



**Illinois Department of
Natural Resources**

**Snowmobile Trail Establishment Fund
Grant Program**

2021

ROUND 2

Program Information and forms for Applicants



IDNR Trails Grant Programs

Revised 4/2021

PREFACE

This Manual presents necessary information on how eligible units of local government may apply for assistance under the Snowmobile Trail Establishment Fund (STEF) grant program. It is a concise procedural outline designed to transmit basic information on general program requirements, project eligibility, funding priorities and application criteria.

This document is published by the Illinois Department of Natural Resources (IDNR), administering agency for the STEF program. All inquiries regarding the program should be addressed to:

Illinois Department of Natural Resources
Office of Grant Management and Assistance
One Natural Resources Way, Springfield, Illinois 62702.
Telephone: 217/782-7481, E-mail: dnr.grants@illinois.gov

Equal opportunity to participate in programs of the Illinois Department of Natural Resources (IDNR) and those funded by the U.S. Fish and Wildlife Service and other agencies is available to all individuals regardless of race, sex, national origin, disability, age, religion or other non-merit factors. If you believe you have been discriminated against, contact the funding source's civil rights office and/or the Equal Employment Opportunity Officer, IDNR, One Natural Resources Way, Springfield, Ill. 62702-1271; 217/785-0067; TTY 217/782-9175.

FY 2021 STEF PROGRAM CHANGES

- **Beginning with FY2021 the STEF program will only accept applications electronically.**
- All applications will need to be submitted to DNR.RecGrantsApps@illinois.gov. No other form of submission will be allowed or eligible.
- The subject line of your application must include the following:
 - The name of the unit of local government submitting the application
 - The program you are submitting the application for
 - If more than one email must be sent, they must be sequentially numbered
 - Example: Springfield Park District – STEF Application – 1 of 2
- This application email address will only be used to accept applications. Any questions you may have must still be sent to DNR.Grants@Illinois.gov. If questions are sent to the application email, they will not be answered.
- Any submission that does not include **all documents** in the STEF Application Checklist will be considered ineligible and will not be reviewed.
- Any submission that does not have the required signatures done as handwritten signatures which can be scanned and should be in **BLUE** ink will be considered ineligible and will not be reviewed.
- To reduce the file size of your electronic submission only one copy of maps and CERP form should be included. Be sure to read the instruction portion of this manual for additional guidance.
- All application forms **must be filled out electronically or typed**. Hand-written applications will **not** be accepted.

Grant Basics

The Snowmobile Trail Establishment Fund Grant Program is offered annually through the Illinois Department of Natural Resources (IDNR). The following pages contain a very brief overview of this grant program; please read the grant guidelines for more detailed information.

Snowmobile Trail Establishment Fund Grant Program (STEF): This is a **reimbursement** grant program that provides up-to 100% of eligible development/rehabilitation and equipment costs that benefit public snowmobiling opportunities in Illinois.

The following types of projects are eligible for STEF funding:

- Purchase of the following items or the materials necessary to construct such items:
 - trail clearing, signs and fencing;
 - trail groomers, drags, and necessary trailers;
 - bridges/ramps for traversing fences and/or small streams (must be portable);
 - parking facilities (must be located on public park land);
 - warming shelters/restrooms (must be located on public park land);
 - equipment rental necessary for facility construction;
 - other (considered on a case-by-case basis);
- Annual trail maintenance costs and minor equipment repairs to cover the cost of necessary fuel, oils/fluids, vehicle insurance and routine maintenance parts directly associated with the operation and transport of STEF-assisted grooming equipment while maintaining designated (DNR approved) snowmobile trails open for general public use. Maintenance costs incurred for necessary "major" groomer repairs may also be claimed for STEF funding PROVIDED the cost is pre-approved by the DNR;
- Lease of tractors used to pull snowmobile groomer drags for maintenance of public snowmobile trails;
- Mandatory liability insurance assistance.

STEF funding is available to: Any eligible private snowmobile club or organization in Illinois having not-for-profit incorporation status with the State who possess minimum liability insurance coverage of \$1,000,000.00 per occurrence on the snowmobile facilities to be operated under the scope of the proposed project application.

The following types of projects are not eligible for STEF funding:

- Land acquisition;
- Projects outside the boundaries of the State of Illinois;
- Any project which, either in whole or in part, will not be open to the general public for public snowmobile use.

Frequently Asked Questions

Please see grant guidelines for additional details

How much money is available through the program?

The funds available for the STEF grant program varies on an annual basis based on the revenues received the previous fiscal year. For FY21-Round 2, that amount is \$149,000.00.

Do I have to be registered in the Grants Accountability and Transparency Act (GATA) system prior to applying for funding?

Yes, all applicants to this program must be fully registered by the closed of the application period in the GATA system or their application will not be accepted.

Is there an application fee?

Yes, the STEF program requires a non-refundable application fee. This fee is calculated as $\frac{1}{4}$ of 1% (0.0025%) of the grant request. There is a minimum fee of \$100 and a maximum fee of \$300. See Attachment 4 of the Common Application.

Can I apply for multiple grants through STEF?

There is no limit on the number of individual STEF grants that one entity can apply for.

What is the maximum amount of funding assistance I can apply for?

There is no maximum amount funding threshold in the STEF program. However, awards are limited to the amount of funding available to each application round.

When is the grant deadline?

Applications are due in this office no later than 5:00 pm on June 1st, 2021.

Can I make changes to my proposed project scope after it has been selected for funding?

All proposed grant projects are competitively scored and selected on the basis of **merit**. Under most circumstances, grantees may not deviate from the scope of an approved project. Occasionally circumstances arise whereby the project sponsor may request authorization to minimally revise the scope of an approved project. Such changes are made at the sole discretion of the IDNR staff.

Can I complete my grant application on-line?

No, we do not currently have an on-line application tool. Grant application forms provided in this manual along with the GATA Uniform Application and the GATA Uniform Budget Template must be submitted electronically by email to DNR.RecGrantsApps@illinois.gov.

Are paper copies of the grant application acceptable?

Mailed, faxed, and hand-delivered applications will NOT be accepted. The IDNR headquarters building in Springfield is currently closed to the public. Please do not attempt to hand-deliver physical applications. Please fill out all forms electronically or typed. Hand-written applications will no longer be accepted.

How should the application be presented to IDNR?

We will accept applications that are scanned into PDF format only. Original scanned signatures in BLUE ink are required. Please do not submit applications in any other file format.

Faxed, mailed, and hand-delivered applications will NOT be accepted. The deadline is final, and no extensions will be given. Applicants should keep a copy of the application for their records. ***Please do not send multiple copies of your grant application.***

Is there a fee if my project is selected for funding?

Yes, there is a Grant Award Fee of 1% of the total funding assistance awarded with a maximum fee of \$5,000.

How are awarded projects selected?

All applications undergo extensive review, often including a site visit. After project site visits have been completed, professional staff members score all applications. Projects and scores are then reviewed and approved for the STEF program. Recommendations are then sent to the Director of IDNR. At the completion of this process, award announcements are made.

What is meant by reimbursement?

If your project is selected for funding you must have adequate funds on hand to pay for your entire project. The project sponsor (grantee) pays all costs associated with the project and, when completed, submits the billing documents (provided in the Implementation & Billing Packet) to the IDNR. IDNR then reviews the documentation and, once approved, will pay the project sponsor the eligible grant percentage. Reimbursement time turnaround is estimated at 8-10 weeks.

My project proposal includes construction on land that is owned by others. Is this allowable?

Yes, for projects proposing permanent land and/or facility improvements, the project sponsor must possess or obtain signed “letters of agreement” or “leases” from all property owners.

How long do I have to complete my project?

Do not start your project until you have entered into formal agreement with the IDNR. You should plan to complete your project within *24 months of entering into the agreement with the IDNR.*

Is project labor an allowable expense?

It is IDNR’s policy that the STEF program be used to assist local snowmobile clubs purchase necessary materials for development and maintenance of snowmobile facilities. The labor necessary for project completion and maintenance is the sole responsibility of the project sponsor using volunteer labor.

Will there be any project reporting requirements?

Status of project progress should be reported to the IDNR on the first business day of **January, April, July, and October** throughout the duration of project implementation (until the FINAL project billing is submitted to DNR). Forms for reporting can be found in the Implementation & Billing packet located at: <https://www2.illinois.gov/dnr/Grants/Pages/SnowmobileTrailEstablishmentFund.aspx>.

Are there specific billing requirements on awarded projects?

Projects that are awarded are required to follow certain procedures and billing protocols that are explained in the Implementation & Billing packet located at: <https://www2.illinois.gov/dnr/Grants/Pages/SnowmobileTrailEstablishmentFund.aspx>.

Who can I contact if I have questions?

Illinois Department of Natural Resources
Office of Grant Management and Assistance
Attn: STEF Grants
One Natural Resources Way
Springfield, IL 62702-1271
Email: dnr.grants@illinois.gov
telephone: (217) 782-7481

Guidelines for the Snowmobile Trail Establishment Fund Grant Program

Introduction and Purpose

Introduction and Purpose

The primary purpose of the Snowmobile Trail Establishment Fund Grant Program is to provide financial aid to eligible private, not-for-profit snowmobile clubs for the purpose of assisting such organizations to construct, maintain and rehabilitate snowmobile trails and facilities on public lands, designated roadways, or private land opened to such use in the state. Accordingly, the STEF grant program provides financial assistance to eligible local snowmobile clubs and organizations to help them construct, maintain and rehabilitate snowmobile trails and facilities on public lands and designated road right-of-ways or on private lands open to public snowmobile use.

I. Revenue

A. Source and Amount

Funding for the grant program is derived from revenue generated snowmobile registration fees, fines, and bond forfeitures pursuant to the Illinois Vehicle Code ([625 ILCS 40/9](#)).

B. Distribution

Distribution of funds to eligible applicants will be on a statewide competitive basis, as determined by need, type of project, project costs, and the capability of the project sponsor (applicant) to fund, operate, and maintain the project. Additional considerations are included in the Project Selection Process.

C. Cost Sharing

STEF will reimburse up to 100% of total approved project costs up to the maximum grant amount. If necessary, the remainder of the costs will be borne by the project sponsor. STEF is a reimbursement program, meaning that a project sponsor must have sufficient cash or donations to pay for work, and then be paid back the grant percentage after approval of a reimbursement request.

II. Types of Eligible STEF Projects

A. Purchase of the following items or the materials necessary to construct such items:

- a. Trail clearing, signs and fencing;
- b. Trail groomers, drags, and necessary trailers;
- c. Bridges/ramps for traversing fences and/or small streams (must be portable);
- d. Parking facilities (must be located on public park land);
- e. Warming shelters/restrooms (must be located on public park land);
- f. Equipment rental necessary for facility construction; or
- g. Other (considered on a case-by-case basis);

B. Annual trail maintenance costs and minor equipment repairs to cover the cost of necessary fuel, oils/fluids, vehicle insurance and routine maintenance parts directly associated with the operation and transport of STEF-assisted grooming equipment while maintaining designated (DNR approved) snowmobile trails open for general public use. Maintenance costs incurred for necessary "major" groomer repairs may also be claimed for STEF funding PROVIDED the cost is pre-approved by the DNR;

- C. Lease of tractors used to pull snowmobile groomer drags for maintenance of public snowmobile trails;
- D. Mandatory liability insurance assistance.

III. Ineligible STEF Projects

Snowmobile Trail Establishment Fund Grant Program funds may **NOT** be used for any of the following:

- A. Land acquisition;
- B. Projects outside the boundaries of the State of Illinois;
- C. Any project which, either in whole or in part, will not be open to the general public for public snowmobile use.

IV. Allowable Costs

A. Basic Concept

The STEF Program is a reimbursement grant program. To be eligible for matching assistance, costs must be incurred within the project period, stipulated by a signed project agreement. All projects must allow public snowmobile use.

B. Development and Renovation

Upon notice of award by the IDNR for a project, development and renovation costs are eligible for reimbursement and are incurred on the date of the start of actual physical work on the project site and continue through the period the work is being done. Costs must be incurred within the project period (project agreement award date through expiration date) to be eligible for reimbursement.

V. Administration

A. General Responsibility

The Office Grant Management and Assistance will administer the Snowmobile Trail Establishment Fund Grant Program and insure both the successful performance of the project and the continued operation and maintenance of aided facilities for public recreational trail use. The IDNR Division of Grants will also inspect projects to ensure compliance with the intent of the program.

B. Eligible Applicants

Any private snowmobile club or organization in Illinois having not-for-profit incorporation status with the State and who possesses minimum liability insurance coverage of \$1,000,000.00 per occurrence on the snowmobile facilities to be operated under the scope of the proposed project application is eligible for financial assistance through the STEF grant program.

C. Applicant Procedures

Grant applications for funding assistance under the STEF grant program must be submitted to and received by the IDNR **NO LATER THAN 5:00 PM ON JUNE 1, 2021.**

Application forms and instructions are located at:

<https://www2.illinois.gov/dnr/Grants/Pages/SnowmobileTrailEstablishmentFund.aspx>.

Applications **must** be in PDF format and emailed to DNR.RecGrantsApps@Illinois.gov.

Grants are awarded on a competitive basis and made under the sole authority and directive of the Director of the Illinois Department of Natural Resources after consultation with IDNR staff. The amount of grant funds awarded shall be determined by the IDNR based upon the appropriation level for the program in a given fiscal year and demonstrated need.

1. Application

The following must be included with any application submitted:

- a. Completed application forms including the DOC-5;
- b. Itemized project cost estimate;
- c. Project narrative statement describing the project concept, location, need for and objectives of project, anticipated benefits and method of financing or accomplishing the project;
- d. Copy of the Club's Articles of Incorporation papers;
- e. Copy of the deed, lease, letters of agreement, or easement for property to be developed;
- f. Project maps including: 1) Location map*, 2) Premise Plat map, 3) Development Plan, 4) Wetlands inventory map, 5) topographical map (all must be labeled correctly) * *Location map must include how the facility ties in with other public snowmobiling areas in the county and those maintained by the project sponsor;*
- g. Completed project Environmental Assessment Statement and CERP form;
- h. Minutes and written comments received from required Public Hearing;
- i. Necessary state/local construction permits, if applicable;
- j. Proof of Liability Insurance; and
- k. Application fee.

2. Ownership

For projects proposing permanent land/facility improvements, such as warming shelters, picnic shelters, bridges, and parking lots, it shall be necessary for the project sponsor(s) to possess/obtain signed "letters of agreement" or "leases" from all property owners directly associated with the development of STEF-assisted facilities which shall, at a minimum, stipulate the terms addressed at the end of this manual under the "Land Ownership Criteria and Procedures" section.

3. Public Hearings

For all projects, except those projects which involve only equipment purchase, a **public hearing** MUST be conducted by the local project sponsor to discuss the project and solicit public comments. Minutes of the hearing, along with any written comments received and a copy of the public notice must be submitted to the IDNR as part of the grant application. Notice of the public hearing must appear, at a minimum, in one local newspaper of general circulation at least seven (7) days prior to the hearing. (See [Attachment 4.](#))

4. Financial Certification

The applicant must certify in a written affidavit that it possesses the funding capability to initially finance the total amount of project costs, if approved, and the ability to comply with program regulations. (See Form STEF/DOC-5.)

5. Application Fee

The STEF program requires a non-refundable application fee. This fee is calculated as ¼ of 1% (0.0025%) of the grant request. There is a minimum fee of \$100 and a maximum fee of \$300. (See Attachment 3.)

D. Project Evaluation

The following criteria (not listed in any priority order) are used by the IDNR in evaluating and recommending project applications for funding assistance consideration:

- a) Projects proposing long distance, integrated, intra-county and inter-county trails rather than short, isolated trails;
- b) Projects proposing trails linking public lands having existing snowmobile trails/facilities;
- c) Projects proposing initial development of snowmobile facilities in a county. Special consideration will also be given to those projects representing initial requests for funding assistance in a county;
- d) Projects having minimal adverse environmental and social impact; and
- e) Projects located in areas (counties) of high demand as determined by the proportionate number of registered snowmobiles in the area.

VI. Availability to Users

Projects developed through assistance from the Snowmobile Trail Establishment Fund Grant Program must be open to the general public for snowmobiling use including all persons regardless of race, color, religion, creed, gender, national origin, or age.

A. Use Limitations

Project sponsors may impose reasonable limits, with prior IDNR approval, on the type and extent of use of areas and facilities developed, maintained, or rehabilitated with STEF assistance when such a limitation is necessary for maintenance or preservation.

B. Access

The IDNR shall have access to STEF grant assisted facilities at all times for inspection purposes to ensure the project sponsor's continued compliance with the STEF guidelines.

C. Non-Residents

Discrimination on the basis of residence is prohibited.

VII. Responsibilities After Project Completion

A. Operation and Maintenance

- 1. All areas and facilities acquired, developed or renovated with STEF assistance must be adequately operated and maintained by the project sponsor at no cost to the IDNR to insure continuing public use in a safe and sanitary manner and must be open to the general public during reasonable hours of operation to maximize its intended public benefit.

2. Charging user fees for general public use of STEF assisted snowmobile facilities is prohibited.
3. With the exception of designated snowmobile routes on township roads, the Grantee shall be fully and solely responsible for the patrol of the STEF assisted facility to insure proper usage of the facility and user compliance with all state and local snowmobile regulations.
4. With the exception of designated snowmobile routes on township roads, all snowmobile facilities developed with assistance from the STEF shall be posted with a permanent warning sign at all ingress or egress points to the facility, which sign shall say, the following: "Snowmobilers use this facility at their own risk."

B. Retention

The project sponsor is obligated to maintenance and use of the project as follows:

1. Development

For projects receiving development assistance, terms of the contractual agreement between the project sponsor and IDNR no longer apply after these specified time periods:

Time Period after Final Project Billing Requiring Program Compliance:

Site Development	Tractor/Equipment Purchase
<i>7 Years</i>	<i>10 years</i>

2. Conversion of Property

Conversion of program-assisted property from public recreation and snowmobile use shall be considered a breach of this agreement and may result in the Grantee being liable for replacing the converted property with new or other property or facilities deemed comparable by IDNR in terms of market value, snowmobiling usefulness and location.

C. Penalties

Failure of the project sponsor to comply with any of the provisions of this program shall be considered just cause for the IDNR, at his/her election, to debar the project sponsor from all IDNR grant program eligibility for a period of two (2) grant cycles.

D. Termination

The IDNR will unilaterally rescind project agreements at any time prior to the commencement of the project in the event that State funds are not appropriated for the grant program. After project commencement, agreements may be rescinded, modified or amended only by mutual agreement with the project sponsor.

Snowmobile Trail Establishment Fund Grant Program Application and Implementation Process

- 1. June 1st – SUBMISSION** – The project applicant submits the application to the Illinois Department of Natural Resources (IDNR). Receipt of the application is acknowledged. IDNR staff reviews the proposal to determine the applicant's and the project's eligibility. The application is also checked for completeness. If it is found to be incomplete or unacceptable, the applicant will be notified.
- 2. SITE VISITS AND REVIEW – June 1st through July 1st (approximately)** –All eligible proposals are reviewed by IDNR staff. Site visits will be conducted for all proposed projects where appropriate as determined by staff. Projects are then scored by the review team.
- 3. RECOMMENDATIONS, APPROVAL AND NOTIFICATION** – When the review process is complete, the IDNR staff will provide their recommendations to the Director of IDNR who then reviews these recommendations for final approval. Project sponsors are notified in writing of the status of the application(s). *Project sponsor may not begin the project until a project agreement is awarded between IDNR and the project sponsor.* If the proposal(s) is not selected, the applicant will be notified. Applications are not returned.
- 4. AGREEMENT** – A contract is signed to assure that the applicant will complete the project within 24 months and be eligible to receive up to 100 percent reimbursement. The contract is between the State (IDNR) and the project sponsor. After the signing of the agreement, a copy will be sent to the project sponsor.
- 5. PROJECT IMPLEMENTATION** – The project sponsor may proceed with project acquisition or development after completing any additional steps required. Any change orders +/- \$10,000 that may occur within a contract bid under this STEF grant must be approved by IDNR prior to executing the change. Reimbursement requests may be made after funds have been expended unless otherwise approved by the IDNR.
- 6. PROJECT COMPLETION** – The project should be completed within 24 months. A site inspection will be made after the project is complete; IDNR staff may also visit the project at any time during construction. A STEF acknowledgement sign must be posted in a conspicuous location when the project is complete. The required sign language will be furnished by the IDNR.

Changes in Project Scope

The IDNR has established a policy that generally prohibits major project scope changes in their grant programs. Occasionally circumstances arise whereby the project sponsor may request authorization to revise the scope of an approved project. Such changes are made at the sole discretion of the IDNR. All requests for project scope changes must be made in writing to the IDNR Division of Grants.

All proposed grant projects are competitively scored and selected on the basis of merit. Under most circumstances, grantees may not deviate from the scope of an approved project. The scope of an approved project is described in the Project Agreement and is based upon the original grant application. For these reasons, IDNR will avoid the approval of significant changes to approved projects in order to maintain the integrity of the selection process that is centered on the merit of the original proposal.

If a grantee finds it necessary to seek a change in project scope the following will be considered:

- What factors create a valid need for the proposed project change?
- Will the proposed project change solve the problem identified in the purpose and need section of the original project application to the same (or greater) extent as the original proposal?
- Is the proposed project change eligible for grant assistance under grant program guidelines/rules?
- Does the change involve a different location/site?
- Does the proposed change constitute a major or minor revision to the project as originally defined?
- Will additional environmental and State Historic Preservation Office review be required? (Additional review will usually be required when considering a new site or different type of development that was not a part of the project's original definition.)
- Does the change require an official Change Order to an existing contract for work currently being done on the project? Will the change be +/- \$10,000? If so IDNR approval must be obtained prior to initiation of this change order.

IDNR policy also prohibits project sponsors from using unspent funds from an approved grant for another unrelated project. Unspent funds will be reallocated into future funding cycles for the respective programs so all potential applicants can compete for these funds.

Note: Grantees are strongly encouraged to discuss possible changes in project scope with the IDNR Division of Grants staff prior to submitting a formal request.

SIGN REQUIREMENTS

Snowmobile Trail Establishment Fund Grant Program

A Snowmobile Trail Establishment Fund Grant Program acknowledgement sign must be permanently placed within the project site of any permanent structure in at a highly visible spot. If grant monies are used to fund the development of a single trail structure (for example a trail head or restroom) the sign should be placed adjacent to, or on, the structure. An acknowledgement sign is also required for equipment purchased (decal required).

This sign, at a minimum, must include the following wording:

**“PUBLIC SNOWMOBILE TRAIL (FACILITY) PROVIDED
THROUGH COOPERATION OF THE ILLINOIS
DEPARTMENT OF NATURAL RESOURCES AND
FINANCED IN PART BY THE SNOWMOBILE TRAIL
ESTABLISHMENT FUND GRANT PROGRAM”**

With the exception of designated snowmobile routes on township roads, all snowmobile facilities developed with assistance from the STEF shall be posed with a permanent warning sign at all ingress or egress points to the facility, which shall say the following:

**“SNOWMOBILERS USE THIS FACILITY
AT THEIR OWN RISK”**

Grant Application Checklist

- GATA Uniform Application Form**
- GATA Uniform Budget Template Form**
- Form STEF/DOC-1 General Project Information**
- Form STEF/DOC-3 Development/Equipment Purchase Data**
- Form STEF/DOC-4 Project Narrative Statement**
- Form STEF/DOC-5 (5a) Financial Certification Statement**
- Attachment 1 Site Location Map**
- Attachment 2 Plans and Maps (a, b, & c)**
- Attachment 3 Application Fee Form & Payment**
- Attachment 4 Environmental Assessment Statement & CERP**
- Attachment 5 Project Development Schedule**
- Attachment 6 Public Notice**

Illinois STEF Grant Program

Form STEF/DOC-1

General Project Information (Please Type or Print in Ink)

1. Project Title: _____

2. Applicant's Agency Name: _____

3. Chief Administrative Official: _____

4. Applicant's Designated Contact Person: _____

Title: _____

Title: _____

Address: _____

Address: _____

Phone: _____ Fax: _____

Phone: _____ Fax: _____

Email: _____

Email: _____

5. Trail Project Type: Snowmobile Trail Establishment
(indicate primary trail use)

Other permitted, secondary trail uses:

Bicycle / Mountain Bikes
 OHV
 Other: _____

Equestrian
 Snowmobile

Hiking
 Cross-country Skiing

6. Project Type: Acquisition
 Development (includes trail signage)
 Development with land donation
 Other _____

Rehabilitation / Restoration
 Maintenance/Grooming of Trails
 Equipment

7. Intended Use Motorized Use
 Nonmotorized Use

Combination of Motor-Nonmotorized
 Combination of Motorized Uses
 Combination of Nonmotorized Uses

8. Concise Description of the Proposed Project: (USE ALLOCATED SPACE ONLY, DO NOT ATTACH ADDITIONAL SHEETS)
(Be sure to indicate proposed project trail length, width & surface material)

Illinois STEF Grant Program

Form STEF/DOC-1

General Project Information (Please Type or Print in Ink)

(Continued)

9. **Project Costs:** **Development / Equipment Costs:** (complete & attach Form DOC-3)
(New Construction and Rehab) _____

Maintenance / Trail Groomer: SNOW/STEF (complete & attach Form DOC-3) _____

TOTAL PROJECT COSTS: _____

GRANT FUNDS REQUESTED: _____

10. **Project Location:** _____
(County / Counties) (Township / Townships)

11. **For Project Site:** **IL Legislative (Senate) District:** _____ **IL Representative District:** _____
US Congressional District: _____

12. **Miles of Trails Constructed / Improved with this Project:** _____

13. **Miles of Trail Directly Linked with Proposed Project:** _____

14. **Population Within Sponsor's Jurisdiction (Local Government Applicants Only):** _____

15. **Source(s) of Initial Project Funding & Match Funding:**

Note: The IDNR STEF Grant Program operates on a reimbursement basis. Project sponsor must initially finance 100% of the project costs after DNR grant approval.

- General Funds**
- Donations (specify):** _____
- Other Federal or State Funds (specify):** _____
- Other (specify):** _____

16. **List any other prior state or federal funds involved in the proposed project facility or site. (list applicable project numbers and status):**

Illinois STEF Grant Program

Form STEF/DOC-1

General Project Information (Please Type or Print in Ink)

(Continued)

17. **Project Termini:** Please describe the locations of all termini for the trail project for which you are seeking grant assistance. *(For example: The Trail project's two proposed termini are Fifth & Main Streets and the County Park parking lot)*

18. **Does this project link to, or is it an integral part of any other trail(s)?** *(Check One)*

- Yes
 No

If yes, provide the names of trails and explain relationship. Please reflect this information on maps in form # 3 of this application.

19. **Provide excerpt(s) / reference(s) from local, regional or State Trail/Recreation Plan that justifies or identifies the proposed project as a priority.**
20. **Complete Form DOC-4, Narrative Statement to provide a brief/concise description of the proposed project.**
21. **Local project sponsor must certify in a written affidavit and supply supporting documentation that adequate snow cover (a minimum of 4 inches) is, in fact, a normal climatic condition for the project area for a minimum of 14 days from November 1 through March 31.**

Project Narrative Statement

Instructions:

Describe, at a minimum, the overall concept of the project, project funding, agencies involved, approach to implementation, project location, trail mileage to be provided through the project, need for the project, anticipated benefits and the proposed schedule of operation (daily and/or seasonal hours of operation) for the project facility. Be thorough and explicit, this narrative should completely describe the project and expected outcome.

Financial Certification Statement

Project Sponsor: _____

Project Title: _____

As the individual duly designated to represent the _____ (Sponsor), I do hereby certify that the information presented in this grant application is true and correct. I do further certify that the project, if approved for funding, will be completed in accordance with the provisions set forth in the corresponding programs' grant manual and that the _____ (Sponsor) has the financial resources to initially fund 100% of the proposed project costs within the time frame imposed by the Illinois Department of Natural Resources for project execution prior to receiving grant reimbursement. Failure to complete said project within the specified time frame could be cause for project termination. In addition, failure to complete a project or withdrawal of a project due to lack of performance, insufficient funds or change in recreation priorities by the applicant shall result in the ineligibility of the project applicant for IDNR grant assistance consideration in the next two (2) consecutive grant cycles.

Development Projects

It is understood that the project should be completed within the timeframe established in the project agreement and the reimbursement request must be submitted within one year of the expiration date.

Failure to do so will result in the Project Sponsor forfeiting all project reimbursements, and relieves IDNR from further payment obligations on the grant.

The _____ (Sponsor) hereby further certifies that 1) it will indemnify, protect and hold harmless the State of Illinois, Department of Natural Resources and its representatives from any and all liabilities, costs, damages or claims arising as a direct or indirect result of the actions and/or omissions of the _____ (Sponsor) or its representatives in the construction, operation or maintenance of the above referenced project; 2) that adequate public notice was given and local approval solicited on the proposed project; and 3) that the facility will be operated and maintained in an attractive and safe manner, and open and available to the public without regard to race, color, sex, national origin, age, disability or place of residence in accordance with provisions of IDNR trail grant program regulations.

This Certification Statement was duly acted upon and adopted by the _____ (Sponsor) on the _____ day of _____ (month), _____ (year)

Name (printed / typed)

Attested by: _____

Signature

Date: _____

Title

Illinois STEF Grant Program

(Please Type or Print in Ink)

Form STEF/DOC-5(a)

(Maintenance/Grooming)

Financial Certification Statement

Project Sponsor: _____ Trail Miles Groomed: _____

Project Title: _____ Trail Location: _____
(County/ies)

As the individual duly designated to represent the _____ (Sponsor), for purposes of this request to the Illinois Department of Natural Resources (IDNR), I do hereby certify that costs that will be incurred and the reimbursement to be requested for the grant-assisted groomer/tractor are those costs ONLY associated with the grooming of public snowmobile trails (insurance, fuel, oil, minor repairs, and other appropriate costs to operate and store the referenced groomer) during the upcoming _____ (years) winter season(s).

(it is understood and agreed that expenses in excess of the herein stipulated limits necessary for "major" emergency Groomer repairs exceeding \$250.00 per occurrence may be claimed for reimbursement if two written estimates of cost are submitted prior to the costs being incurred and the expense is PRE-APPROVED by the IDNR and/or the IASC.

I do further certify that the trails groomed by the herein specified sponsor are open and available to the public for snowmobile purposes, and that the herein named sponsor has read, understands and agrees to comply with all terms and conditions of said grant program, and has the resource capabilities to 100% finance the associated operation and maintenance costs of the specified groomer prior to receipt of approved grant reimbursement.

The _____ (Sponsor) hereby further certifies that 1) it will indemnify, protect and hold harmless the State of Illinois, Department of Natural Resources and its representatives from any and all liabilities, costs, damages or claims arising as a direct or indirect result of the operation and/or maintenance of the Herein referenced snowmobile trail groomer/tractor.

I hereby certify that this document was duly approved and adopted by the _____ (Sponsor) At a legal meeting of its membership on the _____ day of _____ (month), _____ (year)

Name (printed / typed)

Attested by: _____

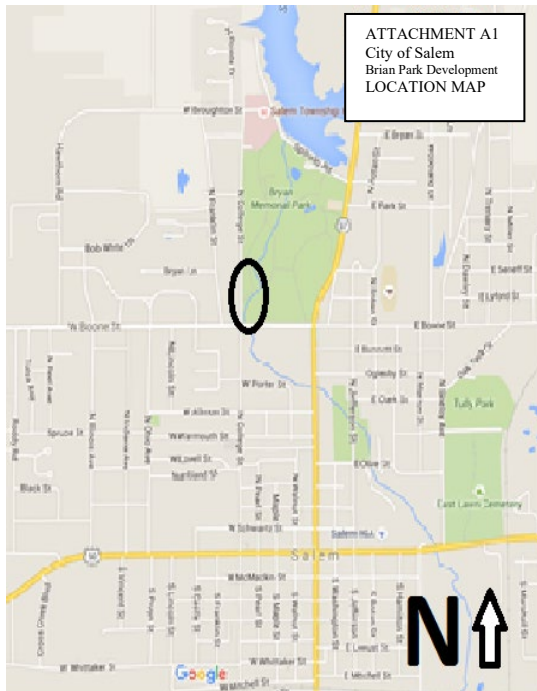
Signature

Date: _____

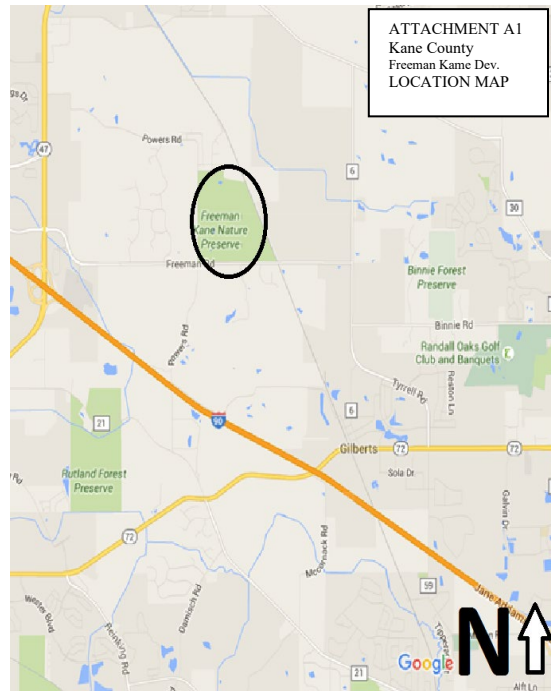
Title

Please submit a highway, street, county, or other map that will clearly locate your project in relation to nearby streets, highways, towns, and other important landmarks. Be sure to indicate north on the maps.

Example: Vicinity Map (City)



Example: Vicinity Map (Village)



EXAMPLE LABEL
ATTACHMENT A1
City of Salem
Brian Park Development
LOCATION MAP

Label as: ATTACHMENT 1

Directions to project site: *Please provide directions to a logical project entry point from a numbered interstate exit or municipality that is shown on the State of Illinois Transportation Map. Please indicate the project start and ending point. Location (including address) of where purchased equipment is stored must be provided.*

The following plans and maps are required for all development, rehabilitation and maintenance projects. Plans and maps need not be professionally drawn, but must be complete, accurate, to scale, and labeled identifying which map it is. **PROPERLY LABEL EACH MAP.** Maps & Plans should be no larger than 8 ½ x 11”.

1. Attachment 2a:

Plat Map(s): available through your county offices, or equivalent, showing evidence of ownership of all parcels on which you plan to develop your project. Please also submit a copy of the deed(s) to confirm ownership of the project site. The land described by the deed and map will be the project boundary and will be subject to the conditions described on Form 9, “Acknowledgement of Compliance.” Project sponsors must own, have a long term (min. 25 years), non-revocable lease, or easement on all grant project properties.

2. Attachment 2b:

Development Plan(s): clearly illustrating your development, rehabilitation and/or maintenance proposal. These can be master plans, site plans and/or preliminary construction drawings. On all plans, please provide a clear differentiation between the following:

- Proposed project submitted for grant funding
- Planned development that is not a part of this grant application
- Existing site elements
- The starting and ending points of your proposed grant project
- All existing easements
- Proposed support facilities
- The boundary of the project area must be shown, thus establishing the limits of the IDNR Trails Program
- All elevations and structure floor plans must be included

3. Attachment 2c:

Trail Linkages Map: showing existing and planned trails in the vicinity/region of the proposed project. Clearly differentiate between existing trails, planned trails and the grant proposal trail.



Illinois STEF Grant Program Application Fee

Attachment 3

Application Fee

Illinois Snowmobile Trail Establishment Fund Grant Program applications require a non-refundable **Application Fee** which shall be calculated as $\frac{1}{4}$ of 1% (0.25%) of the grant request with a minimum fee of \$100 and a maximum fee of \$300. The following exceptions apply:

- Grants for which the total value of the financial assistance being sought is less than \$25,000
- Grants to the federal government; and
- Operational grants

This fee is **not** a reimbursable expense and **cannot** be included in the project budget.

EXAMPLES:

A \$50,000 funding assistance request would require a \$125 application fee
($\$50,000 \times 0.0025 = \125)

A \$200,000 funding assistance request would require a \$300 application fee
($\$200,000 \times 0.0025 = \500 which exceeds the \$300 maximum)

The **Application Fee** shall be rounded up to the nearest whole dollar amount.

Applications submitted without the required Application Fee, or with an incorrect amount, will not be accepted by IDNR. Failure of an Initial Application Fee to clear the bank it is drawn against will result in the automatic denial and return of the application to the applicant without consideration.

Please submit this form with the project application and Initial Application Fee.

IDNR TRAILS PROGRAM

APPLICANT:

PROJECT TITLE:

TOTAL PROJECT COST:

TOTAL GRANT ASSISTANCE REQUEST:

(Application fee based on this amount)

INITIAL APPLICATION FEE AMOUNT

ATTACHED:

Must be in the form of a bank draft made payable to the "Illinois Department of Natural Resources"

NOTE: Grant application fees submitted with this grant application will not be refunded by IDNR to the grant applicant. Grant application fees are tendered for consideration of the application only and do not imply any promise of financial assistance by IDNR.

Please contact the IDNR Division of Grant Administration at 217/782-7481 or dnr.grants@illinois.gov if you have any questions.

**Illinois STEF Grant Program
PROJECT DEVELOPMENT SCHEDULE**

Attachment 5

Provide a schedule that adequately details your proposed project timeline. This schedule allows us to gain specific insight into the anticipated progression and life cycle of your project. If your project is selected for funding, the project sponsor will be asked to provide quarterly status reports updating the IDNR on the project progress.

Example of Project Development Schedule									
	01/01/16	04/01/16	07/01/16	10/01/16	01/01/17	04/01/17	07/01/17	10/17/17	01/01/18
Acquisition									
Design & Engineering	X	X							
Bid Package			X						
Construction				X	X	X	X		
Other									
Final Closeout								X	

PUBLIC NOTICE
of intent to develop a
Recreational Trails Program Area

COUNTY LOCATION: _____

Site Location Legal Description (see attached map also): _____

Proposed Project Description:

Name & Address of Project Sponsor:

_____, IL
(City) (State) (Zip Code)

Notice is hereby given that the above indicated individual / business / partnership / club or organization is seeking state and/or federal grant funding from the agency listed below to develop a public, off-highway motorized vehicle recreation area/trail at the above indicated location. Anyone having comments on this proposal may contact either the Project Sponsor or government agency listed below which will be considering the proposal for possible financial grant assistance.

ILLINOIS DEPT. OF NATURAL RESOURCES
Office of Grant Management and Assistance
One Natural Resources Way
Springfield, IL 62702-1271

tele: 217/782-7481
FAX: 217/782-9599
email: dnr.grants@illinois.gov

Illinois STEF Grant Program
ENVIRONMENTAL ASSESSMENT STATEMENT (EAS)

Attachment 4
(page 1 of 3)

Applicant (Sponsor) Legal Name: _____

Project Title: _____

Instructions:

1. Attach to this EAS checklist a concise (no more than 1 page) description of the project site including dimensions (size), physical characteristics (pay particular attention to unique features), and existing improvements on the property.
2. For each of the following environmental and social factors, indicate to the best of your knowledge whether the proposed project will have a Beneficial (B), Neutral (N), or Adverse (A) impact or is Not Applicable (NA). Consider both temporary (during construction) and long-term impacts.
3. For Adverse (A) impacts, explain in the Comment Section of this EAS the nature of the impact and whether 1) it can be minimized by mitigation measures OR 2) is unavoidable and cannot be positively addressed/mitigated.

FACTORS **Key to impacts:** **(B) Beneficial, (N) Neutral, (A) Adverse (NA) Not Applicable**
 (Check only one box for each factor)

Socio-Economic Factors

	Type of Impact			
	B	N	A	NA
1. Adjacent Land Use (describe): _____				
2. Disruption of Neighborhood/Community Cohesion				
3. Impact on churches, cemeteries, schools, healthcare facilities, elderly housing				
4. Local economic/business impacts				
5. Displacement / Relocation of residence(s) or business				
6. Local Tax Base (i.e., property tax loss)				
7. Land Use Change / Zoning (current zoning classification):				
8. Agricultural Activities / Prime Farmland Conversion (*)				

(*) In compliance with the 1982 Illinois Farmland Preservation Act, it is MANDATORY that notification be sent to the IL Dept. of Agriculture (IDOA), Bureau of Land Water Resources, State Fairgrounds, Springfield, IL 62794-9281 (tele: 217/785-4458) regarding all land acquisition projects located outside municipal corporate limits regardless of the land's current use. Application material to be provided includes "copies" of: 1) project location map (attachment A-2) with project boundary **clearly** delineated, 2) project plat map (attachment A-4) with current zoning and adjacent land uses identified on the map, 3) county soil survey map with the project site boundary delineated (soil maps can be obtained from the County Soil & Water Conservation District office), and 4) completed application Narrative Statement (Attachment A-1). *Comments provided by the IDOA to the project sponsor must be submitted to the IDNR as part of the project application review process.*

Project requires IDOA review. Date Sent: _____

Project does not require IDOA review.

Physical Resource Factors

		Type of Impact			
		B	N	A	NA
9. Wildlife / Wildlife Habitat:	Game Species				
	Non-Game Species				
10. Fisheries					
11. Soils (erosion, removal, contamination)					
12. Air Quality					
13. Noise					
14. Energy Usage					

Physical Resource Factors (cont.)

- 15. Water Usage
- 16. Mineral Resources
- 17. Tree Removal
- 18. Surface Waters (lakes, streams, drainageways, etc.)
- 19. Groundwater
- 20. Floodplains (percent of project area within 100 year floodplain): _____
- 21. Wetlands (*)
- 22. Threatened and Endangered species (*)
- 23. Archaeological Resources and Historic Sites/Districts (*)

Type of Impact			
B	N	A	NA

(*) See required "Cultural Resource, Endangered Species & Wetlands Review Report" form located at the end of this EAS report that must be completed (with the requested map attachments and photos, if applicable) and attached in duplicate (3 copies) to the EAS as part of the project application submitted to the DNR. *As part of the cultural resource review, an on-site archaeological reconnaissance survey may be required to determine the existence and/or significance of such resources and potential impacts to them. The cost of such a survey is the responsibility of the local applicant and is eligible for grant assistance IF included in the application project budget. You will be notified if such a survey is required. PLEASE NOTE that the survey, if required, does not need to be conducted until after IDNR grant approval.*

Other Factors

- 24. Public Roadway / Traffic / Public Transit / Railroad Impacts
- 25. Public Utilities / Transmission Facilities
- 26. Visual Impacts
- 27. Hazardous Waste / Materials
- 28. Consistency with Local Plans (if no, explain)
- 29. Known Project Controversy (if yes, explain)
- 30. Other Adverse Impact(s) (if yes, identify below)

Type of Impact			
B	N	A	NA

Yes		No	
Yes		No	
Yes		No	

CULTURAL RESOURCES, ENDANGERED SPECIES & WETLANDS REVIEW REPORT

Project Sponsor: _____
 Project Title/Site Name: _____
 Contact Person: _____
 Address: _____
 Phone: _____ Date: _____
 Email: _____

Indicate Grant Program Type			
___ Bike Path	___ OLT	___ Boat Access	___ OSLAD ___ LWCF
___ Line Item	___ RTP	___ OHV	<u>X</u> Snowmobile / STEF

Check appropriate response: New Project Application (*not previously reviewed/considered by IDNR*)
 Application Resubmittal*

*If resubmittal, indicate the year(s) previously submitted: _____

Has project proposal changed in scope or design layout from previous submittal(s)? Yes No
 If this is a development project was the property acquired with IDNR funds? Yes No

Project Location:
Street Address and
City: _____

County: _____

USGS Numeric Location Designation: _____ Township: _____ Range: _____ Section: _____

Please attach: 1) project site development plan
 2) topographic map
(Note: photocopy ONLY that portion of Topo map where project site is located. Copies should be no larger than 11" x 17".)
(Clearly delineate and identify the project site/park boundary on the map with a dashed black line)

Topographic maps may be obtained from:
 Illinois State Geological Society
 Champaign, IL
 (217) 244-2414

Size of Project Site: _____ acres

Topographical maps may also be available from local and/or regional planning commissions.

Does the project include tree removal? Yes No If yes, anticipated number to be removed: _____

Project Description: (Attach color photos of any existing buildings/structures on project site, no more than 2 photos per page)

DEPARTMENT USE ONLY		Approved	Approved w/ Restrictions*	Comments*	Grant Adm. _____
Cultural Resources	_____	_____	_____	_____	
T&E Species/NP/Natural Area/LWR	_____	_____	_____	_____	
Wetlands (Sec.404, see reverse side)	_____	_____	_____	_____	
* see attached letter/comments					
OREP/RR&C/CERP Coordinator	_____	Date	_____	Signature indicated IDNR CERP sign-off for ONLY the project information included in this submittal. Any changes must be resubmitted for review.	

OVERVIEW

Information contained on this form is used by Illinois DNR to evaluate compliance of the proposed project with three state laws protecting cultural resources, threatened and endangered species, and wetland resources. Results of the review will be indicated either on this signed form or an accompanying letter detailing anticipated impacts and compliance with state law.

Cultural Resource Review

Pursuant to Section 106 of the "National Historic Preservation Act of 1966" for federally assisted projects and the "Illinois State Agency Historic Resources Preservation Act" for state-assisted projects, ALL local agency grant projects must be reviewed for possible historic/cultural resource impacts. The Illinois DNR is responsible for ensuring compliance with these laws and will coordinate all necessary project reviews with the State Historic Preservation Office (SHPO). The historic value of buildings is determined in part by their age, architectural style, and building materials. These elements are to be considered in association with interior and exterior modifications proposed for the building, which may affect the structure's historic significance. Please include information on all of these elements within your project description. If impacts to historic resources are anticipated, the Project Sponsor is encouraged to consult with Illinois Department of Natural Resources as early in the planning process as possible. Contact person for IDNR is Dawn Cobb – 217-785-4992.

Threatened & Endangered Species Consultation

The Endangered Species Protection Act requires state and local units of government to consult with the IDNR to determine the impacts of their actions in regard to endangered and threatened species. This process affords valuable protection to the 500 species of plants and animals listed as endangered or threatened within the state of Illinois. If a state listed species is known to occur within the vicinity of the proposed action, additional information will be required. If a determination is made that a listed species will be adversely impacted, recommendations will be made as to how those impacts may be avoided or minimized. **Threatened & Endangered Species consultation (sign-off) is valid for two (2) years. If project is not initiated within this time period, resubmittal is necessary.**

Interagency Wetlands Policy Act of 1989

A wetland is defined as land that has a predominance of hydric soils and is inundated or saturated by surface or groundwater at a frequency and duration sufficient to support, and that under normal circumstances does support, a prevalence of hydrophytic vegetation.

The Interagency Wetlands Policy Act (IWPA) of 1989 directs state agencies to preserve wetlands as a priority action. The provisions of the Act apply to all state and state supported actions including grants and other financial assistance provided by IDNR to local units of government, private organizations or individuals.

The Act requires that all practicable alternatives be evaluated to *avoid* adverse wetland impacts. When avoidance is not possible then alternatives to *minimize* the adverse wetland impact are to be considered. If adverse wetland impacts are still unavoidable, then *compensation* is required.

Wetland Compensation Plan

When unavoidable impacts to wetlands are evident, a wetland compensation plan must be developed and implemented that adequately compensates for the adverse impact. This is best accomplished by hiring a qualified firm to evaluate the wetland and associated impact. The IDNR will review the wetland compensation plan and determine compliance with the Act.

The Act required compensation for reductions in the size or functional capability of the wetland. Interim requirements of the Act require a compensation ratio of 1.5 units of compensation per 1.0 unit of impact. Replacement of the wetland type is required (emergent wetland for emergent wetland, etc.) in a similar location in the landscape (flood plain, pothole, etc.). The compensation site should be located as near to the impacted wetland as practicable. It is preferable that the compensation site have hydric soils. The hydrology of the compensation site should closely resemble that of the affected wetland.

The wetland compensation plan should be completed either prior to or concurrently with the project. The project sponsor is required to certify that the compensation plan was successfully completed and annually monitor the success of the compensation wetland for at least three years.

Relationship of Section 404 of the Clean Water Act

The IWPA has many provisions similar to the Section 404 program. However, there are several differences. Section 404 regulates the placement of dredged and fill material into waters of the U.S., of which wetlands are a subset. The IWPA regulates any action that would adversely impact a wetland. **Compliance with either law does not ensure compliance with the other. Separate applications need to be submitted to IDNR and Army Corps of Engineers.**