



# Mud to Parks

## Ecosystems Program

### INSTRUCTIONS

For

## Project Grant Application for FY 2011



The **Mud to Parks Grant Program** is open to all Illinois local units of government that are located within Ecosystem Partnership areas. The grant projects are funded through Illinois bond funds and must have a beneficial use of at least 20 years and be located on public property. Mud to Parks is a very unique program that works to find beneficial reuse of dredge material making it a win-win for removing sedimentation in Illinois lakes, streams, and rivers and placing it for beneficial use of soil. Reuse of sediment can include, but is not limited to soil for parks, redevelopment of old industrial sites, landfill cover, wetlands or island habitat.

While applicants are **strongly encouraged** to pre-submit project applications to IDNR for their review and comments *before* completing their formal submissions, that step is not required.

**Ecosystem Partnership:** Please identify/choose the Ecosystem Partnership area where the project is proposed. Refer to the current listing of partnerships at <http://dnr.state.il.us/orep/pfc/ecosystem/partnerships/>.

**Applicant Information:** Please provide the following information specific to the applicant for the grant. If the Project Manager is the same person as the Applicant, complete just the Applicant section.

### Applicant

- Prefix: Enter Dr., Ms., Mr., Mrs. etc. as desired
- First Name: self explanatory
- Last Name: self explanatory
- Title: Official title within the applicant organization
- Unit of government: Legal name of government organization
- FEIN number
- Address1: First line of address [street address preferred over PO Box #]
- Address2: Second line of address, if needed
- City: self explanatory
- State: please use 2-character FIPS code e.g. IL, MO, IN, etc.
- ZIP Code: please use ZIP+4 Code, if known. Otherwise enter standard 5-digit ZIP Code.
- Telephone: number where this person can be reached during normal business hours, formatted as ###-###-####
- Fax: self-explanatory, formatted as ###-###-####
- Email: email address where this person can be contacted during normal business hours

**Project Manager** (definitions same as for Applicant)

### **Project Information:**

- **Project Title:** Provide a brief descriptive title by which the project should be referred [no longer than 100 characters = approx. 14 words].
- **Project Location(s):** There is no limit to the number of specific locations that you may identify where the results of the project will be felt. The application allows space for 2 restoration/reuse sites. If there are more than 2 sites, then attach information to the application.
- **Detailed Location Information** needed for Ecological Assessment Tool (EcoCAT): You must provide the following detailed Public Land Survey System (PLSS) information in order for DNR staff to enter your project information into EcoCAT: County, Township, Range and Section.
  - **County:** Name of county within State of Illinois.
  - **Township:** [NOT POLITICAL TOWNSHIPS] the Public Land Survey System (PLSS) Township (North/South) Identifier. This is a 2- or 3-character code, for example, 13N or 6S.

- **Range:** Public Land Survey System (PLSS) Range (East/West) Identifier. This is a 2- or 3-character code, for example, 8E or 11W.
- **Section:** Public Land Survey System (PLSS) Section Identifier, [1- or 2-digit numerical value, between 1 and 36].
- **Landowner(s):** Project must be on public land and have a life expectancy of at least 20 years. Please provide the following information for each owner of land at the project location, or owner of land likely to be directly affected by the proposed project.
  - **Approval:** If the landowner has given his/her approval for the project, enter Yes or No.
  - **Landowner Name:** Legal name of the entity owning the land at the project location.
  - **Landowner Type:** Enter one of the following: local government, state government, or federal government.
  - **Location #s:** From the Project Locations table, enter the corresponding Project Location # for each landowner. For example, if this landowner owns one or more parcels of land at Project Locations 1, 2, and 5, enter "1, 2 and 5."
  - **Pictures:** Must provide 2 pictures of each dredge site and 4 pictures of each sediment reuse site. In addition, please provide a map or diagram of sites and label each picture as it corresponds with the map(s).

**Project Abstract:** Provide a **brief** summary of the project, including purpose, methods, participants and intended results (a.k.a. "who, what, when and where?") [No longer than 350 characters, including spaces, approx. 50 words].

**Project Description:** Provide a more detailed description of the project, including (if applicable) clarification of answers to any other questions on the application. The project description should explain in detail what will be done, where it will be done, when and by whom. It should also explain the relationship between project partners and the nature of their various contributions to the project, including (but not limited to) matching funds. Please note: matching funds are not required, but may increase the applicants score when projects are evaluated.

Within the project description, please answer the following questions (if applicable):

- Does the planned dredging provide a benefit other than generating dredge material for reuse?
- Is the sediment placement site an upland area in need of reclamation, enhancement or development?
- Does the planned dredging enhance or restore a recreational resource, water supply, aquatic habitat, island, or other feature?
- Will the funds be used to build an infrastructure feature such as a reusable drying bed or cell where dredged material will dewater and develop soil structure prior to reuse?
- Will the dredge material be reclaimed from an existing settlement basin for beneficial use thereby providing space for additional dredged material?
- Does the planned project fit well with an existing project or part of a larger project?
- Are there matching funds or in-kind support such as use of municipal trucks and drivers?

**Desired Start Date:** Enter the date that you expect the project to begin.

Note: Projects need to be ready to start within FY 2011 (July 1, 2010 to June 30, 2011). You will not be able to start the project until you have a fully executed grant agreement from IDNR. This process could take up to 60-90 days from the grant award.

**End Date:** Enter the date that you expect the project to be completed. Projects must be completed in two years.

**Project Tasks:** Please answer the questions and provide a brief description.

- Sampling and analysis of the sediment material to be dredged and a soil sample from construction site is required before application can be approved for funding. At least one sample and analysis from each dredge and preconstruction site are required. However, you may submit your application without the sampling and analyses complete as long as you have a sampling plan submitted with your application. (Go to Mud to Parks website for information <http://www.dnr.illinois.gov/conservation/m2p/Pages/Application.aspx>).
- In most cases at least one permit will be required for this project. It is the responsibility of the applicant to obtain all necessary permitting. You may check on the Mud to Parks website for additional information on permits.
- Preconstruction activities may include but are not limited to; surveying, sampling, evaluation of dredge material to make sure it is compatible for placement site project.
- On site construction inspections, please explain how reuse project will be evaluated during construction phase.
- It is necessary to have monitoring components post-construction. A site inspection report is required every 5 years.
- Are engineering designs necessary for this project? If so, are they complete? If not, where are you at in the process?

**Semi-Annual Tasks:** Please provide a brief description of tasks that will be performed in each 6 month period, starting with the desired start date.

**Anticipated Results:** Please provide the measurable results you expect as a result of the dredging and reuse of sediments material. In addition, provide the number of sites you expect to monitor at the end of the project. Some categories may not be applicable.

**Land/Vegetation Disturbance Activities:** **Will there be any land/vegetation disturbance?** If the project will involve any type of land or vegetation disturbance, such as use of heavy equipment, tree removal, in-stream construction, borrow or deposition of soil or construction of wetlands, lake, water retention structures, or stream, all of the following questions must be answered.

**Show the access route on a site map and indicate if it is an existing route** (choose 1 of the following 4 choices)

- **Dirt road:** Choose this if the route to the site where land disturbance will occur is an existing dirt (unpaved, not gravel) road.
- **Gravel road:** Choose this if the route to the site where land disturbance will occur is an existing gravel (unpaved) road.
- **Paved road:** Choose this if the route to the site where land disturbance will occur is an existing paved road.
- **Not an existing route:** Choose this if there is no existing route to the site where land disturbance will occur.

**Will the land disturbance involve heavy equipment?** If "yes", identify the type(s) of equipment that will be used. Heavy equipment includes but is not limited to any equipment that will be used to move earth, remove trees, logs and stumps.

**Will it involve tree removal?** If "yes", describe the dominant tree cover, and type, number and average size (d.b.h. = diameter, base and height) of trees being removed.

**Will there be in-stream or in-lake construction?** If "yes", estimate duration and season when channel disturbance will occur. In-stream construction refers to but is not limited to the reshaping of the banks of the stream, disturbing the stream bed with sediment and/or equipment, and placement of structures in the channel (rock, logs, culverts, water control, etc.).

**Will there be designated borrow and deposition sites for soil?** If "yes", describe location and show clearly on site map. Borrow and deposition sites for soil refer to locations where needed soil is removed from and surplus soil is deposited, respectively.

**Will wetland, lake, water retention structure, or stream be constructed or modified?** If "yes", detail dredge cut including depth of excavation and estimated water depth and show proposed structures clearly on the site map. Water retention structures refer to actual sediment basins, dikes, culverts, water control devices, sediment berms, dry dams, levees or any other means used to retain, control or direct water flows.

**Budget Information:** Refer to the "Bondability Guidelines" at <http://www.dnr.illinois.gov/conservation/m2p/Pages/Application.aspx>. Your total project budget includes all costs related to the project, whether paid with Mud to Parks funds or from other (matching) sources. The total project cost must be broken out by line item (commodities, contractual services, and other). In addition, your project budget must specify, by line item, the amounts of Mud to Parks funds requested.

**Commodities:** Items or supplies that are inherently expendable or consumable, and also items which individually cost \$99.99 or less are classified as commodities. Examples include prairie grass seed for planting, tree protectors, gloves, and shovels, etc.

**Description:** Briefly describe each type of commodity that will be purchased as part of the project.

**Quantity:** Enter the number of commodities that will be purchased, for each type. Quantity is relative to pricing units. For example, if the price is \$3.00 per gallon, then the quantity will be the number of gallons.

**Units:** Specify the units to which the quantity and price apply (pounds, tons, gallons, square feet, square yards, cubic feet, cubic yards, acres, units i.e. count).

**Price per item (\$):** Enter the commodities per unit purchase price, for each type.

**Total \$ Amount:** Multiply each Quantity by the corresponding Price per item and enter the result in the Total \$ Amount column.

**Total Commodities:** Add up the individual amounts in the Total \$ Amount column; enter the result in this space and also in the Budget Summary, in the Project Total column, Commodities row.

**Contractual Services:** Contractual Services refers to the delivery of services by businesses or individuals who are not project/applicant employees. Examples include Bank Stabilization, Construction, Construction Oversight, Engineering Services, Heavy Equipment, Herbicide Application, Invasive Removal, Legal, Pre-Assessment, Post-Assessment, Re-vegetation, Tile Removal, Sampling, Dredging, etc.

**Services to be performed:** List each contractual service separately. You should provide a brief description of the work (i.e. bank stabilization, construction, construction oversight, engineering services, heavy equipment, tree planting, hauling, sampling pre-assessment) that will be done. You may use this field to explain derivation of \$ amounts e.g. "3 field surveys at \$1,900".

**Total \$ Amount:** For each individual contractor/service vendor, enter the total dollar amount to be paid for the named service.

**Total Contractual Services:** Add up the individual amounts in the Total \$ Amount column; enter the result in this space and also in the Budget Summary, in the Project Total column, Contractual Services row.

**Other:** This includes any expenses other than contractual or commodities.

**Description:** Describe the expense in detail.

**Total \$ Amount:** Enter the total amount for each individual "other" item.

**Total Other:** Add up the individual amounts in the Total \$ Amount column; enter the result in this space and also in the Budget Summary, in the Project Total column, other row.

**Total Budget:** Add up the individual line item totals, enter the result in this space and also in the Budget Summary, in the Project Total column, total row.

**Budget Summary:** This is where the individual line item totals are entered and where you must specify, by line item, the amounts of Mud to Parks funds requested. Subtract the Mud to Parks Funds Requested from the Project Total, for each line item, and enter the result in the corresponding row in the Matching Funds column.

**Mud-To-Parks Funds Requested:** For each line item, specify the amount being requested. You are not required to enter an amount for every line item, but in each line item the amount requested obviously may not exceed the Project Total for that line item. Total the amounts requested for all line items and enter the result in the Total row.

**Matching Funds:** Subtract the Mud-to-Parks Funds Requested from the corresponding amount in the Project Total column, and enter the result in the Matching Funds column. Total the Matching Funds for all line items and enter the result in the Total row.

**Sources of Matching Funds:** List the individual sources of matching funds.

For each source, briefly identify the (e.g. County/Local Government, Private Foundation, etc.), specify the Type (**C** for cash, **I** for in-kind), and enter the amount from that source in the Matching Funds column.

**Total Match:** Total the contributions from sources 1 through 5 and enter the result as Total Match. This amount must equal the figure in the Total row of the Matching Funds column.

### **Required Attachments:**

- **USGS MAP:** All applications must include a USGS MAP of the project areas clearly showing access routes and locations of any/all natural resources that will be acquired, restored or disturbed. All maps and/or drawings must show a North direction arrow and identify the map's scale. USGS map name, County, Township, Range and Section must be clearly shown. Colors, highlighting and shading are allowed. Please outline the project area on the map. In addition to the required USGS map, secondary maps may be of the following types: county plat map, project site map, design drawing.
- **PHOTOS:** at least 2 photos of where the sediment sample(s) was taken and a drawing on the map clearly identifying the sample site. At least 4 photos of the placement site must be attached along with a drawing on the map clearly identifying the soil sample site.
- **EXPENDITURE SCHEDULE:** must provide a table of anticipated monthly expenses for the proposed project, reflecting amounts per month for the entire project period.
- **ORGANIZATION'S OFFICER LIST:** listing of Chief Officers of the applicant's Organization. A form is provided on Mud to Parks website.
- **ORGANIZATION DESCRIPTION:** a general description of the applicant's Organization. A form is provided on Mud to Parks website.
- **ADDITIONAL INFORMATION:** If more than 2 dredge sites and/or more than two reuse sites are part of the project, applicant must attach information pertaining those sites as provided in page one of the application.