



*Support your local merchants*

**AGENDA  
TOWN OF CAMP VERDE  
REGULAR SESSION  
MAYOR AND COUNCIL  
473 S. MAIN STREET, SUITE 106  
WEDNESDAY, SEPTEMBER 6, 2017 at 6:30 P.M.**

**If you want to speak ON ANY ITEM ON THE AGENDA, PLEASE complete the Request to Speak Form**

Note: Council member(s) may attend Council Sessions either in person or by telephone, video, or internet conferencing.

**1. Call to Order**

**2. Roll Call.** Councilor Jackie Baker, Councilor Buck Buchanan, Councilor Dee Jenkins, Councilor Brad Gordon, Councilor Robin Whatley, Vice Mayor Jessie Murdock, and Mayor Charles German.

**3. Pledge of Allegiance**

**4. Consent Agenda** – All those items listed below may be enacted upon by one motion and approved as consent agenda items. Any item may be removed from the Consent Agenda and considered as a separate item if a member of Council requests.

Page **a) Approval of the Minutes:**

- 5 1) Work Session – August 11, 2017
- 7 2) Regular Session – August 16, 2017

**b) Set Next Meeting, Date and Time:**

- 1) Wednesday, September 13, 2017 at 5:30 p.m. – Work Session
- 2) Wednesday, September 20, 2017 at 6:30 p.m. – Regular Session
- 3) Wednesday, September 27, 2017 at 6:30 p.m. - Council Hears Planning & Zoning
- 4) Wednesday, October 4, 2017 at 6:30 p.m. – Regular Session
- 5) Wednesday, October 11, 2017 at 5:30 p.m. – Work Session

11 **c) Facility Use Agreement: Bread of Life** [Staff Resource: Mike Marshal]

**5. Special Announcements and presentations:**

15 **5.1. League of Cities and Towns Annual Conference 2017 Service Awards Announcement** (For Council Members Robin Whatley and Jackie Baker). [Staff Resource: Russ Martin]

17 **5.2. Announcement of GFOA’s Certificate of Achievement for Excellence in Financial Reporting for the fiscal year ended 2016; and award of Financial Reporting Achievement (AFRA) to Finance Director Michael Showers.** [Staff Resource: Russ Martin]

- 19       **5.3. Recognition of Camp Verde Marshal's Office new Patrol Sergeant and Patrol Corporal.** [Staff Resource: Nancy Gardner]
- 21       **5.4. National Day of Service and Remembrance Proclamation.** [Mayor German]
- 6. Call to the Public for items not on the Agenda. (Please complete Request to Speak Card and turn in to the Clerk.)** Residents are encouraged to comment about any matter NOT included on the agenda. State law prevents the Council from taking any action on items not on the agenda. At the conclusion of an open call to the public, individual members of the public body may respond to criticism made by those who have addressed the public body, may ask staff to review a matter or may ask that a matter be put on a future agenda. However, members of the public body shall not discuss or take legal action on matters raised during an open call to the public unless the matters are properly noticed for discussion and legal action. (Pursuant to ARS §38-431.01(H))
- 7. Business.** Legal action can be taken.
- 23       **7.1. Discussion, consideration and possible appointment of member to the Board of Adjustment and Appeals to fill vacancy left by resignation of Murray Lichty. The term will expire January 2020.** [Staff Resource: Judy Morgan]
- 27       **7.2. Possible approval of a Special Event Liquor License application for Verde Valley Rangers Mounted Sheriff's Posse/Tyler Rezzonico - for the 2017 Fort Verde Days to be held October 13-15, 2017.** [Staff Resource: Virginia Jones]
- 35       **7.3. Discussion and possible approval of Resolution 2017-983 a Resolution supporting the Acquisition of land on the Verde River by the U.S. Forest Service and Federal Funding for those acquisitions.** [Staff Resource: Steve Ayers]
- 41       **7.4. Consideration and possible approval of Resolution 2017-984, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, approving the application for a non-motorized or motorized grant. The Arizona State Parks Off Highway Vehicle Grant is to purchase four-acres and develop a multi-use trailhead for Ryal Canyon Trail, Off Salt Mine Road.** [Staff Resource: Steve Ayers]
- 8. Call to the Public for items not on the agenda. (Please complete Request to Speak Card and turn in to the Clerk.)**
- 9. Council Informational Reports.** These reports are relative to the committee meetings that Council members attend. The Committees are: Camp Verde Schools Education Foundation, Chamber of Commerce, Intergovernmental Association, NACOG Regional Council, Verde Valley Transportation Planning Organization, Yavapai County Water Advisory Committee, and shopping locally. In addition, individual members may provide brief summaries of current events. The Council will have no discussion or take action on any of these items, except that they may request that the item be placed on a future agenda.
- 73       **9.1. League of Arizona Cities and Towns Annual Conference 2017 – Reports by Council.**
- 10. Manager/Staff Report** Individual members of the Staff may provide brief summaries of current events and activities. These summaries are strictly for informing the Council and public of such events and activities. The Council will have no discussion, consideration, or take action on any such item, except that an individual Council member may request that the item be placed on a future agenda.
- 11. Adjournment**

Posted by: v jones

Date/Time: 08-31-2017 2:30 p.m.

*Note: Pursuant to A.R.S. §38-431.03.A.2 and A.3, the Council may vote to go into Executive Session for purposes of consultation for legal advice with the Town Attorney on any matter listed on the Agenda, or discussion of records exempt by law from public inspection associated with an agenda item.*

The Town of Camp Verde Council Chambers is accessible to the handicapped. Those with special accessibility or accommodation needs, such as large typeface print, may request these at the Office of the Town Clerk at 928-554-0021

38-431.01 Meetings shall be open to the public

A. All meetings of any public body shall be public meetings and all persons so desiring shall be permitted to attend and listen to the deliberations and proceedings. All Legal Action of public bodies shall occur during a public meeting.

- Bashas's Community Board
- Town Hall
- Website

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DRAFT MINUTES  
WORK SESSION  
MAYOR AND COUNCIL  
473 S. MAIN STREET, SUITE 106  
FRIDAY, AUGUST 11, 2017 at 9:00 A.M.

**1. Call to Order**

Mayor German called the meeting to order at 9:00 a.m.

**2. Roll Call**

Mayor Charles German, Vice Mayor Jessie Murdock, Councilor Brad Gordon, Councilor Dee Jenkins, Councilor Robin Whatley, Councilor Jackie Baker and Councilor Buck Buchanan were present.

**Also Present**

Town Manager Russ Martin, Town Clerk Judy Morgan, and Recording Secretary Lynn Riordan were present.

**3. Pledge of Allegiance**

Mayor German led the Pledge of Allegiance.

**4. Agenda Items for Discussion.** No action to be taken.

**4.1. Review and discuss Investment Grade Energy Audit Findings and possibly give direction to move forward on projects identified for future Council formal consideration.** [Staff Resources: Russ Martin]

Town Manager Russ Martin announced the Investment Grade Audit by Wendel has been completed. A copy of the Audit has been provided to each council member. Mr. Martin advised this audit is an energy savings plan, and environment friendly, and many of the recommendations will pay for themselves over time. Each section of the audit has recommendations, some that will show operational savings immediately, others with savings over time, and a few that were not recommended at this time. Mr. Martin advised that he concurred with the majority of the recommendations and stated that many of the capital improvements needed to realize these energy and operational costs savings are improvements that the Town would need to consider in the near future, through Wendel and the energy investments, or through another source.

At the request of council, Mr. Martin advised this audit was for council to review and consider, and this matter would be placed as a formal Agenda item at a later date, after he, and the finance director, have secured funding, interest rates, and can research potential federal and USDA grant funding (including "green" incentive funding). Mr. Martin also stated he would be meeting with APS regarding the current rate structure for different Town Departments, including the new library, before making any capital improvement recommendations to the Council.

NOTE: A copy of the Investment Grade Audit by Wendel is available in the Clerk's Office and on the Town of Camp Verde website.

**4.2. Review and discuss Town Manager sample contracts for future consideration.** [Staff Resources: Russ Martin]

Mr. Martin provided a "multiple choice" contract that was formatted after contracts used by similar sized Arizona towns and cities. The proposed (sample) contract has been presented to streamline the work needed to draft an acceptable

contract. This proposed (sample) contract appears to be easy to understand and is straight forward, is intended to be easy for the public to understand and provide transparency, and can be modified and/or formatted to fit the Town of Camp Verde. Mr. Martin advised that the Town Attorney had reviewed the sample contract and was ready to make recommendations for a final draft, pending suggestions/questions from the Mayor and Council. Mayor German advised he was not prepared to make any decision with respect to selecting a contract format for the Town Manager (or other positions), but recommended that two or more of the council members form an informal committee to discuss options and format.

It was the consensus of the Council, with Councilor Baker opposing, to have the Mayor and Councilor Jenkins create an informal committee to include one or more outside parties from the League of Arizona Cities and Towns, NACOG, or a neighboring community to work on finalizing a neutral draft of the contract, have it reviewed by the Town Attorney, and then place it as a formal Agenda Item for negotiation between the Town Manager and the Council.

**5. Adjournment.**

Mayor German, with no objection from Council, pronounced the meeting adjourned at 10:30 a.m.

\_\_\_\_\_  
Mayor Charles German

\_\_\_\_\_  
Attest: Judy Morgan, Town Clerk

**CERTIFICATION**

I hereby certify that the foregoing Minutes are a true and accurate accounting of the actions of the Mayor and Common Council of the Town of Camp Verde during the Work Session of the Town Council of Camp Verde, Arizona, held on August 11, 2017. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

\_\_\_\_\_  
Judy Morgan, Town Clerk



*Support your local merchants*

**DRAFT MINUTES**  
**TOWN OF CAMP VERDE**  
**REGULAR SESSION**  
**MAYOR AND COUNCIL**  
**473 S. MAIN STREET, SUITE 106**  
**WEDNESDAY, AUGUST 16, 2017 at 6:30 P.M.**

**1. Call to Order**

Mayor German called the meeting to order at 6:30 pm.

- 2. Roll Call.** Councilors Jackie Baker, Buck Buchanan, Dee Jenkins, Brad Gordon, Robin Whatley; Vice Mayor Jessie Murdock; and Mayor Charles German were present.

Town Manager Russ Martin, Town Clerk Judy Morgan, Town Marshal Nancy Gardner, Community Development Director Carmen Howard and Recording Secretary Marie Moore were also present.

**3. Pledge of Allegiance**

Mayor German led the Pledge of Allegiance.

- 4. Consent Agenda** – All those items listed below may be enacted upon by one motion and approved as consent agenda items. Any item may be removed from the Consent Agenda and considered as a separate item if a member of Council requests.

**a) Approval of the Minutes:**

- 1) Council Hears Planning & Zoning Matters– July 26, 2017
- 2) Council Regular Session – August 2, 2017

**b) Set Next Meeting, Date and Time:**

- 1) Wednesday, August 23, 2017 at 6:30 p.m. – Council Hears Planning & Zoning Matters– Cancelled due to League Conference
- 2) Wednesday, September 6, 2017 at 6:30 p.m. – Regular Session
- 3) Wednesday, September 13, 2017 at 5:30 p.m. - Work Session
- 4) Wednesday, September 20, 2017 at 6:30 p.m. – Regular Session
- 5) Wednesday, September 27, 2017 at 6:30 p.m. – Council Hears Planning & Zoning

- c) Possible Approval authorizing extension of High View LLC Mining Conditional Use Permit 20150033 until May 3, 2018.** [Staff Resource: Carmen Howard-continued from July 26, 2017 Meeting]

Councilor Gordon questioned that all criteria was met and satisfied the requirements of the Town. Community Development Director Carmen Howard confirmed that the applicant has met all the requirements.

- d) Possible approval and authorization to execute FY 2017-2018**

**Intergovernmental Agreement between Yavapai County Flood Control District and the Town of Camp Verde in the amount of \$100,000. [Staff Resource: Ron Long]**

On a motion by Councilor Gordon, seconded by Councilor Jenkins, Council unanimously approved the Consent Agenda.

**5. Special Announcements and presentations:**

**5.1. Yavapai County Update by District 2 Supervisor Thomas Thurman.**

Thomas Thurman indicated that the County recently approved their fiscal year budget and did not raise property taxes. Flood control monies were increased due to contingency funds being used for increased floods. Supervisor Thurman indicated that an outside engineering firm was hired to update mapping and the results have confirmed that there are 100-year floods occurring. Supervisor Thurman spoke of restrictions he faces when dealing with flooding issues but assured Council that things are returning to normal.

Supervisor Thurman stated he visited the Rockin' River Ranch for the third community meeting and indicated they are meeting expectations by reducing camping sites and cabins, and meeting road requirements. At this time, they have reduced cabins from 20 down to seven and have reduced to three group camping spots; otherwise, the park will be mainly a day use area. Prescott National Forest will maintain the dirt road, which will be at least 20 feet wide, and flood control will help with water crossings. They are currently working with multiple agencies to help traffic issues and trails systems within the park, and anticipates this will help economic development of Camp Verde. Supervisor Thurman expressed the importance of completing all improvements now, rather than having to come back years from now to make changes.

Councilor Baker questioned if the surrounding residents are more at ease with the changes made. Supervisor Thurman confirmed and indicated that he anticipates the project will take a few years and there is a \$4 million budget for the park and with hope, state legislature will help.

**5.2. Presentation of Certificate of Appreciation to Murray Lichty for his years of service on the Board of Adjustment and Appeals, and acceptance of Letter of Resignation. [Staff Resource: Judy Morgan]**

Mayor German presented Murray Lichty with a Certificate of Appreciation, thanked him for his service, and accepted his letter of resignation.

**5.3. Arizona Parks and Recreation Association (APRA) 67<sup>th</sup> Annual Award Winners – Volunteers of the Year Award presented to “The Old Guys” Volunteer Group – Arizona State Parks and Trails.**

Sheila Stubler, Park Manager at the Fort Verde State Historic Park, explained what APRA is and does, and indicated that she received several letters of support in regards to the Volunteer Group Award. Sheila showed the Council a video slideshow of projects “The Old Guys” have contributed to the Town with over 2000 volunteer hours.

Town Manager Russ Martin presented “The Old Guys”; Ray Floyd, Jimmy

Whatley, Gary Kenfield, Bruce George, George Dvorak and Jim Sweitzer (not present) with the Volunteer of the Year Award for the State of Arizona.

Ray Floyd expressed his gratitude for the award and indicated that the group does not expect recognition; they simply love the town and have fun doing things.

Mayor German commended the group for all their dedication and skills and expressed that the Town thrives on volunteers and this group sets the bar by doing the things necessary to keep the Town nice.

Sheila Stubler explained that there was a memorial of photos at the conference of three members of the community that were recognized who have passed on; Ron Brattain, Dick Rynearson and Bob Burnside, for their contributions to the Town.

Councilor Baker thanked Sheila for the submission and expressed that the Town would not survive without Sheila and "The Old Guys" and now the whole state knows how important they are.

Councilor Whatley described the conference to be similar to the League of Cities and Towns and felt that Camp Verde made a positive impression. Whatley expressed that it was an honor to be there and could not be prouder.

- 6. Call to the Public for items not on the Agenda. (Please complete Request to Speak Card and turn in to the Clerk.)** Residents are encouraged to comment about any matter NOT included on the agenda. State law prevents the Council from taking any action on items not on the agenda. At the conclusion of an open call to the public, individual members of the public body may respond to criticism made by those who have addressed the public body, may ask staff to review a matter or may ask that a matter be put on a future agenda. However, members of the public body shall not discuss or take legal action on matters raised during an open call to the public unless the matters are properly noticed for discussion and legal action. (Pursuant to ARS §38-431.01(H))

Krys Vogler presented her annual plaque to Town Manager Russ Martin as a thank you for supplying a meeting place for the Toys for Tots Christmas party.

Town Manager Russ Martin explained that he helps by providing the location and volunteering for the event, including purchasing the cookies.

- 7. Business.** Legal action can be taken.

None

- 8. Call to the Public for items not on the agenda. (Please complete Request to Speak Card and turn in to the Clerk.)**

None

- 9. Council Informational Reports.**

Councilor Whatley attended the awards ceremony for "The Old Guys" and also attended the opening of Farm Bureau in Wingfield Plaza. Whatley expressed her thanks to Camp Verde Business Alliance (CVBA) for posting upcoming events on Facebook, which is how she knew the event was taking place.

Councilor Buchanan attended the Yavapai College District Governing Board Meeting, their budget was passed and new projects that will benefit the Verde Valley will be announced soon. Buchanan also encouraged other Council members to seek out the new culinary school in Sedona, which is described as phenomenal. – passed budget

Mayor German attended the Spectrum Health Care opening and the Farm Bureau opening. He also indicated that four applications have been submitted to the Forest Service and he is currently writing up an informational report regarding Flood Control.

Councilor Baker expressed her gratitude for the opportunity to attend Arizona Parks & Recreation Conference.

**Manager/Staff Report**

Town Manager Russ Martin spoke in regards to a newspaper article written about Verde Lakes and the misunderstandings that it may cause the public. Martin indicated that Verde Lakes is still privately-owned at this time and the Town does not own Verde Lakes nor is the Town responsible for it. The Town is currently considering the situation and will be preparing information for the Council’s deliberation.

Martin reminded Council that the League of Cities and Towns Annual Conference is next week.

Mayor German asked for clarification and an update on O’Reillys Auto Parts. Martin indicated that the corporation is currently in negotiations with McDonalds Brothers Construction to conduct the work and expressed his appreciation that they have maintained the property and building even though they have not been operating.

**10. Adjournment**

The meeting adjourned at 7:11 pm.

\_\_\_\_\_  
Mayor Charles German

\_\_\_\_\_  
Attest: Town Clerk Judy Morgan

**CERTIFICATION**

I hereby certify that the foregoing Minutes are a true and accurate accounting of the actions of the Mayor and Common Council of the Town of Camp Verde during the Council Meeting of the Town Council of Camp Verde, Arizona, held on August 16, 2017. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

\_\_\_\_\_  
Judy Morgan, Town Clerk

## Town of Camp Verde Facilities Use AGREEMENT



**Between  
The Town of Camp Verde  
and  
The Bread of Life Mission**

The Parties to this Facilities Use AGREEMENT (herein referred to as "AGREEMENT") are The Bread of Life Mission (herein referred to as the "Mission"), an Arizona Corporation 501(c)(3) and the Town of Camp Verde, Yavapai County, Arizona, a municipal corporation of the State of Arizona (herein referred to as the "Town").

The parties agree that the point of contact for the respective parties are as follows:

**For the Town:**

Russ Martin, Town Manager  
Town of Camp Verde, 473 South Main Street, Ste. 102  
Camp Verde, AZ 86322

**For the Mission:**

Duane Burris, Director for the Bread of Life Mission  
P.O. Box 2991  
Camp Verde, AZ 86322

**Purpose of this AGREEMENT:** To facilitate certain uses of Town property to support and promote the Mission's community service and opportunities that benefit the public, the Mission and the Town.

**This Agreement is made with reference to the following factors:**

- 1. Property and Use:** The Town agrees that the "Mission" is authorized to utilize certain Town-owned properties and facilities within the corporate limits of the Town, for the Mission's community events and the corresponding setup and preparation of food.

The authorized Town facilities that the Mission may utilize for their Tuesday evening event include: the Town's Community Center Gym and surrounding exterior facilities, adjacent kitchen, bathrooms, and related parking lots. In addition, the Mission may utilize one small storage closet (as designated by the Town), on a continuous basis, for the Mission's supplies and religious symbols. This small storage closet is provided in order to simplify the utilization and storage of the Mission's supplies and religious symbols for their events.

In addition, the Mission annually provides an Easter Sunday, Sunrise Service. The authorized Town facilities that the Mission may utilize for the said event include: The Town's Community Field and surrounding exterior facilities, kitchen facilities, bathrooms, and related parking lots. In

the event of inclement weather during the Easter Sunday, Sunrise Service, the Mission may use the Community Center Gym at the sole discretion of the Town.

The MISSION may also intermittently use other Town facilities as available and subject to standard Town scheduling and use requirements as an extension of this AGREEMENT. Such use shall be requested and coordinated through the Parks & Recreation Division and subject to their approval.

The Mission agrees to conduct all activities associated with this AGREEMENT in a professional, careful and safe manner. When using any Town-assigned facility, or any portion thereof, the Mission agrees to comply with all applicable State, Federal and Town ordinances and regulations. It is further understood that the Mission will adhere to all written Town policies concerning the use and occupancy of any particular Town-assigned facility. Upon the completion of any use related herein, the Mission agrees to leave any Town-assigned facility in as good order and condition as existed prior to the Mission's use thereof.

With the exception of the storage closet provided for continuous use, spaces utilized by the MISSION shall only be occupied during periods of set-up, use and clean-up as scheduled with the Town.

2. **Relocation of Event:** The parties agree that under certain circumstances i.e. an emergency or an event beyond the Town's control that may necessitate the relocation of the Mission's service for any use herein provided that their service can be relocated. This decision shall be so determined at the sole discretion of the Town concerning which particular Town-owned properties and facilities can be utilized under certain circumstances for the Mission's event.
3. **Cancellation of Event:** The Town reserves its right to cancel the use of any preset time and place of usage for Town-assigned facility if the facility becomes unavailable for any reason, including emergencies. The Town will timely notify by verbal notification (as well as in writing to the Mission, if time allows) any changes affecting the event's times, dates or places of said Town-assigned facility; based upon the prevailing facts and circumstances, as soon as the Town is made aware that the requested facility is no longer available to the Mission for the preset time and place of said Town-assigned facility.

The Mission also reserves its right to cancel the use of any preset time and place of usage of Town-assigned facility if the Mission cannot hold their event for any reason, including emergencies. The Mission will timely notify by verbal notification (as well as in writing to the Town, if time allows) any changes affecting the event's times, dates or places of said Town-assigned facility; based upon the prevailing facts and circumstances, as soon as the Mission is made aware that they will not meet at the preset time and place of said Town-assigned facility.

4. **Term:** The term of the AGREEMENT shall be for a period of five (5) years and commence on September 6, 2017 and end on September 6, 2022. A similar AGREEMENT may be renewed upon the mutual agreement of both parties, under the same terms and conditions or re-negotiated. The Town shall complete any future AGREEMENT based on the then prevailing facts and circumstances and transmit it to the Mission for review well in advance of the Council meeting in which a future AGREEMENT will be considered. The Mission shall help coordinate this process through the Town Manager of the Town of Camp Verde and shall clearly identify the dates and times needed for use of Town facilities.
5. **Facility User Fees:** The Town waives any payment of user fee(s) during the term of the AGREEMENT in consideration for the Town allowing the use of the facility and the consideration of the Mission's contribution and service to the community with respect to feeding the poor. In consideration of the right to use Town facilities without the payment of user fees, Mission agrees

that it will serve the need of the poor as set forth on Exhibit A.

6. **Improvements:** The Mission shall not make any modifications or improvements to Town facilities without prior consent of the Town. Any office equipment, supplies or religious symbols brought to Town facilities by the Mission shall remain the property of the Mission.
7. **Display of Religious Symbol(s):** In order to comport with the First Amendment of the United States Constitution, the parties agree that only during the events will the Mission have the opportunity to display their religious symbols and/or decorations within the confines of the Town's Gymnasium, kitchen and community field. The Mission's religious symbols and/or decorations must be removed from the Town's facility walls, kitchen and community field when the Mission is not having an event (until the next event).
8. **Insurance:** The Mission agrees to procure and maintain - at its sole expense - a policy of General Liability Insurance limit of at least \$1,000,000.00 per occurrence and \$2,000,000.00 aggregate against claims for bodily injury, death and property damage and names the Town of Camp Verde, Arizona as an Additional Insured in connection with the Mission's use of Town-assigned facilities as provided herein; the Mission shall keep said policy in force for the duration of this AGREEMENT, and for any extension thereof. The Mission shall provide the Town with the Certificate of Insurance (COI) evidencing such insurance coverage. This COI and the fully executed facilities AGREEMENT shall be returned simultaneously to the Town. Upon the Town's receipt of both the aforementioned documents the AGREEMENT will be considered fully executed.
9. **Indemnification:** The Mission, its officers, employees and members shall through the signing of this AGREEMENT by an authorized party or agent, indemnify, hold harmless and defend the Town of Camp Verde and its agents and employees from all suits and actions, including reasonable attorneys' fees and all costs of litigation and judgment of every name and description against the Town as a result of loss, damage or injury to person or property by reason of any action or omission by the Mission or its agents or employees pursuant to this agreement.  
  
Nothing in this AGREEMENT shall be construed to make either party the legal representative or agent of the other, nor shall either party have the right or authority to assume, create or incur any liability or any obligation of any kind, either expressed or implied, in the name of, or on behalf of, the other party. The relationship created by this AGREEMENT shall not be read so as to change the independent nature of either party.
10. **Damage to Facility:** If any damage occurs to the facilities by the Mission, the Mission's officers must compensate the Town in order to repair the facilities.
11. **Entire Understanding:** This AGREEMENT embodies the entire understanding and obligations between the Mission and the Town for all uses of Town-assigned facilities pursuant to this AGREEMENT. The parties shall not be bound by, nor is either party liable for, any statement or representations, of any nature, not set forth in this AGREEMENT. Changes of any of the provisions of this AGREEMENT shall not be valid unless completed in writing and signed by both parties.
12. **Suspension and Termination:** A non-breaching party may terminate this AGREEMENT for the failure of the other party to comply with the provisions of this AGREEMENT by giving the other party a thirty (30) day written notice of the failure to comply. Either party may terminate this AGREEMENT immediately if the other party files for bankruptcy or receivership, or takes any actions relating to insolvency, such as assignment for the benefit of creditors.
13. **Assignment and Subletting:** The Mission shall not have the right to assign this AGREEMENT,

nor shall it allow any other person or entity to use or occupy a Town-assigned facility that has been authorized to be used by the Mission pursuant to this AGREEMENT.

- 14. **Arbitration:** In the event of a dispute hereunder, either party may exercise its right to cancel this AGREEMENT in writing. At the Town's sole discretion, it may choose to resolve any dispute pursuant to A.R.S. § 12-1518, utilizing the services of the American Arbitration Association.
- 15. **Conflict of Interest and Israel Boycott:** The parties understand that this AGREEMENT is subject to cancellation pursuant to A.R.S. § 38-511, without penalty or further obligation on the part of the Mission or the Town, if any person significantly involved in initiating, negotiating, securing, drafting or creating this AGREEMENT on behalf of the Mission or Town, and said employee or agent of the Town or the Mission, in any capacity, or a consultant to the Town or the Mission, with respect to the subject matter of this AGREEMENT, and such association creates a conflict of interest or presents an appearance of impropriety at any time while this AGREEMENT, or any extension hereof, is in effect. The Parties agree that they are not currently engaged in, and agree that for the duration of the Agreement they will not engage in, a boycott of Israel, as that term is defined in A.R.S. §35- 393
- 16. **Governing Law:** The laws of the State of Arizona shall govern this AGREEMENT, the courts of which shall have jurisdiction of the subject matter hereof. If any portion of this AGREEMENT is found by a court of record to be invalid, the remaining portions shall remain in full force and effect.
- 17. **Authority:** The individual signing below on behalf of the Town hereby represents and warrants that he/she is duly authorized to execute and deliver this AGREEMENT on behalf of the Town and avows that this AGREEMENT is binding upon the Town in accordance with its terms.

**For The Town:**

\_\_\_\_\_  
Charles German, Mayor

Attest: \_\_\_\_\_  
Judy Morgan, Town Clerk

APPROVED AS TO FORM:

  
\_\_\_\_\_  
William J. Sims, Town Attorney

**For the Bread of Life Mission**

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

## 2017 Service Awards

### 32 Year Award Recipients

Karen Barlow, Councilmember, Colorado City

### 24 Year Award Recipients

Herb Kai, Councilmember, Marana  
Harvey Skoog, Mayor, Prescott Valley  
Robert R. Rivera, Mayor, Thatcher

### 20 Year Award Recipients

Anna Cline, Councilmember, Bisbee  
Jackie Meck, Mayor, Buckeye  
Robin Boyd, Mayor, Winslow  
Harold Soehner, Councilmember, Winslow

### 16 Year Award Recipients

Toney D. King, Sr., Mayor, Benson  
Jackie Baker, Councilmember, Camp Verde  
James Turner, Councilmember, Gila Bend  
Thomas Lagunas, Former Councilmember, Hayden  
Enrique G. Lopez, Councilmember, Hayden  
Patti Comerford, Councilmember, Marana  
Carol McGorray, Councilmember, Marana  
Thelda Williams, Councilmember, Phoenix  
Steve Blair, Councilmember, Prescott  
Jose Yepez, Mayor, Somerton  
Linda Laborin, Councilmember, Tolleson

### 12 Year Award Recipients

Ernie Bunch, Mayor, Cave Creek  
Georgia Lord, Mayor, Goodyear  
Wade Carlisle, Vice Mayor, Holbrook  
Frank Savino, Councilmember, Parker  
Miguel Villalpando, Councilmember, Somerton  
Karin Uhlich, Councilmember, Tucson  
Leah Margaret Chittenden, Councilmember, Youngtown  
Jacob "Jack" Duran, Vice Mayor, Youngtown

### 8 Year Award Recipients

David Lambert, Councilmember, Benson  
Kathy Bruck, Councilmember, Bullhead City  
Robin Whatley, Councilmember, Camp Verde  
Rick Heumann, Former Councilmember, Chandler  
Jack Sellers, Former Councilmember, Chandler  
Raymond Lorenzo, Councilmember, Clifton  
Ivan Huish, Councilmember, Douglas  
Steve Erhart, Councilmember, Eagar  
Karla Brewster, Former Councilmember, Flagstaff  
Bill Hawkins, Councilmember, Florence  
Dennis Brown, Councilmember, Fountain Hills  
Cassie Hansen, Former Councilmember, Fountain Hills  
Fernando Fernandez, Councilmember, Gila Bend  
Jenn Daniels, Mayor, Gilbert  
Ian Hugh, Vice Mayor, Glendale  
Joe Pizzillo, Councilmember, Goodyear  
Jon Post, Vice Mayor, Marana  
William R. Diak, Mayor, Page  
Stephanie Irwin, Mayor, Pinetop-Lakeside  
Rick Anderson, Vice Mayor, Prescott Valley  
Robin Benning, Councilmember, Queen Creek  
Duane Blumberg, Councilmember, Sahuarita  
Kara Egbert, Councilmember, Sahuarita  
Jerry Anaya, Vice Mayor, Somerton  
Pete Hancock, Councilmember, St. Johns  
Kay Hauser, Councilmember, St. Johns  
Clorinda Erives, Councilmember, Tolleson  
Anna Tovar, Mayor, Tolleson  
Richard G. Fimbres, Councilmember, Tucson  
Steve Kozachik, Councilmember, Tucson  
Judy Johnson, Councilmember, Youngtown

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**Government Finance Officers Association**

203 North LaSalle Street, Suite 2700  
Chicago, Illinois 60601-1210  
312.977.9700 fax 312.977.4896

Agenda Item 5.2.

July 14, 2017

Russ Martin  
Town Manager  
Town of Camp Verde  
473 South Main Street  
Camp Verde, AZ 86322

Dear Mr. Martin:

We are pleased to notify you that your comprehensive annual financial report (CAFR) for the fiscal year ended 2016 qualifies for GFOA's Certificate of Achievement for Excellence in Financial Reporting. The Certificate of Achievement is the highest form of recognition in governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management.

When a Certificate of Achievement is awarded to a government, an Award of Financial Reporting Achievement (AFRA) is also presented to the individual(s) or department designated by the government as primarily responsible for its having earned the Certificate. This award has been sent to the submitter as designated on the application.

We hope that you will arrange for a formal presentation of the Certificate and Award of Financial Reporting Achievement, and that appropriate publicity will be given to this notable achievement. A sample news release is enclosed to assist with this effort.

We hope that your example will encourage other government officials in their efforts to achieve and maintain an appropriate standard of excellence in financial reporting.

Sincerely,

Todd Buikema  
Acting Director, Technical Services Center



GOVERNMENT FINANCE OFFICERS ASSOCIATION  
**NEWS RELEASE**

**FOR IMMEDIATE RELEASE**

07/14/2017

**For more information contact:**  
**Todd Buikema, Acting Director/TSC**  
**Phone: (312) 977-9700**  
**Fax: (312) 977-4806**  
**E-mail: [tbuikema@gfoa.org](mailto:tbuikema@gfoa.org)**

(Chicago, Illinois)—The Certificate of Achievement for Excellence in Financial Reporting has been awarded to **Town of Camp Verde** by Government Finance Officers Association of the United States and Canada (GFOA) for its comprehensive annual financial report (CAFR). The Certificate of Achievement is the highest form of recognition in the area of governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management.

An Award of Financial Reporting Achievement has been awarded to the individual(s) or department designated by the government as primarily responsible for preparing the award-winning CAFR.

The CAFR has been judged by an impartial panel to meet the high standards of the program, which includes demonstrating a constructive "spirit of full disclosure" to clearly communicate its financial story and motivate potential users and user groups to read the CAFR.

*Government Finance Officers Association is a major professional association servicing the needs of nearly 19,000 appointed and elected local, state, and provincial-level government officials and other finance practitioners. It provides top quality publications, training programs, services, and products designed to enhance the skills and performance of those responsible for government finance policy and management. The association is headquartered in Chicago, Illinois, with offices in Washington, D.C.*

203 NORTH LASALLE STREET, SUITE 2700, CHICAGO, ILLINOIS 60601-1210



**Agenda Item Submission Form – Section I**

**Meeting Date: September 6, 2017**

- Consent Agenda       Decision Agenda       Executive Session Requested
- Presentation Only       Action/Presentation       Special Session

**Requesting Department:** Marshal’s Office

**Staff Resource/Contact Person:** Marshal Nancy Gardner

**Agenda Title (be exact):** Announcement of the CVMO new Patrol Sergeant and Patrol Corporal. Cake will be served

**List Attached Documents:**

**Estimated Presentation Time: 5 minutes**

**Estimated Discussion Time: 0**

**Reviews Completed by:**

**Department Head:**

**Town Attorney Comments:**

Finance Review:  Budgeted     Unbudgeted     N/A

Finance Director Comments/Fund:

**Fiscal Impact:** None

**Budget Code\_ Amount Remaining:** \_\_\_\_\_

**Comments:**

**Background Information:** The Marshal’s Office has 3 patrol sergeants and 1 detective sergeant and 1 corporal position. With Sergeant Oscar Berrelez retiring it opened up a patrol sergeant position and ultimately a corporal position. These positions are relied upon heavily to carry out the mission of the Marshal’s Office. These individuals are our front line supervisors – they are role models, mentors, leaders. It is with pride that we recognize our newly promoted supervisors.

**Recommended Action (Motion):** None

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*Town of Camp Verde*

*National Day of Service and Remembrance Proclamation*

*WHEREAS, on September 11, 2001, the American people endured the worst terrorist attack on U.S. soil in the nation’s history with courage and heroism, and;*

*WHEREAS, in response to this tragedy, Americans across the country came together in a remarkable spirit of patriotism and unity and carried out countless acts of kindness, generosity, and compassion, and;*

*WHEREAS, community organizations and family members of 9/11 victims began observing the anniversary of September 11th as a charitable service day to honor the memory of those who were lost and those who united in response to the tragedy, including first responders and volunteers, and;*

*WHEREAS, the Serve America Act, approved by Congress and enacted into law on April 21, 2009, directed September 11th to be observed and recognized as an annual “National Day of Service and Remembrance” and charged the Corporation for National and Community Service with leading this nationwide effort, and;*

*WHEREAS, participating in service and remembrance activities on September 11th is a positive and respectful way to remember the lives of those lost, pay tribute to those who rose in service, and honor those who continue to serve our country today, including active-duty and reserve soldiers and their families, veterans, and first responders, and;*

*WHEREAS, September 11th National Day of Service and Remembrance activities are being organized by a variety of nonprofits, faith-based and community groups, public agencies, educational institutions, private businesses, and other organizations across the nation, and;*

*WHEREAS, on September 11, 2017, and on the days leading up to and following this day, citizens of the Town of Camp Verde have an opportunity to participate in activities that honor 9/11 victims and heroes by joining together in service projects to meet community needs.*

*NOW, THEREFORE, The Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona do hereby proclaim September 11th a Day of Service and Remembrance in the Town of Camp Verde, and call upon the people of Camp Verde to honor the lives of those lost through participation in community service and remembrance ceremonies on this day and throughout the year.*

*Proclaimed this 6<sup>th</sup> day of September 2017.*

\_\_\_\_\_  
*Charles German, Mayor*

\_\_\_\_\_  
*Date*

*ATTEST:*

\_\_\_\_\_  
*Judy Morgan, Town Clerk*

\_\_\_\_\_  
*Date*

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**Agenda Item Submission Form – Section I**

**Meeting Date: September 6, 2017**

- Consent Agenda       Decision Agenda       Executive Session Requested
- Presentation Only       Action/Presentation

**Requesting Department:** Clerk's Office

**Staff Resource/Contact Person:** Virginia Jones

**Agenda Title (be exact):** Discussion, consideration and possible appointment of members to the Board of Adjustment and Appeals to fill vacancy left by resignation of Murray Lichty. The term will expire January 2020

**List Attached Documents:** Letters of Interests for:

**Board of Adjustments:**

John McReynolds

**Estimated Presentation Time:** N/A

**Estimated Discussion Time:** 5 Minutes

**Reviews Completed by:**

**Department Head:** Judy Morgan       **Town Attorney Comments:** N/A

**Finance Department** N/A

**Fiscal Impact:**

**Budget Code:** N/A      **Amount Remaining:** \_\_\_\_\_

**Comments:**

**Background Information:** Murray Lichty resigned from Board of Adjustment of August 8, 2017 leaving a vacancy. Staff has posted a notice on our web site and on our bulletin boards seeking Letters of Interest.

**Recommended Action (Motion):** Move to appoint (insert the names you would like appointed) to the Board of Adjustments & Appeals for a term that expires January 2020.

**Instructions to the Clerk:** N/A – Oath of Office if necessary.



# Camp Verde, Arizona

## LETTER OF INTEREST

Name: <b>John McREYNOLDS</b>		Date: <b>AUG 22 2017</b>	
Home Address: <b>CAMP LINCOLN</b>			
Mailing Address, if different: <b>PO BOX 375 CAMP VERDE</b>			
Email Address: [REDACTED]			
Home Telephone: <b>920 821-0205</b>		Work Telephone: [REDACTED]	
Are you a resident of the Town of Camp Verde? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Do you own commercial property in the Town of Camp Verde? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Length of residency in the Town of Camp Verde: <b>39 yrs</b>		Do you operate a business in Camp Verde? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Name and address of business (if applicable): <b>BADE'S ROUND-UP</b>			
If you are not in business in The Town of Camp Verde, please list your occupation; or if retired, please indicate your former occupation or profession:			
Are you now serving, or have you ever served, on a Town of Camp Verde board or commission? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, please list names of board/commission and dates served: <b>INTERIM COUNCIL TOWN 1986 HOUSING COMMISSION</b>			
Board & Commission preference (s): Refer to the last page for a list of Boards & Commissions. List your choices in order of preference:			
1. <b>BOARD OF ADJUSTMENT</b>	3.		
2.	4.		

### Education and Community Service

Schools Attended:	Degree:	Year:	
Civic Activities-Service Organizations	Office Held:	Year Begun:	Year Ended:

Please state why you would like to be appointed to a Town Board, Commission, or Committee: **GET INVOLVED IN CAMP VERDE**

Have you ever been charged and convicted of a crime?  Yes  No  
If yes please explain.

What do you believe is the key responsibility of Board, Commission or Committee member to: (a) The Town Council, (b) The citizens of Camp Verde (c) other Board, Commission or Committee members?

(a) **RESEARCH and know the ISSUE**

(b) **MAKE SOUND DECISION, STAND WITH IT.**

(c) **BE present AT meeting**

Please state the reasons why you feel you are qualified to serve on a Board, Commission or Committee:

AS A COMMISSIONER OF PLANNING & ZONING, YAVAPAI COUNTY, 2013 TO Present. I AM WELL PREPARED TO MAKE SOUND DECISION, REGARDING ZONING AND COMPLIANCE FOR THE TOWN OF CAMP VERDE. PROPERTY OWNERS AND LAND USAGE.

Applications are kept on file for two years. During that time, your application will be considered when there is an opening for the Board or Commission for which you have applied. As a candidate to a Board, Commission or Committee, your name, address and telephone number will be available to the media and public.

Please notify the Clerk's Office at (928) 567-6631, extension 105 if you move or no longer wish to be considered for appointment.

If you have a current resume and/or certificate that may be applicable to your Board, Commission or Committee interest, please attach a copy to this application.

Mail or deliver your completed application to: Town of Camp Verde, Attn: Clerk's Office, 473 S. Main Street, Camp Verde, AZ 86322.

If appointed to a Board/Commission/Committee, I understand that Members of boards or commissions may be removed for cause including excessive lack of attendance, absences of three consecutive meetings or more than half of all scheduled meetings in any municipal year, or improper conduct as determined by the Mayor and Council.

Applicant's Signature:  Date: AUG 22 2017

	Date
Date Contacted & Invited to Appear before Council:	Called John 8-23-2017
Staff Contacting Individual	J Jones meeting 9-6-17 @ 6:30
Date Appointed by Council	
Board or Commission appointed to	

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Agenda Item 7.2.



Town of Camp Verde

**Agenda Item Submission Form – Section I**

**Meeting Date: September 6, 2017**

- Consent Agenda       Decision Agenda       Executive Session Requested  
 Presentation Only       Action/Presentation

**Requesting Department: Clerk's Office**

**Staff Resource/Contact Person: Virginia Jones**

**Agenda Title (be exact: Possible approval of a Special Event Liquor License application for Verde Valley Rangers Mounted Sheriff's Posse/Tyler Rezzonico-for the 2017 Fort Verde Days to be held October 13-15, 2017.**

**List Attached Documents: – Application for Special Event License**

**Estimated Presentation Time: 0**

**Estimated Discussion Time: 0**

**Reviews Completed by:**

Department Head: Virginia Jones       Town Attorney Comments: N/A

Finance Department N/A

**Fiscal Impact: None**

**Budget Code: N/A      Amount Remaining: \_\_\_\_\_**

**Comments:**

**Background Information:**

**Recommended Action (Motion): Approve Special Event Liquor License application for Verde Valley Rangers, Mounted Sheriff's Posse- for the 2017 Fort Verde Days to be held October 13-15, 2017.**

**Instructions to the Clerk: Section II not required. Process application.**



Arizona Department of Liquor Licenses and Control  
 800 W Washington 5th Floor  
 Phoenix, AZ 85007-2934  
 www.azliquor.gov  
 (602) 542-5141

FOR DLIC USE ONLY	
Event Date(s):	
Event time start/end:	
CSR:	
License:	

**APPLICATION FOR SPECIAL EVENT LICENSE**  
 Fee= \$25.00 per day for 1-10 days (consecutive)  
 Cash Checks or Money Orders Only

A service fee of \$25.00 will be charged for all dishonored checks (A.R.S § 44-6852)

**IMPORTANT INFORMATION: This document must be fully completed or it will be returned.**

The Department of Liquor Licenses and Control must receive this application ten (10) business days prior to the event. If the special event will be held at a location without a permanent liquor license or if the event will be on any portion of a location that is not covered by the existing liquor license, this application must be approved by the local government before submission to the Department of Liquor Licenses and Control (see Section 12).

**SECTION 1** Name of Organization: VERDE Valley Rangers, Mounted Sheriffs posse

Name of Licensed Contractor (if any): \_\_\_\_\_  
 (Please complete if anyone other than the organization is receiving profits or assisting in the managing of the event)

**SECTION 2** Non-Profit/IRS Tax Exempt Number: 8 [REDACTED] 31

**SECTION 3** Event Location: 75 E. Hollaman ST., Town Soccer Field

Event Address: Camp Verde AZ 86322

**SECTION 4** Applicant must be a member of the qualifying organization and authorized by an Officer, Director, or Chairperson of the Organization.

- Applicant: Reznico Tyler Scott [REDACTED]  
Last First Middle Date of Birth
- Applicant's mailing address: Po Box [REDACTED] Camp Verde AZ 86322  
Street City State Zip
- Applicant's home/cell phone: (928) [REDACTED] Applicant's business phone: ( ) \_\_\_\_\_
- Applicant's email address: [REDACTED]

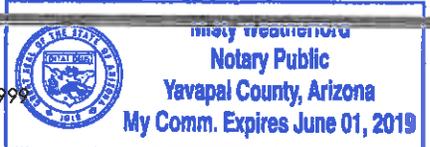
I, (Print Full Name) [REDACTED] declare that I am the APPLICANT filing this application as listed above. I have read the application and the contents and all statements are true, correct and complete.

X [Signature] Captain 8/9/17 (928) [REDACTED]  
Signature Title/ Position Date Phone Number

The foregoing instrument was acknowledged before me this 9 August 2017  
Day Month Year

State Arizona County of YAVAPAI

My Commission Expires on: June 1, 2019 [Signature]  
Date Signature of Notary Public



**SECTION 5** Regarding the Applicant's application for a special event permit, I hereby certify that the Organization meets the criteria in A.R.S. § 4-203.02(E) for the issuance of the permit as indicated by checking one of the boxes below.

- (1)  The Applicant is a political party or a campaign committee supporting a candidate for public office. Please indicate the name of the candidate that the Applicant supports, the office that the candidate seeks, and the month and year that the applicant would first fill the office if successful.

Candidate: \_\_\_\_\_  

Name	Office	Month/Year
------	--------	------------

- (2)  The Applicant is a non-profit entity organized in Arizona, or pursuant to the laws of another state that is eligible for designation as a nonprofit entity under Section 501 (C) of the internal revenue code of the United States. If the Applicant is applying under option (?) as a nonprofit entity, **please also INITIAL in the space provided next to all following statements to indicate that, to the best of the applicant's knowledge, they are true and correct.**

TSR The Applicant has received a determination letter from the Internal Revenue Service ("IRS") indicating that it is eligible for designation as a nonprofit entity under Section 501 (C), eligibility or will be eligible on all days that the special event will occur, or has a pending application with the IRS for such treatment that has not been resolved but that will retroactively cover all days that the special event will occur. (Please provide a copy of either the IRS determination letter or the application [without attachments] with this application).

TSR The Applicant is not aware of any action by the IRS to revoke, suspend, or otherwise eliminate the Applicant's eligibility under 501 (C), or if there is a pending application, the Applicant has not received any indication that the IRS will deny its application and has a good faith basis formed upon a reasonable inquiry into IRS regulations, guidelines, and forms that it is eligible under 501 (C).

TSR The Applicant understands that if there is a change in circumstances after completing this form that may cause or has caused it to lose its eligibility under 501 (C), whether before or after receiving an IRS determination letter, that it has an affirmative duty to notify the Department of Liquor, which may then take appropriate action with regard to the loss of eligibility.

**To be completed only by an Officer, Director, or Chairperson of the organization.**

I, (Print Full Name) Tyler Reznovic declare that I am an Officer, Director, or Chairperson of the organization filing this application as listed above. I have read the application and the contents and all statements are true, correct and complete.

X TLR Signature Title/ Position Captain Date 8/9/17 Phone Number 928-801-1005

The foregoing instrument was acknowledged before me this 9 Day August Month 2017 Year

State Arizona County of YAVAPAI

My Commission Expires on June 1, 2019 Date

[Signature] Signature of Notary Public **Misty Weatherford** Notary Public **Yavapai County, Arizona** My Comm. Expires **June 01, 2019**

**SECTION 6** Will this event be held on a currently licensed premise and within the already approved premises?  Yes  No (If yes, Local Governing Body Signature **not** required)

\_\_\_\_\_  
Name of Business License Number Phone (Include Area Code)

**SECTION 7** How is this special event going to conduct all dispensing, serving, and selling of spirituous liquors? Please read R-19-318 for explanation and check one of the following boxes.

- Place license in non-use
- Dispense and serve all spirituous liquors under retailer's license
- Dispense and serve all spirituous liquors under special event
- Split premise between special event and retail location

**(IF USING RETAIL LICENSE, PLEASE SUBMIT A LETTER OF AGREEMENT FROM THE AGENT/OWNER OF THE LICENSED PREMISES TO SUSPEND OR RUN CONCURRENT WITH THE PERMANENT LICENSE DURING THE EVENT. IF THE SPECIAL EVENT IS ONLY USING A PORTION OF THE PREMISES, AGENT/OWNER WILL NEED TO SUSPEND THAT PORTION OF THE PREMISES.)**

**SECTION 8**

What is the purpose of this event?  On-site consumption  Off-site (auction/wine/distilled spirits pull)  Both

**SECTION 9**

1. Has the applicant been convicted of a felony, or had a liquor license revoked within the last five (5) years?  
 Yes  No (If yes, attach explanation.)

2. How many special event days have been issued to this organization during the calendar year? 2  
(The number cannot exceed 10 days per year; exceptions under A.A.C.§19-1-205)

3. Is the organization using the services of a promoter or other person to manage the event?  Yes  No  
(If yes, must be a licensed contractor or licensee of series 6, 7, 11, or 12)

4. List all people and organizations who will receive the proceeds. Account for 100% of the proceeds. The organization applying must receive 25% of the gross revenues of the special event liquor sales. Attach an additional page if necessary.

Name Verde VALLEY Rangers Percentage: 100%  
 Address Po Box 4294 Camp Verde AZ 86322  
 Name \_\_\_\_\_ Percentage: \_\_\_\_\_  
 Address \_\_\_\_\_  
 Street City State Zip

Please read A.R.S. § 4-203.02 Special event license; rules and R19-1-205 Requirements for a Special Event License.

**Note: ALL ALCOHOLIC BEVERAGE SALES MUST BE FOR CONSUMPTION AT THE EVENT SITE ONLY.**

**NO ALCOHOLIC BEVERAGES SHALL LEAVE A SPECIAL EVENT UNLESS THEY ARE IN AUCTION WINE OR DISTILLED SPIRITS PULL SEALED CONTAINERS OR THE SPECIAL EVENT LICENSE IS STACKED WITH WINE /CRAFT DISTILLERY FESTIVAL LICENSE.**

5. What type of security and control measures will you take to prevent violations of liquor laws at this event?  
(List type and number of police/security personnel and type of fencing or control barriers, if applicable.)

3 Number of Police 5 Number of Security Personnel  Fencing  Barriers

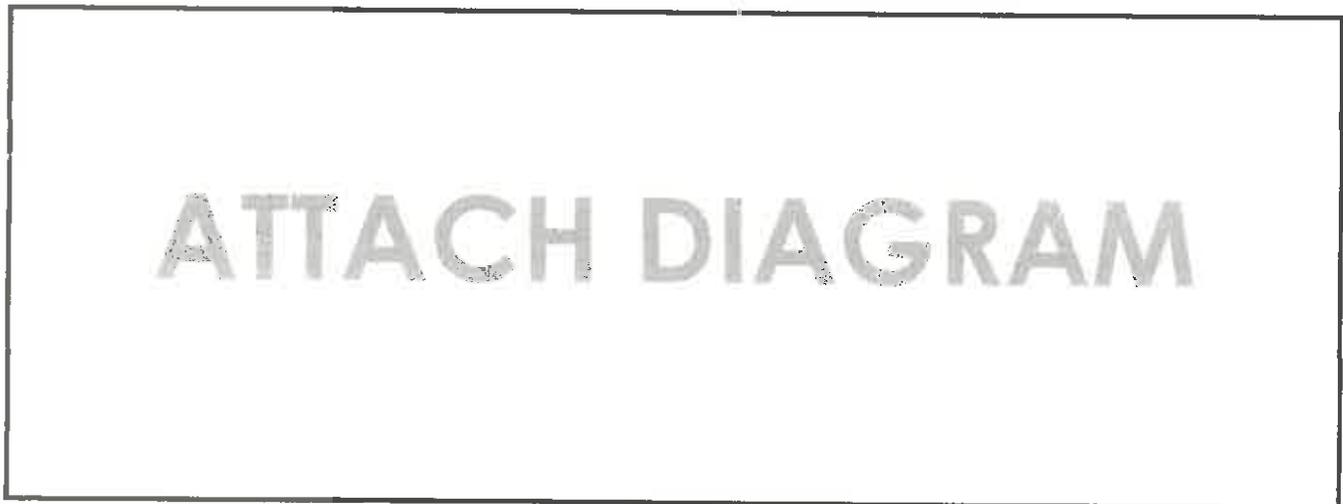
Explanation: This event is held on town soccer field Camp Verde marshalls office supplies 2 to 3 officers for event and the posse has 5 plus members watching all gates so Beverages stay in fenced area.

**SECTION 10** Dates and Hours of Event. Days must be consecutive but may not exceed 10 consecutive days.  
 See A.R.S. § 4-244(15) and (17) for legal hours of service.

**PLEASE FILL OUT A SEPARATE APPLICATION FOR EACH "NON-CONSECUTIVE" DAY**

	Date	Day of Week	Event Start Time AM/PM	License End Time AM/PM
DAY 1:	Oct 13, 2017	Friday	0800 AM	2300 / 11 pm
DAY 2:	Oct 14, 2017	Saturday	0800 AM	2300 / 11 pm
DAY 3:	Oct 15, 2017	Sunday	0800 AM	2300 / 11 pm
DAY 4:	_____	_____	_____	_____
DAY 5:	_____	_____	_____	_____
DAY 6:	_____	_____	_____	_____
DAY 7:	_____	_____	_____	_____
DAY 8:	_____	_____	_____	_____
DAY 9:	_____	_____	_____	_____
DAY 10:	_____	_____	_____	_____

**SECTION 11** License premises diagram. The licensed premises for your special event is the area in which you are authorized to sell, dispense or serve alcoholic beverages under the provisions of your license. Please attach a diagram of your special event licensed premises. Please show dimensions, serving areas, fencing, barricades, or other control measures and security position.



Please contact the local governing board for additional application requirements and submission deadlines. Additional licensing fees may also be required before approval may be granted. For more information, please contact your local jurisdiction: [http://www.azliquor.gov/assets/documents/homepage\\_docs/spec\\_event\\_links.pdf](http://www.azliquor.gov/assets/documents/homepage_docs/spec_event_links.pdf).

**SECTION 12 Local Governing Body Approval Section.**

Date Received: \_\_\_\_\_

I, \_\_\_\_\_ recommend  APPROVAL  DISAPPROVAL  
(Government Official) (Title)

On behalf of \_\_\_\_\_  
(City, Town, County) Signature Date Phone

**SECTION 13 For Department of Liquor Licenses and Control use only.**

APPROVAL  DISAPPROVAL BY: \_\_\_\_\_ DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

**A.R.S. § 41-1030. Invalidity of rules not made according to this chapter; prohibited agency action; prohibited acts by state employees; enforcement; notice**

B. An agency shall not base a licensing decision in whole or in part on a licensing requirement or condition that is not specifically authorized by statute, rule or state tribal gaming compact. A general grant of authority in statute does not constitute a basis for imposing a licensing requirement or condition unless a rule is made pursuant to that general grant of authority that specifically authorizes the requirement or condition.

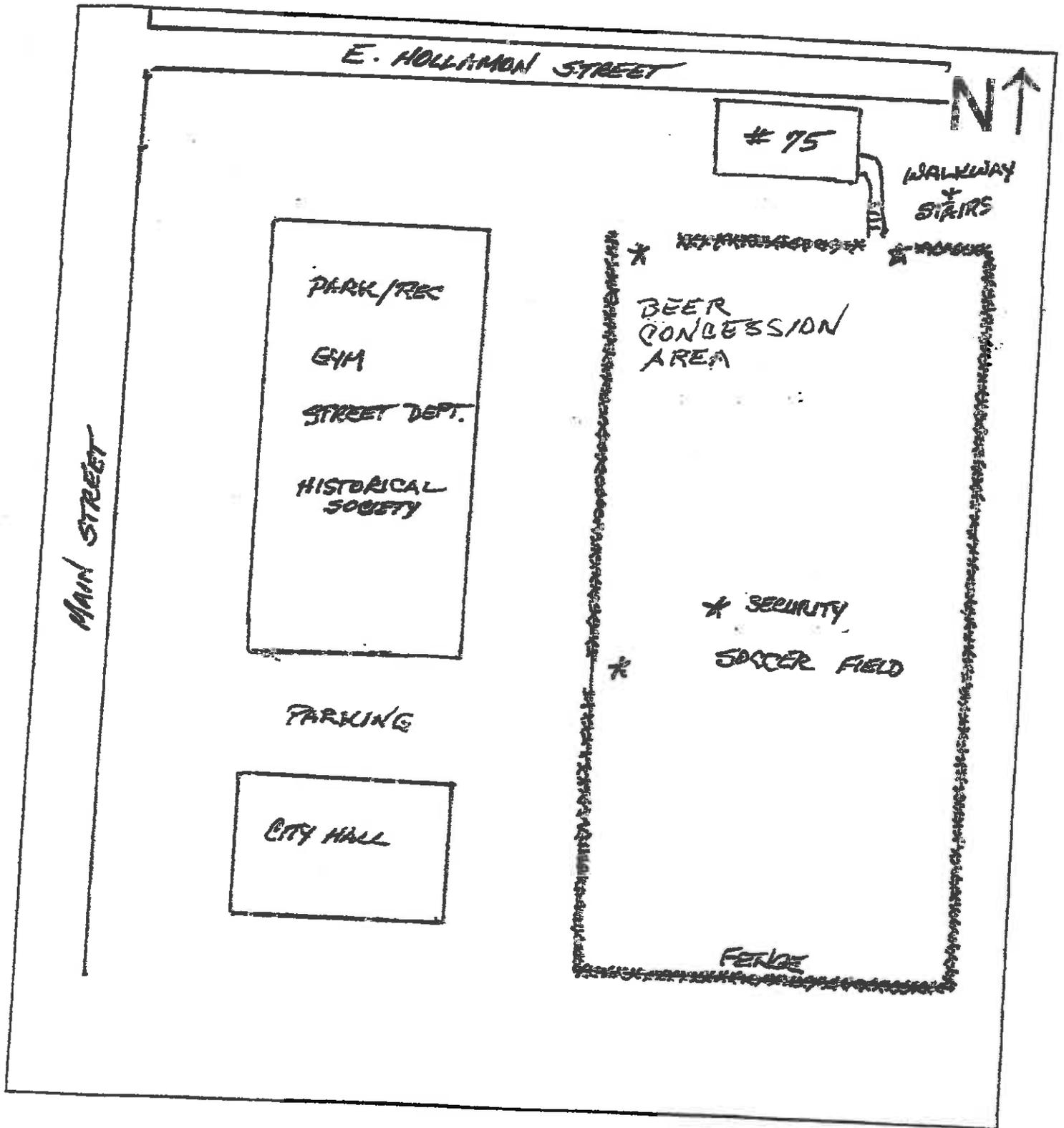
D. THIS SECTION MAY BE ENFORCED IN A PRIVATE CIVIL ACTION AND RELIEF MAY BE AWARDED AGAINST THE STATE. THE COURT MAY AWARD REASONABLE ATTORNEY FEES, DAMAGES AND ALL FEES ASSOCIATED WITH THE LICENSE APPLICATION TO A PARTY THAT PREVAILS IN AN ACTION AGAINST THE STATE FOR A VIOLATION OF THIS SECTION.

E. A STATE EMPLOYEE MAY NOT INTENTIONALLY OR KNOWINGLY VIOLATE THIS SECTION. A VIOLATION OF THIS SECTION IS CAUSE FOR DISCIPLINARY ACTION OR DISMISSAL PURSUANT TO THE AGENCY'S ADOPTED PERSONNEL POLICY.

F. THIS SECTION DOES NOT ABROGATE THE IMMUNITY PROVIDED BY SECTION 12-820.01 OR 12-820.02.

**SPECIAL EVENT LICENSED PREMISES DIAGRAM**  
(This diagram must be completed with this application)

Special Event Diagram: (Show dimensions, serving areas, and label type of enclosure and security positions)  
NOTE: Show nearest cross streets, highway, or road if location doesn't have an address.



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**Agenda Item Submission Form – Section I**

**Meeting Date:**

- Consent Agenda     Decision Agenda     Executive Session Requested
- Presentation Only     Action/Presentation     Special Session     Pre-Session

**Requesting Department:** Economic Development Department

**Staff Resource/Contact Person:** Steve Ayers

**Agenda Title (be exact):** Discussion consideration and possible approval of Resolution 2017-983, a resolution supporting the Acquisition of land on the Verde River by the U.S. Forest Service and Federal Funding for those acquisitions.

**List Attached Documents:** 1) Map of Verde River-Beaver Creek Confluence property (a.k.a. Toy property), 2) Map of Rio Verde Ranch Property and 3) Resolution 2017-983

**Estimated Presentation Time:** 0

**Estimated Discussion Time:** 0

**Reviews Completed by:**

- Department Head:                       Town Attorney Comments:

Finance Review:     Budgeted     Unbudgeted     N/A

Finance Director Comments/Fund:

**Fiscal Impact:**

**Budget Code:** \_\_\_\_\_ **Amount Remaining:** \_\_\_\_\_

**Comments:**

**Background Information:** The Economic Development Department has been working with the Trust for Public Lands (TPL) to facilitate the purchase of a 60-acre parcel known as the Toy property, on the northeast corner of the confluence of the Verde River and Beaver Creek. The property is currently in escrow through the TPL. The TPL is also advocating for federal funding through the Land and Water Fund, which would allow the U. S. Forest Service to eventually take ownership. The acquisition by the U.S. Forest Service would allow for a public access to the property, which would also allow for development of a trail linking the Camp Verde Sports Park with Rezzonico Park, along with providing additional river access for those recreating at Rezzonico Park.

**Recommended Action (Motion):** Move to adopt 2017-983 a resolution supporting the acquisition of land on the Verde River by the U. S. Forest Service and federal funding for those acquisitions.

**Instructions to the Clerk:**



**RESOLUTION NO. 2017-983**

**A RESOLUTION SUPPORTING THE ACQUISITIONS OF LAND ON THE VERDE RIVER BY THE U.S. FOREST SERVICE AND FEDERAL FUNDING FOR THOSE ACQUISITIONS**

**WHEREAS**, the Verde River is an important natural resource for the Town of Camp Verde and other communities along the River and contains important habitat for numerous species of birds and fish including those designated as federally endangered and threatened; and

**WHEREAS**, the Town of Camp Verde supports the protection and restoration of land along the Verde River to protect important wildlife habitat, to protect the water supply of the river and to enhance recreational opportunities supported by the river (such as hiking trails, kayaking, canoeing, fishing, and birdwatching) for both residents and visitors; and

**WHEREAS**, the Town of Camp Verde developed and approved the Verde River Recreation Master Plan in 2016 that described a number of important goals for recreation along the Verde River including connecting the Town's residents with the River and supporting economic development through tourist activities; and

**WHEREAS**, the U.S. Forest Service is interested in acquiring both a private property within the Town of Camp Verde limits at the confluence of the Verde River and Beaver Creek (including portions of both creek and river) from a willing seller as an additional to the Coconino National Forest (the "Confluence Property") and a private property in the upper portion of the Verde River containing an important stretch of the river from a willing seller as an addition to the Prescott National Forest ( "Rio Verde Ranch"), and would plan to manage those properties for wildlife habitat and public recreation uses within those National Forests.

**WHEREAS**, the U.S. Forest Service is seeking federal funds through the Land and Water Conservation Fund in order to acquire these private lands.

**NOW, THEREFORE**, at a regular meeting of the Council of the Town of Camp Verde, Arizona duly called, noticed, and held on the \_\_\_\_\_ day of September 2017, upon motion duly made and seconded, it is unanimously:

**RESOLVED** that the Town of Camp Verde strongly supports the acquisitions by the U.S. Forest Service of the Confluence Property and Rio Verde Ranch along the Verde River from willing sellers by the U.S. Forest Service and the appropriation of federal funds for such acquisitions.

**PASSED AND ADOPTED AT A REGULAR SESSION OF THE COMMON COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA ON SEPTEMBER 6, 2017.**

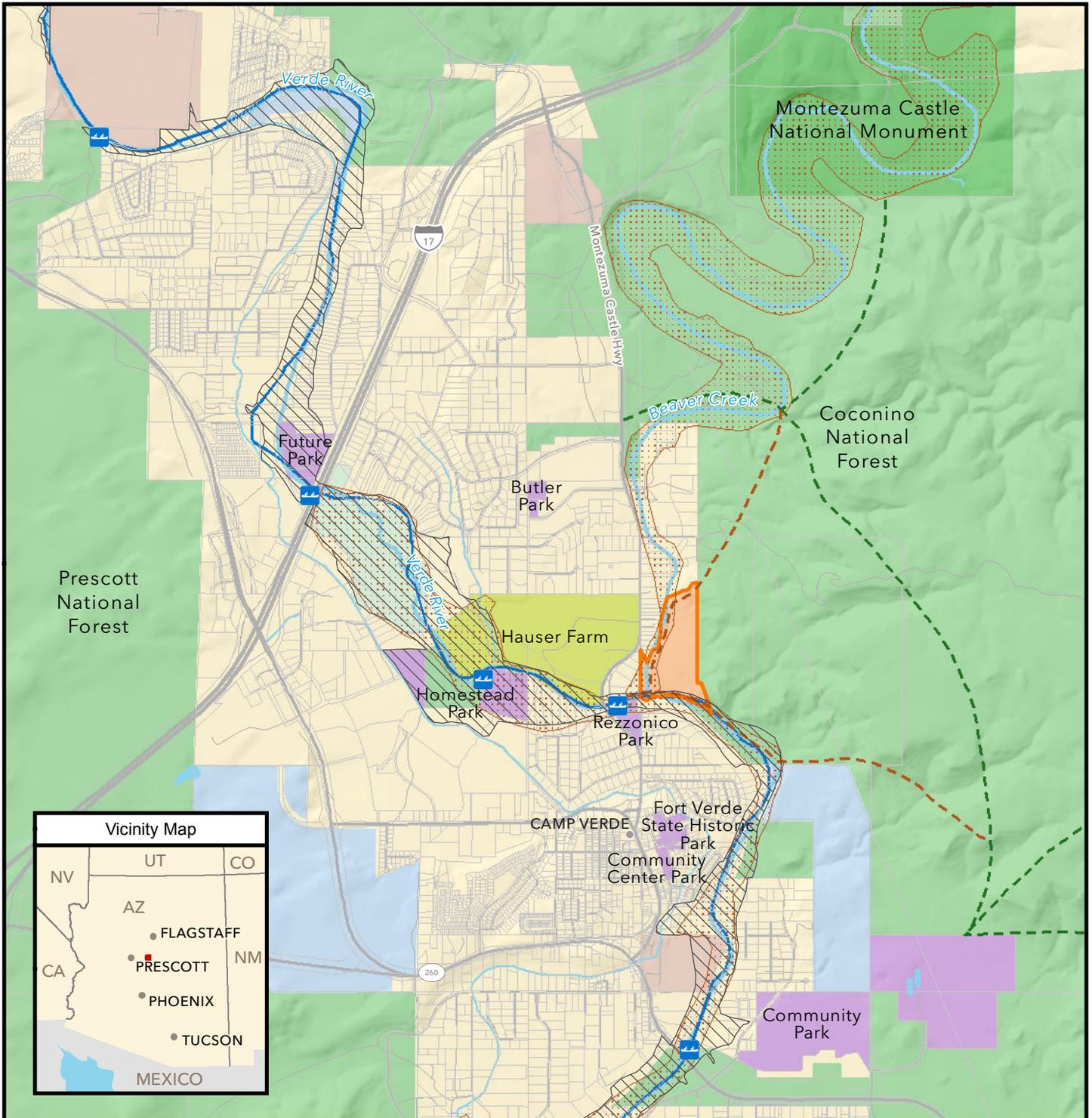
\_\_\_\_\_  
Charles C. German, Mayor                      Date:

Attest:

Approved As To Form:

\_\_\_\_\_  
Judy Morgan, Town Clerk                      Date:

\_\_\_\_\_  
Town Attorney



**References**

Land surface ownership data provided by BLM, 2015.



**Disclaimer**

The USDA Forest Service makes no warranty, expressed or implied regarding the data displayed on this map, and reserves the right to correct, update, modify, or replace this information without notification.



Map Creation Date - July 18, 2017

**Legend**

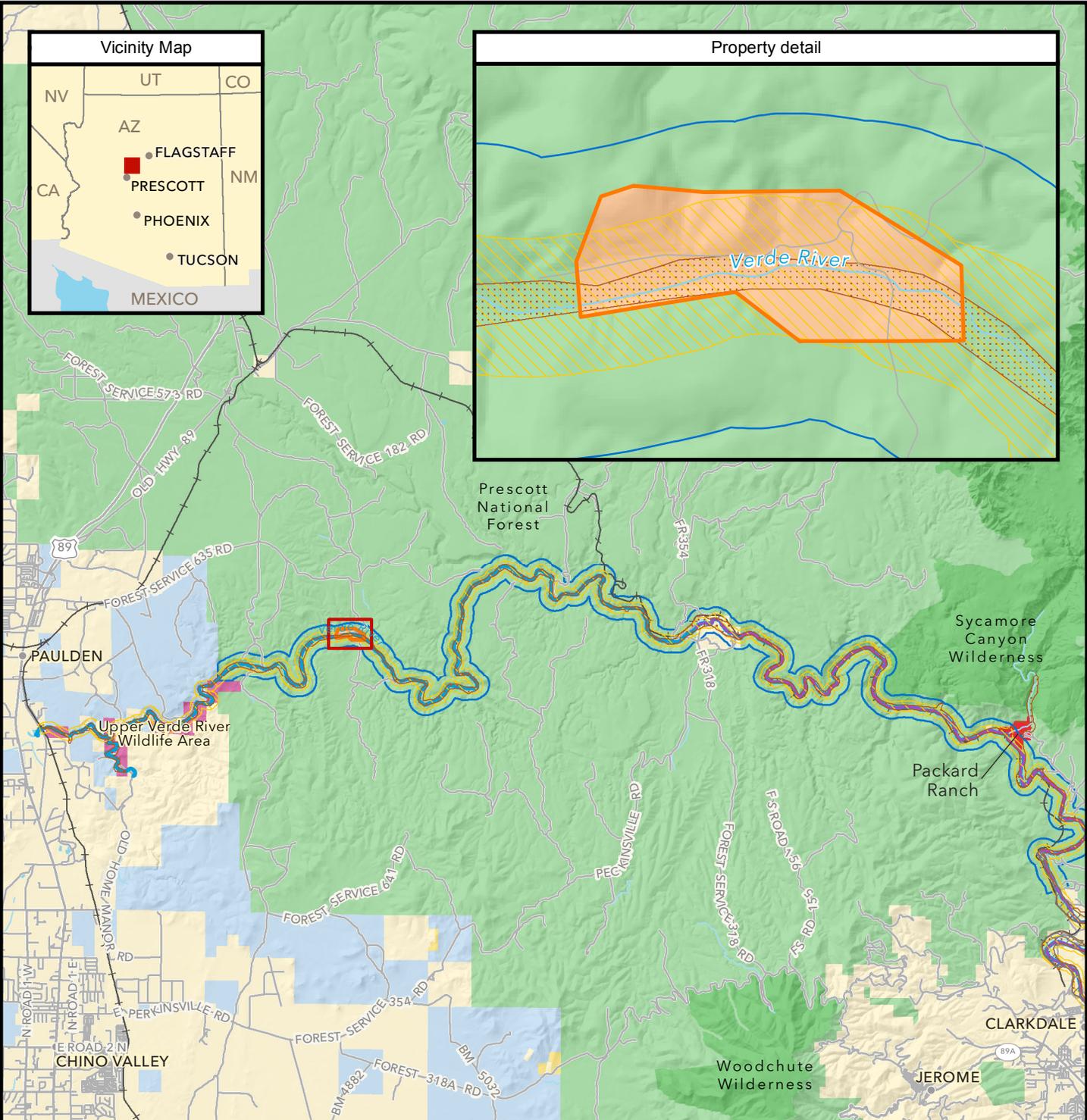
- Proposed LWCF Acquisition
- Public river access
- Proposed White Hills trails network
- Other proposed trails
- Parcel boundary
- Razorback Sucker critical habitat
- Southwestern Willow Flycatcher critical habitat
- Proposed Yellow-billed Cuckoo critical habitat
- Land Ownership**
- National Park Service land
- US Forest Service land
- Local or State park
- State Trust land
- Conservation easement
- Riparian Preserve (Salt River Project)
- Tribal land

**VERDE RIVER - BEAVER CREEK CONFLUENCE**

61 acres located in Sections 29  
T14N, R5E  
Yavapai County, Arizona

U.S. Forest Service Region 3  
Coconino National Forest  
Congressional District: AZ-1

Copies of this map are available for public inspection in the Office of the Regional Forester, Region 3, Albuquerque, New Mexico.



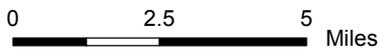
**References**

Land surface ownership data provided by BLM, 2015.



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Map Creation Date - August 11, 2017

**Legend**

- Proposed LWCF Acquisition
- Previous USFS/The Trust for Public Land project
- Eligible Wild and Scenic River corridor
- Critical habitat
  - Narrow-headed Garter Snake and Northern Mexican Garter Snake
  - Spikedace and Loach Minnow
  - Razorback Sucker, Spikedace, and Loach Minnow
  - Southwestern Willow Flycatcher
  - Yellow-billed Cuckoo
- Land Ownership
  - Bureau of Land Management
  - US Forest Service
  - Wilderness (USFS)
  - Arizona Game and Fish
  - State Trust land
  - Tribal land



**RIO VERDE RANCH**

84 acres located in Sections 34 and 35  
T18N, R1E  
Yavapai County, Arizona

U.S. Forest Service Region 3  
Prescott National Forest  
Congressional District: AZ-4

Copies of this map are available for public inspection  
in the Office of the Regional Forester, Region 3,  
Albuquerque, New Mexico.

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**Agenda Item Submission Form – Section I**

**Meeting Date:** September 6, 2017

- Consent Agenda       Decision Agenda       Executive Session Requested
- Presentation Only       Action/Presentation       Special Session       Pre-Session

**Requesting Department:** Economic Development

**Staff Resource/Contact Person:** Steve Ayers

**Agenda Title (be exact):** Consideration and possible approval of the submission on an Arizona State Parks Off Highway Vehicle Grant to purchase four-acres and develop a multi-use trailhead for Ryal Canyon Trail, off Salt Mine Road.

**List Attached Documents:** 1) Property Map, 2) Site plan (conceptual), and 3) 2017 Gant Grant Manual

**Estimated Presentation Time:** 5

**Estimated Discussion Time:** 2

**Reviews Completed by:**

- Department Head:                       Town Attorney Comments:

Finance Review:  Budgeted     Unbudgeted     N/A

Finance Director Comments/Fund:

**Fiscal Impact:**

**Budget Code:** \_\_\_\_\_ **Amount Remaining:** \_\_\_\_\_

**Comments:**

**Background Information:** In one of those anomalies that has yet to be explained, Prescott National Forest has a trail, Ryal Canyon Trail, in which to access the trail you must park and trespass on private land. The proposed grant would fund the purchase of the property (approximately 4 acres) and construct a trailhead similar to the one at Copper Canyon. The Town of Camp Verde’s match to the grant would include staff time, donations from the community, as well as the Prescott National Forest and less than \$5,000 in cash. The grant request would be for approximately \$210,000 in funding with in-kind match of approximately \$47,000.

**Recommended Action (Motion):** Move to approve Resolution 2017-984 approving the application for A non-motorized or motorized grant to acquire lands and develop facilities for public off-highway vehicle purposes.

**Instructions to the Clerk:**



**Resolution 2017-984**

**A RESOLUTION OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF  
CAMP VERDE, YAVAPAI COUNTY, ARIZONA, APPROVING THE APPLICATION FOR  
A NON-MOTORIZED OR MOTORIZED GRANT**

WHEREAS, the Congress of the United States has authorized the Recreational Trails Program (RTP) as a federal-aid assistance program to help states provide and maintain recreational trails for motorized and non-motorized recreational use, and the State of Arizona has established the Off-Highway Vehicle Recreation Fund to fund a variety of off-highway vehicle recreations projects, and these funds are available to eligible project sponsors for acquiring lands and developing facilities for public off-highway vehicle purposes; and

WHEREAS, Arizona State Parks (Parks) is responsible for the administration of the Statewide OHV and RTP Programs within the State, setting up necessary rules and procedures governing application by eligible project sponsors under the program; and

WHEREAS, said adopted procedures established by Parks require the project sponsor to certify by resolution the approval of applications, signature authorization, the availability of local matching funds (if applicable), and authorization to sign a Project Agreement with the Parks prior to submission of said applications to the Parks; and

NOW, THEREFORE, BE IT RESOLVED THAT THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE HEREBY:

1. Approves the filing of an application for motorized or non-motorized assistance, and
2. Certifies that the application is consistent and compatible with all adopted plans and programs of: for motorized/non-motorized trails facility development; and
3. Agrees to comply with all appropriate procedures, guidelines, and requirements established by the Parks as a part of the application process; and
4. Certifies that Project Sponsor will comply with all appropriate state and federal regulations, policies, guidelines, and requirements as they relate to the application; and
5. If applicable, certifies that Project Sponsor has matching funds
6. Appoints the agent listed below as agent of (Project Sponsor's Governing Body) to conduct all negotiations, execute and submit all documents including, but not limited to, applications, agreements, amendments, billing statements, and so on which may be necessary for the completion of the aforementioned project.

PASSED AND ADOPTED by the Mayor and Common Council of the Town of Camp Verde, Arizona, this 6<sup>th</sup> day of September 2017.

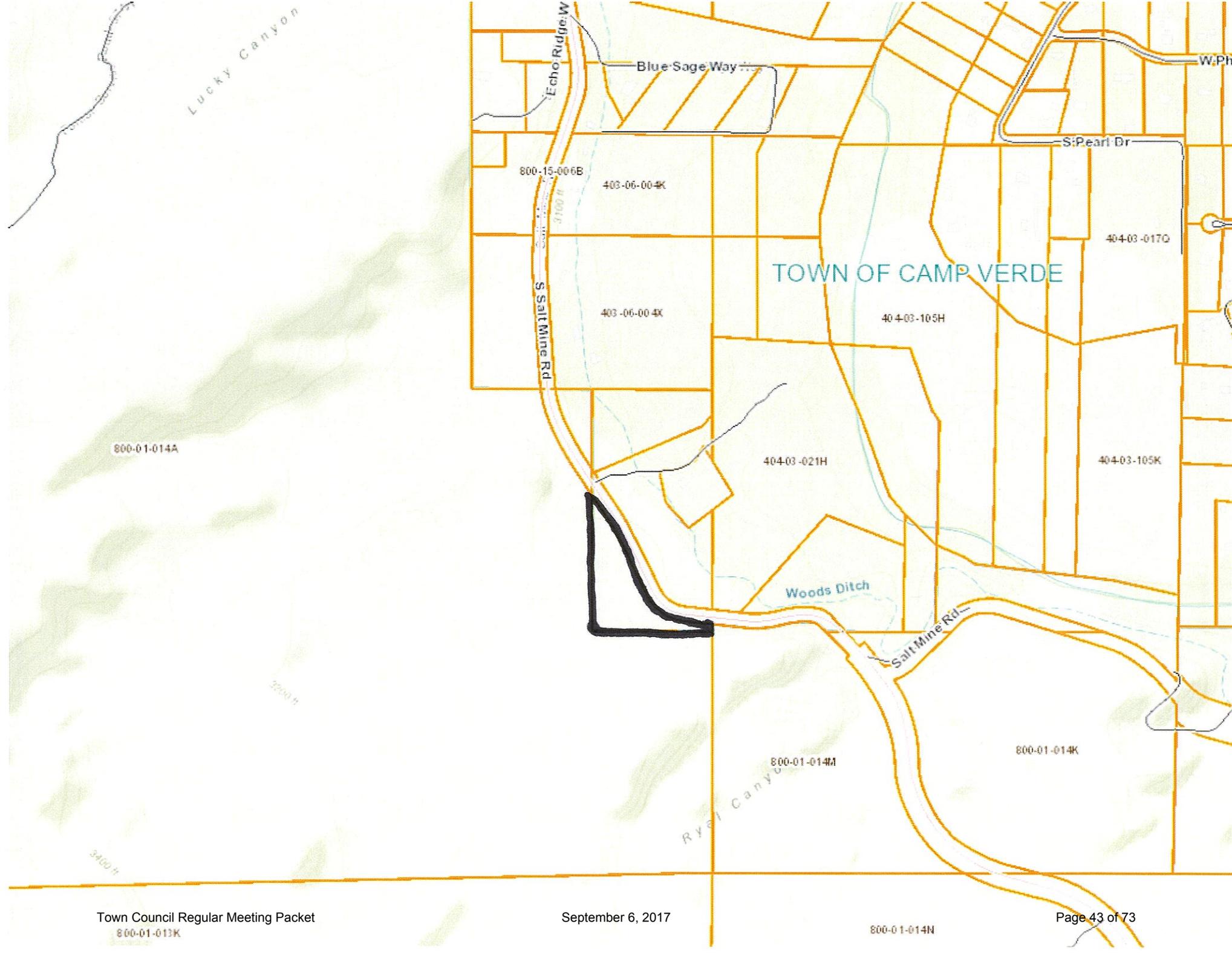
\_\_\_\_\_  
Charles German, Mayor

Attest:

Approved as to form:

\_\_\_\_\_  
Judy Morgan, Town Clerk

\_\_\_\_\_  
Town Attorney



Lucky Canyon

Echo Ridge W

Blue Sage Way

W. Ph...

S. Pearl Dr

800-15-006B

403-06-004K

404-03-0170

TOWN OF CAMP VERDE

403-06-004K

404-03-105H

S Salt Mine Rd

800-01-014A

404-03-021H

404-03-105K

Woods Ditch

Salt Mine Rd

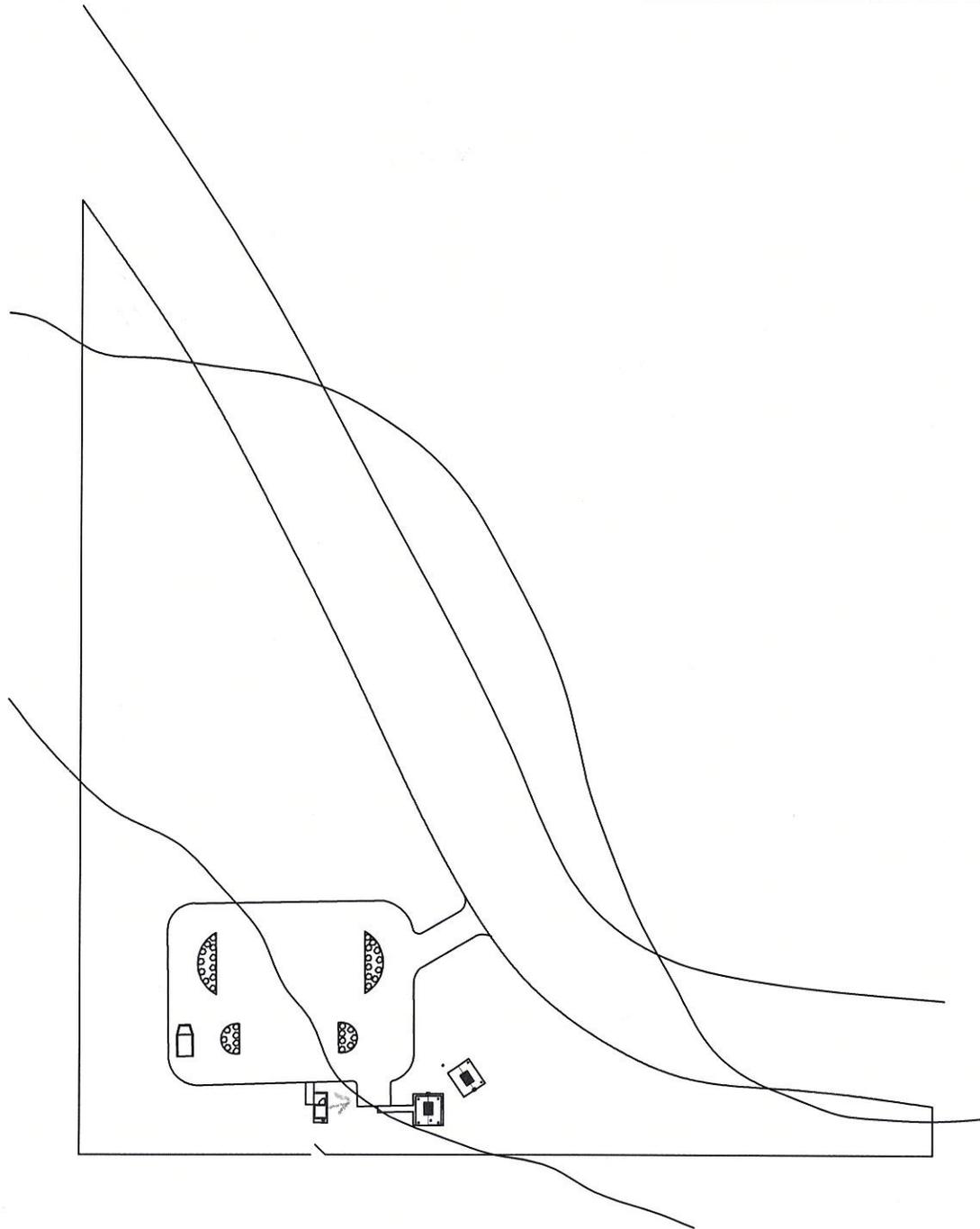
3200 ft

800-01-014M

800-01-014K

Ryer Canyon

3400 ft



# SITE PLAN

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RYAL CANYON TRAILHEAD



# ARIZONA STATE PARKS & TRAILS

## JULY 2017 GRANTS MANUAL

### Supporting Motorized Trail Projects & Activities



Project # 002: New rock and steel work. District leads heavy rock unloading or trail build/road for erosion control.



**BUILDING NEW TRAILS  
MAINTAINING EXISTING TRAILS  
ACCESSIBILITY UPGRADES**

**ACQUISITION FOR FUTURE USE  
OHV SAFETY, EDUCATION  
& ENFORCEMENT**



# Application Deadline: September 1, 2017

**Executive Director**  
Sue Black

**Deputy Director**  
James Keegan

**Arizona State Parks and Trails**  
23751 North 23<sup>rd</sup> Avenue #190  
Phoenix, AZ 85085

Phone &. TTY (602) 542-7130  
Toll Free (877) MY-PARKS (697-2757)  
Fax (602) 542-4180

Equal Employment Opportunity Agency. This document is available in alternative formats. Contact the ADA Coordinator at (602) 542-7130



**FUNDING ANNOUNCEMENT**

Arizona State Parks (ASP) invites non-profits, clubs, local, regional, state and tribal governments to submit grant applications for motorized recreational trail uses. Eligible projects could include off-highway vehicle recreation facilities, trail development and trail maintenance for off-road motorcycling, all-terrain vehicle riding, four-wheel driving, or using other off-road motorized vehicles.

**LINKS TO ELIGIBLE ACTIVITIES**

- 1) [Summary of Funding Priorities](#), 2015 Arizona Trails Plan
- 2) Full Report: [2015 Arizona Trails Plan](#)



**AVAILABLE FUNDS / FUNDING CAP**

The **State Off-Highway Vehicle Recreation Fund** anticipated revenue available to fund projects in this grant cycle is at a minimum of:

<b>Total OHV Funds Available</b>		<b>\$750,000.00</b>
<b>Maximum Amount Applicants May Apply For</b>		<b>\$750,000.00</b>
<b>Match Requirements</b>	Although there are no matching requirements for projects <u>under \$300,000.00</u> , sponsors are encouraged to demonstrate a commitment to their project by providing match or funds to supplement the requested grant amount. <b>Note:</b> Project sponsors requesting more than \$300,000 in grant funds must equally match any grant funds over that amount. For example, a project costing \$355,000 will need to provide \$55,000 in match. Project sponsors who provide match of at least 15% will receive points in the BONUS CATEGORIES MOTORIZED PRIORITY of the Project Criteria Scoring	
<b>APPLICATION DUE DATES:</b>	<b>Applications are due by 5:00p.m. September 1, 2017</b>	

Applicants are required to discuss proposed projects with the ASP Chief of Grants and Trails no later than August 11<sup>th</sup> and submit the Grant Scope Sheet no later than August 18th. Please contact Mickey Rogers at 602-542-6942 or email [mrogers@azstateparks.gov](mailto:mrogers@azstateparks.gov).

**READY PROJECTS**

Grant Applicants (hereafter referred to as **PROJECT SPONSORS**) must have shovel ready projects. Due to the application/review process sponsors that are awarded funds in this cycle may not receive funding until after January 2018.

**ON-LINE GRANT SYSTEM UPDATE (WebGrants)**

All applicants will be submitting their applications in our on-line grant system. Please contact Mickey Rogers, 602-542-6942 to discuss your proposed project and he will give you access to the on-line system to fill out your application.

**NEWLY DEVELOPED SUPPLEMENTAL GRANT OPPORTUNITIES PROGRAM**

In addition to the July **State Off-Highway Vehicle Recreation Fund** grant cycle ASP recently developed a supplemental grant program to help address very specific OHV projects. Funds for the supplemental grant program can be used in three (3) specific areas: (1) Law Enforcement; (2) Mitigation/Emergency Repair and; (3) the Small Grant Program. Please refer to the Supplemental Grant Opportunity applications found on the ASP website for detailed information about the three new programs.

**PLEASE NOTE: THIS MANUAL IS TO BE USED AS A GUIDE FOR THE JULY STATE OFF-HIGHWAY VEHICLE RECREATION FUND GRANT CYCLE ONLY.**

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### PROJECT FUNDING TIMELINE

<b>July 26, 2017</b>	Parks staff will conduct a grant application workshop/webinar in Phoenix. The purpose of the workshop is to introduce Grants staff to potential grant project sponsors, discuss the application process and forms, and establish a continuing relationship with the project sponsors to assist them through the application process.
<b>No later than August 11</b>	Project Sponsors <u>MUST contact</u> Grant Program Leader, Mickey Rogers, to discuss their project for eligibility and answer questions about the process.
<b>No later than August 18</b>	Project Sponsors <b>MUST</b> submit the Grant Scope Sheet to ASP (Mickey Rogers).
<b>September 1</b>	Grant applications and required documents <b>MUST</b> be uploaded to Arizona State Parks on-line system WEBGRANTS by 5pm. The applications will be reviewed for completeness and within one week project sponsors will receive notice of the status of the application.
<b>October</b>	Staff will present the results of the review team to the Arizona Outdoor Recreation Coordinating Committee (AORCC) and the Off-Highway Vehicle Advisory Group (OHVAG) for their independent reviews and funding recommendations.
<b>November</b>	All applicants will receive both an email and a letter indicating if their application was approved for funding at this time.
<b>No later than December 1</b>	Applicants must submit the <b>Cultural Resources Review Form, related maps and any documents including surveys</b> by December 1, 2017. For questions related to cultural resources please contact Sean Hammond, ASP Grants Coordinator, by email-shammond(at)azstateparks.gov or at 602-542-7130. After a preliminary review documents will be sent to <b>The State Historic Preservation Office (SHPO)</b> for review and approval. <b>Note:</b> All project sponsors must submit this form within 30 days after notification of award approval. Applicants may turn in the required <b>Cultural Clearance Review Form</b> with their application or at any time prior to Due Dates. By doing so this speeds up the grants process.
<b>December</b>	Starting in December State Parks staff will begin sending a Project Sponsor Agreement to each successful project sponsor. This is a legal contract between the project sponsor and State Parks identifying the conditions upon which the funds are being given to the project sponsor. The project sponsor should have the agreement reviewed by legal counsel. Failure to submit all necessary cultural clearance documents, maps, photos and surveys (if applicable) will delay any agreement.
<b>February 2018</b>	The project sponsor must return two signed originals to ASP. The agreement will be executed by State Parks within a week after submission. <b>PROJECT SPONSORS CANNOT PROCEED WITH ANY GRANT RELATED ACTIVITY PRIOR TO THE GRANT PROJECT AGREEMENT BEING EXECUTED. COSTS INCURRED PRIOR TO THIS TIME WILL BE CONSIDERED INELIGIBLE.</b>

## CHAPTER I. INTRODUCTION

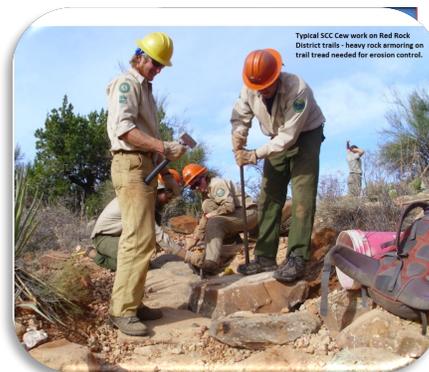
### PREPARATION

1. Review both the Arizona Trails 2015 Plan (Motorized) & the 2013-2017 Statewide Comprehensive Outdoors Recreation Plan (SCORP).
2. ASP staff are here to help you with your grant application—please contact us for any questions.

### A. COMPLETION REQUIREMENTS

An awarded grant must be completed within a specified length of time from the date Arizona State Parks signs the project agreement. The specific times are:

- 1) Land acquisition -- completed within two (2) years
- 2) Facility development -- completed within three (3) years
- 3) Trail Maintenance Project— within one (1) year



### B. ELIGIBILITY

All potential project sponsors are required to contact Mickey Rogers to discuss their proposed project by **August 11<sup>th</sup>** at the latest. Through discussion with the ASP Staff the project sponsor can be assured that the proposed actions will meet the intent of the programs.

### ELIGIBLE PROJECT SPONSORS – ENTITIES & ORGANIZATIONS

1. Governmental entities –include: cities, towns, counties, tribal governments, state and federal agencies. Governmental bodies with a responsibility to provide motorized recreation related opportunities to the public and that meet the following criteria are also eligible:
  - a. Have independent governing authority;
  - b. Have independent signature authority;
  - c. Have independent authority to commit funds
2. Organizations, clubs, businesses, and any other groups or individuals (hereafter referred to as “organizations”) are eligible.
3. Third party applicants: Organizations can also develop agreements with eligible project sponsors (i.e. public land managers) to act as “third party” applicants. Third party applicants may coordinate all phases of the project and receive direct reimbursement from State Parks with appropriate documentation from the eligible applicant/project sponsor.

### C. EXAMPLES OF ELIGIBLE PROJECTS

All proposed improvements must meet the requirements of the state OHV statute.

#### Eligible Projects includes:

#### 1. ACQUISITION PROJECTS

- Designation, acquisition (or lease), and management of: future trail alignments or land for access roads, off-highway vehicle recreation facilities and off-highway vehicle use areas.
- Acquisition of easements and fee simple title to property, is self-explanatory. This category may include acquisition of old road or railroad bridges to be used as recreational trail bridges.
  - a) § 206(g)(1) prohibits condemnation of any kind of interest in property. Therefore, acquisition of any kind of interest in property must be from a willing landowner or seller.
  - b)

#### 2. DEVELOPMENT PROJECTS

- Develop and construct new trails.
- Enhancement of recreational facilities for motorized use (Examples include: trailheads, restrooms, signage, and picnic areas).
- Connect motorized routes and trails.

- Development and rehabilitation of trailside and trailhead facilities and trail linkages for recreational trails, may be interpreted broadly to include development or rehabilitation of any trailside and trailhead facility.
- a) The terms “trailside and trailhead facilities” mean trail components or associated facilities which serve the purpose and safe use of the recreational trail and may include but not be limited to the following: 1) drainage, 2) crossings, 3) stabilization, 4) parking, 5) signage, 6) controls, 7) shelters, and 8) water, sanitary, and access facilities.
- b) The definition of “rehabilitation” means extensive repair needed to bring a facility up to standards suitable for public use (not routine maintenance). Trailside and trailhead facilities should have a direct relationship with a recreational trail; a highway rest area or visitor center is not an appropriate use of funds. If an organization has difficulty deciding about the eligibility of a particular trailside or trailhead facility contact the ASP Grants Leader.

### 3. MAINTENANCE PROJECTS

- Maintenance and repair of motorized trails.
- Maintenance and restoration of existing trails- may be interpreted broadly to include any kind of trail maintenance, restoration, or relocation. This category may include maintenance and restoration of trail bridges, or providing appropriate signage along a trail.
- Renovation – defined as the redesign, reconstruction, non-routine maintenance, or relocation of recreational trails to benefit the natural environment or to mitigate and minimize the impact on the natural environment. Other reasons for renovation may include erosion and deterioration, improper original alignment, improper design, safety-related issues due to hazardous conditions, and natural disasters.
- Mitigation - defined as rectifying or reducing existing damage to land and the revegetation and the prevention and restoration of damages to natural (flora, fauna) and cultural resources (prehistoric or historic archaeological sites) caused by unauthorized uses including the closure of existing access roads, off-highway vehicle use areas and off-highway vehicle routes and trails.

### 4. PURCHASE AND LEASE OF RECREATIONAL TRAILS EQUIPMENT

- Construction and maintenance equipment, including utility vehicles and trail grooming machines, provided the equipment is used primarily to construct and maintain recreational trails. This provision does not include purchase of equipment to be used for purposes unrelated to trails. For example, a utility vehicle purchased under this program must be used primarily for trail and trailside maintenance, not to maintain open lawn areas or sport fields.
  - a) Arizona State Parks Trails does track all capital equipment purchases and the review of equipment will be part of inspection/site visits.
- For projects on Federal land, the most important requirement is that the Federal agency land manager must approve of the project in accordance with applicable Federal laws and regulations. This category may include construction of new trail bridges, or providing appropriate signage along a trail.
- Disposal of Property Purchased with State Funds  
The equipment purchased under the Project Sponsor Agreement shall be used for the originally authorized purposes as long as needed for that purpose. When no longer needed for the originally authorized purpose, State Parks reserves the right to claim the property.

### 5. EDUCATION PROJECTS

- Development and dissemination of motorized trails related user information, environmental education programs, information, signage, maps and responsible use programs.
- Education and workshop components will be eligible for grant funding.

#### **Typical Education Projects May Include:**

- a) Development and operation of trail safety education programs.
- b) Development and operation of trail-related environmental education programs.
- c) Production of trail-related educational materials, whether on information displays, in print, video, audio, interactive computer displays, etc.

## 6. LAW ENFORCEMENT PROJECTS

For law enforcement funding for projects please refer to the newly developed **Arizona State Parks Off-Highway Law Enforcement Program**. Applications may be submitted at any time, and will be awarded on a quarterly basis. The OHV Law Enforcement Grant Program provides funding to federal, state, county, local, and tribal law enforcement agencies to conduct OHV specific enforcement on public land. Grants will be for law enforcement patrol related to off-highway vehicles (OHV) and OHV safety.

## 7. ADDITIONAL ELIGIBLE PROJECTS AND COSTS

1. Design and engineering costs incurred after the project agreement is executed are an eligible cost.
2. Cultural/environmental/archeological assessments are eligible for reimbursement with prior approval.

## 8. PROJECTS FOR PEOPLE WITH DISABILITIES & AGING POPULATIONS

Providing the public with easy access to better information on the accessibility of our parks and recreation trails throughout the state of Arizona will increase opportunities and safety by allowing visitors and recreation users to make a more-informed decision as to which trails and facilities may best suit their needs and ability levels without being limited solely to designated ADA accessible trails. **Please Note:** Rather than focus solely on mobility impairments, develop information that is useful to people with various forms of disabilities and other challenges.

### Projects may include:

- 1) Provide Accessible amenities such as trailheads, restrooms, picnic areas, parking lots and viewpoints (*Amenities should not be considered accessible if they are not linked by an accessible route*).
- 2) Develop detailed **trail maps**, both for online use or for posting at trailheads. **Interactive or enhanced maps** with features such as aerial photos, street views and other features.
- 3) Events/Guided tours: for guided tours audio hearing devices is an eligible cost,

## D. NON-ELIGIBLE PROJECTS/ITEMS

Landscaping and irrigation are not eligible scope items. Landscaping is defined as the addition of trees, bushes, shrubs, cacti, grass, flowers, or rock to enhance an area.

1. Development of local or regional plans is not eligible for funding.
2. Funds cannot be used for administrative or overhead costs, or costs associated with this grant application preparation.
3. Costs incurred prior to PROJECT APPROVAL are not eligible for funding. These may include: Costs associated with design and engineering are not eligible for reimbursement without prior approval.
4. Monies in the Off-highway Vehicle Recreation Fund shall not be used to construct new motorized trails or routes on environmentally or culturally sensitive land unless the appropriate land management agency determines that certain new trail construction would benefit or protect cultural or sensitive sites. For the purposes of this subsection, "environmentally or culturally sensitive land" means areas of lands that are either:

Administratively or legislatively designated by the federal government as any of the following: (a) **A national monument**; (b) **An area of critical environmental concern**; (c) **A conservation area**; or (d) **An inventoried road-less area**.

Determined by the applicable land management agency to contain significant natural or cultural resources or values.

## E. GRANT POLICIES

1. An entity may submit one (1) application per grant cycle.
2. **Priorities will be given to those projects that do not have a current grant open at the grant deadline.**
3. Project sponsors who have a current OHV project agreement must be at least 50% completed at the time a new application is submitted.
4. Each Forest Ranger District and Bureau of Land Management (BLM) Field Office will be considered as a separate entity.

## F. DOCUMENTS REQUIRED IMMEDIATELY POST-AWARD

Once an applicant is approved and notified for funding (est. November 2017):

1. Submit the **Cultural Clearance Review Form, related maps** all necessary cultural documents (**surveys, if applicable**) by December 1, 2017.

**NOTE:** A project may be cancelled if these required documents are not received by set deadlines. Applicants are encouraged to submit these forms as early as possible.

2. The Cultural Clearance Review Form and documents (e.g. surveys) may be submitted with the grant application or at anytime prior to the award notice. Early submission of these documents will speed up the approval process and ultimately allow sponsors to start projects sooner. Meeting these deadlines will make it possible for Grants staff to meet the goal of executing a project agreement within six months (180 days) after State Parks Board funding approval.
3. After the SHPO and NEPA approvals are issued, two original copies of the Project Sponsor Agreement are mailed to the project sponsor for review and signature. The individual authorized in the Resolution or Authority to Apply document must sign the agreement. The agreement has a signature line for legal counsel and review of the agreement is recommended, but not required. If acceptable, the project sponsor signs both originals of the Project Sponsor Agreement and returns them to State Parks within 45 working days of receipt for final execution by the Executive Director or the designee of State Parks. The agreement is effective as of the date signed by State Parks and the project sponsor is notified that eligible project expenditures may begin.
  - If the project sponsor cannot return the signed Project Sponsor Agreement within the 45 days from the date of receipt, a time extension may be requested. The extension request must be justified in writing and received by State Parks at least 10 working days prior to the end of the 45-day period. If agreements are not signed and returned to State Parks within the 45 working days of the approved extended time period, the project may be cancelled.
  - Projects may be cancelled if for any reason a project agreement cannot be executed within 180 days of funding approval. It is anticipated that most projects will be notified of an award by November 2017. Failure to meet this requirement will result in cancellation of the agreement. Funds allocated to cancelled projects will be returned to the appropriate fund for reallocation to other projects.

### G. PROJECT REQUIREMENTS – THE SIX-MONTH (6) RULE

As previously indicated projects must be shovel ready. Work is defined as incurring expenses and requesting reimbursements for the trail project. Any project that does not incur expenses over any 6-month period will have their funding withdrawn.

## CHAPTER II. OHV PROGRAM

### WHO ADMINISTERS THE OHV PROGRAM?

State Parks staff, with the assistance of the Off-Highway Vehicle Advisory Group (OHVAG) and the Arizona Outdoor Recreation Coordinating Commission (AORCC), administers the Statewide OHV Recreation Program.

The OHVAG establish funding priorities and evaluation elements that reflect the high priority needs of motorized trail users. Criteria to evaluate and fund OHV project applications are consistent with the priorities established in the 2015 State Trails Plan and the **Arizona State OHV** statute (A.R.S. §28-1176).

**The Mission of the OHV Program:**  
*To develop and enhance statewide off-highway vehicle recreational opportunities, and develop educational programs that promote resource protection, social responsibility, and interagency cooperation.*

### BRIEF HISTORY & SOURCE OF OHV FUNDS

The Off-Highway Vehicle Recreation Fund (A.R.S. §28-1176) has been in existence since 1991. The Arizona Legislature appropriated .55% of the state's annual vehicle gas tax revenue to support the Fund.

- In 2009, new OHV legislation was enacted to provide more regulation of OHV usage and additional funds to support law enforcement and facility development.
- All vehicles weighing less than 1800 pounds and designed primarily for travel over unimproved terrain are required to display an indicia (sticker) distributed through the Department of Motor Vehicles. The \$25 cost of the sticker is added to the OHV Recreation Fund.
- State Parks receives 60% of the money in the Fund and a review team is required to examine applications for eligible projects and determine the amount of funding, if any, for each project.

## CHAPTER II. COMPLETING THE APPLICATION PROCESS

All needed forms are found in our on-line grant system WEBGRANTS. Instructions for filling these applications are available in the on-line system.

**Applicants must contact Mickey Rogers, ASP, by August 11<sup>th</sup> to discuss their project and to receive access to the on-line system to fill out application. Instructions for filling out the on-line application will be available in the system.**

### SECTION I. GUIDANCE FOR COMPLETING THE GRANT CRITERIA FORM

- This Section provides specific guidance on how to provide effective narratives for the Grant Criteria Response Form.
- The Criteria Form and supporting documentation is used to describe and identify the scope of the project and how requested funds will be used. Grants are awarded to projects that best meet the needs identified in the “Arizona Trails 2015 Plan.

### SCORING THE PROJECT APPLICATION

Projects are scored and ranked based on the Priorities and Scope Items identified in Plan. The raters will not award points under any criterion or bonus section if an appropriate response has not been submitted.

- 1) Each Scope Item is assigned a point value. To view specific point allocations and total points a project can achieve refer to *Tables 2 and 3 below*.
- 2) Costs associated with scope items that accomplish these high priority needs must represent a significant portion (10% or more) of the total project cost to get full points for a scope item.
- 3) Costs less than 10% for a scope item will receive partial points based on the pro-rated percentage of the total project cost. For example, if a scope item worth 12 points had 5% of the total project cost, the sponsor would receive 6 points.
- 4) For sponsors with an active project agreement: Project sponsors are required to submit quarterly progress reports to ASP and they must ensure that the reports are submitted at the end of each calendar quarter. If reports are not submitted by the due dates, points will be lost during the grant rating process for future grant projects.

### AVAILABLE FUNDS ARE AWARDED ON THE BASIS OF:

- (1) Meeting High Priority Needs
- (2) Good Use of the Funds.

**Please Note:** “*Good use of the funds*” will improve a project’s score, however, projects that “*meet high priority needs*” will receive the highest possible score.

To give a proposed project the best opportunity to score points, the project sponsor must understand what elements (scope of work) should be included in the project to satisfy specific priorities in the Trails Plan. An appropriate response specifically addresses the scope item or question being asked and includes the requested documentation.

**INSTRUCTIONS FOR COMPLETING THE CRITERIA RESPONSE FORMS**

1. Select the Priorities and Scope items that best fits your project.
2. Written narratives for each scope item (s) you select will have a maximum word count of no more than 250 words. (Please be brief and concise)
3. On the Criteria Form you must provide a written description of the proposed scope items (criterion) and explain how each scope item meets the intent of the specific priority. A scope item must be designed to meet the requirements of a specific criterion. Therefore, scope items cannot be submitted for more than one criterion.

The motorized recommendations are listed as “*First Level Priority*,” “*Second Level Priority*”, “*Third Level Priority*” and “*Bonus Points*.” It is important to note all recommendations within each level have equal weight and Arizona State Parks acknowledges that all recommendations are important for effective management of motorized trails. After every recommendation, a subsequent action is provided as an example of how to satisfy the recommendation. Agencies are encouraged to generate actions conducive to their settings.

Review each *Priority* and *Scope Item* listed below and the information provided in the **2015 Trails Plan**.

**MOTORIZED PRIORITIES Table 1**

First Level Priorities Motorized Recommendations	Possible Points
<b>SCOPE ITEMS</b>	
Protect Access to Trails/Acquire Land for Public Access	<b>12</b>
Maintain and Renovate Existing Trails and Routes	<b>12</b>
Provide and Install Trail/Route Signs	<b>12</b>
Establish and Designate Motorized Trails, Routes & Areas	<b>12</b>
<b>Second Level Priorities</b>	
Develop Support Facilities	<b>8</b>
Provide Maps and Trail/Route Information	<b>8</b>
Mitigate and Restore Damage to Areas Surrounding Trails, Routes and Areas	<b>8</b>
<b>Third Level Priorities</b>	
Provide Educational Programs	<b>5</b>
Completion of Environmental/Cultural Clearance and Compliance activities	<b>5</b>
Increase On-the-Ground Management Presence and Law Enforcement	<b>5</b>
<b>TOTAL POSSIBLE POINTS FROM 1<sup>ST</sup>, 2<sup>ND</sup>, 3<sup>RD</sup> LEVELS</b>	<b>87</b>
<b>Bonus Points -2 Points for Each Item</b>	
Promote Comprehensive Planning and Interagency Coordination	<b>2</b>
Dust Abatement	<b>2</b>
Local need Per the Priorities Identified in the <u>SCORP</u> or Local/Regional Plan	<b>2</b>
Community Support/Public Support	<b>2</b>

First Time Project Sponsors/New Areas	<b>2</b>
Matching of at least 15% of total project cost	<b>2</b>
Expansion, Phase, or Connection to an Existing Successful OHV Grant Funded Project	<b>2</b>
Multiple Motorized Use (3 or more motorized uses)	<b>2</b>
<b>TOTAL POSSIBLE BONUS POINTS</b>	<b>16</b>
<b>TOTAL POSSIBLE POINTS (1<sup>ST</sup> LEVEL, 2<sup>ND</sup> LEVEL, 3<sup>RD</sup> LEVEL &amp; BONUS POINTS)</b>	<b>103</b>

**MOTORIZED PRIORITIES**

- The following pages below provide more detail on the recommended issues and action items for each Priority and Scope Item.
- Choose from any number of priorities and individual scope items and provide short narratives (Max 250 words)

**First Level Priority**  
**SCOPE ITEMS 1-4**

**12 POINTS EACH**

**1. Protect Access to Trails/Acquire Land for Public Access.**

Project must acquire title or permanent easement to qualify for points under this criterion.

**2. Maintain and Renovate Existing Trails and Routes**

To score points under this criterion a project must take an action to maintain and/or renovate existing trails. This can be accomplished by staff labor, contracted labor, or coordinated volunteer efforts.

Time needed to coordinate and train volunteers to provide trail maintenance is an eligible project cost. Costs to educate the public about littering should be included in the Education criterion (**Scope Item #8**).

**3. Provide and Install Trail/Route Signs**

The cost for signs that identify routes or provide trail related information such as distances, directions, obstacles, etc. are eligible under this criterion.

- a) Time and materials needed to coordinate and train volunteers to monitor, install or replace signs are eligible project costs if volunteer time for sign installation or maintenance is included as part of this project.
- b) Kiosks are a support facility and informational signage and/or maps may be installed on a kiosk.

**4. Establish and Designate Motorized Trails, Routes, and Areas**

Costs for surveys to meet NEPA and cultural clearance requirements are eligible under this criterion. Surveys must be initiated with the intention to open new trails and routes. The costs of the surveys are reimbursable even if they indicate that the trails cannot be opened for substantiated reasons.

- a) Agency or contracted time to review route data and surveys (route evaluation) is an eligible cost. Time spent by staff or volunteers collecting route related-information is eligible. Route evaluation must result in a map of approved routes that is published and available to the public as part of this proposed project.
- b) Costs for the design and production of maps must be identified under Scope Item 6 – Provide Maps & Trail Route Information.

**Second Level Priority Components****SCOPE ITEMS 5-7****8 POINTS EACH****5. Develop Support Facilities**

Wildlife viewing blinds and platforms and all support facilities must be developed as an amenity directly related to an OHV use facility or area. Eligible costs include picnic areas and campsites at trailhead. Support facilities should be accessible to all users and comply with ADA standards.

**6. Provide Maps and Trails Information**

Costs to design and produce maps are eligible under this criterion. This criterion also includes the cost to provide electronic route information to users.

**7. Mitigate & Restore Damage to Areas Surrounding Trails, Routes & Areas**

A project must include components specifically designated to accomplish the suggested actions. Installing signage that promotes environmental protection must be done in addition to on-the-ground actions.

Costs to educate the public about littering should be included in the Education criterion

**Third Level Priority Components****SCOPE ITEMS 8-10****5 POINTS EACH****8. Provide Educational Programs**

Projects should: 1) promote “share the Trail” and emphasize cooperation, tolerance and respect for all trail users; 2) increase bilingual education resources for trail etiquette and environmental education; 3) emphasize educational messages that promote self-responsible behaviors; 4) post rules and regulations at trail heads; 5) develop consistent responsible use messages and promote through websites, newspapers, mass and social media; 6) develop and implement approved State OHV curriculum; and/or 7) incorporate OHV recreation use into driver education for youth programs.

**9. Completion of Environmental/Cultural Clearance and Compliance Activities**

Develop travel management plans and ensure the designated areas include projects which can be done in a reasonable amount of time. (within three years)

- a) Work closely with the public to ensure recreational trails they favor are incorporated into initial travel management plans. Requests should include quickly achievable on the ground improvements such as installing signs, kiosks, staging areas, maps and building new connector trails.

**10. Increase On-The-Ground Management Presence & Law Enforcement**

For this section applicants must complete the law enforcement application. [Click here](#) for the application and instructions.

Projects that include any of the suggested actions under this criterion must demonstrate a plan to systematically improve behaviors in a specific area. Law enforcement time may not be billed at over-time rates. Time and materials needed to coordinate and train volunteers to interact with the public are eligible project costs if volunteer time interacting with the public is included as part of the scope of this project.

**BONUS****SCOPE ITEMS 11-18****CATEGORIES****2 POINTS EACH****11. Promote Comprehensive Planning and Interagency Coordination**

Points to any project that identifies cooperation between more than one agency as key to the completion of a scope item. The project sponsor must identify what the other agency brings to the project to allow it to move forward.

**12. Dust Abatement**

Identify the action being taken and explain how it actually reduces dust emissions.

**13. Local Need Per the Priorities Identified in the State Comprehensive Outdoor Recreation Plan (SCORP) or Local/Regional Plan.**

Project sponsors must identify a relevant established plan and explain and document: (a) what circumstances brought the project to the forefront and why this project is a priority; and (b) what public outreach efforts were taken (e.g. public hearings, surveys, ads in local media, etc.). Tell how the identified local need will be accomplished by the project. NOTE: A copy of the relevant section of the plan must be provided with the pertinent information highlighted.

**14. Community Support/Public Support**

Project sponsor must show how the public (motorized individuals or groups only) demonstrated support and affirmation for the project. Documentation specific to the proposed project is required. Support from government entities, political representatives, business/economic organizations, community groups and others not exclusively representing motorized users are considered support.

**15. First Time Project Sponsors/New Areas**

The entity or organization proposing the project has never received an OHV project grant from State Parks or State Parks OHV grant funds have never been used for on-the-ground development in the proposed project area.

**16. Matching Funds (15% or more of Total Project Cost)**

Match identified on the Certified Grant Application Form will equal or exceed 15% of the total project cost.

**17. Expansion, Phase, or Connection to an Existing Successful OHV Grant Funded Project**

Project sponsor must explain how the proposed project expands or connects to an existing project funded with State Parks OHV grant funds.

**18. Multiple Motorized Use (3 or more motorized uses)**

Project sponsor must explain how proposed project will benefit at least three different motorized user groups. Off-highway vehicles are motorized vehicles that include all-terrain vehicles (ATVs), utility terrain vehicles (UTVs, side by sides, recreational off-highway vehicles or ROVs), sandrails, dirt bikes, trail bikes (competitive), four-wheel drive vehicles, rock crawlers, snowmobiles, dune buggies, and other motorized vehicles when operated primarily off of highways on land, water, snow, ice or other natural terrain. User groups include individuals who use an OHV to access any type of outdoor activity.

**SECTION II. ELIGIBILITY FORMS****ASSURANCE OF COMPLIANCE TITLE II. AMERICANS WITH DISABILITIES ACT (ADA) OF 1990 (ALL APPLICANTS ARE REQUIRED TO COMPELTE THIS FORM)**

This form must be signed by the individual authorized by the Resolution and submitted with the application to be considered complete. It is the project sponsor entity / organization statement that they comply with all tenets of Title II of the ADA. It does not require all aspects of a project to be ADA compliant, however, Arizona State Parks is encouraging all agencies and applicants to consider individuals with disabilities when instituting projects.

**NOTE:** The person identified in the letter who conducts all negotiations and executes and submits all documents MUST provide documentation if other persons will be allowed to assume these responsibilities at any time during the development period of the grant.

**A. INFORMATION FOR THIRD PARTY ORGANIZATION PROJECT SPONSORS (E.G., NON-PROFITS)****ORGANIZATION/THIRD PARTY REQUIREMENTS**

- Organizations, clubs, businesses, and any groups that can meet the terms of the grant program and enter into a project agreement are eligible project sponsors.
- Must provide the following at the time of application:

**Organization Authority to Apply** - this is a statement from the governing body of the organization stating the organization has met and discussed the proposed project in a properly scheduled meeting and the organization supports the mission of the Programs and will commit the necessary resources to the completion of the proposed project and has authorized the organization to be a party to this grant. Form provided on page 9 of the Grant Application Packet.

- Organization By-Laws and/or Statements of goals and objectives of the project sponsor organization.
- Previous two-year's operating budgets or records of income and expenditures and a recent bank statement verifying reasonable funds available to meet budget needs.
- Articles of Incorporation, 501c(3) certification, if appropriate.
- **IRS determination letter evidencing tax status as of December 31, 2014 (most recent available), if applicable.**
- **Two most recent annual reports to the Arizona Corporation Commission, or equivalent tribal commission report(s) if incorporated under tribal law, if appropriate.**

**NOTE:** A third-party organization making improvements on property in the control of an entity (e.g., public land managing agency) must submit a **LETTER** identifying that authority has been received from that entity to make the proposed improvements.

The document must be on agency letterhead and it must state the following:

- 1) The entity must state that the proposed project addresses a need or condition acknowledged as a high priority by the entity and organization.
- 2) The entity must state that the organization has the support of the entity and authority to access the project site and implement the proposed improvements.
- 3) The entity and the organization must agree that the improvements become the property of the entity and that the entity will maintain the improvements in a condition suitable and available for safe public use for a period of time commensurate with the cost of the improvement to reasonably justify the investment of grant funds.
- 4) The entity must advise State Parks of any proposed changes in the use of the developed property.

THE SIGNED LETTER MUST BE **ATTACHED** WITH THE APPLICATION BY THE APPLICATION DUE DATE of SEPTEMBER 1, 2017.

## **COMPLETING THE APPLICATION RESOLUTION FORM / AUTHORITY TO APPLY**

### **WHAT IS THE PURPOSE OF THE RESOLUTION and AUTHORITY TO APPLY FORMS?**

- 1) The intent of these forms is to provide evidence of control and tenure of the project site and authority to apply.
- 2) To protect investments made by the Arizona State Parks Board and to assure public access to those investments, sponsors must have adequate control of project sites to construct, operate, and maintain the areas for the term required by the grant program and project agreement. Control and tenure may be documented in several ways, including by showing
  - a) Fee title land ownership
  - b) Lease
  - c) Use agreement
  - d) Easement
- 3) The application must include certification of the correct amount of matching funds and must meet the requirements as outlined in the manual.
- 4) Federal, Tribal, or Arizona State Land Department Project Sponsors must complete the form **RE: CONTROL AND TENURE / AUTHORITY TO APPLY (For *Federal And Tribal Project Sponsors And The State Land Department ONLY*)**. The form states that the project sponsor has the authority to apply for Off-Highway Vehicle Program funds. The form must be signed by an appropriate official authorized to commit funds.
- 5) Project sponsors in this group can satisfy the Control and Tenure requirements of the application process by incorporating in their letter an appropriate statement addressing the project sponsor's intent to use the land under it's stewardship for the purpose expressed in this application. Please edit as needed by the applying entity. If altered, it is essential that all conditions in the sample document are addressed in the document submitted with this application.

**B. NON-FEDERAL PROJECT SPONSORS:**

- 1) To be eligible for funding consideration applicant must complete the **Resolution** form certifying authority to apply for the Off-Highway Vehicle Program funds (e.g., the **Resolution** must identify the source and amount of matching funds, including donations).
- 2) All project sponsors **MUST** incorporate items 1 through 5 from the sample resolution in their resolution and it **MUST** be signed by the appropriate official authorized to commit funds.

**NOTE:** A draft resolution may be submitted with the application. The final resolution must be provided before the Project Sponsor Agreement can be signed. The application will be ineligible if the resolution is not submitted by the due date. The person identified in the resolution (see Sample Resolution: Item 6) who conducts all negotiations and executes and submits all documents **MUST** provide documentation if other persons will be allowed to assume these responsibilities at any time during the development period of the grant.

**C. ORGANIZATION/THIRD PARTY PROJECT SPONSORS:**

- 1) Must submit the appropriate letter or document indicating that the governing authority of the organization has reviewed the guidelines for the OHV Program and the particulars of the proposed project and approve the application. Also, the verification documents listed on the page must be submitted.
- 2) The application must include certification of the correct amount of matching funds and must meet the requirements as outlined in the manual.

**COMPLETING THE EVIDENCE OF CONTROL AND TENURE FORM****THINGS TO CONSIDER WHEN COMPLETING THE CONTROL & TENURE DOCUMENTS:**

- 1) The application must include the appropriate documentation to demonstrate Control & Tenure of the property (e.g., a lease, special use agreement, title or deed).
- 2) The Control & Tenure documents must state a valid term of at least 25 years with 20 years remaining at the time of application submittal.
- 3) Include a copy of the Title Insurance for all parcels with the application. (In lieu of title insurance, the project sponsor must provide a title opinion signed by their legal representative indicating all parcels are unencumbered.)
- 4) Recipients of grants funds are responsible for operation and maintenance of fund-assisted facilities or equipment and retention of land acquisitions according to the Term of Public Use established in the Project Sponsor Agreement – Attachment A. The default Term of Public Use is 25 years for facilities (real property) and 99 years for acquired land.
- 5) At the time of application, the project sponsor **MUST** submit documentation to demonstrate the control (i.e., deed, lease, easement, etc.) and tenure (i.e., 25 years, 50 years, etc.) of the land where the project site is located. **OR**, the project sponsor **MUST** include the acquisition of the proposed site in the scope of the proposed project.

For a development project, the project sponsor who **IS NOT A FEDERAL, TRIBAL, OR STATE ENTITY** must include copies of the document which evidences control and tenure of the proposed project site.

Evidence of control and tenure can be shown by submitting copies of the required documents listed in either #1A or #2:

**1A. Title or Deed** -- If the land proposed for development is owned by a municipality or county, all of the following must be submitted with the application:

- a) Copy of the recorded title or deed
- b) Legal description of the deed with an attached map
- c) Updated copy of title insurance for the property (no older than one year)

In lieu of title insurance, a “title opinion” from the project sponsor’s legal representative may be submitted. This opinion will certify that the title is vested in the project sponsor and there are no outstanding liens or encumbrances imposed against the property that would adversely affect the proposed development.

**Title or Deed** -- If the land proposed for development is owned by a Forest Service, Bureau of Land Management, Arizona Tribal Governments, or Arizona State Land Department project sponsor, the project sponsor must provide the suggested Control & Tenure letter stating that:

“All improvements proposed in this grant application are compatible with the approved land use plan of the project sponsor and will be constructed on land that is within the boundaries of and under the management of project sponsor. These lands are not classified or have been identified as base-for-exchange and will be available for public use for the term of this agreement.”

**2) Leases, Easements, Permits, or Special Use Agreements** -- Lands not owned by the project sponsor may be developed with grant assistance if provisions exist in a lease or use agreement. The lease, permit, or special use agreement must adequately safeguard the long-term use of the land for public recreation.

**AN APPLICATION WILL BE CONSIDERED INELIGIBLE IF AN EXISTING LEASE OR SPECIAL USE AGREEMENT IS NOT INCLUDED IN THE APPLICATION.**

Both of the following must be submitted with the application:

- Copy of the signed lease, easement, permit, or special use agreement.
- Map depicting the area(s) existing or proposed for lease, easement, permit, or agreement

**NOTE:** For a development project, the project sponsor must have a minimum of a 25-year lease with at least 20 years remaining at the time an application is submitted. The lease must include the provisions that:

- (1) the lessee has the first right of lease renewal, and
- (2) the lessor cannot cancel the lease without cause. If the lease has at least 20 years remaining, but less than 25 years, the application must include a letter of intent to exercise the option to renew.

#### **D. PROJECTS ON STATE TRUST LAND**

Projects proposing improvements on land leased from the Arizona State Land Department will be considered on a case-by-case basis. All projects constructed on State Land are required to meet the 25-year Term of Public Use. A project that cannot meet this requirement may proceed under the remedies provided in the Administrative Guidelines for Awarded Grants. These options include:

- a) Conversion – providing an equivalent facility at the grant recipient’s expense;
- b) Repayment – refunding the grant funds to State Parks on a graduated scale based on the number of years the project has been available to the public; or,
- c) Obsolescence–notwithstanding neglect or inadequate maintenance on the part of the grant recipient, a recreation area or facility may be determined obsolete if:

- the recreation area or facility is destroyed by fire, natural disaster, or vandalism,
- reasonable maintenance and repairs are not sufficient to keep the recreation area or facility operating,
- changing recreation needs dictate a change in the type of facility provided or
- operating practices dictate a change in the type of facilities required

#### **NON-PROFIT CERTIFICATION STATEMENT / AUTHORITY TO APPLY FORM**

The application must include certification of the correct amount of matching funds and must meet the requirements as outlined in the manual.

#### **RESOLUTION (FOR NON-FEDERAL ENTITY APPLICANTS ONLY)**

Non-Federal Entity Project Sponsors must provide a resolution certifying authority to apply for Program funding to be eligible for funding consideration (e.g., the Resolution must identify the source and amount of matching funds, including donations). All project sponsors **MUST** incorporate items 1 through 6 from the sample resolution in their resolution and it **MUST** be signed by the appropriate official authorized to commit funds.

**NOTE:** A draft resolution may be submitted with the application. The final resolution must be provided before the Project Sponsor Agreement can be signed. The application will be ineligible if the resolution is not submitted by the due date. The person identified in the resolution (see Sample Resolution in Application Packet) who conducts all negotiations and executes and submits all documents **MUST** provide documentation if other persons will be allowed to assume these responsibilities at any time during the development period of the grant.

### **SECTION III. CULTURAL RESOURCES: COMPLIANCE WITH THE NATIONAL HISTORIC PRESERVATION ACT, SECTION 106**

This section addresses cultural clearances requirements:

- 1. Cultural Clearance Review Form**
- 2. The SHPO Historic Property Inventory Form**

The State Historic Preservation Office (SHPO) participates in a process to determine the effect, if any, a proposed project may have on significant archaeological and/or historical cultural resources. Significant cultural resources are those that are eligible for listing on the Arizona or National Registers of Historic Places. Each grant application recommended for funding will be reviewed as part of this process. The project sponsor must be able to provide all documentation necessary for submission to the State Historic Preservation Office (SHPO) for review.

#### **CULTURAL CLEARANCE REVIEW FORM** (Grant Application Packet)

All project sponsors must submit the Review Form by December 1, 2017 however, ASP is encouraging all applicants to submit this form with the application or as early as possible in the process. By submitting early this may speed up the process of executing an agreement. The **SHPO Historic Property Inventory Form** is only required if historic period standing architecture (i.e., houses, bridges, farm structures, etc. that are over 50 years old) exists within the project area or may be affected by the project.

#### **PLEASE CONSIDER THE FOLLOWING WHEN COMPLETING THE CULTURAL CLEARANCE REVIEW FORM:**

1. If a land managing agency has an archaeologist on staff, that archaeologist **MUST** sign the Cultural Clearance Review Form.
2. The Cultural Clearance Review Form and the Historic Property Inventory Form(s) (if applicable) can be included with the application.
3. If an applicant answers “yes” to **question 6., Section II** of the **Cultural Clearance Review Form** a completed cultural survey report must be included with the Cultural Clearance Review Form.

#### **SECTION 106 COMPLIANCE**

1. Most projects will require cultural resource surveys to be completed for the entire project area. After consultation with SHPO/ADOT the applicant will be notified of their requirements.
2. Cultural resource surveys must be conducted by qualified professional archaeologists that meet state and federal standards. The cultural resources survey report must be provided upon notification that the project will be receiving grant funds.
3. Federal agencies are required to consult with Native American tribes; the relevant federal agency must conduct this Government-to-Government tribal consultation. Depending on the location of the project, additional consideration of tribal issues may be required in the federal process. The applicant must check with the relevant federal agency to ascertain if tribal consultation has been completed **BEFORE** initiating the project in the field.
4. Federal project sponsors must submit any documentation gathered by agency archaeologists.
5. ADOT cultural resource staff is available to assist project sponsors with questions pertaining to cultural resources and/or the Section 106 compliance process. ADOT staff will participate in the 2017 Grant Workshops and also be available throughout the grant process to answer questions and provide assistance.

#### **Checklist of Required Cultural Clearance Documents:**

1. Cultural Clearance Review Form
2. Historic Property Inventory Form(s) (if applicable)
3. Cultural Survey (if applicable)
4. 7.5 USGS Map
5. A detailed map showing all project activities and any other related project actions (e.g., staging areas, the location of riprap, new access roads, etc.)

6. A copy of any comments regarding eligibility, findings of effect, and any conditions associated with findings made by the land managing agency/landowner and archaeologist (i.e. state, federal, county, municipal) on potential impacts of the project on archaeological and/or historical cultural resources.
7. A copy of SHPO comments, if the survey report has already been reviewed by SHPO.
8. Project Photos: Photographs should document as many of the proposed scope items as possible. Please provide a short, written description of each photo. Attach photos of project area to document condition, particularly of those areas that have experienced impacts.

### **CHAPTER III. COMPLETING THE PRE-APPLICATION BUDGET SHEET (GRANT SCOPE SHEET) Estimated Project Cost Sheet, And Donations**

- Scope sheets are the costs that are agreed on between ASP and the Applicant. The first scope sheet (PRE-APPLICATION BUDGET SHEET) must be COMPLETED on-line and submitted to Mickey Rogers, ASP, for review and to determine if costs are eligible and are reasonable.
- Information provided in this Section will assist you in completing your project's PRE-APPLICATION BUDGET SHEET. The Pre-Application Grant Scope Sheet captures the activities, costs, and donations.

**REQUIREMENT!!** Project sponsors submitting a grant application **MUST** submit the PRE-APPLICATION GRANT SCOPE SHEET to the State Parks Chief of Grants and Trails, Mickey Rogers **NOT LATER THAN August 18, 2017**. Contact: Mickey Rogers 602.542.6942 or mrogers(at) azstateparks.gov **APPLICATIONS FROM PROJECT SPONSORS THAT HAVE NOT COMPLIED WITH THESE REQUIREMENTS WILL NOT BE ACCEPTED.**

#### **A. COMPLETING THE PRE-APPLICATION BUDGET GRANT SCOPE SHEET AND DONATIONS**

- 1) Read the definition provided in each criterion to determine what costs may be eligible for that scope item.
- 2) Certain scope items will be essential to the project. Other items may be expendable based on the availability of funding.
- 3) Contingency costs should be included within the cost of the scope item as applicable, not listed as a separate component. Work that will be completed, as part of one contract must be broken down and costs shown for each component of the project under the contract.
- 4) As accurately as possible, develop cost estimates based on the anticipated costs of completing that scope item.
- 5) Estimates should reflect realistic prices anticipated to be in effect at the time the work is done.

#### **Additional Cost Items**

1. Mileage reimbursement: .45 cents
2. Volunteer Rate: \$22.83; If volunteer has certification/specialty: \$26.83

#### **DESIGN & ENGINEERING COSTS (D&E)**

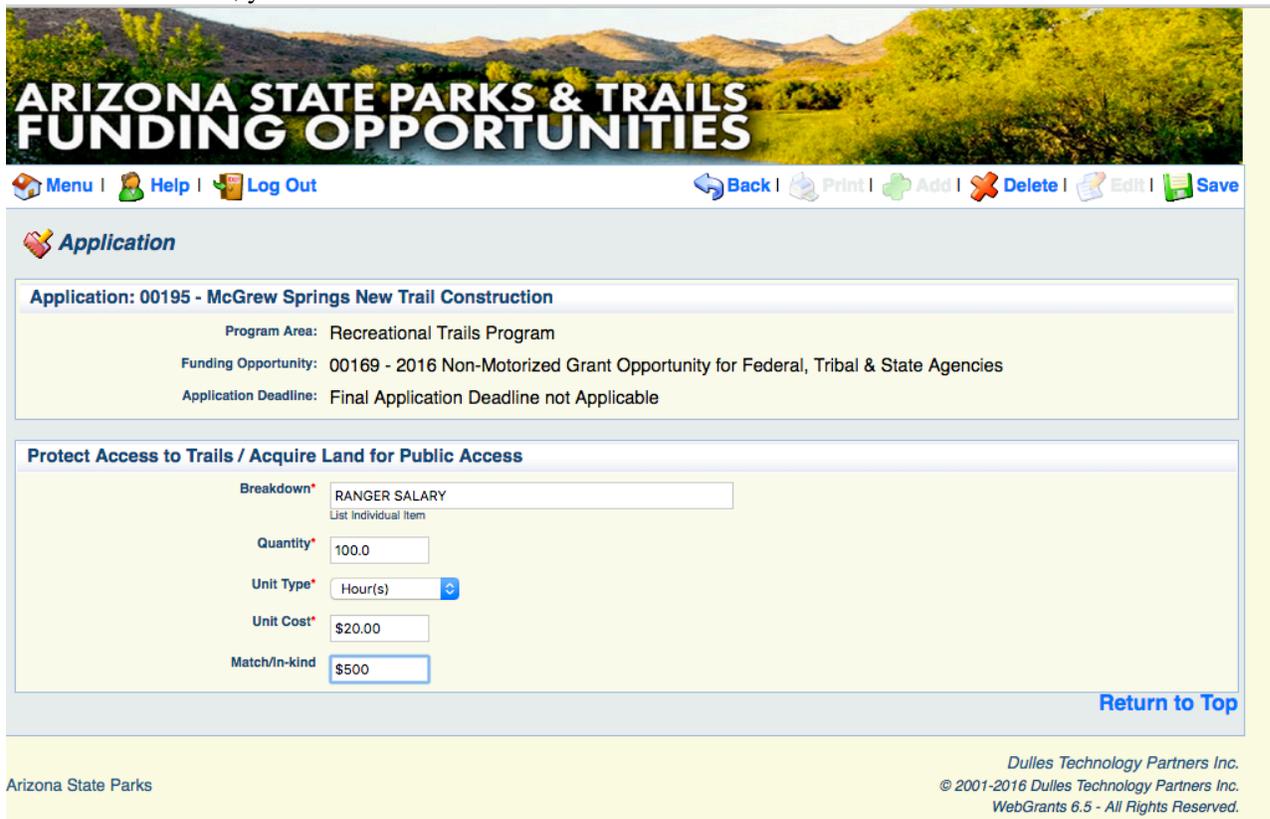
Design & Engineering Costs (D&E) must be specific to this project and may include site planning, feasibility studies, design, construction drawings and specifications, and similar items. They are limited to 10% of the grant amount.

- The project sponsor must adhere to local rules and regulations as well as Arizona State Law in using qualified personnel to prepare final plans and specifications for the proposed development.
- If the amount of D&E being requested is clearly less than 10% of the requested grant amount, simply break down each component into materials and labor costs as applicable.

**NOTE:** To enable available funds to be used for work directly benefiting the recreational user, ASP staff may not recommend design and engineering costs for funding. If approved, design and engineering costs cannot exceed 10% of the grant amount on the Estimated Project Cost Sheet.

**STEP 1: SCOPE ITEM COST**

- 1) WITH YOUR PRE-APPLICATION BUDGET opened:
- 2) Based on the Criteria Responses for your project click “**ADD**” to complete a Scope Item Cost Breakdown for each component of the project.
- 3) Scope Item Cost Breakdown -Break down each scope item into materials and labor components as applicable. As an example, take a ranger’s salary as one item under the first Scope Item: Protect Access/Acquire.
  - a. In “BREAKDOWN” text box write: “Ranger Salary;”
  - b. In QUANTITY, place the number of hours the ranger will work under this grant.
  - c. In UNIT TYPE, click the drop-down and choose “HOURS”
  - d. In COST input the ranger’s salary/per hr (e.g. \$20.00)
  - e. Hit enter. This will automatically add and provide the totals.
  - f. In the “MATCH/IN-KIND” column indicate the amount of the project sponsor’s matching funds or donations to be applied to each scope item. When entering MATCH the system does not auto-calculate the amount; you must enter in the total amount of the match in MATCH/IN-KIND.



**CHAPTER IV. COMPLETING/SUBMITTING THE GRANT APPLICATION**

**PLEASE NOTE: ADDITIONAL DETAILS TO BE PROVIDED ON COMLETING EACH PAGE ON WEBGRANTS DURING WORKSHOP/WEBINAR**

**ATTACH THE FOLLOWING ITEMS TO THE APPLICATION:**

Mickey Rogers will provide access to the on-line system once you have contacted him to discuss your project.

**A. At Least Four Color Photographs:**

Please upload at least four (4) color photographs that show the project area, land acquisition or specific features.

- 1) Photographs should document as many of the proposed scope items as possible. Please provide a short, written description of each photo. Attach photos of project area to document condition, particularly of those areas that have experienced impacts.

a) Place all your pictures on one (1) PDF file and upload with your application.

**B. Maps and Plans** including all of the following applicable forms must be submitted for the application to be considered complete:

- 1) Provide a legible and detailed 7.5' USGS map showing the project area (**Click here for example**)
- 2) **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., staging areas, the location of riprap, new access roads, etc.). **Click for example**
- 3) **Kiosks/Support Facilities:** Projects involving the installation of kiosks and or support facilities (restrooms, trailhead facilities) must provide a map and or photo(s) showing the location of each kiosks/facility.
  - a) Signage (p. 37)
  - b) Acquisition Parcel Map (if applicable) (p. 38)
  - c) Site Plan (p. 39)
- 4) Floor Plans (if applicable) (p. 40)

**Project maps shall identify the following items:**

- 1) North arrow, scale, project title, and date prepared. Project boundaries and list at the bottom of the sheet the Section, Township and Range where the proposed trail project is located.
- 2) Elevation at project endpoints or project site.
- 3) Nearest town or city and distance from project.
- 4) List at the bottom of the sheet any areas under lease and term remaining on lease(s). Note area(s) on map.
- 5) Note at bottom of sheet, any known outstanding rights and interests in the project area held by others (easements, water rights, subsurface mineral rights, etc.).
- 6) Length of trail segment under this project proposal (Project End Point A to Project End Point B).
- 7) Identify other trail or road access to the project trail.
- 8) List any future trail linkages planned.

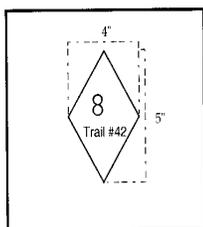
**C. COVER SHEET STATE MAP, located in the Grant Application Packet –pg 19** -include with your project maps. Please use the Cover Sheet State Map to indicate the general location of the project within the State of Arizona. Attach all maps to your Application Packet.

**D. SIGNAGE DESIGN PLAN**

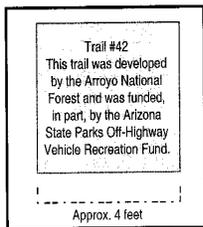
A signage design plan must be submitted if signage is part of project.

- 1) Provide a sketch or drawing of each type of sign or trail marker that is a part of the project.
- 2) Include the type of sign, sign location, width and height of the sign, sign material, and a sample of what will be printed on the sign or trail marker.
- 3) Attach to Application Packet

**SAMPLE**



**Type of Sign:** Trail Marker  
**Sign Location(s):** These signs will be laced to trees along the length of the trail.  
**Dimensions:** 4" x 5"  
**Composition:** Carsonite™  
**# of Similar Signs:** 15



**Type of Sign:** Trailhead sign  
**Sign Location(s):** Trailhead sign will be located where the trail connects to the trailhead.  
**Dimensions:** 4' x 3'  
**Composition:** The wording will be engraved into a redwood sign. The wood will be polished, sanded and weather-proofed.  
**# of Similar Signs:** 2

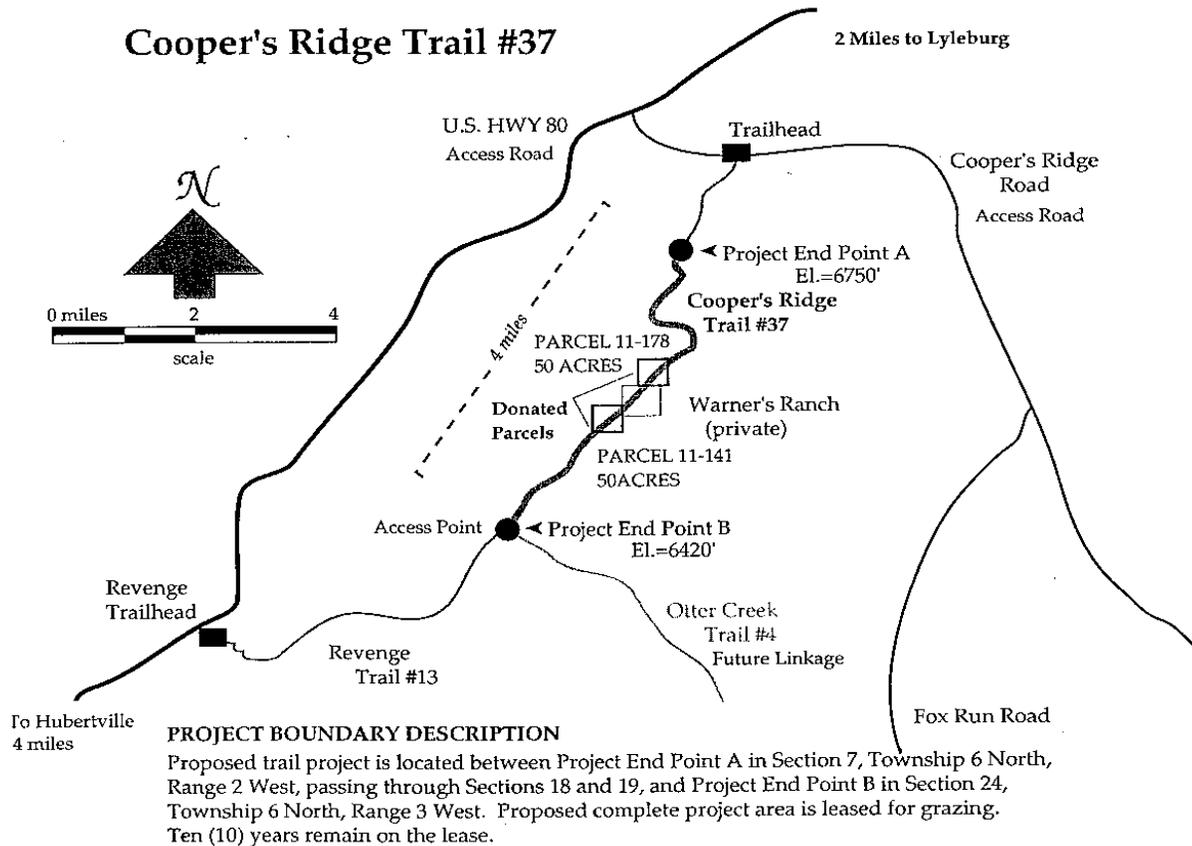
**D. ACQUISITION PARCEL MAP**

(This map is required only if acquisition or donation of property is included in the scope of the project.)

A map shall be submitted with each application (Attach to Application Packet) identifying all property to be acquired or donated under the proposed project.

**The map shall identify the following items:**

- 1) North arrow, scale, project title, and date prepared.
- 2) Property lines.
- 3) Project boundaries and Section, Township and Range for where the proposed trail project is located.
- 4) Parcel numbers and parcel sizes.
- 5) Existing development (include overhead utilities and/or easements).
- 6) Surrounding land uses.
- 7) Map must be printed on 8 1/2 x 11 page. Additional pages may be added if necessary.

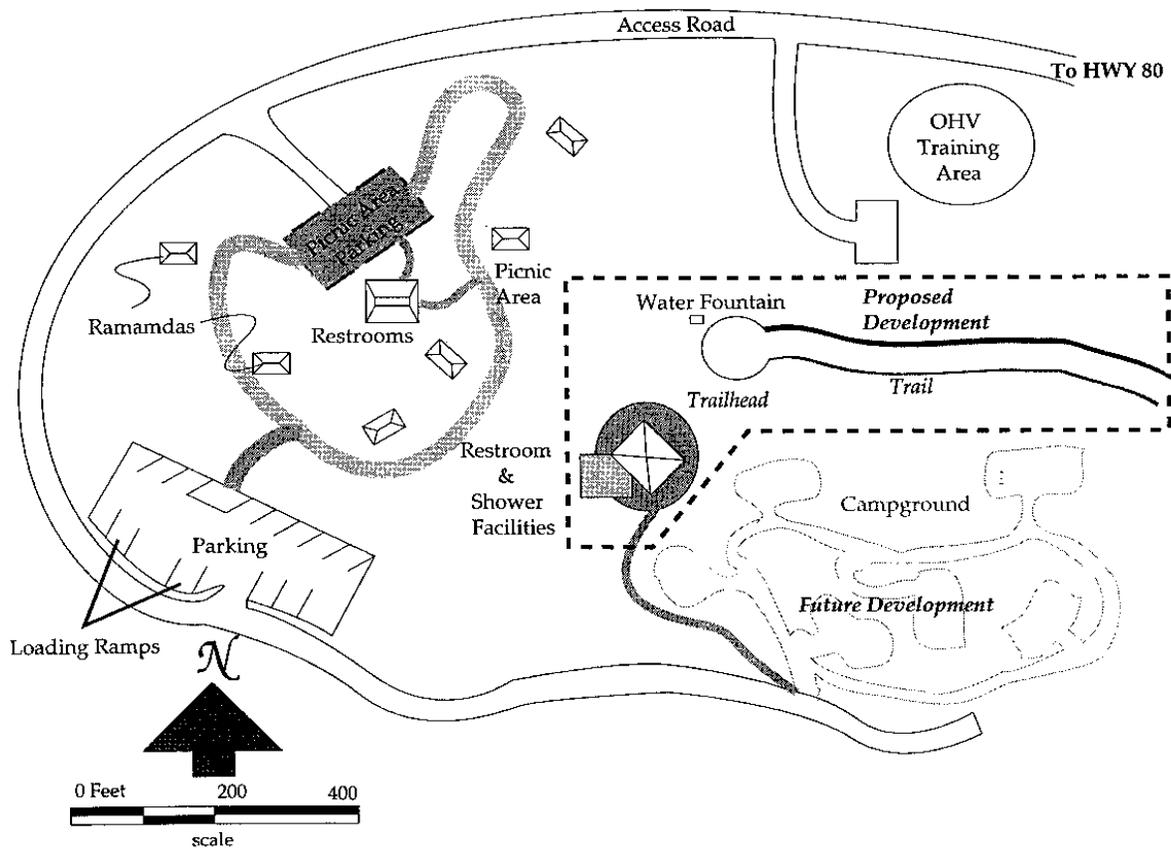


**E. SITE PLAN**

**Trailheads or Site-Specific Trail Projects**

- 1) A Site Plan shall be submitted with each application (**Attach to Application Packet**) and shall identify the following items:
- 2) North arrow, scale, project title, and date prepared.
- 3) Existing site development.
- 4) Proposed project development.
- 5) Show planned future development when this application is for acquisition only.
- 6) Surrounding land uses.
- 7) Any ADA Standard facilities and/or access points.
- 8) Identify other trail or road access to the project trail.
- 9) Map must be printed on 8 1/2 x 11 page. Additional pages may be added if necessary.

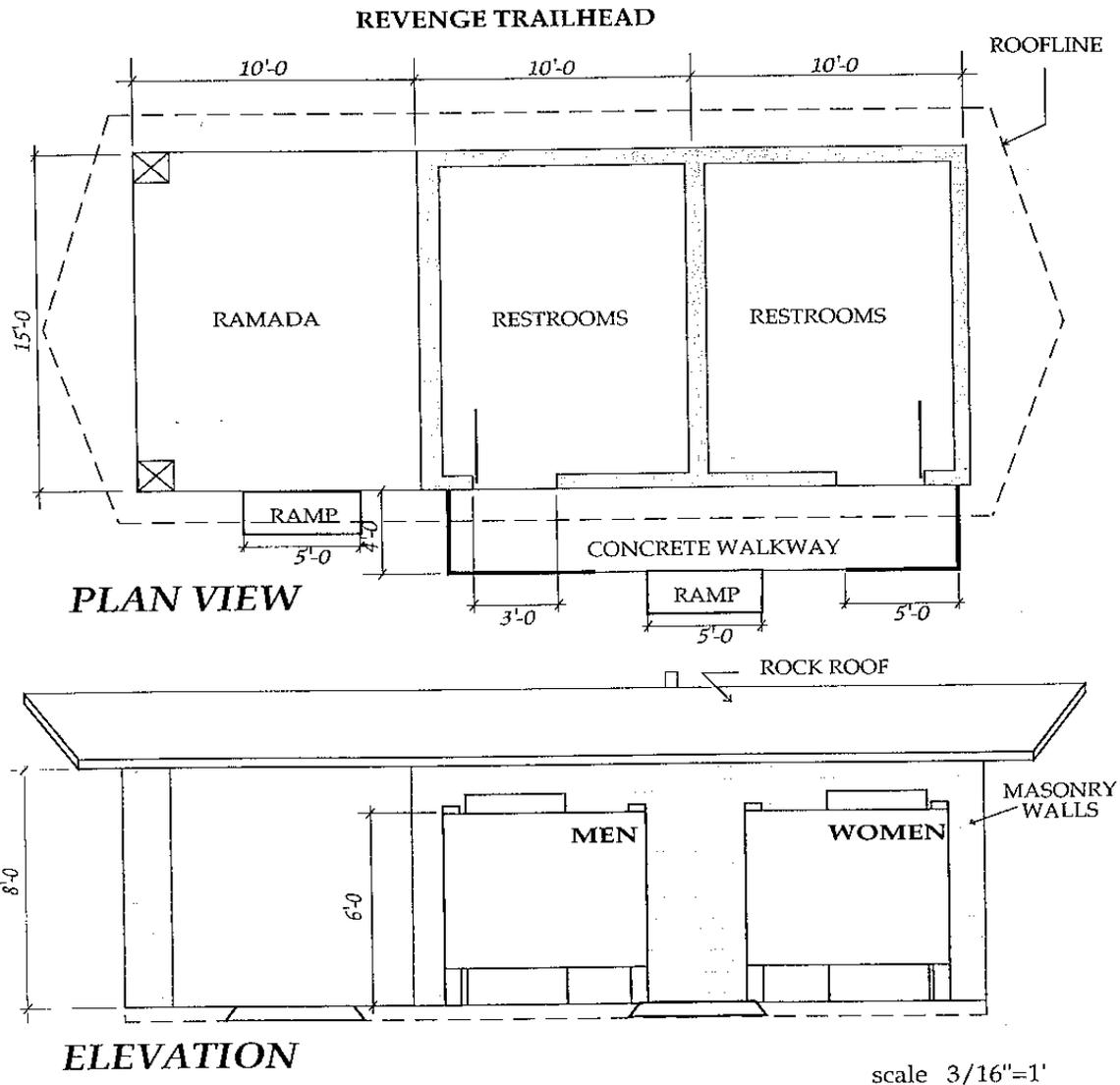
## Revenge Trailhead



### F. FLOOR PLANS

#### Preliminary Floor and Elevation Plans

- 1) Floor plans must be submitted if structures are included as part of the project.
- 2) Preliminary construction drawings of floor plans for all proposed structures shall be submitted with each application (Attach to Application Packet).
- 3) An elevation must be shown to indicate the architectural treatment.
- 4) Remember that structures must be designed and built as per the Architectural Barriers Act of 1968 and A.R.S. § 34-401 and Title II, Americans with Disabilities Act of 1990.



## GENERAL COMPLIANCE

### Application Deadline

- Arizona State Parks Grants Section must receive completed applications no later than 5:00 p.m. on September 1, 2017. It is recommended that you submit your application early so staff can notify you if any additional items are needed to make the application complete.
- Every application for the current grant cycle will be evaluated based upon the merit of the proposed project and the criteria set forth in this manual, regardless of whether the proposal would expand a project funded in a previous cycle.

**NOTE:** Bonus points may be awarded for expanding on an existing project. **Project Must Be Shovel-Ready**

- Grants are available to projects that are ready to move forward immediately.
- Cultural and environmental clearances must be reviewed and approved before project funding is authorized and the approval to proceed is issued. Projects that do not receive funding, therefore, are not required to gather the documentation. However, all project sponsors must be aware that the cultural and environmental reviews will be required and should be prepared to provide the documentation.

### Post Award

- When accepting a grant award from the Arizona State Parks Board, the project sponsor must sign a Project Sponsor Agreement. This agreement is a contract identifying the terms and conditions of the grant award.
- Please have an appropriate legal representative review this agreement to ensure that it will be acceptable. Revisions may be negotiated prior to acceptance.
- State Parks may also use existing master agreements with some project sponsors (partner agencies) to create a supplemental agreement that identifies the terms and conditions of a specific project. The Project Sponsor Agreement and the supplemental agreement are generally referred to as a “project agreement”.
- All recipients and sub-recipients of funds through the Recreational Trails Program and the Statewide OHV Program must comply with applicable State and Federal laws, regulations, and Executive Orders.

### Notice of Eligibility

Within 15 working days of the application deadline, each project sponsor will receive notice indicating the status of the application. State Parks will make a determination of eligibility based on whether or not the application has met the basic requirements outlined in this manual. Applications may be deemed eligible, yet have deficiencies that must be corrected by the date indicated in the letter. If the deficiencies are not corrected by the indicated date or if the signed resolution is not received by the due date, the application will be deemed ineligible.

### Disagreement Process

Disagreements with any decision or action, which are not resolved with Grants staff to the satisfaction of the project sponsor, may be addressed in the following manner within thirty (30) working days of receiving notice of staff's decision:

- 1) The project sponsor may submit a written request for review to the Deputy Director of Arizona State Parks. The Deputy Director will address the matter and respond in writing within thirty (30) working days of receiving the request from the project sponsor.
- 2) If the disagreement is not resolved with the Deputy Director's intervention, the project sponsor may submit a written request for review and consideration to the Executive Director of Arizona State Parks. The Executive Director will respond within thirty (30) working days of receiving the request.

### Procurement and Contracting

All procurement and contracting must meet applicable federal and state regulations and statutes and review for compliance. State Parks will provide the project sponsor with a table of clauses that must be used in contracting and procurement documents.

### Reimbursement and Reporting Requirements

Project sponsors must comply with State invoicing and reporting requirements as specified in the Project Sponsor Agreement.

### Eligible Travel

All approved project related travel costs must comply with Arizona Department of Administration Vendor Travel Policy Section II-H-1-IV-F and are subject to the rates established for travel by State Employees: A.R.S. §38-621 through §38-627, Reimbursement for Expenses; State of Arizona Accounting Manual, Section II-D, Travel Policy.

### **Permitting Requirements**

State Parks-funded grant projects may involve work that requires permits and clearances from various state and federal agencies. Arizona State Parks does not determine which—if any—permits or clearances are required for specific projects nor does it review permits or clearances for accuracy or appropriateness. Project sponsors are encouraged to arrange pre-application meetings with appropriate federal, state, and local government agencies to determine requirements, processes, time schedules and documentation required for proposed permit applications.

If awarded a grant, the project sponsor is responsible for obtaining all applicable permits and clearances no later than 90 days after the project agreement is signed. Construction funds will not be released until copies of all applicable permits and clearances are received in this office.

Review the items listed below to assist you in determining if your project may require permits and/or clearances. Affect any (a) federally listed endangered or threatened species or designated critical habitat or (b) species listed as wildlife of special concern in Arizona?

1. Include introduction or exportation of any species not presently or historically occurring in the receiving location?
2. Affect any recognized state natural area, prime or unique ecosystem or geologic feature, or other ecologically critical area?
3. Involve habitat alteration or land use changes such as planting, burning, removal of native vegetation, clearing, grazing, water manipulation, or modification of public use?
4. Involve any new or modified construction or development in floodplains or wetlands?
5. Require ground or surface water through contract of acquisition for long-term project viability?
6. Include the use of any chemical toxicants?
7. Result in any discharge, which will conflict with Federal (or State) air or water quality regulations?
8. Require substantial consumption of energy to complete or maintain the project (heavy equipment, large vessels, etc.) or result in increased energy consumption by the public (new public use areas, etc.)?
9. Affect any archaeological, historical or cultural site or alter the aesthetics of the subject area?
10. Impact on designated wild or scenic river, wilderness area, national trail, or other protective national or state designation (i.e., Unique Waters, Area of Critical Environmental Concern, National Conservation Area, etc.)?
11. Have any substantive environmental impacts not addressed above, or result in cumulative impacts which separately do not require assessment, but together must be considered substantial?

### **Appraisals**

Appraisals for proposed land acquisitions must be prepared according to the requirements of the Uniform Standards of Professional Appraisal Practice by a State Certified Appraiser not more than one year before the date of purchase. If the appraisal was prepared more than one year before the date of purchase, an updated appraisal will be required. The appraisal must be in the “Complete and Self-contained” format. Contact Arizona State Parks for additional information on acquisition project requirements.

### **Inspections**

All grant project sites are subject to periodic inspection by State Parks staff.

### **Operation/Maintenance**

The grantee is responsible for continued operation and maintenance of funded facilities for the term of public use as described in the project agreement. Grant funds are not available for operation and maintenance costs.

**Title Transfer and Site Development**

Title transfer of lands proposed for acquisition, whether by donation, or negotiation, and the development of proposed facilities on the acquired land, or other land proposed for development may not commence until there is an executed Project Agreement between the Participant and the Board. Such work or acquisition accomplished prior to execution of the Project Agreement shall be the full responsibility of the project sponsor. A waiver may be requested in advance if the desired parcel must be acquired to avoid possible loss or price increase.

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