

**Illinois Department of  
Natural Resources**

# **Off-Highway Vehicle Recreational Trails Grant Program**

**State Fiscal Year  
2025**

**Program Information for 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.

# FY 2025 OHV Program Changes

- The Off-Highway Vehicle (OHV) Recreational Trails Program will only accept applications electronically through the AmpliFund Grant Management System.
- No other form of submission will be allowed or eligible.
- Any submission that does not include all required documents and/or completed responses in the OHV Application will be considered ineligible and will not be reviewed.
- Applications must be submitted on the applicant organization's AmpliFund account. Applications that have been submitted on an incorrect account will not be considered for funding.
- All applications will need to be submitted to:
  - <https://il.amplifund.com/Public/Opportunities/Details/c3d7aeda-85c9-423c-b38c-298600efb1f3>

# Grant Basics

The Off-Highway Vehicle Recreational Trails Program is offered annually through the Illinois Department of Natural Resources (IDNR). The following pages contain a very brief overview of this grant program; please read the grant guidelines for more detailed information.

**Off-Highway Vehicle Recreational Trails Program (OHV):** This is a **reimbursement** grant program that provides up-to 100 percent project funding assistance on total approved project costs. The program does not have a grant limit established for either acquisition or development projects.

**The following types of projects are eligible for OHV funding:**

- Land acquisition of property from *willing sellers* in fee simple title, permanent easements, or long-term leases, for OHV trails and parks, including approved appraisal costs, title insurance, closing costs and property survey costs, if necessary
- Construction, rehabilitation, maintenance and necessary design services for OHV trails/routes and scramble areas including site preparation work, signage, fencing, bridges, trail grooming equipment, etc. and associated support facilities including parking, shelters, restrooms, potable and non-potable water supply, lighting, and other related amenities deemed necessary
- Restoration of areas damaged by OHV usage
- Rider education and safety programs
- Cost of facility security (fencing, lighting, etc. BUT not security or site staff)

**OHV funding is available to:** Units of local government, private OHV clubs or organizations in Illinois having not-for-profit incorporation status, business entities and private individuals.

Entities other than governmental bodies seeking financial assistance through the grant program must also possess minimum liability insurance coverage of \$1,000,000 per occurrence on the facilities to be operated under the scope of the proposed project application.

**The following types of projects are not eligible for OHV funding:**

- Land acquisition through eminent domain
- Construction of OHV trails and areas on IDNR owned and managed lands and on U.S. Forest Service lands designated as wilderness or currently not authorized for such use by an approved management plan
- Any project which, either in whole or in part, will not be open to the general public for OHV use

## **Frequently Asked Questions**

**Please see grant guidelines for additional details**

### **I am not sure which grant program is better suited for my project. What are the funding priorities with OHV?**

The IDNR funding priorities include projects proposing long distance, integrated, intra-county and inter-county trails or large scramble areas rather than short, isolated trails or small scramble areas; projects proposing initial development of OHV facilities; projects promoting multiple recreation use of the project site; projects located in areas (counties) of high demand as determined by population and/or number of registered OHVs in the area; projects having minimal adverse environmental and social impact; and projects providing the most long term, stable management potential.

It is DNR's current policy that the OHV grant program be used primarily to assist applicants in purchasing necessary materials and contracts for specialized labor to develop and maintain public OHV facilities. Labor necessary for project operation shall be the responsibility of the applicant.

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

The funds available for the OHV grant program vary on an annual basis based on the revenues received the previous fiscal year. The amount for this year's program will be posted in the Notice of Funding Opportunity (NOFO) on the Grants Accountability and Transparency Act (GATA) website.

### **Do I have to be registered in the GATA system prior to applying for funding?**

Yes, all applicants to this program must be fully registered by the close of the application period in the GATA system or their application will not be accepted. To access the Grantee Portal: <https://grants.illinois.gov/portal/> .

### **Is there an application fee?**

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

### **Can I apply for multiple grants through OHV?**

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

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

OHV provides up-to 100% reimbursement funding assistance on approved projects. No maximum grant award amount is set for development or acquisition projects.

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

Applications are due no later than **5:00 pm on March 21, 2025.**

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

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

### **Can I complete my grant application on-line?**

Yes, all completed applications **must** be submitted through the AmpliFund Grant Management System by 5:00 PM on the application closing date, March 21, 2025.

### **Where do I complete and submit my grant application?**

Applications **must** be completed and submitted through the AmpliFund Grant Management System:  
<https://il.amplifund.com/Public/Opportunities/Details/c3d7aeda-85c9-423c-b38c-298600efb1f3>

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

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

### **How are awarded projects selected?**

All applications undergo extensive review, often including a site visit. After project site visits have been completed, professional staff members score all applications. Projects and scores are then reviewed and approved by the Off-Highway Vehicle Trails Advisory Board and recommendations sent to the Director of IDNR. At the completion of this process, award announcements are made.

### **What is meant by reimbursement?**

If your project is selected for funding, you must have adequate funds on-hand to pay for your entire project. The project sponsor (grantee) pays all costs associated with the project and, when completed, submits the billing documents (provided in the Implementation & Billing Packet) to the IDNR. IDNR then reviews the documentation and once approved, will pay the project sponsor the eligible grant percentage. Reimbursement time turnaround is estimated at 4-6 weeks.

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

All grant assisted construction projects must be located on property that is owned, leased (minimum 25-year non-revocable lease) or on an easement held by the project sponsor.

### **How long do I have to complete my project?**

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

### **Are there any requirements for contracting of project work to be completed?**

All local governments may complete approved OHV projects by any of the following methods or combinations thereof: 1) competitively bid contract(s) per local/state procurement guidelines, 2) directly hired labor and material purchases IF qualifying as bid exempt or 3) using Grantee Force Account labor (in-house staff).

All local governments must comply with applicable state statutes and applicable local ordinances concerning bidding requirements for construction contracts and equipment/material purchases. DNR may request documentation from the local agency to verify compliance with applicable state statutes.

All non-governmental agencies must solicit a minimum of three (3) price quotes per project element. To avoid problems, contact IDNR's Office of Grant Management and Assistance.

### **If my staff members work on the project, is the value of their time eligible as a project cost?**

Only local governments may count in-house labor as part of the awarded project costs. Documentation of their hourly wages will be required.

### **Will there be any project reporting requirements?**

Status of project progress should be reported to the IDNR **each January 1, April 1, July 1, and October 1** throughout the duration of project implementation (until the FINAL project billing is submitted to DNR).

**Are there specific billing requirements on awarded projects?**

Projects are required to follow certain procedures and billing protocols that are explained upon the project being awarded.

**Can I apply to OHV and RTP for the same project?**

Yes, however IDNR will determine which funding source is the best fit for your application and will determine which program it will be evaluated under.

**What is the purpose of the CERP form and do I have to follow these rules?**

Every application that is for anything other than equipment must contain a completed CERP form. The CERP form is used by the IDNR to review possible historic and/or cultural resource impacts; threatened and endangered species impacts; and wetlands impacts. It is possible that an archaeological survey will be necessary on newly acquired land or an area that has not previously been developed. These can be expensive so an applicant may want to include funds in their budget.

**Who can I contact if I have questions?**

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

# Guidelines for the Off-Highway Vehicle Recreational Trails Program

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## Introduction and Purpose

### Introduction and Purpose

The primary purpose of the Off-Highway Vehicle Recreational Trails Program is to provide financial aid to government agencies, not-for-profit organizations, and other eligible groups or individuals to develop, operate, maintain, and acquire land for OHV parks, trails and trail side facilities that are open and accessible to the public in Illinois and to restore areas damaged by unauthorized OHV use. Funds for the grant program are derived from revenue generated in the State Treasurer's "Off-Highway Vehicle Trails Fund."

### I. Revenue

#### A. Source and Amount

Funding for the program is derived from revenue generated from fees collected pursuant to the Illinois Vehicle Code (625 ILCS 5/3-821).

#### B. Distribution

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

#### C. Cost Sharing

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

### II. Types of Eligible OHV Projects

- A. Land acquisition of property from *willing sellers* in fee simple title, permanent easements, or long-term leases, for OHV trails and parks, including approved appraisal costs, title insurance, acquisition costs and archeological survey costs (if necessary).
- B. Construction, rehabilitation, maintenance and necessary design services for OHV trails/routes and scramble areas including site preparation work, signage, fencing, bridges, trail grooming equipment, etc. and associated support facilities including parking, shelters, restrooms, potable and non-potable water supply, lighting, and other related amenities deemed necessary.
- C. Restoration of areas damaged by OHV usage.
- D. Rider education and safety programs.
- E. Cost of facility security (fencing, lighting, etc. BUT not security or site staff).



### III. Ineligible OHV Projects

Off-Highway Vehicle Recreational Trails Program funds may **NOT** be used for any of the following:

- A. Land acquisition through eminent domain.
- B. Construction of OHV trails and areas on IDNR owned and managed lands and on U.S. Forest Service lands designated as wilderness or currently not authorized for such use by an approved management plan.
- C. Any project which, either in whole or in part, will not be open to the general public for OHV use.

### IV. Allowable Costs

#### A. **Basic Concept**

The Off-Highway Vehicle Recreational Trails Program is a reimbursement grant program. To be eligible for matching assistance, costs other than engineering and design costs must be incurred within the project period, stipulated by a signed project agreement. All projects must allow public OHV use.

#### B. **Development and Renovation**

Upon receipt of a fully executed grant agreement with the IDNR for a project, development and renovation costs are eligible for reimbursement and are incurred on the date construction contracts are signed or at the start of actual physical work on the project site and continue through the period the work is being done. Costs must be incurred within the project period (project agreement award date through expiration date) to be eligible for reimbursement. Initial master plan costs are not eligible, but applicable construction drawings may be eligible.

#### C. **Acquisition**

Acquisition costs eligible for reimbursement include appraisal costs approved by the IDNR; survey fees, title insurance and closing costs. All eligible acquisitions should be done under an approved grant contract and during the grant period. The acquisition must be completed using state guidelines as described in this manual. Costs are considered incurred when property deed, lease, or other conveyance is accepted by the local sponsor, or first payment is made on the project property or to an escrow account/agent for the property. No purchase agreement, option, etc., or price negotiations shall be entered into without IDNR approval. Title to any property for which grant reimbursement is sought cannot be taken by the grantee before IDNR approval of Certified Market Value (CMV) for the property is received.

For acquisition of less than fee simple title, such as a lease agreement, the agreement must cover a minimum time period of 25 years. The IDNR will consider, on a case-by-case basis, lease arrangements for shorter periods when State statute prohibits a **local government** from entering into such a long-term agreement, or other circumstances beyond their control prohibit such arrangements.

Reimbursement is based upon the approved (CMV) of the land and associated costs.

**D. Planning**

The maximum allowable claim for "contracted" Architectural/Engineering (A/E) services used for proper project design and construction supervision/administration of an approved OHV development project shall be based upon the following percentages of actual OHV- assisted construction costs:

10.25% Initial analysis, design & bid work

5.0% On-site construction supervision and final project close-out work

**Planning work is not eligible as a stand-alone project.**

NOTE: For governmental agencies, project A/E services may be accomplished "in-house" (force account) IF qualified staff exists and approved by the Illinois DNR. (See Force Account guidelines for funding limits).

**V. ADMINISTRATION**

**A. General Responsibility**

The Office Grant Management and Assistance will administer the Off-Highway Vehicle Recreational Trails Program for the IDNR and insure both the successful performance of the project and the continued operation and maintenance of aided facilities for public recreational trail use. The IDNR Office of Grant Management and Assistance will also inspect projects to ensure compliance with the intent of the program.

**B. Eligible Applicants**

Units of local government, private OHV clubs or organizations in Illinois having not-for-profit incorporation status, business entities and private individuals are all eligible applicants to the OHV program (*see Note below*).

Entities other than governmental bodies seeking financial assistance through the grant program must also possess minimum liability insurance coverage of \$1,000,000 per occurrence on the facilities to be operated under the scope of the proposed project application.

NOTE: Private individuals receiving OHV grant assistance may incur additional tax responsibilities. Therefore, prior to applying as an individual, it is recommended that applicants confer with a tax advisor/attorney to determine if it would be preferable to have the grant application submitted by a legal entity such as a Limited Liability Company or a Corporation.

**C. Applicant Procedures**

Grant applications for funding assistance under the OHV grant program must be completed and submitted through the AmpliFund Grant Management System **NO LATER THAN 5:00 PM ON MARCH 21, 2025.**

Grants are awarded on a competitive basis and made under the sole authority and directive of the Director of the Illinois Department of Natural Resources after consultation with IDNR

staff and the Off-Highway Vehicle Trails Advisory Board. The amount of grant funds awarded shall be determined by the IDNR based upon the appropriation level for the program in a given fiscal year and demonstrated need.

### 1. Application

The following must be included with any application submitted:

- a. Completed application forms including the GATA application and budget
- b. A copy of the incorporation papers for private OHV club/organization applicants
- c. Itemized project cost estimate
- d. Project narrative statement describing the project concept, location, need for and objectives of project, type of OHV's authorized to use project site, anticipated benefits and method of financing or accomplishing the project
- e. Project maps including: 1) Location map, 2) Premise Plat map, 3) Development Plan, 4) Wetlands inventory map, 5) topographical map (all must be labeled correctly)
- f. Completed project Environmental Assessment Statement and CERP form
- g. Application fee

### 2. Ownership

A project sponsor must either own or have a sufficient long term non-revocable lease or easement for an OHV project area. A long-term lease or easement must be for a minimum of 25 years. A copy of the following must be provided:

- a. Property deed (no less than a warranty or trustee deed) and/or lease showing adequate control and tenure of the project site (development projects)
- b. Commitment for title insurance and appraiser qualifications (acquisition projects)

### 3. Public Hearings

Applicants proposing *initial* acquisition or development of an undeveloped area for the creation of a new OHV site must do the following:

- a. Local government: a **public hearing** MUST be conducted to discuss the project and solicit public comments. Minutes of the hearing, along with any written comments received and a copy of the public notice must be submitted to the IDNR as part of the grant application. Notice of the public hearing must appear, at a minimum, in one local newspaper of general circulation at least seven (7) days prior to the hearing.
- b. Non-government entity: **approval (or documentation that the approval process has been initiated) from the local zoning board(s)** having jurisdiction over the property must be documented in the application. Final action by the local zoning board(s) must be completed within 60 days of the grant submittal deadline. If the project location is in an area with *no zoning requirements*, notice of project intent must be 1) published / advertised in the local newspaper AND 2) publicly posted for 30 days at the county courthouse and at two (2) other prominent public locations (municipal building of nearby community, post office, etc.) within the county near the project site. See **Application Appendix 3 Public Notice Form Funding Certification**.

**4. Financial Certification**

The applicant must certify in a written affidavit that it possesses the funding capability to initially finance the total amount of project costs, if approved, and the ability to comply with program regulations.

**5. Application Fee**

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

**6. Conflict of Interest**

No official or employee of the local political subdivision 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 OHV 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 OHV 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 OHV grant project. No officer or employee of a person retained by the local political subdivision shall have any financial or other personal interest in any real property acquired under an approved OHV 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 political subdivision.

**D. Project Evaluation**

The following factors are used by the IDNR in evaluating and recommending project applications for funding assistance consideration:

- a) Projects proposing long distance, integrated, intra-county and inter-county trails or large scramble areas rather than short, isolated trails or small scramble areas
- b) Projects proposing initial development of OHV facilities, special consideration will also be given to those projects representing initial requests for funding assistance in a county
- c) Projects promoting multiple recreation use of the project site
- d) Projects located in areas (counties) of high demand as determined by population and the number or registered OHVs in the area
- e) Projects where long-term operations and maintenance capability is clearly demonstrated by the project sponsor
- f) Projects having minimal adverse environmental impact
- g) Projects providing the most-long term, stable management potential

**E. User Fees**

User fees are permitted at areas and facilities assisted with program funds, however approval from the IDNR must be received for the proposed fee schedule.

**F. Matching Requirements**

Project sponsors will be reimbursed up to 100 percent of the total cost of acquisition, development or renovation undertaken. The remaining share of the project costs will be borne by the project sponsor.

## VI. AVAILABILITY TO USERS

Projects acquired or developed through assistance from the Off-Highway Vehicle Recreational Trails Program must be open to the general public for OHV use including 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 IDNR approval, on the type and extent of use of areas and facilities acquired, developed, maintained, or rehabilitated with OHV assistance when such a limitation is necessary for maintenance or preservation. It is highly encouraged that trails be operated and maintained to promote use on a year-round basis.

No projects shall allow the use of any type of trucks or vehicles outside of the definitions of recreational vehicles according to the Illinois Vehicle code on the premises. The use of trucks and vehicles not classified by the code often impeded the OHV riding, in direct conflict with the purposes and intent of statutes and policies pertain to OHV. This is also consistent with the statutory definition of OHV.

The Illinois Vehicle Code defines an all-terrain vehicle and a recreational off-highway vehicle. Both definitions are included with this manual as [Appendix 4](#).

### B. Access

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

All facilities constructed with OHV assistance must be developed and designed to accommodate full accessibility standards as per the most current "Americans with Disabilities Act" (ADA) guidelines and "Illinois Accessibility Code". If you have any questions or doubts regarding the design standards being proposed for your project, it is strongly encouraged that "working drawings" be submitted to the IDNR for review and approval prior to construction and/or bid solicitations.

### C. Concessionaires

Project sponsors may enter into a contract or agreement with responsible concessionaires to operate and/or construct OHV rental facilities, for dispersing food to the public and/or any other services as may be desired by the public and the sponsoring entity. Any and all concession revenue in excess of the costs of operation and maintenance of Program-assisted OHV facilities shall be used for the improvement of said facilities.

All sub-leases or licenses entered into by the sponsoring entity with third persons relating to accommodations or concessions to be provided for or at the OHV facility for the benefit of the general public shall be submitted to the IDNR, upon request, for its approval prior to said sub-lease or license being entered into or granted by the sponsoring agency.

### D. Non-Residents

Discrimination based on residence is prohibited.

## VII. RESPONSIBILITIES AFTER PROJECT COMPLETION

### A. Operation and Maintenance

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

### B. Retention

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

#### 1. Acquisition

Land acquired with funding from the Off-Highway Vehicle Recreational Trails Program shall be operated and maintained in perpetuity for public OHV recreation use, as so stated in the approved grant project agreement. Development and use of the project site for trail purposes, as specified in the approved grant agreement, must commence within three (3) years following the property's acquisition.

#### 2. Development

For projects receiving development grant assistance only, terms of the contractual agreement between the project sponsor and IDNR shall no longer apply after the time period specified below relating to the total amount of grant funds expended on the project:

<u>Total Grant Award</u> <i>0 - \$50,000</i>	<u>Time Period After Final Project Billing Requiring Program Compliance</u> <i>5 Years</i>
<i>for every \$10,000 increment over \$50,000</i>	<i>add 1 year</i>

- **Conversion of Property**

Conversion of property acquired or developed through assistance from the Off-Highway Vehicle Recreational Trails Program may not be converted to a use which would deny OHV use as provided by terms of the Project Agreement without prior IDNR approval. Approval for property conversion will be granted only if the project sponsor substitutes replacement property equal in market value and comparable in outdoor recreation usefulness, quality and location.

### C. Penalties

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

### D. Termination

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

## **Off-Highway Vehicle Recreational Trails Program Application and Implementation Process**

- 1. MARCH 21<sup>st</sup> APPLICATION SUBMISSION** – The project applicant submits the application to the Illinois Department of Natural Resources (IDNR) by the date indicated in the posted Notice of Funding Opportunity (NOFO). Receipt of the application is acknowledged. IDNR staff reviews the proposal to determine the applicant's and the project's eligibility. The application is also checked for completeness. If it is found to be incomplete or unacceptable, the applicant will be notified.
- 2. SITE VISITS AND REVIEW** – All eligible proposals are reviewed by IDNR staff. Site visits will be conducted for all proposed projects. Projects are then scored by the review team.
- 3. RECOMMENDATIONS, APPROVAL AND NOTIFICATION** – When the review process is complete, the Off-Highway Vehicle Trails Advisory Board along with IDNR staff will provide their recommendations to the Director of IDNR who then reviews these recommendations for final approval. Project sponsors are notified in writing of the status of the application(s). ***Project sponsor may not begin the project until a project agreement is fully executed between IDNR and the project sponsor.*** If the proposal(s) is not selected, the applicant will be notified. Applications are not returned.
- 4. AGREEMENT** – After awarded projects are selected, a Notice of State Award (NOSA) will be posted to the GATA website. If the NOSA is accepted, an agreement will be produced for signature. Once the agreement is fully executed by both parties, the applicant will complete the project within 24 months and be eligible to receive up to 100 percent reimbursement. The agreement is between the State (IDNR) and the project sponsor. After the signing of the agreement, a copy will be sent to the project sponsor.
- 5. PROJECT IMPLEMENTATION** – The project sponsor may proceed with project acquisition or development after completing any additional steps required. Any change orders + or- \$10,000 that may occur within a contract bid under this OHV grant must be approved by IDNR prior to executing the change. Reimbursement requests may be made after funds have been expended unless otherwise approved by the IDNR.
- 6. PROJECT COMPLETION** – The project should be completed within 24 months. A site inspection will be made after the project is complete; IDNR staff may also visit the project at any time during construction. An OHV acknowledgement sign must be posted in a conspicuous location when the project is complete. The required sign language will be furnished by the IDNR.

## **SIGN REQUIREMENTS**

### **Off-Highway Vehicle Recreational Trails Program**

**An Off-Highway Vehicle Recreational Trails Program acknowledgement sign must be permanently placed within the project site and should be located at a highly visible spot. If grant monies are used to fund the development of a single trail structure (for example a trail head or restroom) the sign should be placed adjacent to, or on, the structure. An acknowledgement sign is also required for acquisition, equipment (decal required), and maintenance projects. The sign may be posted at an acquisition project after the acquisition process is complete.**

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

**“THIS SITE RECEIVED FUNDING ASSISTANCE  
THROUGH THE ILLINOIS DEPARTMENT OF NATURAL  
RESOURCES’ OFF-HIGHWAY VEHICLE GRANT  
PROGRAM”**

**With the exception of designated OHV routes on or along local roads and streets, the Grantee must also post a liability disclaimer sign at all ingress/egress points to the OHV grant program site warning users that they use the facility at their own risk.**



# Application Procedures

The following application documents have been provided to assist you in preparing your application for the Illinois Department of Natural Resources (IDNR) Off-Highway Vehicle Recreational Trails Grant Program (OHV) which is offered annually:

Grant applications for OHV funding assistance must be completed and submitted through the AmpliFund Grant Management System by **5:00 PM ON March 21, 2025.**

<https://il.amplifund.com/Public/Opportunities/Details/c3d7aeda-85c9-423c-b38c-298600efb1f3>

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

*PLEASE NOTE: Project costs for which reimbursement is sought cannot be incurred by the project applicant until after IDNR grant execution. Costs incurred prior to IDNR grant execution are **INELIGIBLE** for grant assistance. For Acquisition projects, costs are considered incurred when 1) property deed, lease or other conveyance is accepted by the project sponsor or 2) first payment is made on the project property or to an escrow account/agent for the property. In addition, no purchase agreement, option, etc. or price negotiations shall be entered into prior to IDNR approval. Non-governmental applicants, however, may enter into an option agreement with a property owner prior to grant application submittal. If the project is approved, the cost of the option may be reimbursed through the grant program. Development project costs are considered incurred on the date construction contracts are signed or actual physical work begins on the project site or project materials are delivered.*

**NOTE: Application cannot be made in the SAME grant cycle for both land acquisition and trail development assistance on the same site UNLESS the acquisition portion of the proposed project constitutes an eligible land donation that will be used by the project applicant as part or all of the required project grant match.**

## **1. Application**

The following must be included with any application submitted:

- h. Completed application forms
- i. Itemized project cost estimate (including price quotes for equipment)
- j. Project narrative statement describing the project concept, location, need for and objectives of project, anticipated benefits and method of financing or accomplishing the project
- k. Project maps including: 1) Location map, 2) Premise Plat map, 3) Development Plan including floor plans for structural projects. (All must be labeled correctly)
- l. Completed project Environmental Assessment Statement and CERP form

## 2. **Ownership**

A project sponsor must either own or have a sufficient long term non-revocable lease or easement for the project area. A long-term lease or easement must be for a minimum of 25 years. A copy of the following must be provided:

- c. Property deed (deed must be at least a warranty or trustee deed) and/or lease showing adequate control and tenure of the project site (development projects)
- d. Commitment for title insurance and appraiser qualifications (acquisition projects)

## 3. **Public Hearings**

Governmental applicants proposing initial acquisition of development of an undeveloped area for the creation of a new trail within a linear corridor must conduct a Public Hearing, held specifically to solicit public review and comments on the proposed trail. Notice of the Hearing must be advertised in a local newspaper of general circulation at least seven (7) days prior to the Hearing date. Minutes of the Hearing, along with written comments received and a copy of the newspaper notice must be submitted as part of the application. (See [Appendix 3 Public Notice Form](#))

## 4. **Funding Certification**

The applicant must certify in a written affidavit that it possesses the funding capability to initially finance the total amount of project costs, if approved, and the ability to comply with program regulations.

## 5. **Application Fee**

The OHV Grant Program requires a non-refundable application fee. This fee is calculated as  $\frac{1}{4}$  of 1% (0.0025%) of the grant request. There is a minimum fee of \$100 and a maximum fee of \$300.

## 6. **Matching Requirements**

Project sponsors will be reimbursed up to 100 percent of the total cost of acquisition, development or renovation undertaken. The remaining share of the project costs will be borne by the project sponsor.

- **State and Local Funds**

Any eligible local government funds may be used toward the required match. This could include tax sources, bond issues, cash, or force account contributions.

- **Private Donations**

Private individuals, entities, organizations, or corporations may donate funds, rights-of-way, or real property toward the local matching share required. The IDNR will approve documentation of the fair market value of donated private rights-of-way. The value of each donation must be estimated at the time of application. Applicant cannot take possession of any real property until a state/local agreement is signed (only if applicant intends to use the value of the real property for cost sharing purposes).

## OVERVIEW

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

### Cultural Resource Review

Pursuant to Section 106 of the "National Historic Preservation Act of 1966" for federally assisted projects and the "Illinois State Agency Historic Resources Preservation Act" for state-assisted projects, ALL local agency grant projects must be reviewed for possible historic/cultural resource impacts. The Illinois DNR is responsible for ensuring compliance with these laws and will coordinate all necessary project reviews with the State Historic Preservation Office (SHPO). The historic value of buildings is determined in part by their age, architectural style, and building materials. These elements are to be considered in association with interior and exterior modifications proposed for the building, which may affect the structure's historic significance. Structures are not to be demolished in anticipation of receiving a grant. Please include information on all of these elements within your project description. If impacts to historic resources are anticipated, the applicant is encouraged to consult with Illinois Department of Natural Resources as early in the planning process as possible. Contact person for IDNR is Dawn Cobb – (217) 785-4992.

### Threatened & Endangered Species Consultation

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

### Interagency Wetlands Policy Act of 1989

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

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

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

### Wetland Compensation Plan

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

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

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

### Relationship of Section 404 of the Clean Water Act

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

# **Off-Highway Vehicle Grant Program**

## **LAND ACQUISITION CRITERIA AND PROCEDURES**

# **Attachment 5**

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### **ELIGIBLE ACQUISITIONS**

**Land may be purchased from either private landowners or other units of state or local government that has not been used for recreational purposes in the past.**

**Sites already owned by the town, city, township or county which the grant recipient represents, but which have been under the control of another department of the same local unit, may not be purchased with grant funds.**

**Property which the current owner (not the grant applicant) acquired with federal funds may not be purchased with OHV funds nor could it be used as an in-kind land contribution match for a grant. However, a grant could be made to develop facilities on it if the source of local match were other than the land value.**

### **STATE AND FEDERAL ACQUISITION POLICIES**

#### **Federal Uniform Relocation Assistance & Real Property Acquisition Policies Act of 1970**

**All acquisitions must conform to the Federal Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (Federal Uniform Act) P.L. 91-646. This law prescribes policies and procedures to ensure fair, equitable, and uniform treatment of persons whose land is acquired through federally assisted programs.**

**The provisions of the Federal Uniform Act apply to the acquisition of all real property for, and the relocation of all persons displaced by, projects which receive federal assistance. The Act applies regardless of whether federal assistance is used for acquisition or development. For example, an organization cannot knowingly circumvent the federal law by acquiring the land with local funds and not follow the regulations of the Act and then apply for development funds in a later project. For all development projects, proof must be supplied that the project site was acquired in accord with P.L. 91-646 if the land was acquired after January 2, 1971.**

**There are two major sections to the law: policies regarding the acquisition of land and relocation benefits to landowners. Each section will be discussed separately in this chapter. The acquisition procedures explained in Attachment V, should be read with extreme care. If the procedures are not followed, the sponsor could encounter severe problems in being reimbursed regardless of the method of acquisition.**

# **Off-Highway Vehicle Grant Program**

## **LAND ACQUISITION CRITERIA AND PROCEDURES**

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### **LAND ACQUISITION COSTS**

#### **Eligible Costs:**

**The following land acquisition costs are allowable and eligible for reimbursement under the Off-Highway Vehicle Grant Program.**

- 1. The appraised fair market value of fee simple title or an easement for the use of real property acquired by negotiated purchase.**
- 2. The purchase price for an easement or fee title to real property acquired by bargain sale (below appraised value). The donated land value (the difference between the purchase price and appraised value) may be used as a match for grant funds to purchase that parcel of land, purchase other pieces of property, or develop facilities. Similarly, lands for which 100% of the value is donated may only be used as the organization's share of a project to purchase other land or build facilities.**
- 3. Incidental acquisition and relocation costs only as described in the Uniform Relocation Assistance and Real Property Acquisition Policies Act.**
- 4. Appraisal Fees.**
- 5. Engineering reconnaissance fees where a land acquisition project involves proposed major facilities and their feasibility needs to be established. Examples of such eligible fees include hydrologic investigations, subsurface explorations, availability of construction materials and preliminary cost outlines. Detailed plans and specifications for construction of the facilities would not be eligible in a grant for only the land purchase, but would be eligible in a grant which included building the facilities.**

#### **Ineligible Costs**

**Costs ineligible for reimbursement in an acquisition project include:**

- 1. The purchase of real property to which the project sponsor became committed prior to state approval of the grant.**
- 2. Boundary surveys, title search, legal fees, fines and penalties paid by the project sponsor.**
- 3. Incidental costs relating to real property acquisition and interests in real property unless allowable under the Uniform Relocation Assistance and Real Property Acquisition Policies Act.**
- 4. Taxes for which the local sponsor would not have been liable to pay.**
- 5. Damage judgments arising out of acquisition whether determined by judicial decision, arbitration or otherwise.**

# **Off-Highway Vehicle Grant Program**

## **LAND ACQUISITION CRITERIA AND PROCEDURES**

# **Attachment 5**

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### **TRANSFER OF TITLE**

Land is transferred on the date the warranty deed is signed by the previous landowner and the buyer. If reimbursement is to be requested for the cost of a land purchase, the deed cannot be signed by the seller and buyer until the project is approved by the IDNR. The applicant also cannot make a commitment to purchase real property prior to grant approval as described below under timing for purchases. The applicant may need or want to guarantee land will be available for purchase after grant approval. The property may be reserved for the applicant by: (1) having a private third party acquire and hold title to the land, or (2) by securing an option to purchase by a later date. A third party could be an individual, private business or educational institution, not-for-profit organization other than the applicant, or other similar entity.

### **TIMING FOR PURCHASES AND DATE WHEN COSTS ARE INCURRED**

The applicant may not commit to purchase land prior to state approval of the grant with the following exceptions: (a) an option to purchase is exercised; (b) payment is made to an escrow agent even though the applicant has not received the deed from the escrow agent; (c) a contract to purchase is executed; (d) the deed is accepted although payment has not been made; (e) the buyer takes possession of the property; or (f) other written promises to purchase have been made.

Confusion often arises in acquisition projects on the exact date when land purchase costs are incurred. To be eligible for matching assistance, purchase payment(s) to the landowner must be incurred within the project period (date of executed project agreement to the date of project expiration). Acquisition costs are incurred on the date when the earliest of any of the following transactions take place:

- 1. Project sponsors accept deed or other appropriate conveyance.**
- 2. Project sponsor makes full payment for the property.**
- 3. Project sponsor makes the first payment in a series of spaced or time payments.**
- 4. Project sponsor makes the first payment or as much as 10% of the purchase price as stipulated in an option agreement. (The cost of the option is not an allowable cost from grant funds.)**
- 5. Project sponsor makes first partial or full payment to an escrow agent.**

### **OPTIONS**

The applicant may wish to take an option on the property to prevent the land being sold prior to the approval of a project. The date an option is exercised is normally the date the buyer advises the seller that he desires to complete the purchase under the terms of the option. The option may include special conditions or terms which govern whether or not the buyer will purchase.

# **Off-Highway Vehicle Grant Program**

## **LAND ACQUISITION CRITERIA AND PROCEDURES**

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**For example, one condition could be the availability of funds or financing. An option is unacceptable if it is exercised prior to project approval, unless it specifies that acceptance is contingent on the availability of OHV grant money, so the date of project approval would be the exercise date.**

**If an option is signed prior to state approval of the project, then it should extend at least until fall so it may be exercised after the grant is approved. Since competition for funds is often intense, applicants may find it helpful to negotiate an option which can be extended at no cost for a second year. This could enable the project to compete for funds a second time if it were not approved the first year.**

**The purchase price in an option is to be the amount negotiated after the land has been appraised and the fair market value offered to the landowner as explained in the section on negotiated purchases. Only one payment toward the property may be made under an option. A maximum of 10 percent of the approved appraised value of the property may be paid at the time the option is transacted. This amount should be part of the purchase price of the property. Any additional payments prior to grant approval may make the acquisition ineligible. It is important that documentation of the option payment required for reimbursement billings be kept for later use. Project sponsors are encouraged to consult the Office of Real Estate before negotiating an option to ensure the eligibility of the land acquisition under the option conditions.**

### **TIMING FOR LAND DONATIONS**

**Property donations may be transferred to the applicant after project approval. If a land donor wants to convey the property before project approval the land could be given to a third party, such as a foundation or other not-for-profit organization other than the applicant. This third entity could donate the land in a later year and the land value would be eligible as a match. Land donations will be credited toward the sponsors match. No direct reimbursement will be given for a land donation.**

### **PROPERTY RIGHTS FOR CONTROL AND TENURE**

#### **Adequacy of Title**

**For lands included in a project, the sponsor must have title or adequate control and tenure of the project area to provide reasonable assurances that a conversion to a use other than public trail use will not occur without IDNR approval. Copies of the property titles, leases, easements, or appropriate documents must be submitted as part of a project's documentation.**

# **Off-Highway Vehicle Grant Program**

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The most common method of acquiring property is by fee simple title. This is the preferred method of acquisition since it gives the holder an absolute right to the property within limitations imposed by state law.

In some instances, the agency may wish to purchase less than fee simple title, such as easements, rights of-way and title subject to deed restrictions. This would be permissible when fee simple is excessively expensive and a lesser control of the area will not detract from the recreational use of the land. Title to land may be conveyed by warranty or quit claim deed to the applicant. The project sponsor must submit a description of the character and nature of the title received before requesting reimbursement. This evidence of title must include the recorded property deed and either a written opinion from an attorney on the adequacy of title or a title insurance policy. A survey may be required when there is reasonable doubt about the exact location of the boundary or of the size of tract being acquired. The project sponsor is responsible for quieting claims against title and for replacing property found to have defective title with other properties of equivalent value, usefulness and location acceptable to the Department of Natural Resources.

### **RESERVATIONS, ADVERSE RIGHTS, AND DEED RESTRICTIONS**

Oil, gas, mineral, or other reservations and rights held by others are permissible only if it is determined the project purposes and the environment would not be adversely affected. Such reservations must be described in the narrative of the project proposal, and how they will be dealt with to avoid impacting recreation and the environment. The acquisition of land which is subject to the reservation of surface rights extending more than 5 years must be justified. Reservations that are incompatible with project purposes will not be accepted.

Often landowners desire to specify restrictions in the property deed. The most frequent example would be that the land can only be used for park purposes. If a deed restriction for park purposes indicates the grantor's intent and does not provide for reversion of title upon failure to comply with the grantor's wishes, the condition may be acceptable. In certain situations, a landowner may retain a life estate, under which he or she retains use of the property while living.

Land which has a reversionary clause in the deed whereby the landowner could repossess the property if it ceased to be used solely for the purpose specified in the deed may make the project ineligible. If a reversionary clause in the deed specifies that the land must be developed for a specific purpose, even though the project includes that type of development, the project may be ineligible. A development project to construct a facility on land with a reversionary clause in the deed may also be ineligible. IDNR approval is required to acquire or develop land with reversionary clauses or outstanding interests in the property deeds. The Office of Grant Management and Assistance should be consulted prior to submitting a project application involving deed clauses and restrictions.



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**If at some later date the rights to subsurface reservation or other deed restrictions adversely affect recreation use of the land or facilities, the applicant will be responsible for acquiring replacement property of equivalent usefulness, value and location or returning the funds used in the project.**

**Outstanding property rights may affect the value of the land. Examples include mineral rights, road rights-of-way, utility easements, and other deed restrictions. An appraiser should be fully aware of, and take into consideration the legal description of the property and any restrictions to be placed on the rights transferred. An appraisal of a property's value involves full consideration of the rights remaining with the property and, where appropriate, the effect the loss of these rights has on its value.**

### **EASEMENTS**

**In some instances, the applicant will not be able to purchase the property but can acquire an easement. An easement must be held in perpetuity. The easement cannot be revoked at will by the landowner. The land must be retained in public trail use. Provisions stated in the easement cannot be detrimental to the proposed recreational development.**

**Negotiations for easements must follow general negotiated land purchase regulations including the requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act.**

**If state assistance is being requested on the purchase of an easement, the document cannot be transacted until the project has received state approval.**

### **RAIL BANKING**

**If the applicant is planning on developing trail facilities on land involved in the "Rail Banking" process, please contact the Office of Grant Management and Assistance to determine the eligibility of your project proposal.**

**Please have a copy of any agreements involved with this process.**

### **METHODS OF ACQUIRING LAND**

#### **Negotiated Purchases**

**This section outlines specific procedures under the Uniform Relocation Assistance and Real Property Acquisition Policies Act (49 CFR 24) to follow in acquiring land through negotiated purchases involving state assistance. The following steps must be taken by the applicant in negotiating with the landowner.**

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1. Make initial contact with the seller to see if the land might be available for sale. At this point, the price should not be negotiated since the purchase amount must be based on an appraisal.
2. Obtain information as to whether or not the owners, business (es), or tenants will be eligible for relocation assistance. The property residents must be advised of their right to relocation assistance.
3. Have the land appraised according to the Uniform Standards of Professional Appraisal Practice (USPAP), with the landowner given the opportunity to accompany the appraiser. The appraiser must have a copy of the appraisal requirements which are located on the web at <http://www.uspap.org/>. The appraisal must also be completed in accordance to the IDNR's Off-Highway Vehicle Grant Program Appraisal Specifications which will be given to the grant applicant to forward to their selected appraiser.
4. Submit the appraisal to the Office of Grant Management and Assistance for review by a review appraiser in the IDNR's Division of Realty. Upon receiving approval of the appraisal, the applicant then knows the acceptable fair market value of the property to be acquired.
5. Inform the owner in writing of the value of the property based on the results of the appraisal and offer to purchase the property for this price. Also, inform the landowner of his or her eligibility for relocation benefits. It is not necessary to show the appraisal itself to the landowner. The authorized agent of the applicant and the property owner must sign the *Statement of Just Compensation* and *Written Offer to Purchase* form, which should indicate the appraised value of the property. A copy of this form is included in the Implementation and Billing Packet that will be provided upon grant award.
6. Based on the written offer at the appraised value, the final selling price is negotiated. If the purchase price is more than the appraised value, additional documentation explaining the difference in value will be needed, as explained later in this section. If the price is less than the appraised value, the acquisition is called a "bargain sale", and a *Waiver of Just Compensation* must be signed by the landowner as explained in the section on bargain sales. At this point, the applicant may sign an option to purchase, if desired, but before the grant receives federal approval the applicant may not make a commitment to acquire the property.

A project application may be submitted during any of the above steps to acquire the land. The appraisal, however, must have been submitted and approved prior to Step 6. Again, the land can only be acquired during the approved project period to be eligible for reimbursement of acquisition costs. The above procedure is mandatory and must be followed for all negotiated purchases.

Applicants should be aware that state regulations, which apply to acquisitions by public agencies for which federal funds are not provided, follow the same sequences of steps, except the IDNR does not review local documentation. The state also specifies relocation benefits for landowners and tenants.

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Land purchased by negotiated purchase is based on a fair market value for the property as established in an independent appraisal prepared by a real estate appraiser hired by the applicant. An appraisal, if competently compiled by a qualified person, should be an acceptable estimate of property value. It cannot be assumed, however, to be a final determination of value. The approved appraisal value is the minimum floor value for establishing the amount of just compensation offered to the owner at the initiation of negotiations. The negotiations between a willing seller and a willing buyer will sometimes set a price that is higher than the appraisal, and this marketplace value must be considered with the appraised value in establishing the purchase price of the property. The Illinois Department of Natural Resources will only reimburse the applicant for the approved appraised value of the property and not for any costs over and above this value. Additional consideration given to the property owner will be at the purchaser's expense and not eligible for reimbursement under the OHV program.

Sometimes a seller or purchaser desires to spread payments for land over several years. "Contract Sales", where installment payments are made over a specified period of time at the end of which the buyer receives title are not acceptable for OHV. The risk is in the event the periodic payments are not paid when due, the seller could foreclose and regain complete ownership of the land. Thus, the state and local funds would have been spent with nothing to show for the expenditure.

A suggested alternative is to subdivide a tract into smaller parcels. The applicant may acquire full title to each parcel individually and receive reimbursement as each is acquired. This does not jeopardize the investment of public funds.

Assistance for separate parcels may need to be applied for in different grants over a period of years, depending upon the cost and timing of the acquisitions.

### **Condemnation**

Condemnation is not allowed with the Off-Highway Vehicle Grant Program. All land acquired with OHV monies must be acquired from a willing seller.

### **Land Donations**

A donation of land from a private landowner can be used as part of the sponsor's entire share of the project costs, provided the donor did not acquire the land with state/federal funds. The donation may be used to match the state funds for: (1) the purchase of land at the same site, (2) the development of facilities on or at the same site as the land gift, or (3) the purchase of land or construction of facilities at other sites serving a similar purchase. A letter of intent to donate the property to the applicant from the landowner must accompany the project application.

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The date when title to a land gift is transferred to the applicant is critical to the eligibility of the land value for a match. The earlier section on timing for land donations should be clearly understood.

A written offer to purchase and a Statement of Just Compensation are not necessary when acquisition is by full donation. The legal act of donation itself precludes the necessity for these documents which relate only to negotiated purchases and bargain sales. However, the donor should sign a statement for donation (with or without) an appraisal (see appendix A-2, A-3).

Two appraisals for a land donation are required. To appraise a land donation, the appraiser should first be approved by the Illinois Department of Natural Resources, Office of Real Estate. A list of approved appraisers can be had by contacting

Illinois Department of Transportation  
Central Bureau of Land Acquisition  
2300 South Dirksen Parkway, Room 210  
Springfield, Illinois 62764  
telephone: (217) 782-3982 fax: (217) 782-3813

The appraisals must be paid for by the project sponsor. Appraisals provided by landowners may not be used as the basis for assistance.

For the project application, one copy of each appraisal must be submitted. Since a land donation constitutes all or part of the local matching share of a project's costs, it is important that the land value be established early in advance of application to enable the applicant to take full advantage of the donated land value and at the same time prevent the project sponsor from having to provide additional local funds if the land value is later found to be less than anticipated.

Once the appraisals are approved, state approval is obtained, and the property is transferred the donated land value will be credited towards the grantee's matching share. If the match has been met, then the development costs will be reimbursed at 100%.

### **Bargain Sale**

In some cases, a landowner may be willing to sell real property for less than the full market value, but is not able to donate the entire value of the land. A bargain sale involves the purchase of a tract of land. The difference between the sale and the appraised fair market value is considered donated land value. For an OHV project, state reimbursement may be provided for the purchase part of the acquisition. The fee simple donated value in a bargain sale may be used to match the purchase of the same tract, or other land purchases and facility construction, similar to lands which are 100% donated.

The appraisal requirements for full purchases also apply to bargain sales. Under the Uniform Relocation Assistance and Real Property Acquisition Policies Act, the applicant is required to offer the landowner the full appraised value of the land. When the lesser sale price is negotiated the owner must sign a *Waiver of Right to Just Compensation*. A waiver of entitlements under the Act by property owners or displaced person will be approved only in fully documented cases where the reasons for the waiver are explained. The purpose of the Act is to ensure each displaced person and property owner receives a just and equitable settlement through the purchase price and payment of relocation expenses. Few landowners would involuntarily accept an amount less than their entitlement, although in some instances landowners may be willing to accept less than the appraised value for their property. In such cases, the landowner must sign a waiver which includes the following information:

1. That the owner has been fully informed of his or her rights and benefits under P.L. 91-646.
2. That the acquiring agency has provided a written *Statement of Just Compensation and Offer to Purchase* for the appraised property value (state the amount).
3. That the owner is satisfied with the negotiated price, even though it is less the appraised fair market value, and/or
4. That he or she elected to waive entitlement to the relocation benefits (this would include the dollar amount by category of moving expenses, payments for replacement housing, incidental expenses, etc.).
5. A statement setting forth the reasons for accepting a lesser amount than the appraised value offered by the local agency or for waiving relocation benefits.

## **RELOCATION ASSISTANCE**

### **Relocation Benefits**

A resident or residential business or farm property to be acquired may be eligible for relocation assistance. This resident, who can be either a landowner or a tenant, may be reimbursed for expenses incurred in moving from the purchased property to a new dwelling. The purpose of providing relocation benefits is to enable a property resident to move to a new residence or business location without undue personal hardship.

These costs are based on maximum and minimum schedules specified in the law. Relocation costs are to be paid for moving expenses, replacement of business, or housing, search, closing and other costs the occupant may pay related to moving into another dwelling or relocating a business.

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Landowners are also entitled to reimbursement of certain incidental expenses incurred in conveying title. These costs may be incurred even though no one was living on the property at the time of purchase.

These costs include:

1. Recording fees, transfer taxes, revenue stamps, notary fees or similar expenses.
2. Penalty costs for prepayment of pre-existing recorded mortgages as may be required to convey a clear title.
3. The pro rate portion of real property taxes which would apply to the period after the date title vests in the government or the effective date of possession by the government, whichever is earlier.

Often these costs are paid by the applicant upon acquisition of the land. Payment of these costs should be documented at the time of the billing. When an applicant determines the land proposed for purchase may involve relocation, the Office of Real Estate should be contacted for brochures, forms, and guidelines for procedures and determining costs. It is essential that landowners be informed of relocation benefits. They must also receive payment unless they voluntarily waive their benefits.

### **Relocation Plan**

A relocation plan shall be developed for projects where land acquisition will cause displacement of persons from their dwellings, business, or farm operations. The relocation plan shall be undertaken during the planning phase of the project prior to the initiation of land acquisition negotiations for the project. Based on this plan, the project sponsor should proceed with a project only after it has been determined that within a reasonable period of time prior to displacement, decent, safe and sanitary replacement housing will be available. Then information brochures and forms for claiming costs should be distributed to the persons to be relocated.

A relocation plan needs to include:

1. The number of individuals, families, businesses, farms, and non-profit organizations to be relocated.
2. The availability of decent, safe, and sanitary replacement housing within the financial means of the individuals and families being relocated.
3. The estimated total cost of payment to displaced persons for all benefits under P.L. 9 1-646 for replacement housing; and

4. The estimated cost of administering required relocation services to displaced persons. The relocation plan may be coordinated with the Dept. of Housing and Urban Development and other agencies performing relocation in the area. Applicants may contract with a city relocation agency, such as the Community Development Department, or a private firm to handle relocation services. The plan is to be submitted with the project application. Relocation costs should be part of the cost estimates for the project. Payments to relocated persons are eligible to be reimbursed on an 80-20 basis.

### **Appeals**

Although technical assistance is available through the IDNR, the project sponsor will be responsible for all negotiations with landowners or tenants concerning relocation benefits. These persons relocated have the right to appeal the determination of the amounts they are eligible to receive and need to be informed in writing of their right to appeal. Formal appeals may be submitted by relocated individuals to the IDNR.

Department staff will review all data concerning the calculation of relocation payments. If the person is still dissatisfied, a hearing will be scheduled with the Director of the Department of Natural Resources.

The appellant shall be given a full opportunity to be heard at the appeal hearing. After the hearing, the result may still be appealed through the judicial review of the Illinois Court System.

### **Waiver of Relocation Benefits**

As indicated in the land acquisition section on bargain sales, tenants and landowners may waive their rights to relocation benefits. In such instances a waiver must be signed.

Any land purchased by an applicant is subject to paying relocation benefits. A circumvention of the state land acquisition procedures will jeopardize the eligibility of a future development project at this site.

## **DEVELOPMENT ON LAND ACQUIRED WITH STATE or F ASSISTANCE**

### **Future Development Conditions**

It is not necessary that the future development be carried out with state assistance or the proposed unassisted development receives prior approvals so long as it is in accord with the purposes for which the acquisition was made. Once the land is acquired with OHV assistance, it must always be used for public OHV purposes.

On land where state funds were reimbursed on the acquisition, certain regulations for the development of facilities must be followed. All facilities must be accessible to persons with disabilities. Permits and approvals may need to be obtained for construction projects.

**SUMMARY OF STEPS TO TAKE IN NEGOTIATING WITH LANDOWNERS**

**Purchases and Bargain Sales:**

1. Make contact with the landowner regarding availability of the property and permission to appraise. Obtain information on the owner's and any tenant's eligibility for relocation benefits.
2. Have the land appraised according to the Uniform Standards of Professional Appraisal Practice (USPAP) by a state certified general appraiser. The landowner must be given the opportunity to accompany the appraiser.
3. Submit the appraisal for approval by the Illinois Department of Natural Resources.
4. Offer to purchase the property for the approved appraised value using the *Statement of Just Compensation* and *Offer to Purchase*. Also inform the landowner and any tenants of their eligibility for relocation benefits.
5. Negotiate the selling price.
  - a. If the owner wishes to donate part of the land's value, the acquisition will be a bargain sale and the owner needs to complete the *Waiver of Right to Just Compensation*. Similarly, if a person to be relocated does not want reimbursement for relocation expenses, that person needs to sign a similar waiver for these benefits.
  - b. In cases where the sale price is negotiated higher than the appraised value IDNR will only reimburse for the approved appraised value of the property.
6. An option to purchase may be obtained once the price has been determined for a negotiated purchase.
7. State grant approval and a must be received by this point.
8. Obtain title insurance or an abstract opinion, and then title to the land. The project sponsor pays for the land, closing and incidental acquisition costs and relocation benefits.
9. A reimbursement request for the state share of the acquisition costs may then be submitted to the Illinois Department of Natural Resources.



# **Off-Highway Vehicle Grant Program**

## **LAND ACQUISITION CRITERIA AND PROCEDURES**

# **Attachment 5**

**(Page 14 of 14)**

### **Donations**

- 1. After the landowner offers to donate the property, obtain permission to appraise and information on the owner's and any tenant's eligibility for relocation benefits.**
- 2. Have the land appraised according to the Uniform Standards of Professional Appraisal Practice (USPAP), with the donor being given the opportunity to accompany the appraiser.**
- 3. Submit the appraisal for IDNR review.**
- 4. Obtain title insurance, the property deed, and pay for closing costs and any relocation benefits.**

### **ACQUISITION COST ANALYSIS SCHEDULE**

#### **DIRECTIONS**

List separately each parcel of land to be acquired and give all the information requested. Parcel identification numbers may be taken from a tax map or may be arbitrary numbers listed in sequence. However, they must correspond with parcel identification listed on maps or other attachments within the application. Relocation costs are the costs incurred when owners or tenants are displaced from their homes, farms, or places of business.

**NOTE:** Included in the total relocation cost is the actual cost of moving the tenant or owner to a new location. If relocation costs are involved in an acquisition project, contact the Illinois Department of Natural Resources prior to filling out the application, (217) 782-7490.

The OHV grants do not allow Eminent Domain procedures.

#### **IMPORTANT**

Do not purchase any land prior to approval by the Illinois Department of Natural Resources. If any written agreements are made prior to this approval, the acquisition may not be eligible for funding.

**NOTE:** IDNR will only cost share on the approved appraised value of the parcel of land to be acquired for your project. IDNR WILL NOT cost share on any premium value associated or paid for this property.

**NOTE:** All appraisals must be completed by an IDNR approved appraiser.

## **Changes in Project Scope**

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

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

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

- **What factors create a valid need for the proposed project change?**
- **Will the proposed project change solve the problem identified in the purpose and need section of the original project application to the same (or greater) extent as the original proposal?**
- **Is the proposed project change eligible for grant assistance under grant program guidelines/rules?**
- **Does the change involve a different location/site?**
- **Does the proposed change constitute a major or minor revision to the project as originally defined?**
- **Will additional environmental and State Historic Preservation Office review be required? (Additional review will usually be required when considering a new site or different type of development that was not a part of the project's original definition.)**

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

**Note: Grantees are strongly encouraged to discuss possible changes in project scope with the IDNR Office of Grant Management and Assistance Grant Manager prior to submitting a formal request.**

## **APPENDIX**

<b>Certification for Development Projects</b>	<b>A-1</b>
<b>Donation with Appraisal</b>	<b>A-2</b>
<b>Public Notice</b>	<b>A-3</b>
<b>IL Vehicle Code Definitions</b>	<b>A-4</b>

**Certification for Development Projects**

**This certification must be provided for development projects for which the land was acquired after September 2, 1971, if the acquisition procedures were not in accord with P.L. 91-646, the Federal Uniform Relocation Assistance and Real Property Acquisition Policies Act.**

I, \_\_\_\_\_, \_\_\_\_\_  
Signature of Authorized Certifying Official Applicant/Organization

**hereby certify, under penalty for willful misstatement (18 U.S.C. 1001) that at the time of the acquisition and last known displacement on the project lands for which this State financial assistance is being sought, no planning had been initiated by this agency to obtain this financial assistance.**

**SIGNATURE** \_\_\_\_\_

**DATE** \_\_\_\_\_

**\*"Whoever, in any matter within jurisdiction of any department or agency of the United States knowingly and willfully falsifies, conceals or covers up any trick, scheme, or device a material fact, or makes any false, fictitious or fraudulent statement or entry, shall be fined not more than \$10,000 or imprisoned not more than five years, or both."**

## Appendix A-2

(Insert Local Public Agency Letterhead)  
(Land Donation With Appraisal)

OHV No. \_\_\_\_\_  
Project No. \_\_\_\_\_  
Parcel No. \_\_\_\_\_  
Parcel Owner \_\_\_\_\_

As owner(s) of real estate for the above referenced parcel which is needed for the above referenced project and acknowledging the fact that (I) (We) have been offered \$ \_\_\_\_\_ based upon an approved appraisal of the fair market value, or market estimate, of the subject real estate as just compensation, nevertheless, desire to donate the right of way and will execute the necessary conveyance instruments to place title of said needed right of way in the City/County/Town of \_\_\_\_\_.

This offer to the (Project Sponsor Name) of \_\_\_\_\_, Illinois, is made without any coercive action of any nature.

\_\_\_\_\_  
Signature of Parcel Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parcel Owner

\_\_\_\_\_  
Date

Before me, a Notary Public in and for said County and State personally appeared \_\_\_\_\_,  
who acknowledges the truth of the statements in the foregoing affidavit on this \_\_\_\_ day  
of \_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public (Signature)

\_\_\_\_\_  
Notary Public (Printed)

My Commission expires \_\_\_\_\_

My County of Residence is \_\_\_\_\_

# PUBLIC NOTICE

## of intent to develop a Off-Highway Vehicle Recreation Area

---

COUNTY LOCATION: \_\_\_\_\_

Site Location Legal Description (see attached map also): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Proposed Project Description:

---

Name & Address of Project Sponsor:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_, IL  
(City) (State) (Zip Code)

---

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

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

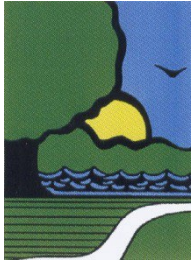
tele: 217/782-7481  
FAX: 217/782-9599  
email: [dnr.grants@illinois.gov](mailto:dnr.grants@illinois.gov)

### Illinois Vehicle Code Definitions

Projects allowing the use of any type of trucks or vehicles outside of the definitions of recreational vehicles according to the Illinois vehicle code on the premises continue to be excluded from eligibility for project consideration and grant funding (OHV and RTP). The use of trucks and vehicles not classified by the code often impedes OHV riding, in direct conflict with the purposes and intent of statutes and policies pertaining to OHV. This is also consistent with the statutory definition of OHV.

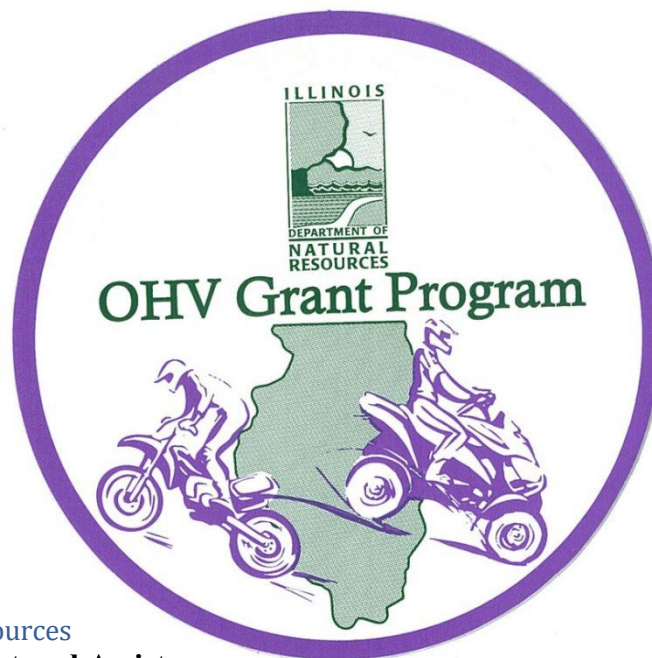
The IL Vehicle Code defines an **all-terrain vehicle** as any motorized off-highway device designed to travel primarily off-highway, 50 inches or less in width, having a manufacturer's dry weight of 1,500 pounds or less, traveling on 3 or more non-highway tires, designed with a seat or saddle for operator use, and handlebars or steering wheel for steering control, except equipment such as lawnmowers.

The IL Vehicle Code defines a **recreational off-highway vehicle** as any motorized off-highway device designed to travel primarily off-highway, 64 inches or less in width, having a manufacturer's dry weight of 2,000 pounds or less, traveling on 4 or more non-highway tires, designed with a non-straddle seat and a steering wheel for steering control, except equipment such as lawnmowers. (Source: P.A. 96-428, eff. 8-13-09.) Illinois 625ILCS 5/1-101.8, 625 ILCS 5/1-168.8



**Illinois Department of  
Natural Resources**

**Off-Highway Vehicle  
Recreational Trails Grant  
Program  
Development Projects  
Implementation & Billing  
Requirements**



IL Department of Natural Resources  
Office of Grant Management and Assistance  
One Natural Resources  
Way Springfield, IL 62702  
Telephone: 217/782-7481  
Fax: 217-782-9599



**This packet contains the necessary information and instructions to properly implement an approved development project involving OHV grant assistance from the Illinois Department of Natural Resources (DNR). Failure to comply with these instructions can jeopardize grant reimbursement.**

### GENERAL

- 1) To maintain eligibility for grant reimbursement, the local Grantee must satisfactorily complete ALL approved project components as specified in the approved project application and the signed Project Agreement. Any changes (additions or deletions) to the project scope must be approved by DNR prior to implementation in order to maintain overall eligibility for grant reimbursement.
- 2) All **local governments** may complete approved OHV projects by any of the following methods or combinations thereof: 1) competitively bid contract(s) per local/state procurement guidelines, 2) directly hired labor and material purchases IF qualifying as bid exempt or 3) using Grantee Force Account labor (in-house staff).
- 3) All local governments must comply with applicable state statutes and applicable local ordinances concerning bidding requirements for construction contracts and equipment/material purchases. DNR may request documentation from the local agency to verify compliance with applicable state statutes.
- 4) All **non-governmental agencies** must solicit a minimum of three (3) price quotes per project element. To avoid problems, contact DNR's Manager of Motorized Grant Programs.
- 5) All OHV-assisted buildings/facilities must be designed and constructed to accommodate full accessibility as per the Illinois Accessibility Code standards and the "Americans with Disabilities Act" Accessibility Guidelines (ADAAG). If there are any questions or doubts regarding design standards proposed for your project, it is strongly encouraged that "working drawings" be submitted to the DNR grants staff for review prior to construction and/or solicitation of construction bids.
- 6) The approved OHV development project must be completed and ready for a final close-out/acceptance inspection by DNR staff AND all project costs for which reimbursement is expected must be paid no later than the expiration date specified on the signed Project Agreement, unless otherwise approved by DNR. Failure to have approved project components completed and paid for by the specified project expiration date could jeopardize approved grant reimbursement on the project.
- 7) The maximum allowable claim for "contracted" Architectural/Engineering (A/E) services used for proper project design and construction supervision/administration of an approved OHV development project shall be based upon the following percentages of actual OHV-assisted construction costs:

**10.25%**                                    **Initial analysis, design & bid work**

**5.0%**                                        **On-site construction supervision and final project close-out work**

NOTE: For governmental agencies, project A/E services may be accomplished "in-house" (force account) IF qualified staff exists and approved by the Illinois DNR. (See Force Account guidelines for funding limits).

- 8) In connection with and prior to the construction, and thereafter the subsequent operation and maintenance of the OHV-assisted facilities, the Grantee agrees that it shall be responsible for and obtain all necessary permits, licenses or forms of consent, from, but not limited to, the following agencies. **(Failure to do so may jeopardize grant reimbursement.)**

- U.S. Department of the Army, Corps of Engineers.
- IL Dept. of Transportation (Division of Highways).
- IL Environmental Protection Agency.

- IL Dept. of Natural Resources regarding "Interagency Wetlands Policy Act" (20 ILCS 830); "State Endangered Species Act" (520 ILCS 10/11); cultural resource impacts (20 ILCS 34/20, *coordinated with the IL Historic Preservation Agency*); and impacts to state waterways (615 ILCS 5/5).
  - IL Dept. of Public Health (Campground Licensing & Recreational Area Act, 210 ILCS 95/1).
  - Local Building or Zoning Agencies or Boards, where applicable.
- 9) Status of project progress **MUST** be reported to the DNR Grant Administrator assigned to the project each **January 1<sup>st</sup>, April 1<sup>st</sup>, July 1<sup>st</sup> and October 1<sup>st</sup>** throughout the duration of project implementation (i.e., until the project's FINAL billing is submitted to DNR). The enclosed "project status report" form is provided for your convenience.
- 10) As you proceed with your project, if you have any questions regarding program requirements, please contact the Division of Grant Administration at 217/782-7481.

### Accessibility Specifications Guide

**All facilities constructed with OHV assistance must be developed and designed to accommodate full accessibility standards as per the Illinois Accessibility Code and the "Americans with Disabilities Act" Accessibility Guidelines (ADAAG).**

**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).**

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. A copy of the guidelines can be obtained by writing to: *Access Board, Recreation Report, 1331 "F" Street, N.W., Suite 1000, Washington, D.C. 20004-1111. Telephone: 202/272-5434, or 800/514-0301, or contact their web site at www.access-board.gov.*

### Open Competitive Bidding for Governmental Agencies

- 1) EXCEPT as noted below in items #2 through #6 below, all public agency open competitive bidding for OHV projects shall be done in accordance with the Grantee's statutory requirements governing public procurement.
- 2) Language similar to the following should appear in all "bid advertisements" relative to the approved **OHV grant project:**

*This project is being financed, in part, with funds from the Illinois Department of Natural Resources, "Off-Highway Vehicle (OHV) Recreational Trails" grant program.*

- 3) The Grantee shall encourage:
- 1) "minority" business firms to submit bids on the approved project; and
  - 2) successful contract bidders to utilize minority businesses as sub-contractors for supplies, equipment, services, and construction. ***This stipulation should be noted in all bid solicitation notices.***
- 3) Contract award(s) shall be made to the lowest responsible bidder whose bid properly addresses and
- 4) complies with the invitation, and is most advantageous to the Grantee; price and other factors

considered. (Factors such as discounts, transportation costs, and taxes may be considered in determining the lowest bid.) **Justification for acceptance of a no-bid contract or awarding of contracts to other than the lowest bidder shall be subject to IDNR approval.**

- 4) The bid proposal forms should be structured for flexibility. This can usually be done most effectively with add/deduct alternates and bidding the work by specific/distinct work elements.

**The instructions to bidders in the bid specifications should clearly indicate what constitutes a valid bid and how the contract/bid will be awarded (lowest responsible/qualified bidder for all work items versus individual work items; base bid and selected bid alternates versus base bid separate from bid alternates, etc.). It should also specify whether substitutes will be accepted and if scope of individual work elements can be modified.**

In general, the *Instructions and General Conditions* section of the Bid Specifications should, at a minimum, address the following items:

- Bid Opening Date
- Number of days Bid must be held
- Bid, Performance and Payment Bond/Security Requirements \*
- (Bonding requirements for all public works projects in Illinois are stipulated in the “Public Construction Bond Act” (30 ILCS 550/1 et.seq.) which states that every contractor on a public works project must provide to the satisfaction of the public agency good and sufficient bond with adequate sureties to guarantee construction performance and payment of materials and labor used in such work.)
- Contractor Insurance Requirements.
- Completion date and if liquidated damages occur for late completion.
- Terms of Payment to Contractor
- Schedule of quantities/material list and Unit Costs
- If Bid is for material or product supply, do not specify specific name brand WITHOUT also accepting "or approved equal". Also, specifications for a particular product or material being bid cannot be written in such detail so as to prevent an open and competitive bidding situation.

**Remember, IDNR requires that all projects be completed by the date specified in the Project Agreement. The Grantee should ensure that all bidders are aware of the expected completion date by specifying the expected project construction start date and completion date in the bid specifications package.**

- 5) In certain instances, conditions may arise after work has begun that are beyond the control of the Grantee and contractor which necessitate a change in specification and/or price. To maintain grant eligibility, such changes must be done by formal change orders. If the change order involves 1) the total deletion of an identified project component, 2) the addition of a new component for which reimbursement will be sought or 3) exceeds \$10,000 in value, the Grantee must receive DNR approval PRIOR to initiating the change order.

*For change orders in excess of \$10,000 (pursuant to Section 33E-9 of the Criminal Code of 1961, as amended) written assurance MUST BE provided to DNR by the Grantee that such a change order was not reasonably*

foreseen at the time of initial construction contract execution.

### **No-Bid Procurements & Force Account (FA) Labor Guidelines for Governmental Agencies**

- 1) Project construction can be completed by various means of procurement of material and equipment. For all Development projects, the grantee must comply with applicable state statutes and applicable local ordinances concerning bidding requirements for construction contracts and equipment/material purchases. In addition, grant reimbursement can be provided for project construction completed using local agency in-house staff ("Force Account" labor).
- 2) Equipment rental necessary to complete "force account" labor construction is eligible for grant reimbursement. HOWEVER, the value of donated material, labor and equipment to a project IS NOT grant eligible.
- 3) It is highly recommended that prior to initiating project construction using "Force Account" (F.A.) labor and/or small procurement procedures that the following items be submitted to DNR for review and approval:
  - a) A completed "Force Account Hourly Rate Tabulation" form (attached) that lists each employee who will work on the project, their project job description, and their hourly wage to be claimed.
  - b) Estimated construction schedule and F.A. work hours needed to complete designated project components.
  - c) Listing of material/equipment purchases and equipment rentals, as well as hired labor not required to be bid by state statute or local ordinance, to complete designated project components. (Itemize by each major component).
- 4) For "Force Account labor", the local Grantee shall maintain accurate time records and complete the appropriate time sheet summary form (attached) for reporting "in-house" force account labor necessary and reasonable for completing approved project components. This includes only those employees directly involved in project construction and any associated design work, construction supervision, and overall project record keeping and administration. The value of such labor shall reflect actual wages paid to each employee and may include fringe benefits. (Wages paid shall not be higher than those for

persons on similar jobs within the Grantee organization.) *Claims for clerical and administrative F. A. labor necessary for overall project record keeping and administration shall not exceed 2.5% of the total "direct" costs claimed for approved F. A. construction labor and "non-bid" material purchases (see item #5 below).*

- 5) For all small procurement (not required to be bid by state statute or local ordinance) material purchases, appropriate purchase orders and/or invoices and corresponding canceled checks must be recorded on the "Materials Itemization Sheet" (attached) according to each major project construction component for which the materials were purchased. (Warning! Keep in mind that the grantee must comply with applicable state statutes and applicable local ordinances concerning bidding requirements for equipment/material purchases.)

Please contact the Division of Grants staff if there are any questions regarding the completion of the forms mentioned in items #3 - #4 above.

- 6) Guidelines for billing claims involving Force Account (FA) labor for project architectural/engineering

(A/E) and administrative services are as follows:

- a) At least 90% of project costs must be for "direct" construction costs,
- b) Design and Construction Supervision Costs:  $\leq 7.5\%$  of associated "direct" construction costs
- c) Administrative/Clerical Support Costs:  $\leq 2.5\%$  of "direct" FA & small procurement material costs

### Billing Requirements

**Billing requests for grant reimbursement are processed only after 100% completion of specific project components (e.g. construction of a building, development of trails, purchase of equipment, etc.). Only costs incurred during the specified project period dates indicated on the signed Project Agreement and necessary to complete the approved project components are eligible for grant reimbursement.**

The following documentation is required for project billings for governmental agencies:

- 1.) Completed "Development Project Billing Form" and "Project Billing Report". The forms must have original signatures. (Forms attached)
- 2.) Copy of project sign-off letters/forms from DNR regarding "endangered/threatened species, wetlands, cultural resource & waterways" impact. (See page 2, item #8 of General information section.)
- 3.) Photo of the sign posted at the site acknowledging OHV grant assistance.
- 4.) The following project cost support documents, as applicable:
  - A) Billing Claim for BID and NON-BID construction contracts:
    - i. Proof of bid advertisement from local newspapers (Bid contracts only)
    - ii. Bid Tabulation for each project bid request
    - iii. Signed contract\* and change orders, if any, for each contractor (\*only require cover page, signature page(s) and contract amount/description page(s))
    - iv. Copies of each contractor pay requests along with canceled check(s) or final lien waivers verifying proof of payment
  - B) Billing Claim for small procurement material costs and "force account" labor:
    - i. Form FA: DOC-1 (Force Account Material Cost Summary). [Form attached]

**Itemize all material purchases/costs by major project components, such as trails, parking, registration building, equipment purchase, etc. For each major component list:**

- a) the company/business for each material purchase;
- b) description of materials purchased, quantity, & the purchase order number; and
- c) payment check number and check amount.

- ii. Form FA: DOC-2 (Force Account Labor Summary). [Form attached]

**For "in-house" labor claims, the Grantee must determine by corresponding time sheet records the amount of Grantee labor attributed to each project component and tabulate on this form.**

- C) Contracted Project Design Work (architectural/engineering services)
  - i. Copy of signed contract/agreement

- ii. Copy of each pay request and canceled check verifying proof of payment

The following documentation is required for project billings for **non-governmental agencies**:

- 1.) Completed “Development Project Billing Form” and “Project Billing Report”. The forms must have original signatures. (Forms attached.)
- 2.) Copy of the project sign-off letters from the Illinois DNR regarding “endangered/threatened species, wetlands, cultural resource and waterways” impact. (See page 2, item #8 of General information section.)
- 3.) Photo of the sign posted at the site acknowledging OHV grant assistance (final billing only).
- 4.) Completed Form FA: DOC-1 (Force Account Material Cost Summary). Form attached.

**Itemize all material purchases/costs by major project components, such as trails, parking, registration building, equipment purchase, etc. For each major component list:**

- A.) The company/business for **each** material purchase.
- B.) Description of materials purchased, quantity, and the purchase order number.
- C.) Payment check number and check amount.
- 5.) Copies of all bills/invoices and proof of payment (front and back of cancelled checks or written confirmation from the vendor/supplier/contractor that payment has been paid in full).
- 6.) Copies of all price quotes. (A minimum of 3 price quotes per project element.)
- 7.) Contracted Project Design Work (architectural/engineering services), if applicable.
  - A.) Copy of signed contract/agreement
  - B.) Copy of each pay request and canceled check verifying proof of payment

**NOTE:** Requests for **final** reimbursement (**both** governmental and non-governmental agencies) shall also include a copy of the record (as-built) drawings. (The drawings must be no larger than 11" X 17".) The drawings must encompass the entire project site and indicate all facilities (trails, parking areas, buildings, etc.) Additionally, final floor plans and elevation drawings for all buildings constructed with OHV grant assistance must be submitted.

### **Record Retention / Audit Requirements**

**As stipulated in the General Provisions of the grant Project Agreement, the Grantee must maintain, for a minimum three (3) year period following project completion, satisfactory financial accounts, documents, and records associated with the project and the disbursement of grant funds pursuant to this Agreement, and shall make them available to the Illinois DNR and/or the State of Illinois, Auditor General, for auditing at reasonable times. Failure by the Grantee to maintain such accounts, documents, and records, as required herein, shall establish a presumption in favor of the State of Illinois for recovery of any grant funds paid by the State for which adequate records are not available to support their purported disbursement.**

GOVERNMENTAL AGENCIES ONLY

- A. If the Grantee receives \$300,000 or more in OHV grant funds or charges the grant \$25,000 or more for Force Account labor or non-bid labor/material purchase costs, the Grantee shall provide the Department with one of the following types of audits:
1. An agency-wide financial and compliance audit for each year that grant expenditures are made. This audit should be conducted as part of the Grantee's annual audit as is generally required by 1) State law (i.e., 55 ILCS 5/6-3001 et seq. and 65 ILCS 5/8-8-1 et seq.), 2) OMB Circular A-133, or 3) the Grantee's own governing body.
  2. A grant specific audit covering all funds expended under the terms of the grant.

**All required audits must be conducted by an independent certified public accountant, licensed by the State of Illinois and must be performed in accordance with generally accepted auditing standards adopted by the American Institute of Certified Public Accountants (AICPA). The Grantee shall be responsible for procuring all required audits in accordance with its normal procurement rules, providing that these rules promote open competitive procurement. The Grantee will provide the Department with all required audits within 30 days of completion.**

**If the approved OHV project includes the use of Force Account labor, the Grantee shall ensure that any required audit includes an internal control evaluation and opinion on the Grantee's time and attendance allocation system. In addition, if the Grantee uses materials purchased by means of a Central Procurement System and allocates a portion of those materials to the project (Force Account material claim), the audit must include testing and reporting on the allocation system used for tracking material use.**

- B. If the Grantee receives less than \$300,000 in grant funds or charges the grant less than \$25,000 for Force Account labor and/or non-bid labor/material purchase costs, the Grantee will provide the Department with copies of any audits that report findings involving the OHV project.

Audit Resolution

**The Grantee shall be responsible for timely action in resolving any audit findings or questioned project costs. In the event that questioned costs are ultimately deemed disallowed as determined by the Illinois DNR or its representative, the Grantee shall be responsible for repayment of such costs.**

# OHV Billing Checklist

- **How to Submit a Reimbursement Request:**
  - **Enter a Payment Request in AmpliFund**
    - ([How To Add a Payment Request – AmpliFund Support](#))
  - **Provide the following documentation in the attachments of the Payment Request:**
    - Development Project Billing Statement**
    - Project Billing Report**
    - Cost support documents as applicable**  
(See pages 12-15, Please include proof of payment)
  
    - Photo of OHV sign at site**
    - IDNR Project Sign-off Letters**
  
- **How to submit quarterly or final reporting for the project:**
  - **Close out the Reporting Periods in AmpliFund for the appropriate period.**
    - ([Generating a Reporting Period and Payment Request – AmpliFund Support](#))
  - Achievements Section (PPR – Periodic Performance Report)**
  - Expenses Section (PFR – Periodic Financial Report)**



STATE OF ILLINOIS  
DEPARTMENT OF NATURAL RESOURCES

**OFF-HIGHWAY VEHICLE RECREATIONAL TRAILS PROGRAM  
DEVELOPMENT PROJECT BILLING STATEMENT**

Project #: \_\_\_\_\_

Project Sponsor: \_\_\_\_\_

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

Project Billing #: \_\_\_\_\_

**DEVELOPMENT COSTS SUMMARY STATEMENT**

Cost Category	Expenditure
Construction Costs (Contracted)	Bid contracts
(Non-contracted)	Non-bid contracts
Construction Costs (Force Account)	In-House labor
	Material /Supplies/Equipment
Architectural/Engineering Fees	
Other (specify)	
<b>TOTAL</b>	
Less Local Agency Share )	
<b>Amount Claimed for Grant Reimbursement</b>	

**CERTIFICATION STATEMENT:**

I do hereby certify that this Billing is correct and just and based on actual payment(s) of record by the Project Sponsor; that payment from the State of Illinois has not been received for these costs; and that the completed work and services or purchases are in accordance with provisions of the Off-Highway Vehicle Trails Program (OHV) and the signed Project Agreement, including amendments thereto, with the Illinois Department of Natural Resources.

BY: \_\_\_\_\_

NAME: \_\_\_\_\_  
(Signature)

TITLE: \_\_\_\_\_

AGENCY: \_\_\_\_\_

DATE: \_\_\_\_\_

(Document must be attested to by local agency fiscal officer)

ATTESTED

BY: \_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Title)

OFF-HIGHWAY VEHICLE RECREATIONAL TRAILS PROGRAM  
PROJECT BILLING REPORT

Project #: \_\_\_\_\_  
 Project \_\_\_\_\_  
 Sponsor: \_\_\_\_\_  
 Project Title: \_\_\_\_\_ Date: \_\_\_\_\_  
 Billing #: \_\_\_\_\_

(CONCISE / QUANTIFIED DESCRIPTION OF COMPLETED PROJECT):

(GENERAL COST BREAKDOWN OF COMPLETED MAJOR PROJECT COMPONENTS):

<u>Approved Project Component</u>	<u>Quantity Actual Costs</u>	<u>Budgeted Cost</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
TOTAL:	_____	_____

Prepared by: \_\_\_\_\_  
 Title: \_\_\_\_\_

*FORCE ACCOUNT PROJECT MATERIAL COST SUMMARY*  
**(Itemized by major project components)**  
 (MATERIALS ITEMIZATION SHEET)

**Major Project Component:** \_\_\_\_\_ **PAGE** \_\_\_\_\_ **OF** \_\_\_\_\_

**PROJECT SPONSOR:** \_\_\_\_\_ **PROJECT #:** \_\_\_\_\_

**PROJECT TITLE:** \_\_\_\_\_

FIRM	MATERIAL ITEM	QUANTITY	PURCHASE ORDER NUMBER	CHECK NUMBER	CHECK AMOUNT	AMOUNT CLAIMED FOR REIMBURSEMENT
					\$	\$
					\$	\$
					\$	\$
					\$	\$
					\$	\$
					\$	\$
					\$	\$
					\$	\$
					\$	\$
					\$	\$
					\$	\$
					\$	\$
					\$	\$
					\$	\$
					\$	\$
					TOTAL	

**I hereby certify that the above is true and correct and all materials were used exclusively on the referenced project.**

**Signature:** \_\_\_\_\_

**Name & Title:** \_\_\_\_\_

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

*PROJECT FORCE ACCOUNT IN-HOUSE LABOR SUMMARY*

**PROJECT SPONSOR:** \_\_\_\_\_ **PROJECT #:** \_\_\_\_\_

**PROJECT TITLE:** \_\_\_\_\_

**Pay Periods from** \_\_\_\_\_ **to** \_\_\_\_\_

EMPLOYEE'S NAME	JOB DESCRIPTION	HOURS WORKED ON PROJECT (*)	WAGES (HOURLY)	TOTAL WAGES
TOTAL				

(\*) From local agency time allocation records

**I hereby certify that the above is true and correct and all materials were used exclusively on the referenced project.**

**Signature:** \_\_\_\_\_  
**Name & Title:** \_\_\_\_\_  
**Date:** \_\_\_\_\_

## ATTACHMENT A

Schedule of Professional Services (A/E) and Publicly Bid Project Contracts

*[Example Format]*

**Grant Project #:** \_\_\_\_\_

Firm Name	Project Element	Base Contract Amt	C. O. # and Amt	Total
John Doe & Associates	A/E services	\$10,500.00		\$10,500.00
		<b>Professional Services (A/E) Subtotal:</b>		<b>\$10,500.00</b>
Acme Paving Co.	Parking lot / Tennis & BB Court, & pathway paving	\$98,500.00	#1 - \$11,500.00	
			#2 - \$3,100.00	\$113,100.00
Fun Time Park Supply Co.	Playground Equipment, park benches, bleachers, etc	\$39,000.00		\$39,000.00
Park Structures, Inc.	(2) Pre-fab Park Shelters	\$28,000.00		\$28,000.00
MCDL Construction Co.	Install Playground & Shelter	\$32,500.00	#1 - \$ 900.00	
			#2 - \$1,800.00	
			#3 - \$2,300.00	\$37,500.00
Springdale Landscaping	Park Landscaping	\$24,200.00	#1 - \$1,200.00	\$25,400.00
SGS Concrete	Shelter Pad & walkways, etc.	\$9,500.00		\$9,500.00
		<b>Publicly Bid Contracts Subtotal:</b>		<b>\$252,500.00</b>
		<b>GRAND TOTAL :</b>		<b>\$263,000.00</b>

Note: This form should only show the professional services contracts and the publicly bid contracts; any change orders to those contracts; and the total contract amount.

- Subtotal the Professional Services
- Subtotal the Publicly Bid Contract
- Provide a Grand Total of all contracts shown

## ATTACHMENT B

### Schedule of Project Expenditures

*[Example Format]*

Grant Project #: \_\_\_\_\_

Vendor/Contractor Name	Project Element	Invoice Date and Number	Invoice Amount	Payment Check #	Amount	Amount Claimed for Grant Reimbursement	Total Reimbursement Amount
John Doe & Associates	A/E services	11111	\$5,000.00	12121	\$5,000.00	\$5,000.00	
<b>Professional Services (A/E) Subtotal:</b>							<b>\$5,000.00</b>
Acme Paving Co.	Tennis/BB court	22222	\$72,000.00	12122	\$64,800.00	\$64,800.00	
Fun Time Park Supply Co.	Bleachers	33333	\$8,841.00	12123	\$8,841.00	\$8,841.00	
<b>Publicly Bid Contracts Subtotal:</b>							<b>\$73,641.00</b>
Coyote Plumbing	Drinking fountains	44444	\$1,256.78	12124	\$1,256.78	\$1,256.78	
<b>Non-Bid Contracts Subtotal:</b>							<b>\$1,256.78</b>
Lowes	Lumber	900876	\$8,000.00	0001	\$8,000.00	\$8,000.00	
<b>In-House "Force Account" Material/Supplies Subtotal:</b>							<b>\$8,000.00</b>
ABC Accounting	Agreed Upon Procedures	55555	\$800.00	12425	\$800.00	\$800.00	
<b>CPA Subtotal:</b>							<b>\$800.00</b>
<b>"Other" Category Subtotal:</b>							<b>\$0.00</b>
<i>(Force Account Labor)</i>							
<b>Employee Name or Code #</b>	<b>Job Description</b>	<b>Hours Claimed (1)</b>	<b>Hourly Wage</b>		<b>Total Wages</b>	<b>Amount Claimed for Grant Reimbursement</b>	
Jane Doe (Employee #18)	Laborer	10	10		\$100.00	\$100.00	
<b>In-House "Force Account" Labor Subtotal:</b>							<b>\$100.00</b>
<b>TOTAL PROJECT EXPENDITURE FOR THIS BILLING:</b>							<b>\$88,797.78</b>

<sup>(1)</sup> Taken from Project Sponsor's time allocation records (time sheets)

I hereby certify that the costs shown on this "Schedule of Project Expenditures" are true and correct and based on actual expenditures by the Project Sponsor for the referenced OHV project; and that the costs are in accordance with provisions of the Illinois OHV grant program (17 IL Adm Code 3045).

CERTIFIED BY:

\_\_\_\_\_  
Name, Title & Date

\_\_\_\_\_  
Signature of Chief Administrator/Elected Official

ATTESTED BY:

\_\_\_\_\_  
(Signature of local agency's chief fiscal officer)

Note: This form should show **all project expenditures** including ones for the professional services contracts and the publicly bid contracts shown on Attachment B. The billing total on this page should match the "Total" amount on the Project Billing Form.