ARIZONA STATE PARKS AND TRAILS ON-LINE GRANTS MANAGEMENT SYSTEM –WEBGRANTS www.azparkgrants.com

SUBMITTING QUARTERLY REPORTS (STATUS REPORTS) USING WEBGRANTS



FOR MORE INFORMATIOIN, 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 con " MY GRANTS. " Select the project by	quarterly report or a reimbursement log in to WebGrants and click y clicking on the title . Go to next page for step-by-step process.
stored here.	stated to a project you will use webGrants -NOT TRADITION EMAIL -to communicate. That way, every conversation is
ARIZONA STATE PARK	S & TRAILS IUNITIES
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Main Menu Click Help above to view instructions. Go to "My Profile" to reset password.	
	Instructions
	My Profile
	Funding Opportunities
•	My Applications
d	My Grants
	Dulles Technology Partners Inc.

Arizona State Parks

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.

FUNDING OPPORTUNITIES

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A Grant Tracking	Parks Project #; FS Project # and Fed ID#		
Grant: 471901; 17-CS-11031200-0	06; 917-D-001 · OHV ROU	JTE MANAGEMENT 2017 - 20	016
Status	Underway		K
Program Area	Off Highway Vahiala/Baaraatian Trail Pro		
	OII-Highway vehicle/Recreation Trail Pro	Pr	oject Title
Grantee Organization	BaseLine Organization		
Program Officer	Mickey Rogers		
Awarded Amount	\$94,407.16		
Instructions	**Location of Project		
The grant forms appear below.	Start and End Date		
	Start and End Date		
Associated Forms		Status Report	rt Site Visit Contract Amendment
Grant Components		Alerts Copy Annota	tions (0) Export Grant Data Map
The components below are associated with t You may associate specific forms in the Asso copy this grant and you car export the raw d	he current Funding Opportunity. You can change these ciated Forms section above. You can define your owr ata.	e components in the Funding Opportur alerts in the Alerts section. You can m	hity module. nake notes by clicking Annotations. You can
K	Component		Last Edited
General Information			03/30/2017
Motorized Budget	Claims(reimbursements)		11/10/2016
Appropriations	, , , , , , , , , , , , , , , , , , ,		02/28/2017
Status Reports			
OHV/RTP Application			11/10/2016
Motorized Criteria Response	Trail information from ou	iginal application will	11/10/2016
Project Maps, Trail Tables & Photos			11/10/2016
Cultural Clearance Review Form	be pulled -placed on rep	oort	11/10/2016
NEPA			→ <u>11/10/2016</u>
Resolution Eligibility Form			11/10/2016
Opportunity			-
Application			-
Application Versions			-
Application Annotations			-
Review Forms	Reports(S	tatus)	-
Arizona State Parks	View all emails email	or send an	Dulles Technology Partners Inc. © 2001-2016 Dulles Technology Partners Inc. WebGrants 6.5 - All Rights Reserved.

This is where you initiate a new report and it's also where all your previous STATUS REPORTS (Quarterly Reports) are found.



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.

ARIZONA STATE	PARKS & T	RAILS.	
Menu I 🙎 Help I 📲 Log Out		Sack 🗞 Print 🧼 Add	🞾 Delete I 🕜 Edit I 🛄 Sava
🐊 Grant Tracking			
Status Report: TEST - 04			
Grant: TEST	-TEST 2018 Non-Motorized	Grant Opportunity for Non-Profit (501c#, 0	Clubs and Businesses)
Status: Editin	g		
Program Area: Recre	ational Trails Program	Notice that one form (General Informat	ion form) has
Grantee Organization: Arizo	na State Parks	been completed.	
Program Manager: Micke	y Rogers		
Components			Preview Submit
Complete each component of the status report and ma	ark it as complete. Click Submit wher	n you are done.	
Name		Complete?	Last Edited
General Information		- C	08/14/2017
Approved Scope Items Report	Step 6: For our	r example we are clicking	08/14/2017
Status Report Notes		SCOPE ITEMS	00/14/2017
		r povt form to complete	

Arizona State Parks

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

1. The purpose of this page is for the grantee to 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."

2. Please provide the start date of a breakdown item and an estimated completion date.

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		Status:	Editing	[DO NOT HIT THE	"ADD" BUTTON I	VFR on this
	Pro	aram Area:	Recreational T	rails Program	specific form. It is	a feature from the	original budge
ep 7: click on the ap		ation:	Arizona State	Parks	form that can't be	removed as the ini	formation on th
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When all forms are complete i	for the quarte	erlv report, be s	ure to submit.		All possible Scope Items fro	om the Trails Manual are	1
,					listed -but you only comple	te the scope items that	<u> </u>
Renovation and M	/laintena	nce of E	xisting Trails	K	were Board approved. If yo	u see a "0", "Zero" that	IS Report Forms
Breakdown Quantity	Total	Match/I	n-kind Total	Grant Pro	means this scope item is no	ot part of the grant. Just	Anticipated Completic
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Split Rail Round	62.0 20.0	\$764.46	\$0.00	\$764.46			
Post ACE Trail Crew	3.0	\$3,120.00	\$2,350.32	\$769.68		The Match and Total Gran	t Request, cost,
Campsite	62.0	\$5,580.00	\$5,580.00	\$0.00		quantity is only a reference).
Split Rail Round	52.0	\$3,850.00	\$3,850.00	\$0.00 \$757 12			
End Post	02.0	\$14,362.78	\$11,780.32	\$2,582.46			
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Ranger patrol Volunteer Training Volunteer Education Rules and Regulations Signs Tools and Equipment	40.0 40.0 6.0 1.0	\$913.20 \$150.00 \$2,000.00	\$150.00 \$150.00 \$2,000.00	\$0.00	appear on this pa	ige	VIII

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

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UNDING	DPPORTUNITIES	
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Grant Tracking		/
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Grant:	TEST-TEST 2018 Non-Motorized Grant Opportuni	ty for Non-Profit (501c#, Clubs and Businesses)
Status:	Editing	
Program Area:	Recreational Trails Program	Step 9: Make sure to hit save at
Grantee Organization:	Arizona State Parks	entering information
Program Manager:	Mickey Rogers	
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Arizona State Parks

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Arizona State Parks

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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Status Report: TEST - 04			
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Program	Area: Recreational Trails P	Program	
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Program Man	ager: Mickey Rogers	this form click "MARK AS COMF	PLETE" -
		will not be able to submit the qua	arterly re
Instructions		if each form is not marked as co	omplete.
1. DO NOT CLICK ADD on this section of the q 2. ONI Y PROVIDE INFORMATION IN YOUR AP.	uarterly report!. For any amendments to PROVED SCOPE ITEMS LIST BELOW	s to a Board approved scope item a sponsor must first contact the Chief of Grants and Trail W FOB ANY APPLICABLE REFAKDOWN ITEM. NOTE:YOU DO NOT NEED TO RESPOND TO EVERY BREAKDOWN ITEM -PROVIDE	
UPDATES FOR A BREAKDOWN ITEM ONLY FO	OR ACTIVITIES THIS QUARTER.		
 Enter your quarterly update information under e Save all entries. When the form is complete, se 	ach scope item by clicking on the applic lect 'Mark as Complete'.	icable BHEAKDOWN ITEM listed within an approved SCOPE ITEM. This will open the fields you need to input your information.	
When all forms are complete for the quarterly repo	rt, be sure to submit.		
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Renovation and Maintenance	of Existing Trails	Mark as Complete Go to Status Report Forms Add	
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Provide and In	nstall T	rail Sig	ns									Add
Breakdown	Quar	ntity C	otal ost	Match/In-kin	id Tot	tal Grant lequest	Progr Mad	ess e:	Problems Encountered:	Solutions:	Anticipated Start Date:	Anticipated Completion Date:
Trail Sigs/Marker	4	40.0 \$	680.00	\$365.0	0	\$315.00						
Trail Marker Decals Staff Time	1 6	60.0 \$ 20.0 \$2,	160.00 400.00	\$0.0 \$2,400.0	0 0	\$160.00 \$0.00						
4X6 Two posted kiosk		5.0 \$2,	500.00	\$0.0	0	\$2,500.00						
Volunteers Staff Time	7	70.0 \$1, 70.0 \$1,	598.10 985.20	\$1,598.1 \$1,985.2	0 0	\$0.00 \$0.00						
Toolstotal of rental rate		1.0 \$2,	00.00	\$2,000.0	0	\$0.00						
		\$11,	323.30	\$8,348.3	0	\$2,975.00						
Develop Supp	ort Fa	cilities										Add
Breakdown	Quan	tity Co	otal ost	Match/In-kind	d Tot	al Grant equest	Progre Made	ess e:	Problems Encountered:	Solutions:	Anticipated Start Date:	Anticipated Completion Date:
Two Post Kiosk	-	1.0 \$5,7	736.00	\$0.00)	\$5,736.00						
Concrete Bench Trailhead LED	-	2.0 \$9 1.0 \$2,4	996.00 100.00	\$0.00)	\$996.00 \$2,400.00						
ACE Trail Crew Boulders	25	2.0 \$2,0 5.0 \$8,7 \$19, 9	080.00 750.00 9 62.00	\$2,080.00 \$8,750.00 \$10,830.00))	\$0.00 \$0.00 \$9,132.00						
Construct Nev	v Trails	s										bbA
Breakdowr	n (Quantity	Tot Co	tal st Match/I	n-kind	Total Gra Reques	ant Pr st N	ogress Made:	Problems Encountere	d: Solution	ns: Anticipated Star Date:	t Anticipated Completion Date:
American Conserv Experience	ation	26.0	\$27,04	40.00	\$0.00	\$27,04	0.00					
YRUContract		1.0	\$38,2 \$65,3	70.54 1 0.54	\$0.00 \$0.00	\$38,27 \$65,31	0.54 0.54					
Provide Maps	and Ti	rail Info	rmatic	on								Add
Breakdown Q	uantity	Total Cost	Ma	tch/In-kind	Total Req	Grant uest	Progress Made:	s E	Problems incountered:	Solutions: '	Anticipated Start Date:	Anticipated Completion Date:
Park Staff	60.0	\$1,380	00	\$1,380.00		\$0.00						
Park	240.0	\$5,479.	∠∪ 00	ຈວ,479.20 \$8.500.00		\$0.00						
Staff-Booth	+20.0	\$15.359	20	\$15.359.20		\$0.00						
L		,	-	,						La	ast Edited By: Sean Tes	ster 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.

RIZONA STA	TE PARKS &	TRAILS	
Menu 🔏 Help 🍟 Log Out	OPPORTUR	Back 🛞 Print 👘 Add 📁 Delet	e 🧭 Edit 📔
Grant Tracking			
Status Report: TEST - 04			
Grant:	TEST-TEST 2018 Non-Motorize	d Grant Opportunity for Non-Profit (501c#, Clubs and	l Businesses)
Status:	Editing		
Program Area:	Recreational Trails Program	When you "save" the Approved Scope Items	
Grantee Organization:	Arizona State Parks	Report and "mark as complete" you will return t	0
Program Manager:	Mickey Rogers	the main rreport page to begin the next form -	
	-	APPROVED PROEJCT TRAILS REPORT	
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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.

WebGrants - Arizona State Park APPROVED PROJECT TRAILS REPORT

🏹 Menu 🔏 Help 📲 Log Out						
🧖 Grant Tracking						
Status Report: TEST - 04						
Grant: T	EST-TEST 2018 Non-Motor	ized Grant Opp	ortunity for Non-	Profit (501c#, C	lubs and Busine	sses)
Status: E	diting					
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b. If applicable, click 'ADD' on the Volunteers section to a continue to click "ADD" for each entry. Continue this pro	add any volunteer activity this reporting ocess until all information has been ente	period. Enter the volun red.		CIICK AD	D on this	vent this quarter
Next, click 'EDIT' at the top of the page to enter information Answer any question applicable to this project. Save all extended	ation in the Quarterly Update section. entries. When the form is complete, sele	ect 'Mark as Complete'.	part o			
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Arizona State Parks

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				Did any			Any attac	chments
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	WOIK.	completed?		this	this quarter:	to date:	show her	е.
				quarter?			The crew brushed portions of the	
							trail corridor, installed grade dips, constructed armored water	
V							armored trail tread in steep areas.	
Lamb Springs Trail	2.0 New Trail	Yes	07/28/2017	Yes	1.0	2.0	section identified for armoring. Crew members harvested locally %2c%20RTP%2047150	9
							available rock to harden the trail %20%28sm%20fi%29.p %20%28sm%20fi%29.p	df
							the structure to allow for erosion mitigation and provide an enjoyable	
							experience while improving sustainability.	
Market Trail	0.29 New Trail				0	0		
Upper Coyote Trail	1.52 New Trail 3.81				0	0		

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ARIZONA STATEP	ARKS & TRAILS	No. Contraction of the
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Trail Information Table a) Click the blue "Add" button to the right to list each project "add" features. b) Click 'Save' after every trail has been entered, then contin c) Trail Maps: Provide at least one (1) legible map for each taccess roads, etc.). Click here for an Example d) Use the upload photo feature to provide detailed photos fe e) To edit an existing entry please click "Edit" at the top of the	trail and requested trail information. If you don't see the "add bu ue adding each trail until finished. rail. The detailed map must show all project activities and any c or each trail. e page. This will open any trail table information previously ente	Go to Status Report Forms I Add utton" click "Save" at the top of the Menu bar to activate the other related project actions (e.g., the location of riprap, new ered. After making changes click "save.
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Arizor *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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hen all forms are complete for the quarterly report, be	sure to submit.		
Trail lafe marking Table			
Click the blue "Add" button to the right to list each	h project trail and requested trail information. If	you don't see the "add button" click "Save"	at the top of the Menu har to activate the
add features.			
) Click 'Save' after every trail has been entered, th) Trail Maps: Provide at least one (1) legible map	ien continue adong each trail until finished. for each trail. The detailed map must show all p	roject activities and any other related projec	t actions (e.g., the location of riprap, ne
iccess 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 in Did any wo	formation previously entered. After making rk If ves. list number List number	of Attack
Trail Length Trail for this	trail been Completion: trail during t	is of miles miles	Description(No photo more than 1000 related
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Volunteers			A
Volunteer event activity:	Date of event/activity:	Number of Volunteers:	Total Volunteer Hours:
est	09/10/2017	20	
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Quarterly Update			
nswer any of the following questions that apply to	this project.		
rail Summary	Step 5: Now th	at the Trail Table	e and Voluntee
List total miles of reals rehebilitated this	Section are do	ne (if annlicable	to your projec
quarter: 0			
Additional Project Activities	Click "EDIT" at	the top of page	to activate thi
How many youth volunteers participated in project activities this quarter (under 18 years	last section for	this form. If ap	plicable, pleas
or age)? List total number of signs installed	nrovida data	on trail milos h	wilt/maintainac
(fiberglass, directional) this quarter:			
List number of Kiosks installed this quarter:	number of sig	jns & kiosks ir	nstalled; maps
List total number of Maps/Brochures Developed this quarter:	brochures dev	eloped and tra	ilhead facilitie
	activity.		



click "save" at the top and then "Mark as Complete" to finish this form.

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-	one. Complete? √

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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ARIZONA STA	TE PARKS &	TRAILS	Ser Ser	
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Status Report Notes*	This field is limited to 1,000 characters.		,	7
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rizona State Parks		If no additional information is needed click "MARK AS COMPLETE" the click GO TO STATUS REPOR FORMS to return to the report form main page.	n et	Dulles Technology Partners In -2016 Dulles Technology Partners In WebGrants 6.10 - All Rights Reserve



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