

2015 STATE PARKS RTP TRAIL MAINTENANCE PROGRAM

The Arizona State Parks RTP Trail Maintenance Program (Program) was initiated in 2001 to meet a need identified in the *Arizona Trails 2000 Statewide Motorized and Nonmotorized Trails Plan*. Respondents to the surveys that gathered information for that plan indicated that it was more important for them to have existing trails maintained than new trails built. That finding was reiterated in both the *2005 & 2010 Arizona Trails: Statewide Motorized and Nonmotorized Trails Plans*. In an attempt to avoid the cumbersome process involved with some grant programs, State Parks created a simple application form and a process to pay trail maintenance crews directly to avoid additional paperwork for the land managers. To date approximately \$9 million dollars have been spent to improve trail conditions all over Arizona.

This manual has been developed to inform potential project sponsors about the Program and assist them through the application process and project completion. It is important that all project sponsors review this information prior to submitting an application to insure that this Program meets their needs and that they can meet the requirements of this Program. This manual must be made available to and reviewed by any person who manages or administers an approved trail maintenance project.

THE FEDERAL HIGHWAY ADMINISTRATION

Recreational Trails Program (RTP)

On July 6, 2012, President Obama signed into law P.L. 112-141, the Moving Ahead for Progress in the 21st Century Act (MAP-21). It leaves the Recreational Trails Program, a Federal-aid program codified in Federal statutes under section 206 of title 23, United States Code (23 U.S.C. 206) unchanged. The program provides funds for all kinds of recreational trail uses, such as pedestrian uses (hiking, running, wheelchair use), bicycling, in-line skating, equestrian use, cross-country skiing, snow-mobiling, off-road motorcycling, all-terrain vehicle riding, four-wheel driving, or using other off-road motorized vehicles. Each state develops its own procedures to solicit projects from project sponsors, and to select projects for funding, in response to motorized recreational trail needs within the state. The MAP-21 Act provides funding through 2014. Arizona is currently obligating funds appropriated in federal years 2011 and 2012 under the 109th Congress enacted the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU).

Arizona State Parks is the agency responsible for administering RTP funds in Arizona. The projects portion of Arizona's RTP funds must be divided between motorized (30%), non-motorized (30%), and diverse (40%) trail projects. Non-motorized and diverse projects will be selected through a grant solicitation and the State Parks RTP Trail Maintenance Program.

Funding from the RTP requires a National Environmental Policy Act (NEPA) assessment and matching funds. The State Parks RTP Trail Maintenance Program requires recipients to match 6% of total project costs, either with in-kind contributions or dollars. A federal agency must provide at least 5% of the total project costs from a non-federal source. The remaining 1% of the total project cost can come from other federal sources. Other guidance for matching funds is available in Match Certification section beginning on page 11-12.

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PROGRAM TIMELINE / “2015 CYCLE”

Projects must be “shovel ready”, meaning all environmental and cultural surveys have been completed, reviewed, and cleared by the project sponsor for the proposed project area.

January 2014: Announcement / Solicitation of Projects – The Program cycle begins with the announcement and solicitation of projects from eligible project sponsors on page 5. This manual describes all of the procedures and requirements of the Program. Required “Request for Funding” is available following page 14.

February 28, 2014: Project Selection & Initiation – Requests for Program funds are due. State Parks will announce the method to be used in selecting projects to be funded through this Program.

April / May 2014: Project Selection & Initiation – Projects will be selected and sponsors will be notified of the amount of their allocation and how to get their project started. Information about this process begins on page 6.

May 2014: Project Sponsors must provide documentation to meet the requirements of the NEPA before any project work can begin.

July / August 2014: Trail Crew Information / Selecting A Crew – Project funding will be obtained and crew selection can begin. State Parks will provide information concerning the Trail Crews that are available under the State contract in a separate document. Information will include a brief introduction to the crew, a table of work rates, and references. Other information begins on page 9.

July 2014: Certification of Match – The project sponsor must provide Certification of Match before a Trail Crew is authorized to proceed with eligible work. This is the project sponsor’s statement that the required matching funds have been or will be expended during the period the Trail Crew will be working. The project sponsor’s allocation of funds must be expended by December 30, 2015. The instructions for this process begin on page 11.

December 2015 – December 2020: Maintaining Project Records – All project sponsors are subject to audit of the project files by the Program Manager at any time during the project period and up to five years after completion of the project. A description of required documentation and suggested file components will be provided and described beginning on page 12.

STATE PARKS RTP TRAIL MAINTENANCE PROGRAM contact information:

PROGRAM MANAGER
Robert Baldwin
602/542-7130
rbb2@azstateparks.gov

This manual and all pertinent documents are available in Word format and .pdf format at the Arizona State Parks website: azstateparks.com/trails/index.html

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GLOSSARY OF PROGRAM TERMS

The parameters of the State Parks RTP Trail Maintenance Program are defined by these terms:

1. The Program – is the State Parks RTP Trail Maintenance Program as described in this manual.
2. Program Manager – is the State Parks Trail Maintenance Program Manager.
3. The Project Sponsor – is the land managing agency responsible for maintaining the trails submitted in the project area and, more specifically, the contact person acting on behalf of the land managing agency.
4. Trail Crew(s) – refers to the Arizona State Parks contractor(s) responsible for providing labor and tools to complete eligible work and the individuals providing labor that are managed by the Trail Crew Supervisor.
5. Trail Crew Supervisor – is the individual employed by the contractor who oversees the performance of the on-site Trail Crew.
6. The Project – is limited to eligible work performed within the identified project area.
7. The project area – includes the specific trails and areas that were submitted by the project sponsor and defined in the NEPA documentation provided for review and approval by Federal Highway Administration (FHWA).
8. Eligible work – is the efforts of Trail Crew(s) and Project Sponsor staff or volunteers to perform the following tasks:
 - Tread maintenance (grading tread, slough and slide removal, slump repair, surface replacement with similar material).
 - Clearing of the pathway (brush removal, hazard tree removal, litter, backslope grooming).
 - Drainage (cleaning and repairing structures, culverts, underdrains, water bars, grade dips and drainage ditches).
 - Replacing or repairing existing fencing, guardrails, berms and retaining walls with similar materials.
 - Structure maintenance (bridge and dam rehabilitation).
 - Repairing or replacing with similar material existing signage, kiosks, and markers.
 - Trail reroutes or realignment beyond 5 feet of each side of an existing trail surface, construction of connector trails, and any work that does not take place on the existing trail which is done with appropriate NEPA review and approval, however, “new trail” construction is limited to short segments.
9. The project period – begins when the project sponsor has been notified by State Parks that the NEPA documentation for the project area has been approved by

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FHWA. The project period ends with the last day that one of the State Parks contracted crews works in the project area and is paid with allocated funds.

10. Scheduled Work Session – is the period covered by a Certification of Match for specific dates a Trail Crew will be working in the Project Area. A Scheduled Work Session may include a short period of time when the Trail Crew is not actually working.
11. The total project cost – is the value of all eligible work performed in the project area within the project period.
11. Allocated funds – is the amount State Parks has set aside for each project to pay the contracted crews for eligible work performed in the project area.
12. Match – includes all expenditures for eligible work or materials used within the project area paid by the project sponsor and donated materials or labor. Certification of Match can only include match that has been or will be accrued by the last day of the Scheduled Work Session for which it is being applied.
13. Non-federal match – includes all expenditures for eligible work within the project area paid by a non-federal project sponsor and the “value” of eligible work performed by volunteers within the project period. Other donations of materials used for eligible work in the project area or money spent on eligible work in the project area within the project period acquired from non-federal sources is included in non-federal match. Certification of Match can only include match that has been or will be accrued by the last day of the Scheduled Work Session for which it is being applied.

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ANNOUNCEMENT / SOLICITATION OF PROJECTS

Arizona State Parks is inviting requests for State Parks RTP Trail Maintenance Program funds from eligible Project Sponsors. Requests are limited to a minimum of \$10,000 and maximum of \$30,000. The Program funds will be available for use between July 1, 2014 and December 30, 2015. Approximately, \$200,000 to \$300,000 will be available for trail maintenance projects.

Eligible Project Sponsors

Governmental entities including cities, towns, counties, tribal governments and state and federal agencies are “eligible Project Sponsors” and are invited to submit a request for Program funds. Each National Forest Ranger District, National Park, Bureau of Land Management Field Office, tribal government, city, town, county, and Arizona State Park is considered as a separate entity. A Project Sponsor must submit only one request that identifies all of the trails and areas where Program funds are needed.

Organizations, clubs, businesses, and groups can partner with an eligible Project Sponsor to submit the application, provide NEPA documentation and match certification, and coordinate project work. The eligible Project Sponsor must provide and appropriate work agreement with the organization.

The “Request for Funding” and instructions are available at the end of this manual. All program forms are available in Word format from the Project Manager or in .pdf format on the Arizona State Parks website:

<http://azstateparks.com/partnerships/trails/statetrails.html>

The Program Manager, Robert Baldwin, is available at rbb2@azstateparks.gov or 602.542.7130 to answer any questions regarding the program or help in completing the Request For Funding.

Due Date for Request for Program Funds

Projects must be “shovel ready”, meaning all environmental and cultural surveys have been completed, reviewed, and cleared by the project sponsor for the proposed project area.

*The original completed and signed Request For Funding with all required supporting documentation and one complete set of copies must be received in the State Parks office by **February 28, 2014 at 4:00 p.m.** Faxed or email submission will not be accepted. Send requests to:*

Robert Baldwin, Program Manager
State Parks RTP Trail Maintenance Program
Arizona State Parks
1300 W. Washington Ave
Phoenix, AZ 85007

Receipt of requests will be acknowledged by email. Requests will be reviewed for eligibility and selected for funding based on the method of selection determined by the Program Manager. All potential Project Sponsors will be notified of their status as to eligibility and funding by May 30, 2014.

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PROJECT SELECTION & INITIATION

State Parks will select projects at random in the event requests for funding exceed available funds. Projects will be selected based on a previously used model for dividing the state into units representing land management boundaries (see page 14). Projects will be assigned to each of the five areas and one project will be drawn from each area in the first round. Projects not drawn in the first round will be combined and drawn at random until the available funds are distributed.

NOTE: Project Sponsors who have not received RTP Trail Maintenance Program funding in the last two cycles will have first priority. Project Sponsors who did not receive funds in the 2012-2014 cycle will have next priority. A table showing recent funding recipients is included on page 13.

ONCE YOU HAVE RECEIVED NOTIFICATION THAT YOU WILL BE RECEIVING PROJECT FUNDS YOU MUST PROVIDE DOCUMENTATION THAT SATISFIES NEPA REQUIREMENTS FOR THE ENTIRE PROJECT AREA. YOU WILL NOT BE AUTHORIZED TO WORK IN THE PROJECT AREA (ie, begin accumulating match) UNTIL YOU RECEIVE NOTICE FROM THE PROGRAM MANAGER THAT YOUR FUNDING HAS BEEN AUTHORIZED AND YOU ARE AUTHORIZED TO PROCEED.

National Environmental Policy Act (NEPA) compliance is required for all projects that use federal funds. If you have received NEPA approval in the past for the same project area, each apportionment of new money is a new project and must get authorization. All Project Sponsors must provide appropriate documentation to satisfy NEPA/SECTION 106 requirements NOT LATER THAN JUNE 30, 2014.

Once FHWA has reviewed and approved NEPA compliance, State Parks must get the project funding authorized through the AZ Department of Transportation and FHWA. No volunteer match or trail Crew work can begin until the project has been “authorized” and the “authority to proceed” issued by State Parks. Project Sponsors MUST know their responsibilities as described on page 8.

FEDERAL PROJECT SPONSORS:

Projects must be “shovel ready”, meaning all environmental and cultural surveys have been completed, reviewed, and cleared by the project sponsor for the proposed project area

The SHPO Review Form signed by the agency archaeologist and cultural survey documentation (IS&A) must be submitted with the application. These are submitted to the State Historic Preservation Office for review before the NEPA package can be sent to FHWA. SHPO has 30 days to return their finding.

You may be able to provide a Categorical Exclusion (CE) of NEPA for most of the work performed in this Program. However, you do need to provide evidence that the project area has been surveyed for cultural resources and provide a completed and signed SHPO Review Form (signed by the agency archaeologist) with your application form. You must submit the two-page RTP Environmental Determination Form with appropriate

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signatures, attached documentation, a description of the work to be completed, and 7.5” topographic maps identifying the trails to be included in the project area. NOTE: State Parks will add the Arizona State Parks Project Number, Federal Highways Project Number, and TRACS Number.

If you intend to work more than five feet outside of the existing trail corridor (ie, construct new trail segments), you must submit the two-page RTP Environmental Determination Form with appropriate signatures, attached documentation, a description of the work to be completed, completed and signed SHPO Review Form and cultural survey documentation, and 7.5” topographic maps identifying the areas that fall outside of the CE.

Once the information is submitted the Federal Highway Administration (FHWA) for review it may take up to two months before their decision is received.

THESE DOCUMENTS ARE NOT A PART OF THIS MANUAL AND WILL BE PROVIDED WHEN PROJECTS HAVE BEEN SELECTED FOR FUNDING.

instructions for envir determ.doc

Envir Deter Form-short.doc (for federal applicants)

NON-FEDERAL PROJECT SPONSORS:

Projects must be “shovel ready”, meaning all environmental and cultural surveys have been completed, reviewed, and cleared by the project sponsor for the proposed project area

The RTP Environmental Determination Form is provided to guide you through the NEPA process. NEPA requires the project sponsor to assess the “impacts on the natural environment” that the project will have. The form lists the types of surveys that may need to be conducted to determine if resources are present and would be affected by the project. These documents are submitted to Federal Highway Administration for approval. The Program Manager can answer questions about the forms and the process, but the Project Sponsor is responsible for satisfying the NEPA requirements.

The SHPO Review Form and cultural survey documentation must be submitted with the application form. They must be submitted to the State Historic Preservation Office for review before the NEPA package can be sent to FHWA. SHPO has 30 days to return their finding.

Once the information is submitted the Federal Highway Administration (FHWA) for review it may take up to two months before their decision is received.

THESE DOCUMENTS ARE NOT A PART OF THIS MANUAL AND WILL BE PROVIDED WHEN PROJECTS HAVE BEEN SELECTED FOR FUNDING.

instructions for envir determ.doc

RTP Envir Determ form.doc

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PROJECT SPONSOR RESPONSIBILITIES

Following is a synopsis of project sponsor responsibilities in chronological order.

1. Submit the completed and signed (by agency archaeologist) SHPO Review Form with all appropriate cultural surveys with the application.
2. Submit NEPA documentation for review and approval by Federal Highway Administration (FHWA). NEPA documentation must include the signed "Arizona State Parks/Federal Highway Administration, Recreational Trails Program, Environmental Determination" form. Even though we have indicated money is available for your project, nothing can happen until FHWA authorizes the project. If you have received NEPA approval in the past for the same project area, each apportionment of new money is a new project and must get authorization.
3. The Program Manager will notify the project sponsor when the project funding has been authorized. Only after that authorization has been received can the Project Sponsor contact a Trail Crew to schedule work. Do not schedule a Trail Crew until you know you will have matching expenditures, especially the non-federal portion. Accrual of eligible matching expenditures cannot occur until the project funds have been obligated and State Parks issues the "approval to proceed". All matching work must occur in the approved project area. (NOTE: Forest Service Project Sponsors also need to have a Task Order to Master Agreement No. 12-CS-11031600-011 fully executed prior to any on-the-ground work.)
4. The Project Sponsor must discuss his expectations for the amount of work that should be completed with the Trail Crew Supervisor. Both must agree. The Trail Crew Supervisor must discuss the arrival time, camp set-up/breakdown requirements, and daily work schedule with the Project Sponsor. (Time for travel to the project site and camp set-up/breakdown is included in the weekly cost.) Both must agree. Changes should be discussed and mutually agreed upon in advance. This will constitute the Scheduled Work Session.
5. The Certification of Match form must be submitted at least two weeks before the Scheduled Work Session starts. The form must identify sufficient match only for the work period covered by the Trail Crew billing to State Parks. If project work will be done in multiple work sessions and the Trail Crew wants to submit multiple billings, the Project Sponsor must provide a separate Certification of Match for each billing. The Program Manager will provide the Certification of Match form.
7. Scheduled Work Sessions must be completed by December 30, 2015. The 18-month time frame is structured to allow for seasonal restrictions, weather, staff limitations, etc, and there will be no exceptions or extensions. It is the responsibility of the project sponsor to schedule work to expend the allotted funds. State Parks will inform project sponsors of unused funds six months prior to the end of the project period. If work for an approved Scheduled Work Session cannot be completed within that period, the Trail Crew must notify the Program Manager immediately. If the work cannot be completed within two weeks, the Trail Crew MUST bill for the work completed at that time. Unused match will remain available to the Project Sponsor for use in a new

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work session. Rescheduled work must go through the same approval process as the original work.

8. Schedule crews to expend all of the funds available to you. If a crew billing leaves less than enough money to cover one week of work, the project will be considered completed and the remaining funds will be returned to the Program.
9. Complete the Program/Project Evaluation Sheet. We want your feedback on how the Program worked for you. We also want to track the physical results of the program: miles of trail brushed/cleared, miles of trail with tread improvements, and significant trail repairs (gabions, walls, rip rap, switchbacks, etc.).
10. The Program Manager understands that there is turnover in Project Sponsor staff. It is the responsibility of the Project Sponsor to inform new staff members in the policies and procedures of the RTP Trail Maintenance Program. This is the reason we suggest that this manual remains available to anyone who will be administering this program. The Program Manager is always available to answer questions and provide direction.

TRAIL CREW INFORMATION / SELECTING A CREW

Arizona State Parks has five trained trail crews who will perform the eligible work under a contract with Arizona State Parks. A Project Sponsor must use one of the contracted Trail Crews. This process eliminates the need to contract with each Project Sponsor and the Project Sponsor does not have to prepare a bill to State Parks.

The Program Manager will provide a brief synopsis of each crews structure, contact information, and a price schedule. The Project Sponsor has final decision on which crew they would like to use. The decision can be made on differing factors including past experience with the crew, availability of the crews, crew structure, or price. The crews are not allowed to contact the Projects Sponsors to solicit work. If you have questions regarding the trail crews, feel free to contact Robert Baldwin at 602.542.7130 or rbb2@azstateparks.gov.

It is imperative that the Project Sponsor and Trail Crew Supervisor discuss and agree upon the expectations for each work session. It is suggested that this process take place no less than three weeks prior to the scheduled work period.

Once the Project Sponsor and Trail Crew agree on the dates and work to be accomplished, the Trail Crew contacts the Program Manager requesting approval to proceed for this Scheduled Work Session. The Trail Crew will provide the location of the work, the beginning and end dates, the maximum amount they will be billing, name/contact info for the Trail Crew Supervisor, name of the Project Sponsor contact, and a statement that they have discussed the work expectations with the Project Sponsor and are in agreement. The Program Manager will ask the Project Sponsor to provide Certification of Match for that Scheduled Work Session. (SEE Guidelines for Match, page 11)

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TRAIL CREW RESPONSIBILITIES

Following is a synopsis of Trail Crew responsibilities in chronological order:

1. It is inappropriate for the Trail Crew to contact any of the project sponsors to solicit work and will be grounds for contract termination. Once the Project Sponsor has contacted a Trail Crew and a Scheduled Work Session has been identified, the Trail Crew Supervisor must discuss the arrival time, camp set-up/breakdown requirements, and daily work schedule with the Project Sponsor. Both must agree. The Project Sponsor must discuss his expectations for the amount of work that should be completed with the Trail Crew Supervisor. Both must agree. Changes should be discussed and mutually agreed upon in advance. Travel time to the project site and set-up/breakdown time are included in the weekly cost.
2. No less than two weeks prior to the Scheduled Work Session, the Trail Crew will submit via email a "Request for Approval to Proceed" to the Program Manager. The request MUST include: the location of the work; the beginning and end dates; the maximum amount they will be billing for the identified Scheduled Work Session; name/contact info for the Trail Crew Supervisor; name of the Project Sponsor contact; and a statement that they have discussed the work expectations with the Project Sponsor and are in agreement as to what will be accomplished.
3. The Project Sponsor will be required to provide sufficient match to cover the amount to be billed for each Scheduled Work Session. Please coordinate with the Project Sponsor to minimize the work required in this process. If a short period falls between two work sessions, delay billing until the end of the second work session. Then the Project Sponsor can provide one Certification of Match to cover both work sessions.
4. The Program Manager will issue an "Approval To Proceed" by email when the Project Sponsor has provided a Certification of Match that meets program requirements. Project work performed before an Approval to Proceed is issued will not be paid.
5. If work for an approved Scheduled Work Session cannot be completed within that period, the Trail Crew must notify the Program Manager immediately. If the work cannot be completed within two weeks, the Trail Crew MUST bill for the work completed at that time. Unused match will remain available to the Project Sponsor for use in a new work session. Rescheduled work must go through the same approval process as the original work.
6. The Trail Crew must submit a copy of the "Approval to Proceed" with the invoice at the time of billing. The Trail Crew must also provide a synopsis of the work accomplished during that work session per the contract.
7. It is the responsibility of the Project Sponsor to schedule work and spend the funds available to them. Once the Trail Crew has completed the Scheduled Work Session, it is up to the Project Sponsor to contact them for additional work (see #1).
8. The Program Manager understands that there is turnover in Trail Crew staff. It is the responsibility of the Trail Crew to inform new staff members in the policies and procedures of the RTP Trail Maintenance Program and terms of the contract with Arizona State Parks. This is the reason we suggest that this manual and the current

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contract remain available to anyone who will be administering this program. The Program Manager is always available to answer questions and provide direction.

CERTIFICATION OF MATCH

Once we have advised a Project Sponsor that funding has been authorized, the Project Sponsor may begin accruing matching contributions. The Trail Crew will not be allowed to start work until the Program Manager has reviewed and approved the Certification of Match. Please see that this form is provided **at least two weeks prior to the start of the Scheduled Work Session.**

Project Sponsors who participate in the Trail Maintenance Program are asked to “certify” that at least 6% of the total project cost is being provided by the Project Sponsor. At least 5% of the total project cost must come from non-federal sources. This means that a federal Project Sponsor must cooperate with non-federal partners who provide labor, materials, or money to complete eligible work. The Project Sponsor is certifying that documentation is available to prove that eligible expenditures have been made or will accrue to match the expenditure of RTP allocated funds. All match must comply with federal RTP guidance. Funds cannot be matched with other grant money administered by Arizona State Parks. Administration costs (direct or indirect) are not eligible as match.

GUIDELINES FOR MATCH

These are guidelines and other factors may be considered.

1. Match can include the following:
 - a. eligible work done by the Project Sponsor staff directly related to maintenance of a trail within the Project Area submitted in the original application*
 - b. employees hourly wage only (does not include ERE)
 - c. fair market value of materials provided by the Project Sponsor or through donations
 - d. fair market value of services provided in support of a Trail Crew (food is excluded)
NOTE: If the Trail Crew is camping in campsites where a fee is normally collected, that fee can be included in the support costs.
 - e. volunteer labor valued at \$18.00 per hour beginning at the staging area for the project site (per diem for volunteers is not eligible) NOTE: At least 5% of the total project costs must be funded from non-federal sources.
 - f. federal Project Sponsors who pay a “conservation corps” crew directly with federal funds for work within the Project Area can count that cost as part of the “non-federal match”.
2. Match costs can only be incurred after the project funding has been obligated by ADOT/FHWA.

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3. *All areas where eligible trail work is anticipated for match purposes or by State Parks Trail Crews must be included in the Project Area submitted in the original application. (See 1.a.)
4. Any match work done on any trail within the Project Area submitted in the original application will count as match for the project (all trails). Work can be done on one trail using Project Sponsor staff and/or volunteers and used as match for work done by the Trail Crew on other trails.

Please follow this example to calculate the amount of non-federal match you must certify:

If the Trail Crew is billing for \$20,000 (portion of authorized funds), the \$20k represents 94% of the total project cost. The **total project cost** is calculated by dividing $20,000 / .94 = 21,277$ (total project cost). The non-federal portion is a **minimum** of 5% of the total project cost $.05 \times 21,277 = 1064$. The federal portion would be $\$21,277 - \$20k - \$1064 = \213 . The non-federal requirement **MUST** be satisfied! The federal portion can be met with non-federal funds.

NOTE: Do not overmatch with federal funds as the total project cost is increased and the non-federal match must be increased. The minimum non-federal amount is 5% of the total project cost. Total project cost is ALL money spent and/or material and services donated to the project!!

NON-FEDERAL PROJECTS SPONSORS MUST ONLY MEET THE 6% MATCH TOTAL IF ALL MATCH FUNDS ARE NON-FEDERAL.

MAINTAINING PROJECT RECORDS

Appropriate documentation proves that expenditures claimed as match were incurred within the Program parameters. This may include: invoices marked paid with method of payment identified, time sheets, volunteer logs, and any other documents deemed appropriate by the Project Sponsor. State Parks will be conducting random audits of project sponsor files to insure that appropriate documentation has been kept. A project sponsor may be asked to provide documentation at any time during the project period and up to five years after the end of the project period.

The Project Sponsor's file should contain the following documents:

- Copy of State Parks RTP Trail Maintenance Program manual
- Copy of application
- Maps of Project Area
- Copy of NEPA documentation
- Copy of NEPA approval by FHWA
- Copy of all Certification of Match forms and appropriate documentation
- A balance sheet showing the balance of authorized funds available
- Copy of correspondence / emails sent to or received from Project Manager
- Copy or notes from discussions with Trail Crews regarding project expectations
- Copy or notes regarding project accomplishments and challenges
- Copy of Program/Project Evaluation Sheet

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RTP Trail Maintenance Projects 2010-2014

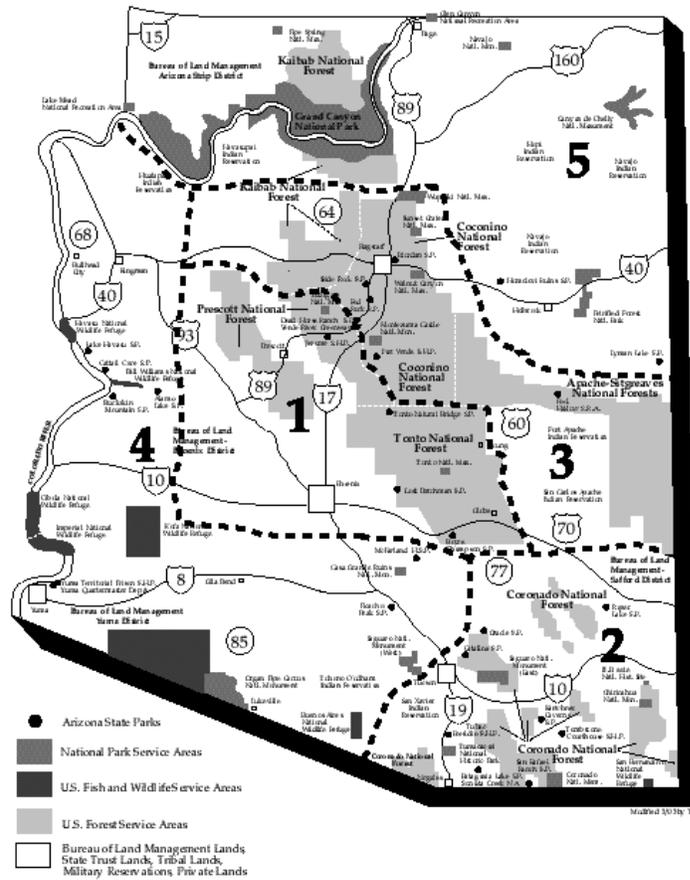
2010-2012 RTP Trail Maintenance Projects		
ALPINE RD	RTPNM11001	\$55,000
BLACK CANYON CITY	RTPNM11003	\$40,000
CAVE CREEK RD	RTPNM11004	\$40,000
FLAGSTAFF RD	RTPNM11005	\$40,000
FOOL HOLLOW SP	RTPNM11023	\$40,000
GLENDALE	RTPNM11006	\$40,000
GLOBE RD	RTPNM11007	\$40,000
HASSAYAMPA FO	RTPNM11008	\$40,000
KINGMAN FO	RTPNM11009	\$40,000
LOST DUTCHMAN SP	RTPNM11010	\$40,000
LOWER SONORAN FO	RTPNM11011	\$25,700
MARICOPA CO	RTPNM11012	\$40,000
MOGOLLON RD	RTPNM11013	\$36,000
MESA RD	RTPNM11014	\$40,000
PLEASANT VALLEY RD	RTPNM11015	\$40,000
SCOTTSDALE	RTPNM11016	\$40,000
SAFFORD FO	RTPNM11017	\$40,000
TONTO BASIN RD	RTPNM11018	\$40,000
TUSAYAN RD	RTPNM11019	\$18,000
WILLIAMS RD	RTPNM11020	\$38,500

2012-2014 RTP Trail Maintenance Projects		
BRADSHAW RD	471273	\$31,915
PAYSON RD	471274	\$40,000
SAN PEDRO RNCA	471275	\$38,250
VERDE RD	471276	\$40,000
SANTA CATALINA RD	471277	\$40,000
KINGMAN FO	471371	\$40,000
LOST DUTCHMAN SP	471372	\$40,000
GLOBE RD	471373	\$40,000
MOGOLLON RD	471375	\$40,000

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Regional Distribution

Regions were determined by trail usage and preference responses to *Arizona Trails 2005 Plan* survey.





- 3. COMPLETE AND SIGN THE SHPO REVIEW FORM (a staff archaeologist must sign for federal entities). Include appropriate cultural documentation.
- 4. SUBMIT THE ORIGINAL AND ONE COPY OF BOTH FORMS AND THE MAPS BY FEBRUARY 28, 2014 TO:
(no fax or email copies accepted):

10101 N. 10th Ave.
Suite 100
Phoenix, AZ 85007

PROJECT SPONSOR:

Contact name:

Address:

City/State/Zip:

Phone:

E-mail:

List all trails needing routine maintenance with the approximate length to be included in the Project Area and provide a 7.5" topographical map with each trail clearly identified:

List all trails that will require construction more than 5 feet outside of the existing tread. Provide a 7.5" topographical map clearly indicating where the new construction will occur. Also provide approximate length of new construction for each trail:

