status Report: TEST - 04

Grant: TEST-TEST 2018 Non-Motorized Grant Opportunity for Non-Profit (501c#, Clubs and Businesses)

Status: Editing

Program Area: Recreational Trails Program

Grantee Organization: Arizona State Parks

Program Manager: Mickey Rogers

Instructions

1. **DO NOT CLICK ADD on this section of the quarterly report!** For any amendments to a Board approved scope item a sponsor must first contact the Chief of Grants and Trails at ASPT.
 2. **ONLY PROVIDE INFORMATION IN YOUR APPROVED SCOPE ITEMS LIST BELOW FOR ANY APPLICABLE BREAKDOWN ITEM. NOTE: YOU DO NOT NEED TO RESPOND TO EVERY BREAKDOWN ITEM - PROVIDE UPDATES FOR A BREAKDOWN ITEM ONLY FOR ACTIVITIES THIS QUARTER.**
 3. Enter your quarterly update information under each scope item by clicking on the applicable **BREAKDOWN ITEM** listed within an approved **SCOPE ITEM**. This will open the fields you need to input your information.
 4. Save all entries. When the form is complete, select 'Mark as Complete'.
- When all forms are complete for the quarterly report, be sure to submit.

Mitigate and Restore Damage to Areas Surrounding Trails

Progress Made:*
This field is limited to 100 characters.

Problems Encountered:*
This field is limited to 100 characters.

Solutions:*
This field is limited to 100 characters.

Anticipated Start Date:*
00/00/0000

Anticipated Completion Date:*
00/00/0000

Example of completed breakdown item

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After clicking "save" on the information box you are returned to the same form-continue entering in information for any other applicable breakdown items.



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Grant Tracking

Status Report: TEST - 04

Grant: **TEST-TEST 2018 Non-Motorized Grant Opportunity for Non-Profit (501c#, Clubs and Businesses)**
 Status: Editing
 Program Area: Recreational Trails Program
 Grantee Organization: Arizona State Parks
 Program Manager: Mickey Rogers

Instructions

1. **DO NOT CLICK ADD on this section of the quarterly report!** For any amendments to a Board approved scope item a sponsor must first contact the Chief of Grants and Trails.
 2. ONLY PROVIDE INFORMATION IN YOUR APPROVED SCOPE ITEMS LIST BELOW FOR ANY APPLICABLE BREAKDOWN ITEM. NOTE: YOU DO NOT NEED TO RESPOND TO EVERY BREAKDOWN ITEM - PROVIDE UPDATES FOR A BREAKDOWN ITEM ONLY FOR ACTIVITIES THIS QUARTER.
 3. Enter your quarterly update information under each scope item by clicking on the applicable BREAKDOWN ITEM listed within an approved SCOPE ITEM. This will open the fields you need to input your information.
 4. Save all entries. When the form is complete, select 'Mark as Complete'.
- When all forms are complete for the quarterly report, be sure to submit.

Once you are completely done responding to this form click "MARK AS COMPLETE" -you will not be able to submit the quarterly report if each form is not marked as complete.

Renovation and Maintenance of Existing Trails

[Mark as Complete](#) | [Go to Status Report Forms](#) | [Add](#)

Breakdown	Quantity	Total Cost	Match/In-kind	Total Grant Request	Progress Made:	Problems Encountered:	Solutions:	Anticipated Start Date:	Anticipated Completion Date:
		\$0.00	\$0.00	\$0.00					

Click on GO TO STATUS REPORT FORMS to take you to the list of quarterly report forms

Protect Access to Trails / Acquire Land for Public Access

Breakdown	Quantity	Total Cost	Match/In-kind	Total Grant Request	Progress Made:	Problems Encountered:	Solutions:	Anticipated Start Date:	Anticipated Completion Date:
		\$0.00	\$0.00	\$0.00					

Mitigate and Restore Damage to Areas Surrounding Trails

[Add](#)

Breakdown	Quantity	Total Cost	Match/In-kind	Total Grant Request	Progress Made:	Problems Encountered:	Solutions:	Anticipated Start Date:	Anticipated Completion Date:
8' Split rail fencing	62.0	\$764.46	\$0.00	\$764.46					
Split Rail Round Post	20.0	\$291.20	\$0.00	\$291.20					
ACE Trail Crew	3.0	\$3,120.00	\$2,350.32	\$769.68	Trail Crew completed 3 weeks of trail work in August; remaining 2 weeks to be completed end of Oct	monsoons delayed start by 1 week	NA	10/07/2017	10/24/2017
Campsite Boulders	62.0	\$5,580.00	\$5,580.00	\$0.00					
Split Rail Round End Post	11.0	\$3,850.00	\$3,850.00	\$0.00					
	52.0	\$757.12	\$0.00	\$757.12					
		\$14,362.78	\$11,780.32	\$2,582.46					

Notice how the response shows up here after you click "save" on the information box.

Provide Educational Programs

[Add](#)

Breakdown	Quantity	Total Cost	Match/In-kind	Total Grant Request	Progress Made:	Problems Encountered:	Solutions:	Anticipated Start Date:	Anticipated Completion Date:
Park Staff	60.0	\$1,701.60	\$1,701.60	\$0.00					
		\$1,701.60	\$1,701.60	\$0.00					

Enforce Existing Rules and Regulations

[Add](#)

Breakdown	Quantity	Total Cost	Match/In-kind	Total Grant Request	Progress Made:	Problems Encountered:	Solutions:	Anticipated Start Date:	Anticipated Completion Date:
Ranger patrol	365.0	\$6,570.00	\$6,570.00	\$0.00					
Volunteer Training	40.0	\$913.20	\$913.20	\$0.00					
Volunteer Education	40.0	\$913.20	\$913.20	\$0.00					
Rules and Regulations Signs	6.0	\$150.00	\$150.00	\$0.00					
Tools and Equipment	1.0	\$2,000.00	\$2,000.00	\$0.00					
		\$10,546.40	\$10,546.40	\$0.00					

Provide and Install Trail Signs					Add				
Breakdown	Quantity	Total Cost	Match/In-kind	Total Grant Request	Progress Made:	Problems Encountered:	Solutions:	Anticipated Start Date:	Anticipated Completion Date:
Trail Sigs/Marker Posts	40.0	\$680.00	\$365.00	\$315.00					
Trail Marker Decals	160.0	\$160.00	\$0.00	\$160.00					
Staff Time	120.0	\$2,400.00	\$2,400.00	\$0.00					
4X6 Two posted kiosk	5.0	\$2,500.00	\$0.00	\$2,500.00					
Volunteers	70.0	\$1,598.10	\$1,598.10	\$0.00					
Staff Time	70.0	\$1,985.20	\$1,985.20	\$0.00					
Tools--total of rental rate	1.0	\$2,000.00	\$2,000.00	\$0.00					
		\$11,323.30	\$8,348.30	\$2,975.00					

Develop Support Facilities					Add				
Breakdown	Quantity	Total Cost	Match/In-kind	Total Grant Request	Progress Made:	Problems Encountered:	Solutions:	Anticipated Start Date:	Anticipated Completion Date:
Two Post Kiosk	1.0	\$5,736.00	\$0.00	\$5,736.00					
Concrete Bench	2.0	\$996.00	\$0.00	\$996.00					
Trailhead LED Lighting	1.0	\$2,400.00	\$0.00	\$2,400.00					
ACE Trail Crew	2.0	\$2,080.00	\$2,080.00	\$0.00					
Boulders	25.0	\$8,750.00	\$8,750.00	\$0.00					
		\$19,962.00	\$10,830.00	\$9,132.00					

Construct New Trails					Add				
Breakdown	Quantity	Total Cost	Match/In-kind	Total Grant Request	Progress Made:	Problems Encountered:	Solutions:	Anticipated Start Date:	Anticipated Completion Date:
American Conservation Experience	26.0	\$27,040.00	\$0.00	\$27,040.00					
YRU--Contract	1.0	\$38,270.54	\$0.00	\$38,270.54					
		\$65,310.54	\$0.00	\$65,310.54					

Provide Maps and Trail Information					Add				
Breakdown	Quantity	Total Cost	Match/In-kind	Total Grant Request	Progress Made:	Problems Encountered:	Solutions:	Anticipated Start Date:	Anticipated Completion Date:
Park Staff	60.0	\$1,380.00	\$1,380.00	\$0.00					
Volunteers	240.0	\$5,479.20	\$5,479.20	\$0.00					
Park Staff-Booth	425.0	\$8,500.00	\$8,500.00	\$0.00					
		\$15,359.20	\$15,359.20	\$0.00					

Last Edited By: Sean Tester Hammond, 08/14/2017

Reminder that every Scope Item from either the Motorized or Non-Motorized list will be viewable on this form, however, only the approved scope items for your specific grant will have Breakdown Items listed. Do not click ADD on this form. Scope Item changes are done verbally by contacting Mickey Rogers at Parks.



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Grant Tracking

Status Report: TEST - 04

Grant: **TEST-TEST 2018 Non-Motorized Grant Opportunity for Non-Profit (501c#, Clubs and Businesses)**
 Status: Editing
 Program Area: Recreational Trails Program
 Grantee Organization: Arizona State Parks
 Program Manager: Mickey Rogers

When you "save" the **Approved Scope Items Report** and "mark as complete" you will return to the main rreport page to begin the next form - **APPROVED PROEJCT TRAILS 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		08/14/2017
Approved Scope Items Report	✓	08/14/2017
Approved Project Trails Report	✓	08/14/2017
Status Report Notes		08/14/2017

APPROVED PROJECT TRAILS REPORT

This form contains 4 small sections.

Note: Not all sections or questions on this form will be applicable to your project –provide responses on inquiries pertaining to your project.

TRAIL INFORMATION TABLE: On your application, If you provided a list of trails to receive work, maintenance/build new trails, the names of each trail in that list will now show up here. This section allows you to provide an update on the progress of each trail. When you click on each trail listed a separate info box will appear for you to respond to a combination of yes and no questions, provide a short narrative and list # of miles completed. You may also post trail pictures here.

VOLUNTEERS: In this section we are looking for data related to volunteer activity. Click the “ADD” feature here for each volunteer event/activity that took place this quarter. Each event/activity requires you to click “ADD.” For example, if you had 3 separate volunteer trail events this quarter you would click “ADD” 3 separate times and provide specific information.

QUARTERLY UPDATE

In this section you are providing data on trail miles built/maintained; number of signs & kiosks installed; maps/ brochures developed and trailhead facilities activity.

Lastly, many projects have environmental/cultural activity and or requirements established by ADOT/SHPO. If applicable, provide a short description of any activity related to this issue.



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Grant Tracking

Status Report: TEST - 04

Grant: **TEST-TEST 2018 Non-Motorized Grant Opportunity for Non-Profit (501c#, Clubs and Businesses)**
 Status: Editing
 Program Area: Recreational Trails Program
 Grantee Organization: Arizona State Parks
 Program Manager: Mickey Rogers

Instructions

For projects that provided a list of specific Trails on your grant application that data list has now transferred to your quarterly report, please follow these instructions carefully.

- DO NOT CLICK ADD** on the Trail Information Table section for quarterly reports!
 a. First, enter your quarterly update information for each trail by clicking on the **Trail Name** listed in the Trail Information Table.
 - If applicable, click 'ADD' on the Volunteers section to add any volunteer activity this reporting period. Enter the volunteer information and then continue to click "ADD" for each entry. Continue this process until all information has been entered.
 - Next, click 'EDIT' at the top of the page to enter information in the Quarterly Update section. Answer any question applicable to this project. Save all entries. When the form is complete, select 'Mark as Complete'.
- When all forms are complete for the quarterly report, be sure to submit.

For projects that include trail work click on the name of each listed trail. A separate information box will open –see next page.

Never click "ADD" on this part of form -TRAIL INFORMATION TABLE

Trail Information Table

Mark as Complete | Go to Status Report Forms | Add

Trail Name/Number:	Length of work:	Trail Work:	Has all the work for this trail been completed?	Anticipated Completion:	Did any work occur on this trail during this quarter?	If yes, list number of miles completed this quarter:	List number of miles completed to date:	Description(No more than 1000 Characters):	Attach photos related to this trail:
Lamb Springs Trail	2.0	New Trail				0	0		
Market Trail	0.29	New Trail				0	0		
Upper Coyote Trail	1.52	New Trail				0	0		
	3.81								

Volunteers

Add

Volunteer event/activity: _____ Date of event/activity: _____ Number of Volunteers: 0 Total Volunteer Hours: 0

Quarterly Update

Answer any of the following questions that apply to this project.

Trail Summary

List total miles of new trails built this quarter: 0

List total miles of trails rehabilitated this quarter: 0

Additional Project Activities

How many youth volunteers participated in project activities this quarter (under 18 years of age)?

List total number of signs installed (fiberglass, directional) this quarter:

List number of Kiosks installed this quarter:

List total number of Maps/Brochures Developed this quarter:

List number of Trailhead Facilities developed or repaired this quarter:

Environmental Commitments

Most projects will be required to adhere to certain mitigation measures to ensure that no significant environmental impacts occur in the project area. Each mitigation requirement is listed in the original signed project agreement. Please provide a short narrative explaining any actions taken this quarter regarding any project commitments:

Example –no mechanized equipment was used on trail A from March 1 –August 31 to protect the Mexican spotted owl during breeding season



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Grant Tracking

Status Report: TEST - 04

Grant: TEST-TEST 2018 Non-Motorized Grant Opportunity for Non-Profit (501c#, Clubs and Businesses)

Status: Editing

Program Area: Recreational Trails Program

Grantee Organization: Arizona State Parks

Program Manager: Mickey Rogers

Step 2: Always save after entering information below.

Instructions

For projects that provided a list of specific Trails on your grant application that data list has now transferred to your quarterly report form below. Provide information to each specific item. This is a multi-part form, please follow these instructions carefully.

1. DO NOT CLICK ADD on the Trail Information Table section for quarterly reports!

a. First, enter your quarterly update information for each trail by clicking on the Trail Name listed in the Trail Information Table section. This will open the fields you need to input your information.

b. If applicable, click 'ADD' on the Volunteers section to add any volunteer activity this reporting period. Enter the volunteer information then click 'Save'. If you had more than one (1) volunteer event this quarter continue to click "ADD" for each entry. Continue this process until all information has been entered.

2. Next, click 'EDIT' at the top of the page to enter information in the Quarterly Update section. Answer any question applicable to this project. Save all entries. When the form is complete, select 'Mark as Complete'.

When all forms are complete for the quarterly report, be sure to submit.

Trail Information Table

Has all the work for this trail been completed? Yes No

Anticipated Completion:

Did any work occur on this trail during this quarter? Yes No

If yes, list number of miles completed this quarter:

List number of miles completed to date:

Description (No more than 1000 Characters):
This field is limited to 1000 characters.

Attach photos related to this trail: No file selected.

Step 1: After clicking on the name of a trail (Lamb Springs Trail for this example) this information box will open. Provide responses to each item. Photos showing updates/progress may be added here as well.

Provide trail-specific updates (1-2 sentences at most).

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Grant Tracking

Status Report: TEST - 04

Grant: **TEST-TEST 2018 Non-Motorized Grant Opportunity for Non-Profit (501c#, Clubs and Businesses)**
 Status: Editing
 Program Area: Recreational Trails Program
 Grantee Organization: Arizona State Parks
 Program Manager: Mickey Rogers

Instructions

For projects that provided a list of specific Trails on your grant application that data list has now transferred to your quarterly report form below. Provide information to each specific item. This is a multi-part form, please follow these instructions carefully.

- DO NOT CLICK ADD** on the Trail Information Table section for quarterly reports!
 a. First, enter the Trail Name listed in the Trail Information Table section. This will open the fields you need to input your information.
 b. If applicable, continue to click 'Add' to add more trail information for this reporting period. Enter the volunteer information then click 'Save'. If you had more than one (1) volunteer event this quarter, click 'Update' to update the information. When you are ready to submit the quarterly report, click 'Mark as Complete'.

Trail Information saved will be viewable here.

When all forms are complete for the quarterly report, be sure to submit.

Trail Information Table

[Mark as Complete](#) | [Go to Status Report Forms](#) | [Add](#)

Trail Name/Number:	Length of work:	Trail Work:	Has all the work for this trail been completed?	Anticipated Completion:	Did any work occur on this trail during this quarter?	If yes, list number of miles completed this quarter:	List number of miles completed to date:	Description(No more than 1000 Characters:	Attachment
Lamb Springs Trail	2.0	New Trail	Yes	07/28/2017	Yes	1.0	2.0	The crew brushed portions of the trail corridor, installed grade dips, constructed armored water crossings and drain pans and armored trail tread in steep areas. The photo attached shows a steep section identified for armoring. Crew members harvested locally available rock to harden the trail surface and elevate the trail above the structure to allow for erosion mitigation and provide an enjoyable experience while improving sustainability.	ACE%20Report%2c%20RTP%20471509%20%28sm%20fi%29.pdf
Market Trail	0.29	New Trail				0	0		
Upper Coyote Trail	1.52	New Trail				0	0		
	3.81								

Any attachments, such as photos, reports, articles, will show here,



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Grant Tracking

Status Report: 471602; 917-N-002 - 08

Grant: **471602; 917-N-002-BUCKSKIN MOUNTAIN STATE PARK TRAIL PROJECT**
 Status: Editing
 Program Area: Recreational Trails Program
 Grantee Organization: Arizona State Parks and Trails
 Program Manager: Mickey Rogers

Instructions

For projects that provided a list of specific Trails on your grant application that data list has now transferred to your quarterly report form below. Provide information to each specific item. This is a multi-part form, please follow these instructions carefully.

1. **DO NOT CLICK ADD** on the Trail Information Table section for quarterly reports!
 - a. First, enter your quarterly update information for each trail by clicking on the **Trail Name** listed in the Trail Information Table section. This will open the fields you need to input your information.
 - b. If applicable, click **'ADD'** on the Volunteers section to add any volunteer activity this reporting period. Enter the volunteer information then click 'Save'. If you had more than one (1) volunteer event this quarter continue to click "ADD" for each entry. Continue this process until all information has been entered.
2. Next, click **'EDIT'** at the top of the page to enter information in the Quarterly Update section. Answer any question applicable to this project. Save all entries. When the form is complete, select 'Mark as Complete'.

When all forms are complete for the quarterly report, be sure to submit.

Trail Information Table

[Go to Status Report Forms](#) | [Add](#)

- a) Click the blue "Add" button to the right to list each project trail and requested trail information. If you don't see the "add button" click "Save" at the top of the Menu bar to activate the "add" features.
- b) Click 'Save' after every trail has been entered, then continue adding each trail until finished.
- c) Trail Maps: Provide at least one (1) legible map for each trail. The detailed map must show all project activities and any other related project actions (e.g., the location of riprap, new access roads, etc.). [Click here for an Example](#)
- d) Use the upload photo feature to provide detailed photos for each trail.
- e) To edit an existing entry please click "Edit" at the top of the page. This will open any trail table information previously entered. After making changes click "save."

Trail Name/Number:	Length of work:	Trail Work:	Has all the work for this trail been completed?	Anticipated Completion:	Did any work occur on this trail during this quarter?	If yes, list number of miles completed this quarter:	List number of miles completed to date:	Description(No more than 1000 Characters:	Attach photos related to this trail:
Lamb Springs Trail	2.0	New Trail				0	0		
Market Trail	0.29	New Trail				0	0		
Upper Coyote Trail	1.52	New Trail					0		
	3.81								

If Applicable - Provide volunteer information here.

Volunteers

[Add](#)

Volunteer event/activity:	Date of event/activity:	Number of Volunteers:	Total Volunteer Hours:
test	09/10/2017	20	200
		20	200

Quarterly Update

Answer any of the following questions that apply to this project.

Trail Summary

List total miles of new trails built this quarter: 0
 List total miles of trails rehabilitated this quarter: 0

Additional Project Activities

How many youth volunteers participated in project activities this quarter (under 18 years of age)?

List total number of signs installed (fiberglass, directional) this quarter:

List number of Kiosks installed this quarter:

List total number of Maps/Brochures Developed this quarter:

Step 3: Click "ADD" to activate the volunteer section.



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Grant Tracking

Status Report: 471602; 917-N-002 - 08

Grant: 471602; 917-N-002-BUCKSKIN MOUNTAIN STATE PARK TRAIL P

Status: Editing

Program Area: Recreational Trails Program

Grantee Organization: Arizona State Parks and Trails

Program Manager: Mickey Rogers

Step 5: Hit save after entering information. If needed, repeat steps by clicking "add" for each entry.

Instructions

For projects that provided a list of specific Trails on your grant application that data list has now transferred to your quarterly report form below. Provide information to each specific item. This is a multi-part form, please follow these instructions carefully.

1. DO NOT CLICK ADD on the Trail Information Table section for quarterly reports!

a. First, enter your quarterly update information for each trail by clicking on the Trail Name listed in the Trail Information Table section. This will open the fields you need to input your information.

b. If applicable, click 'ADD' on the Volunteers section to add any volunteer activity this reporting period. Enter the volunteer information then click 'Save'. If you had more than one (1) volunteer event this quarter continue to click "ADD" for each entry. Continue this process until all information has been entered.

2. Next, click 'EDIT' at the top of the page to enter information in the Quarterly Update section. Answer any question applicable to this project. Save all entries. When the form is complete, select 'Mark as Complete'.

When all forms are complete for the quarterly report, be sure to submit.

Step 4: after clicking "ADD" to activate the volunteer section this information box will open -enter volunteer data.

Volunteers

Volunteer event/activity:* This quarter only

Date of event/activity:* This quarter only

Number of Volunteers:*

Total Volunteer Hours:*

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*If you have a volunteer that works throughout each month you don't need to enter every single day he/she worked. Just write "Project Volunteer-works daily/weekly". For "Date of Activity" list the date they started work that quarter. List total hours he/she worked for the entire quarter.



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Grant Tracking

Status Report: 471602; 917-N-002 - 08

Grant: [471602; 917-N-002-BUCKSKIN MOUNTAIN ST](#)
 Status: Editing
 Program Area: Recreational Trails Program
 Grantee Organization: Arizona State Parks and Trails
 Program Manager: Mickey Rogers

The "EDIT" feature is only used to activate the QUARTERLY UPDATE section at the bottom of the form.

Instructions

For projects that provided a list of specific Trails on your grant application that data list has now transferred to your quarterly report form below. Provide information to each specific item. This is a multi-part form, please follow these instructions carefully.

- DO NOT CLICK ADD** on the Trail Information Table section for quarterly reports!
 - First, enter your quarterly update information for each trail by clicking on the [Trail Name](#) listed in the [Trail Information Table](#) section. This will open the fields you need to input your information.
 - If applicable, click 'ADD' on the Volunteers section to add any volunteer activity this reporting period. Enter the volunteer information then click 'Save'. If you had more than one (1) volunteer event this quarter continue to click "ADD" for each entry. Continue this process until all information has been entered.
 - Next, click 'EDIT' at the top of the page to enter information in the Quarterly Update section. Answer any question applicable to this project. Save all entries. When the form is complete, select 'Mark as Complete'.
- When all forms are complete for the quarterly report, be sure to submit.

Trail Information Table

[Go to Status Report Forms](#) | [Add](#)

- Click the blue "Add" button to the right to list each project trail and requested trail information. If you don't see the "add button" click "Save" at the top of the Menu bar to activate the "add" features.
- Click 'Save' after every trail has been entered, then continue adding each trail until finished.
- Trail Maps: Provide at least one (1) legible map for each trail. The detailed map must show all project activities and any other related project actions (e.g., the location of riprap, new access roads, etc.). [Click here for an Example](#)
- Use the upload photo feature to provide detailed photos for each trail.
- To edit an existing entry please click "Edit" at the top of the page. This will open any trail table information previously entered. After making changes click "save."

Trail Name/Number:	Length of work:	Trail Work:	Has all the work for this trail been completed?	Anticipated Completion:	Did any work occur on this trail during this quarter?	If yes, list number of miles completed this quarter:	List number of miles completed to date:	Description(No more than 1000 Characters):	Attach photos related to this trail:
Lamb Springs Trail	2.0	New Trail				0	0		
Market Trail	0.29	New Trail				0	0		
Upper Coyote Trail	1.52	New Trail				0	0		
	3.81								

Volunteers

[Add](#)

Volunteer event/activity:	Date of event/activity:	Number of Volunteers:	Total Volunteer Hours:
test	09/10/2017	20	200
		20	200

Quarterly Update

Answer any of the following questions that apply to this project.

Trail Summary

List total miles of new trails built this quarter: 0
 List total miles of trails rehabilitated this quarter: 0

Additional Project Activities

How many youth volunteers participated in project activities this quarter (under 18 years of age)?
 List total number of signs installed (fiberglass, directional) this quarter:
 List number of Kiosks installed this quarter:
 List total number of Maps/Brochures Developed this quarter:

Step 5: Now that the Trail Table and Volunteer Section are done (if applicable to your project) Click "EDIT" at the top of page to activate this last section for this form. If applicable, please provide data on trail miles built/maintained; number of signs & kiosks installed; maps/brochures developed and trailhead facilities activity.

List number of Trailhead Facilities developed or repaired this quarter:

Environmental Commitments

Most projects will be required to adhere to certain mitigation measures to ensure that no significant environmental impacts occur in the project area. Each mitigation requirement is listed in the original signed project agreement. Please provide a short narrative explaining any actions taken this quarter regarding any project commitments:

Example –no mechanized equipment was used on trail A from March 1 –August 31 to protect the Mexican spotted owl during breeding season

Environmental Commitments:

This field is limited to 250 characters.

If you have additional information please attach document here:

Last Edited By: Sean Tester Hammond, 09/13/2017

Arizona State Parks

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Step 6: Many projects have environmental/cultural activity and or requirements established by ADOT/SHPO. If applicable, provide a short description of any activity related to this issue.

Step 7: After all information is provided in this last section click "save" at the top and then "Mark as Complete" to finish this form.



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Grant Tracking

Status Report: 471602; 917-N-002 - 08

Grant: [471602; 917-N-002-BUCKSKIN MOUNTAIN STATE PARK TRAIL PROJECT](#)

Status: Editing

Program Area: Recreational Trails Program

Grantee Organization: Arizona State Parks and Trails

Program Manager: Mickey Rogers

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		09/13/2017
Approved Scope Items Report	<input checked="" type="checkbox"/>	09/13/2017
Approved Project Trails Report	<input checked="" type="checkbox"/>	09/20/2017
Status Report Notes		

Arizona State Parks

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STATUS REPORT FORM

If you still have additional information your agency would like to share for this reporting period after completing the *APPROVED SCOPE ITEM REPORT* and the *APPROVED PROJECT TRAILS REPORT* the **STATUS REPORT FORM** can be used to provide any other information related to the project. NOTE: Even if you do not need to provide any additional information please click the STATUS REPORT FORM to open and then “Mark as Complete” –you can not submit a report until each of the four forms has been marked as complete.



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Grant Tracking

Status Report: 471602; 917-N-002 - 08

Grant: 471602; 917-N-002-BUCKSKIN MOUNTAIN ST

Status: Editing

Program Area: Recreational Trails Program

Grantee Organization: Arizona State Parks and Trails

Program Manager: Mickey Rogers

If using this form to provide an additional project update click "Edit" to activate page

Instructions

Click 'Edit' at the top of the screen to enter any Status Report Notes and add Additional Documentation. When finished, click 'Save'

When the form is complete, select 'Mark as Complete'.

Status Report Notes

Status Report Notes*

This field is limited to 1,000 characters.

Additional Documentation

[Mark as Complete](#) | [Go to Status Report Forms](#)

Last Edited By:

Arizona State Parks

If no additional information is needed click "MARK AS COMPLETE" then click GO TO STATUS REPORT FORMS to return to the report form main page.

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Grant Tracking

Status Report: 471602; 917-N-002 - 08

Grant: 471602; 917-N-002-

Status: Editing

Program Area: Recreational Trails P

Grantee Organization: Arizona State Parks

Program Manager: Mickey Rogers

Before clicking on "Submit" make sure all four (4) of the Status Report forms have check marks under the "Complete" column.

ARK TRAIL PROJECT

Components

Complete each component of the status report and mark it as complete. Click Submit when you are done.

[Preview](#) | [Submit](#)

Name	Complete?	Last Edited
General Information	<input checked="" type="checkbox"/>	09/13/2017
Approved Scope Items Report	<input checked="" type="checkbox"/>	09/13/2017
Approved Project Trails Report	<input checked="" type="checkbox"/>	09/20/2017
Status Report Notes	<input checked="" type="checkbox"/>	09/20/2017

Arizona State Parks

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Once you click "Submit" Parks staff will receive an email indicating that a report from your agency has been submitted. Note: Please make sure to submit your report -if you don't hit "submit" we won't know you've completed your report; after the due date we will only see a daily report of projects that didn't complete the report.

For period July 1, 2017 -September 30th this report is due by October 31, 2017. If you have any questions about the report process call (602-542-7130 or email Sean (use your Correspondence feature). If you have specific questions about claims/reimbursements please contact Mickey (use Correspondence feature please). Tel# 602-542-6942