

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 the Prescott Valley Police Department (PROJECT SPONSOR) and shall become effective on the date of signature by the authorized representative of Arizona State Parks.

PROJECT TITLE: PVPD Trail Patrol Off-Highway Vehicle Project		PROJECT NUMBER: ASPT # 552701	
		UEI: MZF4F2NL88Y8	
THIRD PARTY PARTICIPANT'S NAME:		FY OF REVENUE: 2026	
PROJECT PERIOD: Project Award/Start Date = Date on approval to proceed letter All expenses and match must occur on or before the project end date of <u>06/30/2029</u>			
GRANT PROGRAM: Off-Highway Vehicle Competitive	GRANT AMOUNT: \$108,500.00	PARTICIPANT MATCH: \$0.00	TOTAL PROJECT COST: \$108,500.00
APPROVED SCOPE OF WORK AND SPECIAL CONDITIONS: Attachment A, B, and C			
AUTHORITIES TO ENTER INTO THIS AGREEMENT: (statute, resolution, minutes, etc.) STATUTE: A.R.S. §28-1176(E)(4)(5) 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. _____ Gilbert Davidson, Town Manager Town of Prescott Valley _____		PARTICIPANT ATTORNEY APPROVAL AS TO FORM AND AS BEING WITHIN THE AUTHORITY OF THE PROJECT SPONSOR (optional) _____ Attorney's Signature _____	

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Attachment A
Approved Project Scope and Special Conditions

PROJECT SPONSOR: Prescott Valley Police Department

PROJECT TITLE: PVPD Trail Patrol Off-Highway Vehicle Project

PROJECT NUMBER: 552701

PROJECT DESCRIPTION:

The Town of Prescott Valley is requesting \$108,500 to purchase an off-highway vehicle (OHV), law enforcement equipment, and personal protective equipment (PPE) to improve patrols and emergency response within the Town's trail system, public lands, and designated off-road recreation areas. The project will enhance officers' ability to safely access areas that are inaccessible or unsuitable for standard patrol vehicles.

Currently, officers responding to illegal off-road vehicle activity, resource damage, trespassing, reckless operation, abandoned vehicles, illegal dumping, suspicious activity, and other criminal incidents must use standard patrol vehicles on rough terrain. This results in unnecessary damage to police vehicles, delays emergency response, and limits officers' ability to effectively patrol and protect these areas. Grant funding will be used to purchase an enclosed cab OHV with law enforcement modifications (\$60,000), PPE for 18 officers, including helmets, gloves, knee and elbow pads, and goggles (\$18,000), a law enforcement lighting package (\$12,000), a law enforcement communications package (\$8,000), law enforcement vehicle branding and graphics (\$4,500), and an OHV recovery kit containing tow straps, rechargeable battery starter, recovery boards, fuel and water cans, and other recovery equipment (\$6,000).

The project will support proactive patrols throughout Prescott Valley's trail network, open space, and other OHV-accessible areas where law enforcement services are needed. The proposed equipment will improve officer safety, increase patrol capabilities, reduce wear and damage to municipal vehicles, strengthen the department's ability to protect natural resources and recreational areas, improve emergency response times, deter unlawful activity through increased visibility, and enhance public safety through enforcement, education, and outreach.

APPROVED PROJECT SCOPE:

Equipment/Materials Costs	\$108,500.00
TOTAL	\$108,500.00

DESCRIPTION AND SOURCE(S) AND AMOUNTS FOR APPROVED MATCH

No match is required for this project.

SPECIAL CONDITIONS:

The administration of this grant agreement is additionally subject to the contents of the “[Administrative Guidelines for Awarded Grants](#)”.

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

Detailed Activity (Status) reports in ASPT’s online system are required monthly. Failure to provide status reports when required may result in funds being withdrawn. Reports are due the last day of each month.

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

All outstanding expense and match documentation must be submitted within 30 days of the project end date specified in this agreement and must be incurred and invoiced during the active project reporting period.

A final report with details and photos of the project is to be submitted within 30 days of project completion.

The subrecipient permit Arizona State Parks and Trails and auditors to access the subrecipient's records and financial statements to fulfill its monitoring requirements.

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.

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.

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

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.**

Subrecipient Monitoring Plan

Risk Assessment Score: 1, Low Risk

In accordance with state and federal regulations, ASPT is required to monitor subrecipients of grant funds to ensure project success and compliance. This begins with a formal risk assessment, which will be administered through Webgrants at the time of application. The risk assessment will indicate a risk level (low, medium, high), which will inform subrecipient monitoring processes.

Activity	Low Risk	Medium Risk	High Risk
Desk Review	Annually	Semi-annually	Quarterly
Claim Review	High level categories	Spot Audit on 30-50% of claim documentation	100% Review of all claim documentation
Site Visits	None	Once per grant cycle	Annually
Single Audit Review	Review at application	Review + Follow up on Action Plan items	Review + Technical Assistance on Findings

Regardless of risk designation, all subrecipients are required to submit full supporting documentation (receipts, timesheets, proof of payment) with every reimbursement request. Incomplete packages will be returned to the subrecipient for correction. This ensures that documentation is present should any issues be identified in a high-level review even for low risk subrecipients.