

Arizona State Parks

1110 W. Washington Street Suite 100, Phoenix, AZ 85007

PROJECT SPONSOR AGREEMENT

This Agreement is entered into by and between the Arizona State Parks Board (BOARD) and Flagstaff Police Department (PROJECT SPONSOR) and shall become effective on the date of signature by the authorized representative of Arizona State Parks.

PROJECT TITLE: OHV Education and Enforcement		PROJECT NUMBER: ASPT # 552506	
THIRD PARTY PARTICIPANT'S NAME:		FY OF REVENUE: 2025	
PROJECT PERIOD: All expenses and match must be submitted by the project end date: <u>6/30/2027</u>			
GRANT PROGRAM: Off-Highway Vehicle Supplemental	GRANT AMOUNT: \$93,738.00	PARTICIPANT MATCH: \$66,212.50	TOTAL PROJECT COST: \$159,950.50
APPROVED SCOPE OF WORK AND SPECIAL CONDITIONS: Attachment A & B			
AUTHORITIES TO ENTER INTO THIS AGREEMENT: (statute, resolution, minutes, etc.) STATUTE: A.R.S. §28-1176(E)(3) RESOLUTION: Need Signed Resolution			
AWARDING OFFICIAL ON BEHALF OF THE ARIZONA STATE PARKS BOARD:			
Signature Kevin Brock Assistant Director		Date	
ACCEPTANCE OF ALL TERMS OF THIS AGREEMENT AND ITS ATTACHMENTS IS ACKNOWLEDGED BY THE PROJECT SPONSOR'S SIGNATURE BELOW.		PARTICIPANT ATTORNEY APPROVAL AS TO FORM AND AS BEING WITHIN THE AUTHORITY OF THE PROJECT SPONSOR (optional)	
_____ Signatory Name, Title		_____ Attorney's Signature	
_____ Date		_____	

The most recent version of the General Provisions based on the Project Sponsor and project type are attached and incorporated into this agreement.

**Arizona State Parks
PROJECT SPONSOR AGREEMENT**

**Attachment A
Approved Project Scope and Special Conditions**

PROJECT SPONSOR: City of Flagstaff Police Department

PROJECT TITLE: OHV Education and Enforcement

PROJECT NUMBER: 552506

PROJECT DESCRIPTION: Grant funds will be utilized for outreach in heavily trafficked OHV locations. Additionally, the department will enhance patrol and enforcement efforts in off-highway areas and support the Coconino County Sheriff's Office during holidays and special events related to OHV operations. Grant funds will be used for the following items:

- Overtime patrol
- 1 SXS with upgrades
- SXS communication package with install
- SXS LE lighting package with install
- Officer PPE

APPROVED PROJECT SCOPE:

Staff/Personnel Costs.....	\$20,238.00
Staff/Personnel Costs (Match).....	\$56,212.50
Equipment/Materials.....	\$73,500.00
Other – Information Material.....	\$10,000.00
TOTAL	\$159,950.50

DESCRIPTION AND SOURCE(S) AND AMOUNTS FOR APPROVED MATCH

A **minimum 10% match** is required for reimbursement. City of Flagstaff Police Department will provide up to \$66,212.00 in cash and/or in-kind match in the form of staff time and supplies for this project.

SPECIAL CONDITIONS:

The administration of this grant agreement is additionally subject to the contents of the “Administrative Guidelines for Awarded Grants” found at:

<https://arizona-content.usedirect.com/storage/2024-2025GrantManual.docx.pdf>

Project applications are submitted as “shovel-ready” and project activities must begin immediately upon final execution of the project sponsor agreement.

Detailed Financial reports (Claims) in ASPT’s on-line system are required at a minimum of every 6 months. Failure to provide these reports may result in a withdrawal (cancellation) of the project.

Upon completion of the project, a letter documenting that the project has been financially completed will be required. Payment for the final claim will be held until receipt of the letter.

Detailed Activity (Status) Reports are required bi-monthly (every other month) in WebGrants until the project end date specified in your Signed Project Agreement. Status Reports will require

detailed patrol reports to be included. Patrol reports (See Attachment C) should highlight officer name, patrol areas, dates, number of hours on patrol, number of contacts and number of citations, violations and warnings issued. Failure to provide status reports will result in delays for reimbursement processing and issuance of future grants, or a withdrawal of funding.

A final report with details and photos of the project is to be submitted by the project end date specified in the Project Sponsor Agreement. All outstanding expense and match documentation must also be submitted by the project end date specified in the Project Sponsor Agreement. Upon submission of the final status report, a final close out letter will be required to end the project.

See the General Provisions – Attachment B

OTHER CONDITIONS

Every payment obligation of the State under this Agreement is conditioned upon the availability of funds appropriated or allocated for the payment of such obligation. If funds are not allocated and available for the continuance of this Agreement, this Agreement may be terminated by the State in the event this provision is exercised, and the State shall not be obligated or liable for any future payments or for any damages as a result of termination under this paragraph.

Allocated project funds can only be expended on the designated scope items.

If any archeological remains are encountered during project related ground disturbance, work will cease in the area of the discovery and the participant will inform the Director of the Arizona State Museum pursuant to A.R.S. 41-844. The participant will then inform the Chief of Grant and Trails of the discovery to determine any further action that may be necessary.

Project costs above 10% of any line item must be approved by park staff prior to submitting that reimbursement. **Failure to request this change prior to submission will not be reimbursed.**