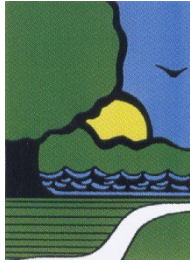


**State of Illinois Uniform Notice of Funding Opportunity (NOFO)  
Summary Information**

Awarding Agency Name	Natural Resources
Agency Contact	Patrick Davis (dnr.grants@illinois.gov)
Announcement Type	Initial
Type of Assistance Instrument	Grant
Funding Opportunity Number	2024LWCF
Funding Opportunity Title	Land and Water Conservation Fund State and Local Assistance Program
CSFA Number	422-11-1094
CSFA Popular Name	Land and Water Conservation Fund or LWCF
Anticipated Number of Awards	0
Estimated Total Program Funding	\$7,500,000
Award Range	\$20000 - \$750000
Source of Funding	Federal
Cost Sharing or Matching Requirements	Yes
Indirect Costs Allowed	Yes
Restrictions on Indirect Costs	No
Posted Date	08/04/2023
Application Date Range	08/04/2023 - 09/30/2023 : 5:00 PM
Grant Application Link	Please select the entire address below and paste it into the browser... <a href="https://il.amplifund.com/Public/Opportunities/Details/42fe553b-200f-4b69-825f-f01c4f3ced6d">https://il.amplifund.com/Public/Opportunities/Details/42fe553b-200f-4b69-825f-f01c4f3ced6d</a>
Technical Assistance Session	No



**Illinois Department of  
Natural Resources**

**Land & Water Conservation Fund  
(LWCF) Grant Program**

**2024**

**Program Information and Application Attachments for  
Grant Applicants**



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. The funding source for the LWCF program is the U.S. Department of the Interior, National Park Service. The address for the civil rights office is: Equal Opportunity Program Director, U.S. Department of the Interior, National Park Service, PO Box 37127, Washington, DC 20013-7127.

## FY 2024 LWCF PROGRAM CHANGES

- All FY24 LWCF program applications must be completed & submitted through the AmpliFund Grant Management System.

➤ <https://il.amplifund.com/Public/Opportunities/Details/42fe553b-200f-4b69-825f-f01c4f3ced6d>

- The FY24 LWCF program application window is **AUGUST 4, 2023, through SEPTEMBER 30, 2023**.
  - Completed applications must be submitted through the AmpliFund Grant Management System no later than **5:00 PM on SEPTEMBER 30, 2023**, to be eligible for consideration.

**Inquiries regarding this grant program should be directed to:**

**Illinois Department of Natural Resources  
Office of Grant Management and Assistance  
One Natural Resources Way  
Springfield, IL 62702-1271  
Phone: (217) 782-7481  
Fax: (217) 782-9599  
[dnr.grants@illinois.gov](mailto:dnr.grants@illinois.gov).**

## Table of Contents

Grant Basics .....	1
Frequently Asked Questions .....	2
Guidelines to the LWCF Program.....	5
Introduction and Purpose .....	5
I. Revenue .....	5
II. Distribution.....	5
III. Types of Eligible LWCF Projects .....	5
IV. Types of Ineligible LWCF Projects.....	5
V. Allowable Costs .....	8
VI. Administration .....	8
A. General Responsibility.....	8
B. Eligible Applicants.....	9
C. Applicant Responsibilities .....	9
D. Project Evaluation.....	9
E. Notification of Award.....	12
F. Receipt of Grant Payment.....	12
G. Matching Requirements .....	12
H. Project Billing Requirements.....	12
VII. Availability to Users.....	13
VIII. Implementation of an Approved Acquisition Project.....	13
LWCF Compliance for Approved Projects.....	17
A. Use of LWCF Assisted Land for Outdoor Recreation .....	17
B. Easements .....	17
C. Project Identification.....	18
D. Record Retention .....	18
E. Audit Requirements .....	18
F. Project Inspection.....	18
G. Availability to Users .....	19
LWCF Project Application and Implementation Process .....	22
LWCF Application Instructions.....	23

# Grant Basics

**Land and Water Conservation Fund (LWCF):** The "*Land and Water Conservation Fund*" (LWCF) is offered annually through the Illinois Department of Natural Resources (IDNR). The LWCF program is a grant program that provides up to 50% funding assistance to eligible, local units of government to acquire land for public outdoor recreation areas.

This manual is designed to provide concise information on the LWCF program, and to provide direction in completing an application for grant funding consideration. Read the manual carefully before applying and follow the application checklist and instructions closely.

The LWCF program was enacted by Congress in the form of Public Law 88-578, the Land and Water Conservation Fund Act of 1965 (78 Stat. 897). The purpose of the Act was to establish a specific federal funding source to assist federal and state agencies in meeting present and future outdoor recreation needs of the country. To this end, the Act provides funds for federal acquisition and development of public outdoor recreation lands and authorizes a 50% reimbursement grant-in-aid program for state outdoor recreation planning, acquisition, and development initiatives.

Funds for the program are derived from a portion of the revenues generated through offshore mineral deposit receipts, user fees at designated federal recreation areas, federal tax on motorboat fuels, and net proceeds from the sale of surplus federal real property.

Each federal fiscal year, LWCF funds appropriated by Congress for the state-side portion of the program are apportioned on a fixed formula basis to the states. Each state, at their own discretion, may further allocate these funds to its political subdivisions to assist with local outdoor recreation acquisition and development projects consistent with approved state outdoor recreation plans. In Illinois, the State's policy is to allocate at least one-half of its annual LWCF apportionment to local government "land acquisition" projects by means of a competitive grant program.

The local agency must still possess the ability to finance the cost of an approved land acquisition project prior to receipt of grant reimbursement funds. Approved projects must be completed by the grant agreement expiration date. Upon satisfactory project completion, the local agency submits a final project billing request to the IDNR showing proof of project completion and project cost/payment. Once a billing request is approved, reimbursement should be issued to the local agency within 30 - 60 days. (Detailed instructions for project billings are included with approved project agreements.)

LWCF grants are awarded through a competitive application process. **Project applications and required attachments must be submitted through the AmpliFund Grant Management System by 5:00pm on September 30, 2023 - applications received after the 5:00pm application closing date will not be accepted or considered.** Notification of grant awards is typically announced within the first half of the following year.

# Frequently Asked Questions

## **How is the LWCF program funded?**

The LWCF program is a federally financed program through the Department of the Interior, National Park Service (NPS). Funds for the program are derived from a portion of the revenues generated through offshore mineral deposit receipts, user fees at designated federal recreation areas, federal tax on motorboat fuels, and net proceeds from the sale of surplus federal real property.

## **Who is eligible to apply for LWCF?**

Only units of local governments having specific statutory authority to acquire and develop land for public park and recreation purposes are eligible for LWCF assistance.

## **Does our agency have to be registered under the Grants Accountability and Transparency Act (GATA) to apply for these funds?**

Yes, the Grant Accountability and Transparency Act, 30 ILCS 708/1 et seq (GATA) requires all entities requesting grant funding from any State Agency must first be registered in the GATA system.

- <https://www.illinois.gov/sites/gata/Pages/default.aspx>

## **Are there additional forms that must be completed to comply with GATA?**

Yes, a GATA Standard Application and a GATA Uniform Budget Template must also be submitted for your application to be considered complete.

- <https://gata.illinois.gov/grantee.html>

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

- IDNR policy limits annual LWCF grant awards to a maximum of \$750,000 per acquisition project.
  - *Counties* serving a population exceeding 2.0 million residents shall be eligible for up to \$1.15 million in annual LWCF funding for approved outdoor recreation acquisition projects.
  - *Municipalities* with a population exceeding 2.0 million residents are eligible for up to \$2.3 million in annual LWCF funding for approved projects.

## **How much money is available through the grant program?**

This varies and is based on the annual apportionment from the federal government as well as the needs of the State of Illinois for use of the funds for property acquisition.

## **When is the grant application deadline?**

The LWCF program operates on an annual recurring grant cycle. Completed local agency project applications must be submitted through AmpliFund during the application period to be considered in that year's LWCF grant cycle or as indicated in the current Notice of Funding Opportunity (NOFO) which can be found in the Catalog of State Financial Assistance (CSFA) at:

<https://www.illinois.gov/sites/gata/Pages/default.aspx> .

The deadline is final, and no extensions will be given. Project applications not approved for LWCF assistance will not be returned to the local agency. Projects that are not successful in each grant request cycle may be resubmitted in a subsequent grant cycle if the application is appropriately updated and revised prior to resubmittal.

**Is there an application or award fee?**

No, there is no application or award fee required with the LWCF program.

**Will LWCF fund development projects?**

No, LWCF is only used in Illinois to assist agencies in the acquisition of property to be developed for outdoor recreational purposes.

**Can project costs be incurred prior to grant award?**

No, all project costs incurred prior to IDNR approval, are ineligible for LWCF assistance. Only *PROPOSED* acquisitions are eligible for grant assistance. Under specific circumstances, it is possible to receive a waiver for this requirement. The circumstances must be presented to IDNR staff and the NPS and considered appropriate and a waiver issued prior to incurring any project costs.

**Can applications be made for multiple grants in the same year?**

No.

**Can a grantee apply to both OSLAD and LWCF for a property acquisition in the same grant year?**

Yes, and this is strongly recommended for land acquisition proposals. However, by applying for both funding sources, the grantee is consenting to allow the IDNR to recommend the most appropriate source of funding for the acquisition.

**Is a project with multiple sites eligible?**

No, project proposals must be for a single site; multi-site projects are not eligible.

**Are property appraisal costs an eligible project expense?**

No, appraisal costs are not an allowable expense in the LWCF program.

**What should be done if our project involves a brownfield site?**

If a local agency's application involves the acquisition of a brownfield site, it is highly recommended that the IDNR grant staff be contacted at (217)782-7481 to discuss.

**How are awarded projects selected?**

All applications undergo extensive review, 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 by IDNR administration. At the completion of this process, an announcement of which projects will be recommended to NPS for funding is made.

**How long does it take to award a project?**

Recommended projects will be submitted to the NPS during their application cycle. Once NPS has approved the grant, formal announcement from the IDNR will follow. The timing of this usually occurs in the following spring/summer.

**Will a Federal Nexus be placed around the boundary of the acquired property?**

Yes, U.S. Code: Title 54: Section 200305(f)(3) states that no property acquired or developed with assistance under this section shall, without approval of the Secretary, be converted to other than public outdoor recreation use. Therefore, a federal boundary is placed on the acquired property and any existing park property that it is being added to.

<http://uscode.house.gov/view.xhtml?path=/prelim@title54/subtitle2/chapter2003&edition=prelim>



**What time period is allowed for projects to be completed?**

The LWCF agreement will provide for a 2-year timeframe, however, it is recommended that the acquisition be completed in one year.

**Can I complete my grant application online?**

Yes, applications MUST be completed and submitted through the AmpliFund Grant Management System.

➤ <https://il.amplifund.com/Public/Opportunities/Details/42fe553b-200f-4b69-825f-f01e4f3ced6d>

**What documentation is required?**

All documentation shown on the LWCF Application Checklist must be included at the time the application is submitted.

**Resources currently available for questions regarding the AmpliFund Grant Management System:**

AmpliFund Zendesk Support Site → <https://amplifund.zendesk.com/>

Recipient & Applicant Training → [Recipient and Applicant Training – AmpliFund Support \(zendesk.com\)](#)

Applicant Portal User Guide → [Applicant Portal Guide – AmpliFund Support \(zendesk.com\)](#)

Submit a request to the Helpdesk → [Submit a request – AmpliFund Support \(zendesk.com\)](#)

**Who can I contact if I have questions regarding the LWCF grant program?**

Illinois Department of Natural Resources  
Office of Grant Management and Assistance  
One Natural Resources Way  
Springfield, IL 62702  
Phone: (217) 782-7481  
Fax: (217) 782-9599  
[dnr.grants@illinois.gov](mailto:dnr.grants@illinois.gov)

# Guidelines to the LWCF Program

## **Introduction and Purpose**

The "*Land and Water Conservation Fund*" (LWCF) program provides up to 50% funding assistance to eligible units of local government for approved land acquisition for public outdoor recreation purposes. The LWCF acquisition program is a reimbursement program based on the IDNR approved market value of a property.

Due to the parallel nature of the OSLAD and LWCF programs, these two programs *used* to be administered similarly by the State with only one project application having been required to be automatically considered for land acquisition funding under both programs. Starting in 2017 with the introduction of GATA, each program must be applied to separately if the applicant wants an eligible land acquisition to be considered under both programs.

### **I. Revenue**

#### **A. Source and Amount**

The LWCF program was enacted by Congress in the form of Public Law 88-578, the Land and Water Conservation Fund Act of 1965 (78 Stat. 897). The purpose of the Act was to establish a specific federal funding source to assist federal and state agencies in meeting present and future outdoor recreation needs of the country. To this end, the Act provides funds for federal acquisition and development of public outdoor recreation lands and authorizes a 50% reimbursement grant-in-aid program for state outdoor recreation planning, acquisition, and development initiatives.

Funds for the program are derived from a portion of the revenues generated through offshore mineral deposit receipts, user fees at designated federal recreation areas, federal tax on motorboat fuels, and net proceeds from the sale of surplus federal real property.

Each federal fiscal year, LWCF funds appropriated by Congress for the state-side portion of the program are apportioned on a fixed formula basis to the states. Each state, at their own discretion, may further allocate these funds to its political subdivisions to assist with local outdoor recreation acquisition and development projects consistent with approved state outdoor recreation plans. In Illinois, the State's policy is to allocate at least one-half of its annual LWCF apportionment to local government "land acquisition" projects by means of a competitive grant program.

### **II. Distribution**

Distribution of funds to eligible units of local government 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.

#### **A. Cost Sharing**

LWCF will reimburse up to 50% of total approved project costs. The remaining 50% of the costs will be borne by the project sponsor.

### **III. Types of Eligible LWCF Projects**

LWCF grants are available for projects involving the acquisition of land for public outdoor recreation areas. Applications must be for a single project site and the local applicant must be capable of

accomplishing the project in the specified LWCF program time frame. See Section III of the manual for project implementation procedures and timelines.

Eligible projects include, but are not limited to, the following:

1. Areas providing frontage on public surface waters or land for creating public water impoundments to promote water-based recreation opportunities.
2. Areas of outstanding natural quality where the objective is to preserve the scenic or natural values, including areas of physical or biological importance such as pristine natural areas, sites protecting threatened or endangered species, flood plains, wetlands, geological features, wildlife habitats, or scenic waters, etc.
3. Areas for general purpose, public outdoor recreation use such as neighborhood and community park areas, play fields and competitive, non-professional sports facilities, as well as public parklands for passive recreation uses.
4. Additions to existing parks, wildlife areas, nature preserves, beaches, and greenways or parkways for public outdoor recreation purposes.
5. Linear greenway corridors and abandoned rights-of-way for outdoor recreation purposes.

With the exception of land acquired from school districts, acquisition of land from another public agency is not eligible for LWCF assistance. Funding assistance for the acquisition of surplus school property is limited to 50% of the land's Certified Market Value or actual purchase price, whichever is less.

Acquisition must be in fee simple title or whatever lesser conveyance rights will ensure the desired outdoor recreation use of the project site. Land acquired with LWCF assistance is required to have a covenant placed on the deed at the time of recording that stipulates the property must be used, in perpetuity, solely for outdoor recreation purposes and cannot be sold or exchanged, in whole or part, to another party without approval from the Illinois DNR.

Eligible project costs include land acquisition and associated relocation expenses, and site archaeological surveying costs, if required. **Project incidental costs such as application preparation, appraisal fees, archaeological surveys, attorney fees, consultant fees, and title costs are NOT grant eligible.**

**Land acquired with LWCF assistance must have the recreation development proposed in the application initiated within three (3) years following completion of the site acquisition. Furthermore, land acquired with OSLAD assistance must have recreation development completed within (5) five years. Agencies failing to meet this requirement will be prohibited from applying to any of the grant programs administered by the Office of Grant Management and Assistance until the violation is resolved.**

**In no case shall land acquired with LWCF assistance be closed to public use until development is completed.** Between the time of acquisition & development, the site must be open for those recreational purposes that the land can support or that can be achieved with minimal investment.

Please be advised that your agency's failure to proceed with the proposed acquisition may result in a two-year debarment from all Office of Grant Management and Assistance grant programs.

#### IV. Ineligible LWCF Projects

LWCF funds may **NOT** be used for any of the following:

In general, LWCF assistance is not available for 1) acquisition of land that will function for academic, historic, economic, entertainment or other non-outdoor recreational purposes OR 2) **any** site development costs OR 3) acquisition of land from another public agency (excluding school districts) for park purposes OR 4) applicants with undeveloped project sites (previously acquired with IDNR grant assistance) that are five years or older.

The following examples (non-inclusive) are land acquisition projects not eligible for LWCF grant assistance:

1. Acquisition of land from another public agency (excluding school districts) for public park and outdoor recreation/open space purposes.
2. Acquisition of land where negotiations and/or legal action, including eminent domain, have been initiated by the project sponsor to acquire the property without IDNR approval or in violation of the federal *Uniform Relocation Assistance & Real Property Acquisition Policies Act of 1970* (49 CFR 24) or the State *Displaced Persons Relocation Act* (310 ILCS 40 et. seq.), as applicable.
3. Acquisition of historic sites and structures (exceptions may be made only when it is clearly demonstrated that the acquisition is primarily for outdoor recreation purposes and that the historic aspects are secondary to the primary recreation purposes.)
4. Acquisition of museums and conservatories or sites to be used primarily for museums, conservatories, or archeological excavations.
5. Acquisition of land to help meet a public school's minimum site size requirement as established by State or local regulations.
6. Acquisition of areas and facilities designed to be used primarily for semi-professional and/or professional arts and athletics.
7. Acquisition of areas and facilities to be used solely for game refuges; fish, animal or plant production purposes and displays; or zoos.
8. Acquisition of areas to be used mainly for the construction of indoor facilities. (Also prohibited are areas where existing indoor recreation facilities, if left in place, will not leave sufficient area at the site for the development of outdoor recreation facilities to justify the cost of the acquisition.)
9. Acquisition of sites containing luxury lodges, motels, cabins, and similar elaborate facilities which are to be operated by the local agency or a concessionaire to serve the public with food and sleeping quarters.

10. Acquisition of agricultural land where the primary purpose is to preserve the agricultural activity (e.g., demonstration farms).
11. Acquisition of land where the primary purpose is for storm water retention, wastewater treatment, etc.
12. Acquisition of land where the purpose is for a future golf course. (Please note that acquisition of property that contains an existing golf course is eligible.)

## V. Allowable Costs

### A. Basic Concept

The LWCF Grant Program is a reimbursement grant program for acquisition grants. To be eligible for grant assistance, costs must be incurred within the project period, stipulated by a signed project agreement.

### B. Acquisition

Acquisition costs are eligible for reimbursement **if incurred during the grant contract period** and are considered incurred on the date when the earliest of any of the following takes place:

1. Participant accepts deed over the project site
2. Participant makes full payment for the property
3. Participant makes first payments in a series of payments

Project incidental costs such as application preparation, appraisal fees, archaeological surveys, attorney fees, consultant fees, and title costs are NOT grant eligible.

All eligible acquisitions should be done under an approved grant contract. The acquisition must still be completed using state compliance guidelines.

## VI. ADMINISTRATION

### A. General Responsibility

The Office of Grant Management and Assistance will administer the LWCF program and ensure the successful completion of the project. The IDNR Office of Grant Management and Assistance will also inspect projects to ensure compliance with the intent of the program. In addition, IDNR has developed criteria and procedures for selecting projects for funding from LWCF.

### B. Eligible Applicants

Any of the following local government agencies are eligible for LWCF assistance:

1. Municipalities, Townships and Counties
2. Park Districts
3. Conservation Districts
4. Forest Preserve Districts

Other local government agencies not listed above but having statutory authority to acquire and develop lands for public park and outdoor recreation purposes may also be eligible for LWCF consideration. Contact the IDNR grant staff to verify an agency's eligibility status if unsure.

- Please note: Universities and other schools are **NOT** eligible for assistance.

## C. Applicant Responsibilities

### 1. Accessibility

One of the goals of the LWCF program is to provide and improve recreational access opportunities for people with disabilities. As such, all facilities assisted with LWCF monies must conform to standards outlined by the Americans with Disabilities Act of 1990 once developed. [https://www.ada.gov/2010ADAstandards\\_index.htm](https://www.ada.gov/2010ADAstandards_index.htm)

### 2. Ownership

The local agency must be seeking full “control and tenure” over the project site (fee simple title) to ensure compliance with the outdoor recreation use requirements of the LWCF program.

### 3. Conflict of Interest

If the project sponsor is a local government, no official or employee of the local government who is authorized in his/her official capacity to negotiate, make, accept, approve or take part in decisions regarding a contract or subcontract in connection with an approved LWCF grant project shall have any financial or other personal interest in that contract or subcontract.

No person performing services for a local government in connection with an approved LWCF grant projects shall have a financial or other personal interest other than his/her employment or retention by the local government in any contract or subcontract in connection with said LWCF grant project. No officer or employee of a person retained by the local government shall have any financial or other personal interest in any real property acquired under an approved LWCF grant project unless that interest is openly disclosed on the public records of the local government and that officer, employee or person has not participated in the acquisition for, or on behalf of, the local government.

## D. Project Evaluation

Local project applications are evaluated on a competitive basis since funds available through the LWCF program is typically not sufficient to provide funding assistance for all local acquisition project needs in the State. Funding priorities are determined by several factors that have been established through the Department's statewide outdoor recreation planning process.

The following criteria will be used by the Department for evaluating and ranking grant applications. Each criterion indicates the weighting that will be given to that criterion.

### 1. Statewide Outdoor Recreation Priorities and Project Need - 60%

- a. 35% is based on the extent to which the project addresses the following major outdoor recreation/conservation priorities identified in the state plan:
  - i. *protection or enhancement of a State or locally significant natural area, or threatened/endangered species habitat, or an area identified in the Illinois Wildlife Action Plan( <https://www2.illinois.gov/dnr/conservation/IWAP/Pages/default.aspx>);*
  - ii. *protection or enhancement of significant wildlife habitat;*
  - iii. *protection or enhancement of natural wetland areas;*
  - iv. *promoting conservation education opportunities;*
  - v. *promoting recreational use of Illinois' surface waters;*
  - vi. *protection or recreational use of linear greenways (excluding bike & snowmobile*

*trail construction);*

- vii. interagency cooperation in providing and/or effectively utilizing local recreation resources;*
  - viii. enhancing recreational opportunities for minority and less affluent populations;*
  - ix. promoting adaptive reuse of properties for open space and park purposes;*
  - x. use of resource conservation elements and/or native landscaping.*
- b. 25% is based on a local "needs assessment" or comparison of 1) the existing supply of recreational facilities per capita for the proposed project component(s) to a statewide median as calculated by the IDNR in its statewide planning process and 2) the existing supply of local open space/parkland acreage, measured in acres/1000 population for particular park types (e.g., neighborhood, community parks, etc.), to the statewide median and 3) the availability of similar park facilities within the proposed project site's service area.\* If multiple entities overlap or share the same boundaries within a community, all existing facilities are considered.

- \* The current statewide average for the supply of local open space and parkland acreage according to the Illinois Recreation Facilities Inventory (IRFI) is approximately 11.35 ac/1000 population for overall community parkland acreage and approximately 52.69 ac/1000 population for regional parkland acreage. The DNR uses a criteria that approximately 20% of local parkland/open space acreage should be allocated to neighborhood or mini-park facilities serving an area up to ½ mile radius and approximately 80% allocated to community parks serving a community-wide area or up to 2 mile radius in high density urban areas.

A local/regional acreage standard or goal lower than the above indicated statewide median figures may be accepted by the IDNR for a given locality if the variant standard is supported by that agency's comprehensive recreation plan. Verification of a different local/regional acreage standard or goal should be submitted to the IDNR as part of the LWCF application.

- i. Priorities for LWCF acquisition assistance will be given to local agencies with less acreage than the statewide median for the particular type of park and recreation facilities being proposed in the application.
- ii. Priorities for LWCF development assistance is given to local agencies having a park system (supply) that meets or exceeds the current statewide median based on acres/1000 population, parkland diversity and distribution, and where a deficiency of the proposed recreation facilities exists.

Consideration is given to projects that provide the first and only park site in the service area, if the site is the first passive or active site in the service area, or if the project provides a brand-new recreational element to the service area.

## 2. **Local Planning - 10%**

Consideration is given to projects identified in or consistent with adopted local plans AND where direct public participation in the planning process and/or project proposal is evident. Current plans (less than 5 years old) and grass-roots public participation in the planning process are highest priority. To be fully considered as an acceptable planning document, basic elements such as an overall needs assessment, current facilities inventory and direct constituent input should be included.

Please refer to IDNR's Community Park and Recreation Planning guide for detailed information on planning. It is recommended that a series of public meetings be held for the

proposed project. Any additional sources of public input (referendums, surveys, open houses, fundraisers, etc.) are also strongly encouraged.

Projects not identified in local plans that represent unique or unforeseen opportunities are given partial credit IF the proposal is generally consistent with local recreation/open space objectives and strong public support is evident.

NOTE: The level of public involvement and support for a project is a critical factor considered under this evaluation category.

3. **Site Characteristics and Development Plan - 25%**

Projects are evaluated primarily in terms of the project site's suitability for the proposed recreation uses including considerations of 1) physical characteristics such as terrain, drainage, adjacent land uses, soil conditions, vegetation, etc. 2) site accessibility factors including safe pedestrian, bicycle and vehicular access and sufficient parking; and 3) overall site plan considering such factors as creativity, sensitivity to environmental factors, diversity of recreation opportunity, and neatness.

Projects are considered diverse if there is more than one recreational element proposed. The more diverse projects tend to score higher, especially if the recreational elements are of high need based upon criteria stated in A2. All components that formulate a single recreational element are considered one element. For example, site grading, seeding, fencing, dugouts, scoreboard, and bleachers are all counted as one element and that is baseball. All components of a play area such as swing sets, climbing walls, jungle gym bars, modular play units, etc. are all counted as one element and that is a playground.

The site development plan submitted should be accurate, neat and show good design.

Infrastructure costs are considered and if these costs are higher than 40% of the total project costs, points will be deducted.

4. **Project Special Considerations - 5%**

The following are also considered in the evaluation of projects:

- i. Projects involving voluntary, third party donations of land or cash ( $\geq 50\%$  of local share) as part of the project scope.
- ii. Projects providing initial access to, and development of, an undeveloped park site.
- iii. Projects that are part of the overall economic development of an area.
- iv. Previous amount of assistance awarded to the local agency (fair share factor).
- v. Projects being undertaken by newly established recreation agencies or incorporated municipalities (5 years old or less)
- vi. Projects improving or increasing necessary recreation opportunities in high density urban areas.

5. **Project Penalty Considerations**

A local agency may be penalized during project evaluation *for* poor performance in: 1) the execution of previous LWCF projects or 2) responding to IDNR requests for necessary application information, or 3) ability to maintain existing recreation/public facilities, or 4)



providing required post-completion compliance certification information regarding prior grant projects.

Applications for funding assistance will not be considered by the Department if 1) an unresolved program violation exists relative to a previous grant project or 2) the local applicant has failed to provide local recreation facilities information as requested by the Department for the Illinois Recreation Facilities Inventory (IRFI).

#### **E. Notification of Award**

The Director of the Department of Natural Resources, with his staff, reviews and prioritizes project applications according to the established program rating criteria. The Director makes final decisions concerning LWCF project recommendations to the National Park Service (NPS). Once a decision has been reached, these recommendations will be announced. At that time, the IDNR will apply to NPS on behalf of the applicant. Once NPS approves a project, the applicant will be notified of the grant award status.

#### **F. Receipt of Grant Payment**

The LWCF program operates on a matching basis of up to 50% of the grant award based on the certified market value of the property being acquired. No project costs can be incurred until after IDNR approval. In certain circumstances it may be possible to waive this requirement. After project approval and allocation of a fixed grant amount for the project, the local agency must proceed with and complete the proposed acquisition within the 2-year timeframe. Payment of all costs must occur before submitting a final project billing request to the IDNR for reimbursement. Processing of project billings and transmittal of approved grant reimbursement to the local agency takes approximately 30 - 45 days following approval of the billing request by the IDNR.

#### **G. Matching Requirements**

Project sponsors will be reimbursed up to 50 percent of the total cost of acquisition up to the approved grant amount. The remaining share of the project costs are borne by the project sponsor.

#### **H. Project Billing Requirements**

Project agreements include as a part of Exhibit B, the Implementation and Billing Requirement Packet that includes forms and directions on how to partially or completely bill on a project. The Implementation and Billing Packet can also be found on-line at:

<https://www.dnr.illinois.gov/AEG/Pages/OpenSpaceLandsAcquisitionDevelopment-Grant.aspx>.

All awarded grants must provide a billing to the IDNR within one year of the ending date of the grant. Failure to do so will jeopardize the project reimbursement.

### **VII. AVAILABILITY TO USERS**

Projects acquired with LWCF assistance shall be open to all persons regardless of race, color, religion, creed, gender, national origin, age, or disability. This also applies to any lessee or licensee operating within the project area or providing a service to the public including concessions and accommodations.

#### **A. Use Limitations**

Project sponsors may impose reasonable limits, with prior state approval, on the type and extent of use of areas and facilities acquired with LWCF assistance when such a limitation is necessary for maintenance or preservation.

**B. Access**

The IDNR shall always have access to LWCF grant assisted facilities for inspection purposes to ensure the project sponsor's continued compliance with the LWCF guidelines.

**C. Concessionaires**

Project sponsors may enter into a contract or agreement with responsible concessionaires to operate and/or construct facilities for dispensing food to the public and/or any other services as may be desired by the public and the project sponsor for enjoyable and convenient use of the LWCF grant assisted site. However, the possession, sale, or consumption of alcoholic beverages on LWCF grant assisted sites is expressly prohibited.

**D. User Fees**

User fees are permitted at areas and facilities assisted with program funds; however, they are discouraged. If it is deemed necessary by the project sponsor to levy fees for use of the project facilities, prior approval from the IDNR must be received for the proposed fee schedule. Justification for charging a fee must clearly document that the existing operation and maintenance budget of the project sponsor is not sufficient to cover the cost of properly operating and maintaining the project facility. All fees received must be deposited in a separate account to be used for project facility operation and maintenance as well as future improvements to the facility.

**E. Non-Residents**

Discrimination based on residence, including preferential reservation or membership systems, is prohibited, except to the extent that the reasonable differences in admission or other fees may be maintained based on residence however may not be more than twice the amount charged to residents.

**VIII. IMPLEMENTATION OF AN APPROVED ACQUISITION PROJECT**

After an acquisition project is approved by the IDNR for grant assistance, a Programmatic Risk Assessment (PRA) will need to be completed as required by GATA. The PRA reviews certain items from your current Internal Control Questionnaire (ICQ) and additional program specific questions. After the PRA is submitted, a Notice of State Award (NOSA) is posted in the GATA Portal. The NOSA will detail any additional ICQ required Specific Conditions, Grantor Specific Terms, and Project Specific Terms. Awardees must accept the NOSA before a Project Agreement can be created.

The Project Agreement, once issued, will outline approved project costs, maximum grant funds obligated to the project, program compliance responsibilities specified in the NOSA, and general instructions for proceeding with the project acquisition.

The local project sponsor is also instructed at this time to commence with necessary appraisal work as outlined below to determine the "market value" of the proposed project site. Once IDNR has reviewed the appraisal(s) and approved a "market value" for the project site(s), the local agency is authorized to proceed with an "offer to purchase" the project property.

Any acquisition costs incurred prior to IDNR authorization are ineligible for LWCF assistance. Acquisition costs are considered incurred by the local agency on the date when 1) deed, lease or other appropriate conveyance is accepted, or 2) when first partial payment or full payment is made on the project property or to an escrow account/agent for the property. In addition, no purchase agreements, options, etc. should be entered into, nor negotiations begun until the IDNR approves such action. Only purchase agreements/options

that have been properly executed within the **six months** prior to the deadline date of the grant program, will be eligible. Entering into options or other type of purchase agreement prior to IDNR approval could cause project ineligibility.

Acquisition projects must proceed in compliance with the federal "*Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970*", (PL91-646). Detailed instructions and guidance regarding project implementation are provided by the IDNR at the time of project approval notification. In general, implementation procedures for approved acquisition projects are as follows:

- A. At least one "analytical narrative" appraisal is required for each parcel to be acquired (in some instances if the land value is questioned or a very dynamic market exists or appraisal methodology/documentation is suspect, two appraisals may be required at the option of the IDNR).

Advise your hired appraiser(s) how the land being appraised will be acquired (i.e. with **federal** grant assistance). Appraisals must be prepared by a qualified (state licensed) appraiser approved by the IDNR. (With the project application, the local applicant must submit the qualifications of two appraisers for IDNR review). The required appraisal(s) must comply with specifications provided by the IDNR at the time of project agreement execution. Completed appraisals must be submitted to and approved by the IDNR prior to the local agency initiating acquisition negotiations. Appraisals not meeting IDNR specifications will be returned for necessary revisions or, if necessary, a second appraisal may be required as noted previously.

After the market value for each project parcel has been established through an acceptable appraisal and approval received from the IDNR, the local agency must make a formal written offer to the property owner(s) offering the amount established as market value. Failure to offer market value to the seller or show proof of "good faith negotiations" conflicts with the referenced state and federal laws and can jeopardize grant eligibility.

If an agreement to purchase is reached with the seller, a closing is arranged, and fee simple title conveyed to the local agency. No land rights or reservations can be retained by the seller unless approved by the IDNR.

- B. If the market value offer is refused and a mutually acceptable negotiated settlement cannot be reached, Eminent Domain proceedings may be initiated. Please note that IDNR concurrence must be obtained prior to the local agency initiating such action.
- C. If the project acquisition involves any type of relocation of individuals, families, personal property, farm operations, not-for-profit organizations, businesses, etc., the local agency must comply with guidelines specified by the Federal Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (PL 91-646).
- D. The local project sponsor must also provide periodic "Quarterly Progress Status Reports" to the IDNR (January 1, April 1, July 1 and October 1) regarding project status. Status reports are MANDATORY. Failure to submit reports may jeopardize grant reimbursement.
- E. After acquisition is completed and title to the project property secured, the local agency must submit a billing request to the IDNR for LWCF grant reimbursement. Reimbursement is based upon 50% of the appraised market value of the property(ies) (or actual purchase price in the case of surplus school property) or the approved LWCF grant award, whichever is less. In the event of eminent domain, the Judgment Order establishes just compensation (market value) in determining

reimbursement IF sufficient grant funds obligated to the project are available.

An acceptable billing request includes the following documents:

1. Signed Acquisition Project Billing Form and Certification Statement,
  2. Copy of recorded Deed (preferable warranty) (LWCF Declaration of Use Restriction and covenants on property deed must be incorporated) (*Judgment Order & Condemnation Petition for "eminent domain" cases*),
  3. Title Insurance Policy in the amount of the CMV for the acquired property,
  4. Billing Certification Statement,
  5. Parcel Tabulation,
  6. Evidence of written market value offer to seller or other proof of "good faith negotiations",
  7. Copy of canceled check as proof of payment,
  8. Executed (Title Affidavit),
  9. Copy of final plat map signed by local agency,
  10. Color map with property boundary shown signed by local agency,
  11. Photograph of grant acknowledgment sign at site,
  12. Statement of Just Compensation and/or Waiver of Rights to Just Compensation, and
  13. Declaration of Use Restriction and Covenant on Property Deed.
- F. To ensure expedient completion, acquisition projects generally proceed in accordance with the timelines example shown on the following page.

**EXAMPLE ACQUISITION PROJECT TIMELINE**

<b>RESPONSIBILITY OF</b>	<b>TASK DATES</b>	<b>TASK</b>
Local Agency	August 4 – September 30	Grant application submitted to IDNR
Local Agency	August 4 – September 30	Appropriate submittals to Areawide Clearinghouse and IL Dept. of Agriculture, if applicable. (simultaneous with full application submittal to IDNR Grants)
IDNR	October-December	Staff review for application deficiencies
Local Agency & DNR	November/December	IDNR review of applications

Grant awards may be announced anytime within the year following submittal. It is imperative that property not be acquired prior to official authorization from IDNR. This includes the entering into of options, contracts, condemnation proceedings, or other types of action that commits the local agency to acquire the land. Projects violating the above could become ineligible for assistance.

<b>RESPONSIBILITY OF</b>	<b>TASK DATES</b>	<b>TASK</b>
IDNR	December - January	Possible project approval (or disapproval) notification and timeline start date for approved projects. Project Agreement issued to local agency authorizing approved grant amount and local agency instructed to initiate necessary appraisal work.
Local Agency	April / May	Completed appraisal(s) submitted to IDNR
IDNR	May / June	Appraisal(s) reviewed and when acceptable, local agency authorized to make written offer of approved Market Value and transmit Summary and Offer to Purchase (S & O) form to property owner, (Necessary forms and acquisition instruction will be provided by the IDNR)
Local Agency	July / August	Local agency submits to IDNR evidence that CMV has been offered to property owner
Local Agency	November / December	Local agency must notify IDNR whether land to be acquired has been 1) closed at CMV, 2) closed at negotiated price, or 3) condemned under Eminent Domain and copy of complaint submitted to the IDNR
Local Agency	Within next 3 months	Acquisition completed and reimbursement billing request submitted to DNR. (Acquisitions involving condemnation, excluded)

NOTE: Projects involving the displacement of any persons or businesses must contact the IDNR grant staff for additional information regarding relocation procedures. Relocation payments to displaced persons or businesses must be completed within 6 months following project property acquisition in order to be considered for LWCF grant eligibility.

# LWCF Compliance for Approved Projects

## General LWCF Compliance Requirements for Approved Projects

### A. Use of LWCF Assisted Land for Outdoor Recreation

Property acquired with LWCF grant assistance SHALL NOT BE UTILIZED OR DEVELOPED FOR ANY USE OTHER THAN PUBLIC OUTDOOR RECREATION as stipulated in the signed Project Agreement and in 17 IL Adm. Code 3025 and 3030. Land acquired with LWCF assistance shall be operated and maintained, in perpetuity, for public outdoor recreation use. All farming operations and non-recreation uses shall cease.

The extent of land included under the non-conversion provisions of the LWCF program for an approved project is determined at the time of project approval and delineated on an approved "project boundary" map attached to the Project Agreement. Regardless of the amount of grant assistance provided, the approved "project boundary" area shall, at a minimum, consist of a viable outdoor recreation area capable of being self-sustaining without reliance upon additional recreation areas. Except in unusual cases where it can be shown that a lesser unit within a larger park/preserve site is clearly a self-sustaining outdoor recreation resource comprising a logical management unit, the "project boundary" will encompass the entire park/preserve area of which the project site is part. (e.g., grant assistance to improve and/or acquire only a portion of a park site will normally require the entire park site being included within the "project boundary".)

Any conversion of land located within the approved "project boundary" from public outdoor recreation use must have the written approval from NPS and IDNR prior to actual conversion. Any conversion that takes place on LWCF assisted lands constitutes a violation of 17 IL Adm. Code 3030, as applicable, and the signed Project Agreement, and requires the local agency to acquire or provide comparable replacement land in lieu of the converted property. The NPS and the IDNR shall be the sole judges in determining the acceptability of comparable replacement land(s). IDNR grant funding will not be provided to assist in the acquisition of required replacement land.

**NOTE:** The approved site development plan, submitted with the project application, is also considered a static and binding document. Any major deviations from that approved plan without prior IDNR approval OR failure to initiate development of lands acquired with LWCF assistance within a three (3) year period for outdoor recreation use in general accordance with the approved plan may constitute a "conversion" violation requiring mitigation as stipulated herein.

### B. Easements

No easements, roadway dedications, leases, or other such land encumbrances, including surface disturbance from the extraction of minerals, or actual land transfers shall take place on LWCF assisted lands per 17 IL Adm Code 3030, without prior written approval from the IDNR. If there are plans for any such agreements for exchanges or transfers of land, or the granting of easements or leases, IDNR must be notified prior to the consummation of the agreements. Until the IDNR advises that the exchange or encumbrance has been approved, no action must be taken to finalize the proposed transaction. If said transaction takes place without approval, such action will constitute a "conversion" violation as outlined in Item A above.

### **C. Project Identification**

Acknowledgment of LWCF assistance at the project site is required. All local project sponsors will receive an 12" x 12" or smaller sign depicting the LWCF logo prior to the final project billing and grant reimbursement. This sign or similar Acknowledgment furnished by the local agency must be posted at the entrance to the project site per program requirements where it can easily be seen by users and visitors.

### **D. Record Retention**

1. All financial records and related supporting documents pertinent to a LWCF project must be retained by the local agency for a period of three (3) years following final grant payment. These records shall be retained beyond the three (3) year period if audit findings remain unresolved.
2. For purposes of local record retention, local agencies may substitute microfilm copies or electronically stored documents in lieu of original records.
3. All project records shall be available for examination by duly authorized representatives of the Illinois Department of Natural Resources, National Park Service, Illinois Auditor General's Office, or the Attorney General's Office for the purpose of making audits, excerpts and transcripts.

### **E. Audit Requirements**

Local agencies are required to comply with Auditing Standards set by the Administrative Rule for the Grant Accountability and Transparency Act (GATA) 44 IL Admin Code 7000.90 (link). Guidance can be found on the GATA webpage in the Resource Library at:

<https://www2.illinois.gov/sites/GATA/Documents/Resource%20Library/GATA%20Audit%20Requirements%20-%20For%20Resource%20Library.pdf>

A copy of the audit must be provided to IDNR, upon request, OR if any findings (irregularities) involving the Museum Capital grant are reported in the audit. The audit must be conducted by an independent public accountant, certified and licensed by authority of the State of Illinois and conducted in accordance with generally accepted auditing standards adopted by the American Institute of Certified Public Accountants (AICPA, 1985).

Procurement of the necessary audit(s) is the responsibility of the public museum and can follow established local procurement procedures, provided those procedures promote an open and competitive environment.

### **F. Project Inspection**

Periodic site inspections are made by representatives of the IDNR as required during project execution and after project completion to ensure continued program compliance. The following points are taken into consideration:

1. Retention and Use - Is the property being used for the purpose identified in the approved project agreement.
2. Appearance - Is the property attractive and inviting to the public and the quality of the area being maintained?
3. Maintenance - Is upkeep and repair of facilities adequate? Is there evidence of poor workmanship or use of inferior quality materials or construction? Is vandalism a problem?
4. Management - Does facility staffing/servicing appear adequate?
5. Availability - Is there evidence of discrimination? Is the property readily accessible and open to the public during reasonable hours and times of the year?
6. Signing - Is the area properly signed to allow for user information and safety, and acknowledge LWCF assistance?

#### **G. Availability to Users**

##### **1. Discrimination on the Basis of Race, Color, Creed, National Origin, Sex, Age or Disability**

Recipients of LWCF financial assistance are required to comply with the requirements of Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973 as amended, the Age Discrimination Act of 1975, the Civil Rights Restoration Act of 1988,

(P.L. 100-259), and the Americans with Disabilities Act of 1990 (PL 101-336) to the extent that no person in the United States shall, on the grounds of race, color, creed, national origin, sex, age or disability be excluded from participation in, be denied of, or be otherwise subjected to discrimination in any program or activity provided by that agency. Areas affected by these requirements include, but are not limited to, the following:

- a. programming;
- b. facility use, planning and construction;
- c. employment practices;
- d. planning and/or advisory groups; and
- e. fee structures.

A local agency first agrees to comply with the referenced anti-discrimination and accessibility laws when a completed "Resolution of Authorization" (DOC-3) is submitted as part of the LWCF grant application. This signed form provides the IDNR with reasonable assurance that all requirements imposed by said anti-discrimination and accessibility laws will be met and any non-compliance will be corrected.

Further, once a local agency has received LWCF assistance, the following additional and continuing administrative requirements must be met:

- a. Notify the public that local programs and facilities are herein after offered and operated on a non-discriminatory basis in accordance with the referenced anti-discrimination and accessibility laws.



- b. Notify the public of the right to file a complaint should any person believe they have been subjected to discrimination as prohibited by these laws.
- c. Establish a procedure for processing discrimination complaints.
- d. Include anti-discrimination, accessibility, and equal opportunity statements as well as information regarding methods for filing complaints in all program materials, posters, brochures, contracts, leases, etc., used by or distributed to the general public.
- e. Where an appreciable number of people do not speak or understand English, it may be necessary to prepare printed materials in other appropriate languages or employ bilingual staff in order to inform the non-English speaking community of the availability of programs, facilities and services.
- f. Where private organizations or institutions participate in or utilize the facilities of the local agency, secure a signed assurance from the organization that its program(s) or activity will be operated on a non-discriminatory basis in compliance with the referenced laws.
- g. Make a good faith effort to include minority representatives in the membership of any planning and/or advisory group.
- h. Ensure facility development and maintenance are comparable in all sectors (minority and majority areas) of the community.
- i. Take necessary steps to equalize fees charged for program participation and facility usage throughout the community.
- j. Maintain a file that documents the local agency's efforts to comply with the requirements of Title VI, Section 504, and the Age Discrimination Act. These files may be examined as part of "Non-Discrimination Compliance Reviews" conducted by authorized representatives of the Illinois Department of Natural Resources.

Agencies interested in receiving more detailed information concerning these guidelines may obtain a copy by writing:

Illinois Department of Natural Resources  
Equal Employment Opportunity Officer  
One Natural Resources Way  
Springfield, IL 62702

## **2. Discrimination on the Basis of Residence**

For properties acquired or developed with LWCF assistance, discrimination on the basis of residence, including preferential reservation, membership or annual permit systems is prohibited except to the extent that reasonable differences in admission and other fees may be maintained on the basis of residence.

Fees charged to non-residents **cannot exceed twice that charged to residents**. Where there is no charge for residents, but a fee is charged to non-residents, non-resident fees cannot exceed fees charged for residents at comparable state or local public facilities. Reservation, membership, or annual permit systems available to residents must also be available to non-residents and the period of availability must be the same for both residents and non-residents.

These provisions apply only to the recreation areas listed in the project agreement. Non-resident fishing/hunting license fees are excluded from these requirements.

### 3. Accessibility for the Disabled

All facilities constructed with or later developed on property acquired with State LWCF assistance must be developed and designed to accommodate full accessibility standards as per the Illinois Accessibility Code (April 1997) and the "Americans with Disabilities Act" Accessibility Guidelines (ADAAG). <https://www.ada.gov/>

Although the Illinois Accessibility Code standards do not address specific criteria for accessibility involving all outdoor recreational facilities, there is a reference to "Recreational Facilities" on Pg. 87 of the Code. A copy of the Illinois Accessibility Code may be obtained by calling (217) 782-2864 (Springfield) or (312) 814-6000 (Chicago) or at: <https://www2.illinois.gov/cdb/business/codes/IllinoisAccessibilityCode/Pages/default.aspx>.

To supplement this information, the U. S. Architectural and Transportation Barriers Compliance Board pursuant to ADA has developed final guidelines for recreation facilities and outdoor developed areas. Copies of the guidelines can be obtained by writing to: *Access Board, Recreation Report, 1331 "F" Street, N.W., Suite 1000, Washington, D.C. 2004-1111. Tele: 202/272-5434 or 800/514-0301 or contact their web site at [www.access-board.gov](http://www.access-board.gov).*

# LWCF Project Application and Implementation Process

1. **APPLICATION SUBMISSION** – The project applicant submits the application to the Illinois Department of Natural Resources (IDNR) during the application period indicated in the NOFO. Receipt of the application is acknowledged and OGMA 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 application will be considered ineligible.
2. **SITE VISITS AND REVIEW – within approximately three months of application acceptance** – All eligible proposals are reviewed by OGMA staff. Site visits are conducted for all proposed projects. Projects are then scored by the review team.
3. **NATURAL RESOURCES ADVISORY BOARD (NRAB) REVIEW** – The highest scoring projects will present those projects to NRAB committee. The NRAB committee will then make their recommendations to the IDNR Director. When this process is complete, the Director of IDNR reviews and approves or modifies the staff and NRAB funding recommendations.
4. **RECOMMENDATIONS AND APPROVAL** – Project sponsors are notified in writing of the status of the application(s). After an acquisition project is approved by the IDNR for grant assistance, a Programmatic Risk Assessment (PRA) will need to be completed as required by GATA. The PRA reviews certain items from your current Internal Control Questionnaire (ICQ) and additional program specific questions. After the PRA is submitted, a Notice of State Award (NOSA) is posted in the GATA Portal. The NOSA will detail any additional ICQ required Specific Conditions, Grantor Specific Terms, and Project Specific Terms. Awardees must accept the NOSA before a Project Agreement can be created.  
  
*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.
5. **AGREEMENT** – The Project Agreement, once issued, will outline approved project costs, maximum grant funds obligated to the project, program compliance responsibilities specified in the NOSA, and general instructions for proceeding with the project acquisition. A contract is signed to assure that the applicant will complete the project within 24 months and be eligible to receive 50% 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.
6. **PROJECT IMPLEMENTATION** – The project sponsor may proceed with project acquisition after completing any additional steps required. Reimbursement requests may be made after funds have been expended.
7. **PROJECT COMPLETION** – The project should be completed within 24 months. A site inspection may be made after the project is complete. A LWCF acknowledgement sign must be posted in a conspicuous location when the project is complete. The required sign or specifications for its construction will be furnished by the IDNR.

# LWCF Application Instructions

**\*\*PLEASE READ THOROUGHLY\*\***

---

**The application must be submitted through the AmpliFund Grant Management System by 5:00 p.m. on September 30, 2023.**

➤ <https://il.amplifund.com/Public/Opportunities/Details/42fe553b-200f-4b69-825f-f01c4f3ced6d>

**Application material will be further utilized by the IDNR. Due to equipment limitation, maps and drawings should be limited to 8 ½" x 11" whenever possible, but never larger than 11" x 17".**

**All photographs and maps must be in color.**

## Instructions: GATA Uniform Application

### Item

1. Agency Completed Section – This section (1-15) either has been or will be completed by the IDNR.
2. Applicant Completed Section
  - a. Applicant Information – (16-21) complete all areas and be sure they are the same as how your information is entered into the GATA registration portal.
  - b. Applicant's Organizational Unit – (22-23) if you are a subdivision of a larger organization include that information here.
  - c. Applicant's Name and Contact Information for Program Matters – (24-31) the information included here is for the person who on a day to day basis can answer questions regarding the status of the grant or any other grant related question.
  - d. Applicant's Name and Contact Information for Administrative Matters - (32-39) the information included here is for the person who is the administrator over the agency and has the authority to enter said agency into contractual agreements. (i.e.: mayor, executive director, etc.)
  - e. Areas Affected - (40-42) since maps are already a requirement for this application include only written information for the actual location of the project (city, county, multiple counties, etc.). Legislative and Congressional Districts should include both State and Federal information for both the Applicant and the project location.
  - f. Applicant's Project – (43-45)  
43 – Enter the project title  
44 – Proposed term is: Start Date – Upon Execution    End Date – 2 years from application date.  
45 – self-explanatory.
  - g. Applicant Certification – (46-54) mark the box “I agree”. The authorized representative should be the same person noted in d. above.

## Instructions: GATA Grant Budget Template

Instructions provided by GATU:

This form is used to apply to individual State of Illinois discretionary grant programs. Applicants should submit budgets based upon the total estimated costs for the project including all funding sources. Pay attention to applicable program specific instructions, if attached. The applicant organization should refer to 2 CFR 200, “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards” cited within these instructions.

You must consult with your Business Office prior to submitting this form for any award restrictions, limitations or requirements when filling out the narrative and Uniform Budget Template.

### SECTION A – BUDGET SUMMARY FOR STATE OF ILLINOIS FUNDS

All applicants must complete Section A and provide a break-down by the applicable budget categories shown in lines 1-17. **Please read all instructions before completing form.**

**For an acquisition grant use line 15 “Grant Exclusive Line Item” and label it as Land Acquisition.**

Provide a total requested State of Illinois Grant amount for each year in the Revenue portion of Section A. The amount entered in Line (a) will equal the total amount budgeted on Line 18 of Section A.

All applicants must complete Section A and provide a break-down by the applicable budget categories shown in lines 1-17. Line 15 should be used as described above for land acquisition.

Line 18: Show the total budget request for each fiscal year for which funding is requested.

**Please use detail worksheet 15 and narrative section for further descriptions and explanations of budgetary line items**

Section A (continued) Indirect Cost Information: (This information should be completed by the applicant's Business Office). If the applicant is requesting reimbursement for indirect costs on line 17, the applicant's Business Office must select one of the options listed on the Indirect Cost Information page under Section-A.

**SECTION B – BUDGET SUMMARY FOR NON-STATE OF ILLINOIS FUNDS**

The applicant is required to provide cost-sharing or matching funds or other non-State of Illinois resources to the project; therefore, the applicant must provide a revenue breakdown of all Non-State of Illinois funds in lines (b)-(d). the total of "Non-State Funds" should equal the amount budgeted on Line 18 of Section B. Since a match percentage is required, the amount should be entered in this section.

Line 15 should be used for each project year, for which matching funds or other contributions are provided, and show the total contribution for each applicable budget category.

Line 18: Show the total matching or other contribution for each fiscal year.

Page 4 must include handwritten signatures.

**SECTION C – BUDGET WORKSHEET & NARRATIVE – (Attach separate sheets)**

Using Page 20 of the Budget Template #15 "Grant Exclusive Line Item" you will describe this as Land Acquisition. In the itemized breakdown, provide the description and amount for the total requested from the State and the total your organization will be providing as match in the "Non-State Total". Provide a brief narrative as required.

[Please review cost sharing and matching regulations found in 2 CFR 200.306.]

If the applicant is requesting reimbursement for indirect costs on line 17, this information should be completed by the applicant's Business Office. Specify the estimated amount of the base to which the indirect cost rate is applied and the total indirect expense. Depending on the grant program to which the applicant is applying and/or the applicant's approved Indirect Cost Rate Agreement, some direct cost budget categories in the applicant's grant application budget may not be included in the base and multiplied by your indirect cost rate. Please indicate which costs are included and which costs are excluded from the base to which the indirect cost rate is applied.

Provide other explanations or comments you deem necessary.

**§200.308 Revision of budget and program plans**

(e) The Federal/State awarding agency may, at its option, restrict the transfer of funds among direct cost categories or programs, functions and activities for Federal/State awards in which the Federal/State share of the project exceeds the Simplified Acquisition Threshold and the cumulative amount of such transfers exceeds or is expected to exceed 10 percent or \$1,000 per detail line item, whichever is greater of the total budget as last approved by the Federal/State awarding agency. The Federal/State awarding agency cannot permit a transfer that would cause any Federal/State appropriation to be used for purposes other than those consistent with the appropriation.

# Instructions: LWCF24 Grant Application Forms

## ❖ LWCF24 – Applicant Resources & Certifications

### Letter of Transmittal

*NOTE: This information must be transferred to the Applicant Community's Official Letterhead*

Date

Illinois Department of Natural Resources  
Office of Grant Management and Assistance  
Recreational Grants Unit  
One Natural Resources Way  
Springfield, Illinois 62702

Dear Sir/Madam:

The (name of local government) is submitting an application for an acquisition grant under the Land and Water Conservation Fund program. The grant request is in the amount of \$\_\_\_\_\_ to be used to acquire the property as described in the attached application. Additional funds in the amount of (amount of funds) to be used for the completion of the project will come from (source of funds).

I certify that this application meets the eligibility thresholds as outlined in the Notice of Funding Opportunity and Land and Water Conservation Manual.

Very truly yours,

(Signature of Chief Elected Official or Executive with title)

## Resolution of Authorization

**Applicant (Sponsor) Legal Name:** \_\_\_\_\_

**Project Title:** \_\_\_\_\_

The \_\_\_\_\_ (Sponsor) hereby certifies and acknowledges that it has the sufficient funds necessary (includes cash and value of donated land) to complete the pending LWCF project within the timeframes specified herein for project execution, and that failure to adhere to the specified project timeframe or failure to proceed with the project because of insufficient funds or change in local recreation priorities is sufficient cause for project grant termination which will also result in the ineligibility of the local project sponsor for subsequent Illinois DNR outdoor recreation grant assistance consideration in the next two (2) consecutive grant cycles following project termination.

### Acquisition and Development Projects

It is understood that the project must be completed within the timeframe established. The LWCF timeframe is as specified in the project agreement. The last 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) further acknowledges and certifies that it will comply with all terms, conditions and regulations of 1) the federal Land & Water Conservation Fund (LWCF) program (17 IL Adm. Code 3030), as applicable, 2) the federal Uniform Relocation Assistance & Real Property Acquisition Policies Act of 1970 (P.L. 91-646) and, as applicable, 3) the Illinois Human Rights Act (775 ILCS 5/1-101 et.seq.), 4) Title VI of the Civil Rights Act of 1964, (P.L. 83-352), 5) the Age Discrimination Act of 1975 (P.L. 94-135), 6) the Civil Rights Restoration Act of 1988, (P.L. 100-259) and 7) the Americans with Disabilities Act of 1990 (PL 101-336); and will maintain the project area in an attractive and safe condition, keep the facilities open to the general public during reasonable hours consistent with the type of facility, cease any farming operations, and obtain from the Illinois DNR written approval for any change or conversion of approved outdoor recreation use of the project site prior to initiating such change or conversion; and for property **acquired** with LWCF assistance, agree to place a covenant restriction on the project property deed at the time of recording that stipulates the property must be used, in perpetuity, for public outdoor recreation purposes in accordance with the LWCF programs and cannot be sold or exchanged, in whole or part, to another party without approval from the Illinois DNR, and that development at the site will commence within 3 years.

BE IT FURTHER PROVIDED that the \_\_\_\_\_ (Sponsor) certifies to the best of its knowledge that the information provided within the attached application is true and correct.

This Resolution of Authorization has been duly discussed and adopted by the \_\_\_\_\_ (Sponsor) on the \_\_\_\_\_ day of \_\_\_\_\_ (month), \_\_\_\_\_ (year)

\_\_\_\_\_  
Name (printed / typed)

Attested by: \_\_\_\_\_

\_\_\_\_\_  
Signature

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

\_\_\_\_\_  
Title



## ❖ LWCF24 – Applicant & Project General Data

### Applicant Information

1. Enter Applicant's Legal Name (name used for DUNS registration & grantee pre-qualification)
2. Enter Applicant Common Name (DBA)
3. Enter Applicant Employer/Taxpayer Identification Number (EIN,TIN)
4. Enter Applicant UEI# (Unique Entity Identifier)
5. Applicant GATA ID (assigned through the grantee portal)
6. Applicant SAM Cage Code (Federal System for Award Management Commercial and Government Entity Code)
7. Enter Applicant's Organizational Unit - Department Name
8. Enter Applicant's Organizational Unit - Division Name
9. Upload Applicant W-9
10. Enter information for the Applicant's Point of Contact:

**Must be available for contact between 8AM-5PM, Monday through Friday.**

- Applicant's Point of Contact - First Name
  - Applicant's Point of Contact - Last Name
  - Applicant's Point of Contact - Organizational Affiliation
  - Applicant's Point of Contact - Title
  - Applicant's Point of Contact - Email Address
  - Applicant's Point of Contact - Phone Number
  - Applicant's Point of Contact - Fax Number
11. Enter information for the Applicant's Executive Officer:
    - Applicant's Executive Officer - First Name
    - Applicant's Executive Officer - Last Name
    - Applicant's Executive Officer - Organizational Affiliation
    - Applicant's Executive Officer - Title
    - Applicant's Executive Officer - Email Address
    - Applicant's Executive Officer - Phone Number
    - Applicant's Executive Officer - Fax Number

### Project Narrative Statement

The Narrative Statement should address the following considerations:

1. Objectives and Need for Assistance. Present a clear and concise description of the project. State its primary objectives and explain the need for assistance. Any relevant data based on planning studies should be included or footnoted. If development includes rehabilitation of existing facilities, indicate the age of each.
2. Results / Benefits Expected. Explain the results/benefits to be derived (how the public will benefit). Indicate who will use the facility and how it will be used. The "service area" (neighborhood or community) most directly served by the project should be discussed in terms of social/economic make-up; population density; and whether the area is newly emergent or established. If the project is in an area having more than 50% minority population this should be specifically noted and documented by census data.
3. Approach. Outline the plan of action for accomplishing the project & how it will be financed.
  - Prepare an acquisition schedule for each parcel included in the project area. Provide a future development schedule for the site once it is acquired.

- **If force account labor (local agency's employees) and/or donated labor and material is expected to be used to accomplish the project, please describe the nature and extent of such work and/or donations.**
4. Geographic Location. Provide a brief description of the geographic location of the project (do not use legal description). Also, provide a map to indicate this location and the area it will serve. If applicable, plot competing facilities on the same map.
  5. Previous Assistance. Indicate any previous project assistance from LWCF, OSLA/OSLAD or other state/federal grants that affect this project. List project number(s), project title(s) and grant amount(s). If no previous assistance has been received, enter: No Previous Assistance.

### **Project Information**

1. Enter Project Title
2. Project Type: Acquisition
3. Enter the Proposed Project Term – Start & End Dates
4. Enter Project Site Location (Address, City, State, Zip Code)
5. Enter GPS Coordinates for Project Site – Latitude & Longitude
6. Enter name of county and township where project is located. If the project is in more than one county or township, indicate name / # of each.
7. Areas affected by the proposed project (if applicable, list the areas affected by the project)
8. Enter IL Senate District # where the project is located.
9. Enter IL House District # where the project is located.
10. Enter U.S. Congressional District # where the project is located.
11. Enter the applicant's jurisdictional population.
12. Enter the most current "Equalized Assessed Valuation" for the applicants' jurisdiction.
13. Enter the applicant's annual operational budget.
14. Briefly describe the property to be acquired or facilities to be developed (be specific). Include site location. If proposed project is part of a larger recreational complex, also describe relationship of the proposed project to total park area.
15. Enter the total estimated cost of the project and amount of LWCF assistance requested. Estimated appraisal and relocation costs as well as potential archaeological surveying costs must be included in the original application to be eligible for reimbursement. Land acquisition and relocation costs must correspond to amount(s) provided in application documents. Enter Grant Amount Requested, and Grant Request Percentage.
16. Enter the total public park/open space acreage available with applicant's jurisdictional boundaries. Enter the amounts owned and leased by the applicant.
17. Enter the source(s) of local matching funds for this project.
18. If applicable, indicate the applicant's **adopted** goal or standard for public open space/park acreage per 1000 population. *Submit page(s) from local plan/ordinance to substantiate.*
19. For each major recreation facility **proposed** for construction as part of a development project application or planned as future development in the case of an acquisition project, provide information on the EXISTING SUPPLY of such public recreation facilities (whether managed by the applicant or not) currently available within the applicant's jurisdictional boundaries. The most current Useful Life Criteria document is an addendum to the manual.

## Example Recreational Facilities Matrix

LOCATION/PARK TYPE	SIZE (ACRES )	POOL	GROUP PICNIC AREA	PLAY AREA	BASEBALL FIELD	FOOTBALL FIELD	SOCCER FIELD	TENNIS COURT	BASKETBALL COURT	SKATING AREA	GARDEN PLOTS	PASSIVE AREA	TRAIL	GOLF COURSE	FISHING AREA
MINI-PARKS															
1. Ben Allison Park	2.75			1	1										
2. Crescent Park	0.59											1			
3. Glos Memorial Park	1.30											1			
4. Jaycee Tot Lot	0.40			1											
5. Kiwanis Park	1.00											1			
SUBTOTAL	6.04														
NEIGHBORHOOD PARKS															
6. Crestview Park	10.96			1	2		1	2	2	2					
7. Manone Davis Park	3.20			1	1				1						
8. Conrad Fischer Park	12.87			2	3		1	3							
9. Pioneer Park	4.30			1	1		1		1						
10. Salt Creek Park	10.00		4	1	1										
11. Van Voorst Park	2.80				1		1								
12. Washington Park	3.20			1	2				1						
13. Wild Meadows Park	5.50											1			
SUBTOTAL	58.83														
COMMUNITY PARKS															
14. Berens Park	55.47		3	1	5		3	4	1	2	1	1			
15. Butterfield Park	25.40		3	1	4	1	1	3	1						
16. East End Park	14.52	1	2	1	3		1	4	1						
17. Eldridge Park	41.20			2	1		2	3	2	1	1				1
18. Plunkett Park	16.50			1	3	1	1								
19. Wilder Park	17.22		3	1				4				2			
20. York Commons	10.07	1		1	1		1		1						
SUBTOTAL	180.38														
LINEAR/SPECIAL USE AREAS															
21. Maple Trail Woods	89.26											1	1		
22. Sugar Creek Golf Course	43.32													1	
23. Wild Meadows Trace	48.70			1								1	1		
24. The Abbey	1.89														

SUBTOTAL	183.17														
NON-RECREATION AREAS															
25. Maintenance Center	1.17														
SUBTOTAL	1.17														
OTHER PUBLIC OPEN SPACE															
26. Elmhurst Public Schools (11)	36.90			7	10	2	1								
28. Wagner Community Center	3.97						1		1						
29. Cry Reservoir	9.39											1			
30. Cricket Creek Forest Preserve	165.64			1								1	1		1
SUBTOTAL	215.90														
GRAND TOTAL	645.49	2	15	26	39	4	15	23	12	5	3	11	3	1	2

20. If any other grant assistance has been previously given or promised for work within the boundaries of the proposed project site, list granting agency, project number and amount of assistance. This should include previous OSLAD funding and federal Land & Water Conservation Fund assistance.
21. Do any structures exist on the property to be acquired?
  - List all existing structures on the property to be acquired and briefly describe their condition. Also indicate if anyone is currently residing or storing personal property on the site and the intended disposition and/or use of the structures once the property is acquired. LOCATE AND IDENTIFY ALL STRUCTURES ON THE PREMISE PLAT MAP PROVIDED.
22. Provide details of how the estimated land costs were determined and include backup documentation such as an estimated market value analysis.
23. Acquisition Schedule: Provide details of how the estimated land costs were determined and include backup documentation such as an estimated market value analysis.
24. Backup Documentation
25. Acquisition Status - All or part of the project site is in Condemnation?
  - Provide copy of petition to condemn, if applicable
26. Acquisition Status – All or part of the project site is covered in a Purchase Contract?
  - Provide copy of the contract, if applicable
27. Acquisition Status - All or part of the project site is covered in an Option Agreement?
  - Provide a copy of the option agreement, if applicable
28. Acquisition Status - All or part of the project site is covered in a Lease Agreement?
  - Provide a copy of the lease, if applicable
29. Acquisition Status - All or part of the project site is covered by any form of agreement other than those noted above that commits local project sponsor to acquire the property?
  - Provide a copy of the agreement, if applicable
30. Budget Narrative and Cost Analysis - Acquisition Cost Analysis
31. Other Acquisition Expenses (include overmatching funds here)
32. Project Cost Narrative: Explain how the estimated value of this property was determined.
33. Provide a copy of your Appraisers Opinion of Value or other method used to determine your Estimated Fair Market Value
34. Upload Project Cost Narrative Backup
35. Provide the credentials/qualifications of at least two independent fee appraisers for review and approval by the IDNR (The credentials must include, at a minimum, a history of the individual appraiser's education, state license number (#553 preferred) and experience in appraisal work including a listing of the appraiser's clientele)
36. Development Data
37. Provide a quarterly expenditure schedule for the grant funds to the best of your knowledge or ability. Use quarterly time increments (Example: Year 1, Quarter 1 = \$10K Engineering Fees). The project sponsor is not bound to this schedule and revisions can be made during the project as necessary.
38. Neighborhood Description: (Comment on the characteristics of & the means of livelihood for those to be displaced. Comment on property values & type or kinds of improvements.)
39. Preliminary Relocation Estimate: Enter Approximate Number of people to be displaced.
40. Preliminary Relocation Estimate: Enter Approximate Number of Families to be displaced.
41. Preliminary Relocation Estimate: Enter Approximate Number of Businesses to be displaced.
42. Preliminary Relocation Estimate: Enter approximate number of Farm Operations to be displaced.
43. Preliminary Relocation Estimate: Enter Approximate Number of Non-Profit Organizations to be displaced.

## Preliminary Relocation Estimate

Relocation is defined as the displacement of any individuals, families, businesses, farm operations, not-for-profit organizations, and/or personal property, thereof, resulting from the non-voluntary acquisition of land for public use. If the project will involve relocation, it is mandatory that the questions on form DOC-5 be completed with sufficient detail to fully explain the scope and preliminary plans of the local agency.

If the project will not involve any relocation, simply insert "N/A" on the appropriate lines and submit. (PLEASE READ THE FOLLOWING REGARDING PROJECT RELOCATION ASSISTANCE REQUIREMENTS).

### Background Information

The federal Uniform Relocation Assistance & Real Property Acquisition Policies Act of 1970 (PL 91-646, 49 CFR 24)), was enacted by Congress and signed by the President on January 2, 1971. The State of Illinois passed enabling legislation on September 17, 1971, entitled the Displaced Persons Relocation Act (310 ILCS 40 et.seq.).

The federal Act is divided into three parts - Title I, Title II and Title III. Title I includes definitions of terms. Title II provides for relocation assistance and payments. Title III establishes real property acquisition policies.

Title II is the part that outlines a uniform policy for the fair and equitable treatment of persons displaced because of land acquisition through state and/or federally assisted programs. **Provisions of Title II are not applicable if the proposed project land acquisition is considered a “Voluntary Transaction”; meaning the landowner freely offered the property for sale and the project sponsor (government agency) will not acquire the property in the event negotiations fail to result in an amicable purchase agreement (ie., eminent domain will not be pursued).**

Title II establishes various benefits to be provided displaced individuals, families, businesses, farm operations, not-for-profit organizations, and/or personal property, thereof as a result of state and/or federally assisted land acquisition. These benefits include moving and related expenses; replacement housing for homeowners; replacement housing for tenants; and most importantly, relocation advisory assistance and information services for all displaces.

All public agencies utilizing state and/or federal funds for the non-voluntary acquisition of land are required by the Act to provide a relocation advisory assistance program whenever the project requires the displacement of any individuals, families, businesses, farm operations, not-for-profit organizations and/or personal property, thereof. The program shall include, but is not limited to, the following services:

1. Determination of displaces' need(s) for relocation assistance. If displacement involves personal property only, an itemized inventory of property to be moved is required.
2. Current and continuing information regarding adequate replacement sites.
3. Assurance that, prior to displacement, adequate replacement dwelling units will be available for all displaced individuals and families which are within their financial means.
4. Assisting displaced businesses, farm operations, or not-for-profit organizations in obtaining and becoming established in a suitable replacement location.

5. Supplying information concerning State or federal agencies offering programs that would be of assistance to displaced persons.
6. Providing other advisory services to displaced persons to minimize their hardships in adjusting to a new location.

#### The Relocation Program Must be Initiated Prior to Acquisition

The Relocation Program must be structured in an orderly and logical sequence of reports, assurances, and activities that are required and/or desired on each project where a displacement may occur, beginning with conceptual planning and ending with the relocation of the last person or business on the project. The ramifications of the relocation function must receive major considerations throughout implementation of the project.

#### Responsibility Assigned on Project Basis

Each LWCF project, where qualifying displacement will occur, must have assigned to it one or more individuals whose primary responsibility is to provide relocation assistance to the affected parties. The local project sponsor may contract with any qualified individual, firm, association, or corporation for services in connection with the administration and implementation of relocation assistance programs.

**The local project sponsor shall provide adequate assurance to the DNR at the time of final project billing that appropriate relocation assistance was provided in accordance with PL 91-646 and/or the State Displaced Persons Relocation Act for any qualifying LWCF acquisition.**

If there are any questions regarding the necessity for relocation, please contact the DNR, Division of Grant Administration staff for assistance (Tele: 217/782-7481).

## ❖ LWCF24 – Project Details

### Scope of Work

- Provide the proposed project's scope of work (this will be used in your grant agreement)
- Provide a concise description of the proposed project site (be sure to indicate size/acreage)

### Project Details

- Provide concise responses to the questions, as they apply to the proposed project.
- For any questions that do not apply to the proposed project, enter NA.

## ❖ LWCF24 – Project Site Information & Attachments

### Project Site

- Provide concise responses to the questions in this section.
- Provide photo and/or other documentation of the project site.
  - There is no limit to the number of files that can be uploaded.
  - Each file must be smaller than 1GB.
  - Types of files that can be uploaded into AmpliFund:

File Type	Extensions
Comma Separated Values	.csv
Email	.msg
Image	.bmp, .jpg, .png, .tif, .tiff
Microsoft Excel	.xls, .xlsx, .xlt, .xltx
Microsoft PowerPoint	.ppt, .pptx
Microsoft Word	.doc, .docx, .dot, .dotx
PDF	.pdf
Text	.txt

### Site Location Map & Directions to the Project Site – Project Attachment 1

- Upload Site Location Map
- Upload Directions to Project Site

### Site Development Plan – Project Attachment 2

- Submit a Development Plan which indicates the following:
  - All proposed development in the scope of the project.
  - Existing facilities at the site to be retained.
    - Pictures of all 4 sides of any existing building must be submitted for review.
  - Future development at the site, including any indoor buildings (senior centers, community centers, indoor walk parks, etc.)



- Graphic scale
- North Arrow
- If the primary project use will be a natural area of retention of natural features, a detailed narrative noting the ways in which the public will be assured of outdoor recreation opportunities must be prepared (i.e., interpretive programs, hiking-bicycle trails, etc.) A site plan is required noting all proposed access and parking areas, if any.
- Upload Site Development Plan

### **Floor Plan, Elevation, & Playground Drawings - Project Attachment 3**

- Floor plans and elevations must be submitted for all structures proposed in the project, (i.e., restrooms, pavilions, shelters, concession stands, interpretive centers, bath houses, fishing piers, etc.). The design must comply with the standards published in the Illinois Capital Development Board's "Illinois Accessibility Code" (April 1997) AND/OR accessibility guidelines of the "Americans with Disabilities Act" (PL 101-336) whichever is more stringent.
- Playground drawings must be submitted showing proposed components, playground surfacing and location in park with appropriate routing. The latter should be shown on the site development plan.
- Plans for outdoor ice-skating areas must be submitted showing what type of facility will be constructed.
- Plans for a canoe launch area must show accessibility considerations.
- Upload Preliminary Floor Plans and Elevation Drawings (Development Only)
- Upload Playground Drawings

### **Premise Plat Map - Project Attachment 4**

- Submit a plat map that indicates the following:
  - Exterior boundaries and dimensions of **each** parcel to be acquired or developed.
  - Adjacent land uses, both public and private, roads, streets, highways, etc.
  - All utility lines (capacity noted), easements, and right-of-way. (Refer to title policy to ensure all easements are shown.) If necessary, attach a separate sheet explaining, in detail, the types and duration of easements, and mineral rights if not owned by the local agency.
  - All existing structures as coded in application attachments provided.
  - A graphic scale and a north arrow.
- Number **each** parcel with the corresponding numbers assigned on maps provided and indicate the approximate acreage under each parcel number.
- Upload Premise Plat Map

### **Commitment for Title, Insurance Deed, or Lease Agreement - Project Attachment 5**

- Acquisition Projects
  - NOTE: For projects involving acquisition of property for existing park expansion, the local project sponsor must provide adequate proof of ownership (copy of deed, etc.) for the existing park site. (see "Development Projects" below for required documentation)
  - **Acquisition Projects** - Attach a copy of the Commitment for Title Insurance for each parcel to be acquired. Be advised, however, that Title Insurance is required at the completion of an approved acquisition project.

### **FEMA Flood MAP - Project Attachment 6**

- Contact the Flood Map Distribution Center, FEMA, 6730 Santa Barbara Court, Elkridge, Maryland 21075, (800/358-9616), to request a copy of the map.
- Cost of a map is \$4 plus shipping costs.
- Web site address for the FEMA map center is <http://msc.fema.gov>

- Attach a copy of the FEMA Flood Map with the project boundaries delineated.

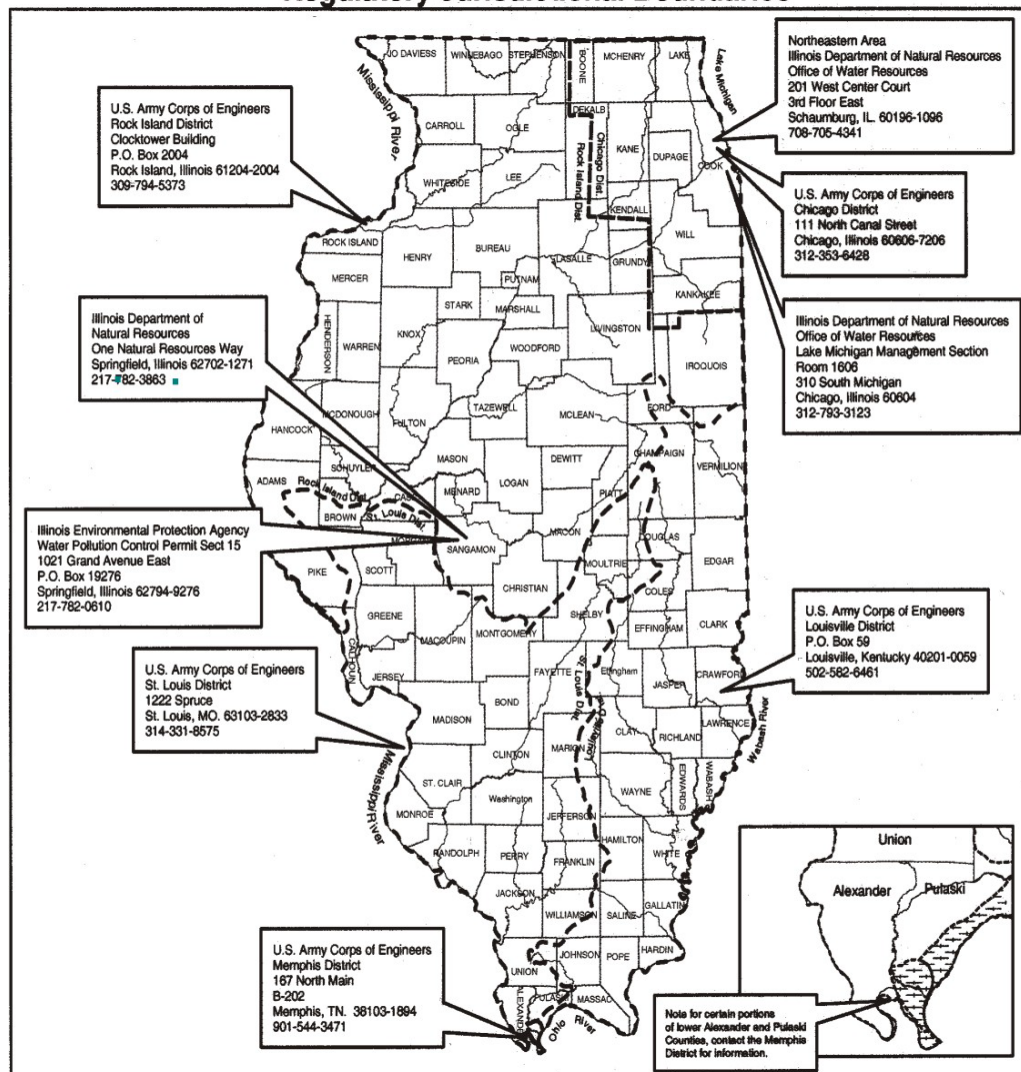
### **Project Justification by Local Plan - Project Attachment 7**

- Please reference and submit appropriate pages, as well as the front cover/title page from a local Outdoor Recreation/Open Space Plan, Community Comprehensive Plan, Capital Development Plan, etc. that shows the proposed project is justified and consistent with priorities outlined in such plan(s). Be sure the date of the plan(s) is indicated on the material submitted. DO NOT SUBMIT THE ENTIRE PLAN(S).
- Was a public hearing/meeting held regarding the proposed project to solicit public input?
  - Submit a copy of the advertisement notice, sign-in sheet(s), and any relevant minutes or notes. This also pertains to a regular board meeting that listed the project proposal as a discussion item before or after the regular board's agenda.
  - Provide documentation from the plan(s) or other sources that describes or verifies the level of public input/involvement in the preparation of the plan(s) AND/OR the application project proposal.
  - NOTE: If local applicant has adopted a specific recreation acreage standard or goal, please submit appropriate reference from planning document(s) indicating the adopted standard or goal.

# ❖ LWCF24 – Environmental Assessment Statement & CERP Form

1. Complete for the project the "Environmental Assessment Statement" (EAS) form provided. ACQUISITION PROJECTS are to complete the EAS addressing the impact of the acquisition and planned, future development of the site.
2. If the project involves any alteration of water resources (lake, stream, drainage way, wetlands, etc.) such as dredging, filling, channel improvements, impoundments, bridges, etc., both the U.S. Army Corps of Engineers (COE) and Illinois DNR, Division of Water Resources must be contacted to determine whether a permit is required (see map below for appropriate jurisdiction and offices). A copy of the permit(s) or letter(s) stating a permit is not required, should accompany the project application to IDNR Office of Grants Management and Assistance.

## Regulatory Jurisdictional Boundaries



## ❖ LWCF24 – National Park Service – Project Information

- **New Grant Proposal Application Checklist**
- **Location Map**
  - Provide a highway, street, or county map of the area which clearly delineates the project location and boundaries.
- **LWCF BOUNDARY AREA MAP (proposed) (Chapter 6.B.4)**
  - The LWCF boundary area subject to the provisions of the LWCF Act must encompass a viable public outdoor recreation area that is capable of being self-supporting without reliance upon adjoining or additional areas not identified in the scope of the project (such as for access, utilities, park support facilities, etc.).
  - Consistent with the intent of the LWCF Act, the Program expectation is the entirety of the park or recreation area being acquired, developed, or expanded will be included within the LWCF boundary area.
  - Exceptions for boundaries that would apply to a lesser area may be considered only when it can be shown the area is self-supporting (as described above).
  - These requests will be reviewed on a case-by-case basis by the NPS LWCF Washington Office prior to award of a grant.

The LWCF boundary area map and/or attachments as appropriate shall depict the following:

1. Official park/site name, location, and LWCF project number.
  2. Sufficient detail to legally identify the lands to be subject to the provisions of the LWCF Act. The following methods of identification are acceptable: deed references; adjoining ownerships; adjoining easements and rights-of-way; public streets; adjoining water bodies or other natural landmarks; metes and bounds; and surveys. Where one or more of the above methods are not readily suited for identifying the area, measurements from permanent locators may be used. A formal survey is not required.
  3. All known outstanding rights and interests in the area held by others. Known easements, deed/lease restrictions, reversionary interests, etc. are to be documented, including any area(s) under lease, name(s) of lessor and lessee, and term remaining on the lease(s).
  4. Total acreage of the area within the LWCF boundary.
  5. North arrow.
  6. Signature of the SLO or alternate unless otherwise delegated to a member of his/her staff. A delegation of signature authority for LWCF boundary maps must be on file with NPS. Also, date of signature.
  7. Maps of up to 11-inch x 17-inch format are highly preferred for future administrative use
- **PROJECT NARRATIVE**
  - **BUDGET NARRATIVE**
  - **PROJECT ABSTRACT SUMMARY**
    - Ensure the Project Abstract field succinctly describes the project in plain language that the public can understand and use without the full proposal.
      - Use 4,000 characters or less.
      - Do not include personally identifiable, sensitive, or proprietary information.

- Refer to Agency instructions for any additional Project Abstract field requirements.
  - If the application is funded, your project abstract information (as submitted) will be made available to public websites and/or databases including USAspending.gov.
- **PROOF OF OWNERSHIP OR OTHER CONTROL & TENURE**
  - **SF-424C – Budget Information**
  - **DESCRIPTION & NOTIFICATION FORM**
  - **PROVIDE DOCUMENTATION, AS APPLICABLE TO THE PROPOSED PROJECT**

### **❖ LWCF24 – National Park Service – A&R Form**

- Brief Description of the Proposal
- Provide answers and supporting documentation as necessary for each of the questions on the form.

## LWCF APPLICATIONS

**NOTE: All Applications must be completed and submitted electronically through the AmpliFund Grant Management System**

➤ <https://il.amplifund.com/Public/Opportunities/Details/42fe553b-200f-4b69-825f-f01c4f3ced6d>

## LWCF Grant Application Checklist

The following documents comprise the required local application documents for LWCF grant consideration by the IDNR. Application forms are provided in Section VI of this Manual. Instructions for completing an LWCF application are included on the following pages.

- Letter of Transmittal
- GATA – Uniform Application for State Grant Assistance
- GATA – Uniform Budget Template
- LWCF24 - Applicant Resources & Certifications
- LWCF24 – Project Details
- LWCF24 – Project Site Information & Attachments
  - Site Location Map & Directions to Project Site
  - Site Development Plan
  - Floor Plans and Elevation Drawings
  - Playground Drawings
  - Premise Plat Map
  - Commitment for Title Insurance, Deed, or Lease Agreement
  - FEMA Flood Map
  - Project Justification by Local Plan
- LWCF24 – Environmental Assessment Statement & CERP Form
- National Park Service (LWCF) – Project Information
- National Park Service (LWCF) – A&R Form