



**Illinois Department of  
Natural Resources**

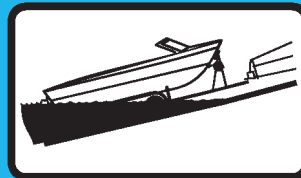
# **Illinois Boat Access Area Development Grant Program**

## **For State Fiscal Year**

# **2026**

## **Program Information for Grant Applicants**

**PUBLIC  
BOAT  
LAUNCH**



Provided with assistance from  
Illinois Department of Natural Resources  
Financed with State Boating Funds

## PREFACE

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

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

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

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

## FY2026 BAAD PROGRAM CHANGES

- **The Illinois Boat Access Area Development (BAAD) Grant 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 BAAD 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 must be submitted to:**
  - <https://il.amplifund.com/Public/Opportunities/Details/67c0bc3c-8392-416a-ac88-708272b2e084>

## **Grant Basics**

**The Boat Access Area Development (BAAD)** program is a State-financed program, administered by the Illinois Department of Natural Resources (IDNR), which provides funding assistance to local units of government for the acquisition and/or construction/renovation of approved public boat and canoe access areas in Illinois.

The BAAD grant program is authorized by and implements the Civil Administrative Code, Section 805-325 (20 ILCS 805/805-325), and THE BOAT REGISTRATION AND SAFETY ACT, SECTION 10-1 (625 ILCS 45/10-1) and is administered in accordance with 17 IL Adm. Code 3035.

Funds for the program are derived from a portion of the revenue received under provisions of "The State Boating Act Fund". The primary source of revenue for this fund is Marine Motor Fuel Tax, but also includes funds received from boat and canoe registration fees and fines. Each fiscal year, the General Assembly appropriates funds for the BAAD program to the Department of Natural Resources for allocation to local agency projects through a competitive grant process based upon written applications.

This manual is designed to provide concise information on the BAAD program and give instructions for making application to the IDNR for grant funding consideration. Read the manual carefully before applying and follow the application checklist and instructions closely. They are the guides for completing an accurate application.

BAAD grants are awarded through a competitive application process. **Project applications must be completed and submitted through the AmpliFund Grant Management System by September 30, 2025 - as specified by the Notice of funding Opportunity (NOFO).** Applications received after 5:00pm on September 30<sup>th</sup> will be ineligible for review. Notification of grant awards is typically announced within the first half of the following year.

### **Assistance Formula**

The BAAD program can provide up to 100% reimbursement funding assistance on approved development project costs and 90% reimbursement funding assistance on approved land acquisition costs. For development projects, higher priority is given in project evaluation for local agency financial contribution to the project.

Maximum grant assistance for any one project per grant cycle is limited to \$200,000 for power boat access facilities and \$80,000 for non-motorized, canoe and other small boat launch facilities.

### **Grant Award Fees**

Any project AWARDED grant funds will be subject to a GRANT AWARD FEE due at the time the signed grant agreement is returned to the Department.

### **Eligibility Requirements**

Local Agencies eligible for assistance under this grant program include municipalities, townships, counties, park districts, conservancy districts and port districts, or any other local government agencies capable of providing lands for public recreational purposes.

### **Eligibility Requirements (Continued)**

Only projects that provide access to public bodies of water as defined by IL Administrative Code [Section 3704.Appendix A](#) are eligible for assistance under this grant program (see listing below). Projects that would provide access to any body of water that is privately owned partially or as a whole is not eligible under this grant program.

### **Grant Accountability and Transparency Act**

The Grant Accountability and Transparency Act, 30 ILCS 708/1 et. seq. (GATA) requires all entities requesting grant funding from any State Agency must first be registered in the GATA system. Their website is: <https://www.illinois.gov/sites/gata/Pages/default.aspx>. No applications will be accepted from any entity who is not registered in the GATA system. A GATA Standard Application and a GATA Uniform Budget Template must also be submitted for your application to be considered complete.

## Section 3704.APPENDIX A: Public Bodies of Water

- a) The following public bodies of water were navigable in their natural condition or were improved for navigation and opened to public use. The entire length and surface area in Illinois, including all backwater lakes and sloughs open to the main channel or body of water at normal flows or stages, are open to the public unless limited to a head of navigation as stated. Head of navigation descriptions use the U.S. rectangular survey system and these abbreviations: T = township, R = range, PM = principle meridian, Sec. = section,  $\frac{1}{4}$  = quarter section, N = north, E = east, S = south, W = west, USGS = U.S. Geological Survey.
- 1) Lake Michigan;
  - 2) Chicago River: Main Branch;
  - 3) Chicago River: North Branch to North Shore Channel;
  - 4) Chicago River: South Branch;
  - 5) Chicago River: South Fork of South Branch;
  - 6) Chicago River: East and West Arms of South Fork of South Branch;
  - 7) Chicago River: West Fork of South Branch to Chicago Sanitary and Ship Canal;
  - 8) Calumet River;
  - 9) Lake Calumet and entrance channel to Calumet River;
  - 10) Grand Calumet River;
  - 11) Little Calumet River;
  - 12) Wolf Lake (Cook County);
  - 13) Mississippi River (including all backwater lakes such as Frentress Lake in Jo Daviess County, Boston Bay in Mercer County and Quincy Bay in Adams County);
  - 14) Sinsiniwa River to North Line of Sec. 9, T28N, R1W, 4<sup>th</sup> PM in Jo Daviess County, which is located approximately two-thirds mile downstream from the U.S. Highway 20 bridge. This area is shown on the Galena, Ill.-Iowa, 7.5 minute USGS quadrangle map;
  - 15) Galena River to East Line of Sec. 16, T28N, R1E, 4<sup>th</sup> PM in Jo Daviess County, which is located approximately one-half mile upstream from the County Highway 3 (West Stagecoach Trail) bridge. This area is shown on the Galena, Ill.-Iowa, 7.5 minute USGS quadrangle map;
  - 16) Apple River to North Line of Sec. 35, T26N, R2E, 4<sup>th</sup> PM in Jo Daviess County;

- 17) Plum River to North Line, T24N, R3E, 4<sup>th</sup> PM in Carroll County, which is located approximately one and one-half miles upstream from the U.S. Highway 52 bridge. This area is shown on the Savanna, Ill., 15 minute USGS quadrangle map;
- 18) Rock River;
- 19) Pecatonica River;
- 20) Sugar River (Winnebago County);
- 21) Stillman Creek to South Line, T25N, R11E, 4<sup>th</sup> PM in Ogle County, which is located approximately one-third mile downstream from the Illinois Highway 72 bridge. This area is shown on the Stillman Valley, 7.5 minute USGS quadrangle map;
- 22) Henderson Creek (new channel) to East Line, SW ¼, Sec. 6, T10N, R5W, 4<sup>th</sup> PM in Henderson County. The river has been relocated and the old channel abandoned;
- 23) The Sny in Adams, Pike and Calhoun Counties. The area has been drained with levees and ditches and it is uncertain that any descendent body of water exists;
- 24) Bay Creek to West Line, Sec. 29, T8S, R3W, 4<sup>th</sup> PM in Calhoun County. The head of navigation is the limit of meanders on the official plat of survey; but it is uncertain that any descendent body of water exists;
- 25) Illinois River (including all backwater lakes such as Peoria Lake in Peoria, Tazewell and Woodford Counties; Matanzas Bay in Mason County; and Meredosia Lake in Cass and Morgan Counties);
- 26) Des Plaines River to Hoffman Dam in Cook County, which is located one-half mile downstream from the junction with Salt Creek. This area is shown on the Berwyn, 7.5 minute USGS quadrangle map;
- 27) Kankakee River;
- 28) Iroquois River to South Line, SW ¼, Sec. 30, T27N, R12W, 2<sup>nd</sup> PM in Iroquois County, which is located approximately one mile downstream from the junction with Sugar Creek. This area is shown on the Gilman, 15 minute USGS quadrangle;
- 29) Fox River (Illinois River Basin);
- 30) Griswold Lake (McHenry County);
- 31) Fox Chain-O-Lakes (Lake and McHenry Counties): Bluff Lake, Lake Catherine, Channel Lake, Fox Lake, Grass Lake, Lake Marie, Nippersink Lake, Dunns Lake, Pistakee Lake, Lake Jerilyn, Lac Louette, Redhead Lake;

- 32) Vermilion River (Illinois River Basin) to approximately one-half mile above the mouth near Oglesby in LaSalle County;
- 33) Spring Lake (Tazewell County);
- 34) Spoon River to North Line, Sec. 24, T6N, R1E, 4<sup>th</sup> PM in Fulton County, which is located approximately one-half mile upstream from the Illinois Highway 95 bridge. This area is shown on the Smithfield, 7.5 minute USGS quadrangle map;
- 35) Sangamon River to South Line, NE ¼, Sec. 1, T15N, R4W, 3<sup>rd</sup> PM in Sangamon County, which is located approximately one mile south of the Mechanicsburg Road bridge. This area is shown on the Mechanicsburg, 7.5 minute USGS quadrangle map;
- 36) Sangamon River: South Fork to South Line, Sec. 33, T16N, R4W, 3<sup>rd</sup> PM in Sangamon County, which is located approximately two miles upstream from the mouth. This area is shown on the Springfield-East, 7.5 minute USGS quadrangle map;
- 37) Macoupin Creek to East Line, Sec. 25, T9N, R13W, 3<sup>rd</sup> PM in Green and Jersey Counties, which is located approximately one mile downstream from the junction with Boyer Creek. This area is shown on the Boyer Creek, 7.5 minute USGS quadrangle map;
- 38) Otter Creek to East Line of Sec. 3, T7N, R13W, 3<sup>rd</sup> PM in Jersey County, which is located approximately two miles east of the Illinois Highway 100 bridge. This area is shown on the Nutwood, 7.5 minute USGS quadrangle map;
- 39) Kaskaskia River to East Line, SW ¼, Sec. 31, T8N, R2E, 3<sup>rd</sup> PM, which is located nine miles south and two miles west of Herrick. This area is shown on the Vera, 7.5 minute USGS quadrangle map;
- 40) Big Muddy River to East Line T8S, R2W, 3<sup>rd</sup> PM in Jackson County, which is located approximately one mile northwest of the Southern Illinois Airport. This area is shown on the Murphysboro, 7.5 minute USGS quadrangle map;
- 41) Ohio River;
- 42) Wabash River;
- 43) Vermilion River (Wabash River Basin) to West Line, T19N, R11W, 2<sup>nd</sup> PM in Vermilion County, which is located approximately one mile upstream from the junction with the North Fork. This area is shown on the Danville, SW, 7.5 minute USGS quadrangle map;
- 44) Little Wabash River to the Illinois Highway 1 bridge in Carmi in White County;
- 45) Saline River to junction of North Fork and South Fork;
- 46) Saline River: North Fork to North Line, Sec. 5, T8S, R8E, 3<sup>rd</sup> PM in Gallatin County, which is located approximately three miles south of the junction of



Illinois Highway 141 and U.S. Highway 45. This area is shown on the Ridgway, 7.5 minute USGS quadrangle map;

- 47) Saline River: South Fork to West Line, T9S, R8E, 3<sup>rd</sup> PM in Gallatin County, which is located at the Gallatin-Saline County line. This area is shown on the Equality, 7.5 minute USGS quadrangle map;
  - 48) Horseshoe Lake (Alexander County).
- b) The following public bodies of water are primarily artificial navigable waters that were opened to public use.
- 1) Illinois and Michigan Canal;
  - 2) Illinois and Mississippi (Hennepin) Canal and Canal Feeder;
  - 3) North Shore Channel (Cook County);
  - 4) North Branch Canal of North Branch Chicago River (Cook County);
  - 5) Relocated South Branch Chicago River (Cook County);
  - 6) Chicago Sanitary and Ship Canal;
  - 7) Calumet Sag Channel;
  - 8) Marseilles Canal (LaSalle County);
  - 9) Chain of Rocks Canal (Madison County);
  - 10) Relocated Kaskaskia River.
- c) The following public bodies of water are navigable waters that were dedicated to public use. This list is incomplete. It is believed there are numerous channels and slips in subdivisions on the margins of public bodies of water which have been dedicated by plat. Additional channels and slips have been dedicated by common law.

Petit Lake, Spring Lake and connecting channels between Bluff Lake and Fox Lake in Lake County.

(Source: Amended at 38 Ill. Reg. 966, effective December 27, 2013)

**Projects that would allow access to bodies of water not included in this list will not be considered without documentation that the body of water falls under c) above or that the entire body of water is publicly owned, and proof is provided and accepted by the IDNR.**

## Frequently Asked Questions

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

Yes, the Grant Accountability and Transparency Act, 30 ILCS 708/1 et. seq. (GATA) requires all entities requesting grant funding from any State Agency must first be registered in the GATA system. Their website is: <https://gata.illinois.gov> No applications will be accepted from any entity who is not registered in the GATA system.

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

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

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

Maximum grant assistance for any one project per grant cycle is limited to \$200,000 for power boat access facilities and \$80,000 for non-motorized, canoe and other small boat launch facilities.

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

This varies on a yearly basis due to the fluctuations in the amount of taxes and fees collected and the appropriation authority provided by the General Assembly. For State Fiscal Year 2026, the approximate amount available is \$1,000,000.00.

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

Yes, both an application and award fee are required for the BAAD program. The maximum Application Fee submitted with the initial application is \$300.00. The Award Fee is 1% of the grant award and submitted at the time the grant agreement is signed by the applicant.

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

Completed project applications must be submitted through the AmpliFund Grant Management System by **5:00 PM on September 30, 2025**. Applications submitted after 5:00 p.m. on the application period closing date will be considered ineligible – NO EXCEPTIONS. Projects that are not successful in a given grant request cycle may be resubmitted in a subsequent grant cycle if the application is appropriately updated and revised prior to resubmittal.

**Can project costs be incurred prior to grant award?** All project costs incurred prior to IDNR approval, with the exception of eligible project architectural/engineering costs, are ineligible for BAAD assistance. Only *PROPOSED* acquisition and development projects are eligible for grant assistance.

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

No, only one application for BAAD assistance may be made in a grant cycle by a single organization. Applicants are limited to one acquisition OR one development project per cycle.

### **Does the project site have to contain a launch ramp or other watercraft access?**

Yes, only project sites that contain a launch ramp or other means of launching a watercraft into the water are eligible, though work on the ramp or other launching structure is not required as part of the grant request.

**Can multiple phase projects be funded with the same grant?** If a project consists of several stages, the project sponsor should request funds only for the stage(s) that can be adequately financed and completed in the time period specified for such projects (two years or less). If a sponsor wants to submit an application for Phase II development of a site that is currently under construction from a Phase I BAAD grant, the sponsor must contact IDNR staff for review and possible approval. At no point should a project be proposed that would not represent a useful area at the conclusion of that specific project agreement.

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

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

**The amounts for the project components are only estimates, is this acceptable?**

The Department realizes that the estimated cost of a proposed project as indicated in the grant application will not always reflect the actual project cost. However, grant awards are based upon the estimated project cost shown in the grant application. **Grant assistance is limited to \$200,000 for motorized watercraft access and \$80,000 for non-motorized watercraft access.** Consequently, it is very important to estimate project costs carefully. Once a grant amount has been approved for a project, additional funds will not be available to cover project cost overruns.

**Are there additional estimate requirements for land acquisitions?**

Yes, documentation must now be submitted in order to provide evidence for the estimated acquisition cost. This can be provided by an estimate of market value by a real estate professional or other such documentation that verifies your cost estimate.

**Can donated labor and equipment be used on the project?**

The use (value) of donated labor or equipment in a project is NOT eligible for grant reimbursement. Nonetheless, donated labor and equipment may be used to help reduce overall project costs. However, grant reimbursement cannot be obtained for the cost of force account labor (local agency's employees) used to complete or assist in the completion of an approved development project.

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

Yes, applications **must** be submitted through the AmpliFund Grant Management System.

➤ <https://il.amplifund.com/Public/Opportunities/Details/67c0bc3c-8392-416a-ac88-708272b2e084>

**Are paper copies of the grant application acceptable?**

No - Mailed, faxed, and hand-delivered applications will **NOT** be accepted. Please do not attempt to hand-deliver physical applications.

**How should the application be presented to IDNR?**

Applications must be completed and submitted through the AmpliFund Grant Management System by the closing date to be eligible for review.

## Eligible Project Costs

Grant assistance may be obtained for any of the following boat/canoe access area components:

- 1) Development or renovation costs for:
  - a) Boat launching ramp(s) and adjacent car/trailer maneuvering area.
  - b) Parking area to serve ramp users.
  - c) Access road to the ramp, that shall be limited to a reasonable distance (usually no more than 1/4 mile) from an existing public road.
  - d) Potable water supply and restroom facilities where necessary and cost effective.
  - e) Initial channel improvements where necessary to facilitate launch ramp usage. (Subsequent maintenance and dredging shall be the responsibility of the local governmental agency).
  - f) Security lighting where necessary and cost effective. (Operating costs shall be borne by the local agency.) See Section VI, item 3(j) on page 13 regarding requirements for burying overhead utility lines at BAAD-assisted sites.
  - g) Walkways connecting a ramp with adjacent parking lot, docks, restrooms, etc.
  - h) Courtesy docks for temporary tie up of boats not to exceed approximately 10% of the capacity of the parking area. Must be directly adjacent to a watercraft access point such as a ramp or canoe launch.
  - i) Marine sanitary disposal stations.
  - j) Docks to support gas pumps/fueling facilities.
  - k) Other boating related facilities as deemed appropriate by DNR (considered on a case-by-case basis).
  - l) Architectural/engineering services deemed necessary, up to a maximum of 15.25% of total construction costs, for the proper design and construction supervision of an approved BAAD construction project.
- 2) Land acquisition costs (fee simple title or permanent easement), including required appraisal fees, associated with securing land necessary to develop a basic boat/canoe access area on public waters of the state. Land acquisition from another public agency, except public school districts, is ineligible for BAAD assistance. Grant assistance for land acquisition is limited to no more than 90% reimbursement of the property's Fair Market Value (FMV) as approved by the DNR, but in no case shall grant reimbursement exceed actual local agency cash payment for the land as in the event of a bargain sale/donation.

**NOTE:** Application cannot be made for both acquisition assistance and development assistance of a project site in the SAME grant cycle.

## Ineligible BAAD Projects

In general, BAAD assistance will not be provided for the following types of projects:

- 1) Project which are on a body of water not defined as Public. (See "Public Bodies of Water above)
- 2) Projects which are primarily maintenance related
- 3) Dredging of any kind beyond that which may be required for initial channel improvements at the time of ramp construction
- 4) Docks that provide permanent berthing space in a marina
- 5) Fueling pumps, tanks, etc.
- 6) Facilities not available for general public use
- 7) Projects that would provide access to privately-owned bodies of water or bodies of water not included in IL Admin Code [3704.Appendix A](#)
- 8) Projects on sites that do not include a boat launch facility such as a ramp or canoe launch

## Grant Awards

Awarding of grants are on a competitive basis and will be made under the authority and directive of the Director of the Illinois Department of Natural Resources. Awards are generally announced within 180 days following the application deadline date. The amount of grant funds awarded annually shall be determined by the Illinois Department of Natural Resources based upon the appropriation level for the program in a given fiscal year and demonstrated need.

PLEASE NOTE: The BAAD grant program requires a GRANT AWARD FEE be submitted by successful applicants at the time the formal grant agreement is returned to the IDNR for final execution. This fee shall be calculated as 1% of the total funding assistance awarded and reflected in the grant agreement.

### EXAMPLES:

A \$200,000 grant award would require a \$2,000 Grant Award Fee  
 ( $\$200,000 \times 0.01 = \$2,000$ )

An \$80,000 grant award would require an \$800 Grant Award Fee  
 ( $\$80,000 \times 0.01 = \$800$ )

The Grant Award Fee is based on the grant amount as stated on the grant agreement and it shall not be reduced. The grantee may choose to consider the Grant Award Fee as an allowable reimbursement cost and include the cost in the identified costs of the project if so desired.

Grant Agreements returned without the required Grant Award Fee, or with an incorrect amount, will not be accepted by IDNR. Failure of a Grant Award Fee to clear the bank it is drawn against will result in the automatic denial of the award and cancellation of the grant without further consideration.

NOTE: Project costs for which reimbursement is sought cannot be incurred by the project applicant until after IDNR grant approval. Project costs incurred prior to Department approval are INELIGIBLE for grant assistance.

## Project Application Guidelines

- 1) The local agency shall have plans for its proposed project developed to the point where the project scope can be described, and reasonable estimates of acquisition and/or development costs can be made. The local agency is responsible for development of a BAAD-assisted project in general compliance with plans submitted and approved with the project application.

Plans for the boat/canoe access area should be based on the needs of the public, the expected use, and the type and character of the project area. Facilities should be attractive for public use and be generally consistent with the natural setting and topographic limitations. Improvements and structures should be designed for full accessibility and harmonize as much as possible with the natural environment. Emphasis should be given to public health, the safety of users, and protection of the recreation values of the area. Where public recreation needs are being adequately met through private investment, proposals creating a competitive situation should be avoided.

- 2) For potential acquisition projects it is imperative that the local agency know exactly the land area proposed for acquisition. As noted later in this Manual, the local agency must submit, as part of the project application, a Commitment for Title Insurance, Attorney's Opinion of Title, or other device which not only illustrates any encumbrances on the site's ownership, but also delineates the legal boundary description of the property to be acquired. The local agency must clearly understand the following:
  - a. Once an application has been submitted to the Illinois DNR, neither the size or location of properties specified in the application can be changed. This is necessary since the project is reviewed and evaluated site specifically for cultural and environmental resource impacts and project feasibility by DNR staff and other potentially affected State agencies.
  - b. If an acquisition project is approved for BAAD assistance, the legal description on the deed of the property acquired must correspond exactly to that which is detailed in the application, unless otherwise approved by the DNR. In addition, development of the property must be initiated within three (3) years following completion of site acquisition and be in general accordance with the proposed site development plan submitted as part of the approved project application. Changes in use of the acquired property from plans approved by DNR may constitute a conversion from public boat access use subject to project site conversion requirements outlined in the provisions of the grant Project Agreement.
  - c. Acquisition project applications must also provide a conceptual plan and preliminary cost estimates for proposed future development at the site.
- 3) For development projects, the local agency must have fee simple title to the area proposed for development or it must be secured by a long-term lease for a period of time commensurate with the program compliance amortization schedule shown below. Control and tenure of leased property shall not be revocable at will by the Lessor. A copy of the lease must be filed with the IDNR as part of the application. The local agency must list all outstanding rights or interests held by others in the property to be developed and explain in the Environmental Evaluation how these rights affect public outdoor recreation use.

| Total Grant Amount   | Time Period After Receipt of Final Grant Payment |
|----------------------|--|
| \$0-\$25,000         | 7 years  |
| \$25,001--\$100,000  | 12 years   |
| \$100,001--\$200,000 | 17 years   |

- 4) IDNR policy currently limits local BAAD grant awards to a maximum of \$200,000 per project for power boat access facilities and \$80,000 for non-motorized, canoe and car top boat launch facilities.
- 5) The individual indicated in the grant application as the contact person for an agency should be available for telephone contact during normal working hours (8:00 A.M. - 5:00 P.M.). The designated contact individual serves as the liaison with the IDNR and should always be aware of the status of the proposed project. All transmittals from the IDNR regarding a local agency's potential or existing project(s) should be read thoroughly and responded to promptly.
- 6) It is the administrative responsibility of the local agency to investigate the need for and obtain all necessary project construction permits which affect their project. All such permits must be secured by the local agency within 12 months following BAAD project approval. (See Program Compliance Requirements.) Failure to secure necessary permits in a timely manner can result in termination of the approved grant award.
- 7) Maintenance of Facility: Prior to being considered for BAAD funding assistance, the local governmental agency shall agree and show ability to maintain said facility, upon completion, per terms set forth in the grant Project Agreement. The ability to maintain the facility shall be indicated on the application form by providing an estimated amount of annual funds available for maintenance. Available equipment and manpower should also be included.
- 8) Project applications not approved for BAAD assistance will not be returned to the local agency. Projects that are not successful in a grant request cycle may be resubmitted in a subsequent grant cycle if the application is completely updated and revised accordingly prior to resubmittal.



## Project Evaluation Criteria/Priorities

Local project applications are evaluated on a competitive basis as Illinois' annual BAAD apportionment typically is not sufficient to provide funding assistance for all local boating needs in the state. The following criteria determine the priority ranking of eligible local project applications recommended for BAAD funding assistance:

- Projected Usage:
  - Projected usage is based on the size of the body of water being served by the proposed boat/canoe access facility, anticipated usage of the facility, the registered boater population being served, local planning and public input in the proposal, and availability/proximity of other access areas on the body of water.
- Site Suitability:
  - Projects are evaluated primarily in terms of the project site's suitability for the proposed uses including considerations of 1) physical characteristics such as terrain, drainage, adjacent land uses, soil conditions, vegetation, hydrologic conditions, environmental intrusions, etc., 2) site accessibility factors including safe vehicular access and sufficient parking; and 3) overall site plan considering such factors as overall design, creativity, sensitivity to environmental factors and neatness. Facilities available for public use without a user fee charge are given highest priority.
- Overall Program Suitability:
  - The Boat Access Area Development (BAAD) program is a State-financed program, administered by the Illinois Department of Natural Resources (IDNR), which provides funding assistance to local units of government for the acquisition and/or construction/renovation of approved public boat and canoe access areas in Illinois.
- Applicant Ability to Maintain:
  - Consideration is given to the applicant's past performance in completing Department grant projects or unresolved project violations, maintenance history of existing sites, and administrative considerations (such as application completeness and response time during the application process).
- Impact on Business
- Local Support for the Proposed Project (Local Plan/User Input)
- Local Financial Cooperation
- User Fees
- Water Body Served
- Current Access Availability

### Review and Selection Process

Submitting an incomplete application does not extend the application deadline beyond the designated deadline date. All complete, eligible, and timely applications will be reviewed for evaluation and recommendation to the IDNR Director, who makes the final decision on awards. The Department will not consider a project application from a local agency for BAAD assistance when there exists an outstanding known violation or program non-compliance at that locality with respect to a prior DNR grant project or other DNR program.

### Merit-based Review Appeals Process

In compliance with GATA, applicants have the right to appeal the evaluation process but not the evaluation score. More information is available at:

<http://ilga.gov/commission/JCAR/admincode/044/044070000D03500R.html>



## Program Implementation Procedures & Compliance Requirements

- 1) The project may not begin until a fully executed project agreement is in place. Only after the agreement is fully executed may incurred project costs be eligible. Costs that are incurred prior to the agreement execution date, with the exception of necessary engineering fees, are ineligible.\* Acquisition costs are considered incurred by the local agency on the date when 1) deed, lease or other appropriate conveyance is accepted, or 2) when first partial payment or full payment is made on the project property or to an escrow account/agent for the property. Development costs are considered incurred on the date construction contracts are signed or actual physical work on the project site starts (e.g., ground clearing, the beginning of facility construction, the delivery of materials to the project site, etc.).

\*(Costs for site investigation, preliminary design, preparation of cost estimates, construction drawings and bid specifications, and similar items necessary for proper construction preparation and project completion may be eligible for assistance although incurred prior to approval.)

- 2) For projects receiving acquisition assistance, acquisition of the project property generally must be completed within approximately nine (9) months following project approval, with the exception of acquisitions involving eminent domain. Acquisition projects must proceed in accordance with the federal "Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970" (PL91-646) and/or the state "Displaced Person Relocation Act" (310 ILCS 40, et seq.), as applicable, and with the policies and procedures adopted by the Department pursuant thereto.

Upon project approval, the local project sponsor is instructed to commence with necessary appraisal work to determine the fair market value for the proposed project site. Two appraisals may be required in some instances at the sole discretion of the IDNR. The appraisals must be completed to Department specifications for a full narrative appraisal. Once the Department has reviewed the appraisal(s) and approves a "fair market value" for the project site(s), the local agency will be authorized to proceed with acquisition negotiations. No purchase agreements, options, etc. should be entered into, nor negotiations begun, until the DNR approves such action. The entering into of any options or any other type of purchase agreement prior to Department approval could be cause for project ineligibility. Title to any property secured by the local sponsoring agency before Department approval is ineligible for grant assistance.

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

- a) After acquisition is completed and title to the project property secured, the local agency may request eligible grant reimbursement. Reimbursement shall not exceed 90% of the appraised fair market value of the property(ies) or the approved grant award, whichever is less. In the event of condemnation, the Judgement Order establishes just compensation (fair market value) in determining eligible reimbursement. In no case shall grant payment exceed the actual cash purchase price for the project site(s) (i.e., acquisitions involving a "bargain sale").

b) An acceptable billing request includes the following documents:

- i) Copy of recorded Deed (Judgement Order in case of eminent domain purchase)
- ii) Title Affidavit and Title Insurance Policy on acquired property unless acquired by Judgement Order or Warranty Deed secured
- iii) Evidence of written fair market value offer to seller
- iv) Copy of canceled check as proof of payment to seller
- v) Parcel Tabulation

c) Land acquired with BAAD assistance must be subsequently developed as a public boat/canoe access area in general accordance with the approved project application proposal within three (3) years following the date title to the property is secured. Failure to improve the property for such use within the three (3) year time period shall result in the property being considered "converted" from its intended use necessitating remedial action by the local agency as specified in the provisions of the BAAD Project Agreement.

3) For projects requesting development assistance, the local agency must possess at the time of project approval either fee simple title, a permanent easement to the land being developed or a lease arrangement, non-revocable at will by the lessor, for the project property for a period of time commensurate with the amortization schedule. The Department will consider, on a case-by-case basis, lease arrangements for shorter periods when State statute prohibits a unit of local government from entering into such a long-term agreement or other circumstance beyond the control of the local project sponsor prohibit such arrangements.

Instructions and guidance regarding development project implementation are provided by the DNR at the time of project approval notification. In general, implementation procedures for approved development projects are as follows:

- a) Projects usually require the preparation of detailed work drawings and specifications. The Department reserves the right to require revisions of plans and specifications for any development which, in its opinion, does not provide for a quality outdoor recreation experience. In addition, plans and specifications shall also be available for review by DNR representatives during on-site construction inspections and compliance reviews.
- b) The local project sponsor must provide quarterly status reports to the DNR on January 1, April 1, July 1 and October 1.
- c) After all construction permits are secured, work at the site or advertising for competitive bids may commence. Work at a project site may be accomplished by contract or by force account labor (using a local agency's employees). It is strongly recommended that whenever possible, work be accomplished by contract.
- d) All open competitive bidding shall be done in accordance with the local agency's statutory requirements governing public procurement. Upon receipt of bids, should the local agency consider the lowest bidder unqualified, incapable, or not responsible, the next lowest bidder may be approved. Justification for awarding of contracts to other than the lowest bidder or acceptance of a no-bid contract shall be subject to the approval of the DNR.

- e) Except for contracts exceeding \$100,000, the local agency may follow its own requirements relating to bid guarantees, performance bonds, and payment. For contracts exceeding \$100,000, the minimum requirements shall be as follows:
  - i) A bid guarantee from each bidder equivalent to 5% of the bid price.
  - ii) A performance bond on the part of the contractor for 100% of the contract price. A "performance bond" is one executed in connection with a contract to secure fulfillment of all the contractor's obligations under such contract.
  - iii) A payment bond on the part of the contractor for 100% of the contract price. A "payment bond" is one executed in connection with a contract to assure payment as required by law of all persons supplying labor and material in the execution of the work provided for in the contract.
- f) The local agency shall also incorporate in construction contracts provisions which define a sound and complete agreement, including the following:
  - i) Contracts shall contain such contractual provisions or conditions which will allow for administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms and shall provide for such sanctions and penalties as may be appropriate.
  - ii) All construction contracts exceeding \$30,000 shall contain suitable provisions for termination by the local agency including the manner by which it will be affected and the basis for settlement. In addition, such contracts shall describe conditions under which the contract may be terminated because of circumstances beyond the control of the contractor.
  - iii) In all contracts in excess of \$100,000, the local agency shall observe the bonding requirements outlined previously.
  - iv) All construction contracts (except those less than \$30,000) awarded by the local agency shall include a provision to the effect that the DNR and the Auditor General of the State of Illinois, or any of their duly authorized representatives, shall have access to any books, documents, papers and records of the contractor for the purpose of making audit, examination, excerpts and transcriptions.
- g) During the course of development, it may become necessary to change scope, plans and/or specifications. The local agency shall obtain IDNR approval for any project change orders that represent significant deviations from the approved plans or anything over a 10% change in an approved GATA budget line. Change orders should be made a part of the project file and kept available for audit. All change orders that total +/- \$10,000 must have IDNR approval prior to execution. For change orders in excess of the \$10,000 amount (pursuant to Section 33E-9 of the Criminal Code of 1961, as amended) written assurance MUST BE provided to the Illinois DNR by the local agency that such a change order was not reasonably foreseen at the time of initial construction contract execution. Failure to comply is a Class 4 felony.
- h) During construction, DNR may make on-site inspections, as deemed necessary in relation to the scope of the project, to check progress and compliance with all applicable laws and construction specifications. It shall be the local agency's full responsibility for determining when all project construction has been satisfactorily completed and is ready for DNR final inspection and acceptance.

- i) For development projects, grant payment requests may be made to the Department either on a periodic partial payment basis or a lump sum final payment at the completion of the project.

Local agency billing requests for grant payment submitted to the Department must be accompanied by documentation of completed work and incurred costs from project contractors and/or consultants (A/E firms).

- j) The local agency will be expected to take all reasonable steps to bury, screen, or relocate existing overhead lines (under 15KV) on a project site. Burying existing lines is eligible for grant assistance and can be part of the application. All future electrical lines under 15KV and telephone wires must be installed underground. If the local agency feels that existing or future utility lines under 15KV should not be underground, it will be necessary to document the rationale for such a request and receive DNR approval.
- 4) In connection with and PRIOR to the construction, and thereafter the subsequent operation and maintenance of the BAAD assisted facilities, the Local Agency agrees that it shall be responsible for and obtain all necessary Permits, Licenses or Forms of Consent, as the case may be, from, but not limited to, the following agencies:
- a) U.S. Dept. of the Army, Corps of Engineers.
  - b) IL Environmental Protection Agency.
  - c) IL Dept. of Natural Resources regarding State "Interagency Wetlands Policy Act" of 1989 (20 ILCS 830/1-1), "Endangered Species Protection Act" of 1990 (520 ILCS 10/11), "Rivers, Lakes & Streams Act" (615 ILCS 5) and "Historic Resources Preservation Act" (20 ILCS 3420/1).
  - d) IL Dept. of Public Health "Campground Licensing & Recreational Area Act," (IL Rev. Stat. Ch. 111 ½, para. 761).
  - e) State and local road, building or zoning agencies or boards, where applicable.

**NOTE: NON-COMPLIANCE WITH THE ABOVE MAY JEOPARDIZE GRANT FUNDING.**

- 5) The local project sponsor is required to post a grant program acknowledgment sign at the project site identifying it as a public boat and/or canoe launch area. The required sign and installation instructions will be provided by the Department once the project has been completed.
- 6) The local sponsoring agency is required to enter into a standard contract agreement with the Department for an amount agreed upon as necessary to complete the approved project and which specifies the related grant reimbursement amount and specific program compliance responsibilities.

Failure by the local sponsoring agency to comply with any of the terms or provisions stipulated in the signed grant Project Agreement shall be cause for the suspension or repayment of all grant funds received thereunder, unless, in the judgment of the Department such failure was due to no fault of the local sponsoring agency. Failure to execute a project in a timely manner OR for non-compliance with program regulations OR failure to proceed with an approved project because of insufficient local funds or a change in local priorities shall result in the project sponsor being ineligible for DNR grant funding consideration for a two-year period following project termination.

# ILLINOIS BOAT ACCESS GRANT PROGRAM

## APPLICATION CHECKLIST

PROJECT SPONSOR: \_\_\_\_\_

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

- ☐ **GATA Uniform Application**
- ☐ **GATA Budget Template**
- ☐ AmpliFund - Application Forms
- ☐ Acquisition Data (Acquisition Projects Only)
  - ☐ Commitment for Title Insurance
  - ☐ Appraisers Qualifications/Credentials
- ☐ Development Data (Development Projects Only)
  - ☐ Deed, Easement, Lease, etc.
- ☐ Project Narrative Statement
- ☐ Certification Statement
- ☐ Application Fee Form
  - ☐ Mail Check/Online Payment
- ☐ Project Location Map
- ☐ Project Development plan (required for both Acquisition & Development Projects)
- ☐ Dock & Building Specifications, Layout, Elevations Drawings  
(if applicable)
- ☐ Premise Plat Map
- ☐ Map showing other launches on the project body of water with 30 miles.  
(if applicable)
- ☐ Environmental Assessment Statement
- ☐ **CERP Form** – Cultural Resources, Endangered Species, & Wetlands Review Report

## OVERVIEW

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

### Cultural Resource Review

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

### Threatened & Endangered Species Consultation

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

### Interagency Wetlands Policy Act of 1989

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

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

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

### Wetland Compensation Plan

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

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

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

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

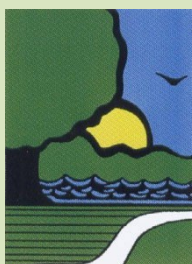
The IWPA has many provisions similar to the Section 404 program. However, there are several differences. Section 404 regulates the placement of dredged and fill material into waters of the U.S., of which wetlands are a subset. The IWPA regulates any action that would adversely impact a wetland. **Compliance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

## USEFUL LIFE CRITERIA

Office of Grant Management and  
Assistance  
March, 2020

| FACILITY              | Expected<br>Useful Life (in<br>years) |
|-----------------------|---------------------------------------|
| Paths                 |                                       |
| aggregate             | 10                                    |
| asphalt               | 15                                    |
| concrete              | 20                                    |
| Boathouse             | 20                                    |
| Boat Ramps            |                                       |
| aggregate             | 10                                    |
| asphalt               | 15                                    |
| concrete              | 20                                    |
| Fishing Piers & Docks | 20                                    |
| Parking Lots          |                                       |
| aggregate             | 10                                    |
| asphalt               | 15                                    |
| concrete              | 20                                    |
| Restrooms             | 25                                    |





**Illinois Department of  
Natural Resources**

# **Illinois Boat Access Area Development Grant Program**

**For State Fiscal Year**

# **2026**

## **Implementation & Billing Guide**

**PUBLIC  
BOAT  
LAUNCH**



Provided with assistance from  
Illinois Department of Natural Resources  
Financed with State Boating Funds



## **INTRODUCTION**

In this packet, you will find necessary information and guidelines for implementing an approved development project involving Boat Access Area Development (BAAD) grant assistance through the Illinois Department of Natural Resources (IDNR).

## **GENERAL**

- 1) The approved project grant award cannot be increased to cover cost overruns. Any cost overruns incurred to complete the approved project are the sole responsibility of the Grantee.
- 2) To maintain eligibility for grant payment, the 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 the IDNR prior to implementation in order to maintain eligibility for grant reimbursement.
- 3) Project construction may be accomplished by either 1) publicly advertised competitive bid contracts; 2) directly hired labor and material purchases pursuant to state and local public procurement requirements; 3) using Grantee "in-house" Force Account labor; or 4) any combination of the three methods. It is highly recommended, however, that approved project development be accomplished using competitively bid construction contracts. If "in-house" Force Account labor is proposed, contact the IDNR for additional instructions.
- 4) All local governments must comply with applicable state statutes and applicable local ordinances concerning bidding requirements for construction contracts and equipment/material purchases. IDNR may request documentation from the local agency to verify compliance with applicable state statutes.
- 5) The approved BAAD development project must be completed and ready for a final close-out/acceptance inspection by IDNR staff AND all project costs for which reimbursement is expected must be paid no later than the expiration date specified on the signed grant agreement, unless otherwise approved by IDNR. Failure to have approved project components completed and paid for by the specified project expiration date could jeopardize approved grant reimbursement on the project.
- 6) Unless otherwise approved by the IDNR, the Grantee shall retain the services of a registered, professional engineer to make the necessary field surveys; prepare detailed construction plans, bid specifications and contract documents; and provide necessary construction supervision to help ensure proper project design and construction. (Exhibit A, attached at the end of this packet, provides a typical "Definition of Services" for an engineering professional services contract ordinarily associated with this type of construction project.)

The cost of necessary project engineering services shall not exceed 15.25% of approved project construction cost, unless otherwise approved by the IDNR. Costs for eligible

reimbursement expenses (including construction supervision, if necessary) may be added in proportion to project complexity if approved by IDNR. The amount of construction supervision and its associated costs as well as the method of compensation must be included in the engineering agreement between the Grantee and project engineer. The IDNR shall not be responsible for any engineering costs if the Grantee, by unilateral action, terminates the project prior to completion as specified in the signed Project Agreement.

- 7) Parking lots, restroom facilities, boat docks, etc. constructed with IDNR boating grant funds must be developed and designed in accordance with the Illinois Accessibility Code standards and the “Americans with Disabilities Act” Accessibility Guidelines (ADAAG). A copy of the Illinois Accessibility Code may be obtained at the following website: <https://www2.illinois.gov/cdb/business/codes/IllinoisAccessibilityCode/Pages/default.aspx> . Although the Illinois Accessibility Code does not address specific accessibility criteria for all outdoor recreation facilities, there is a "Recreation Boating Facilities" reference on Page 70. 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 copies of the guidelines can be found at the following website: <https://www.access-board.gov/guidelines-and-standards/recreation-facilities> .
- 8) The following design manual is an excellent reference to use in designing/constructing the approved boat access facility: Design Handbook for Recreational Boating & Fishing Facilities, published by the States Organization for Boating Access (SOBA). More information on this publication can be found on SOBA’s web site: <http://www.sobaus.org/> . The IDNR may also be contacted regarding suggested facility design criteria.
- 9) In connection with and prior to the construction, and thereafter the subsequent operation and maintenance of BAAD grant assisted facilities, the Grantee agrees that it shall be responsible for and obtain all necessary Permits, Licenses or Forms of Consent, as the case may be, from, but not limited to, the following agencies:
  - a. U.S. Department of the Army, Corps of Engineers.
  - b. IL Dept. of Transportation (Division of Highways).
  - c. IL Environmental Protection Agency.
  - d. IL Dept. of Natural Resources regarding endangered species, wetlands, cultural resources (coordinated with the IIDNR Historic Preservation Division) and waterway impacts.
  - f. IL Dept. of Public Health (Campground Licensing and Recreational Area Act (210 ILCS 95/1).
  - g. Local building or zoning agencies or boards, where applicable.
- 10) Status of project progress MUST be reported to the IIDNR Grant Administrator assigned to the project each January 1, April 1, July 1, and October 1 throughout the duration of project implementation (i.e., until the project's FINAL billing is submitted to IIDNR). The enclosed “Periodic Performance and Periodic Financial Report” forms are provided on the following pages. Failure to submit these forms by the due dates will result in penalties up to and including Statewide stop payments, disallowing costs, suspension or termination, and debarment.
- 11) As you proceed with your project, if you have any questions regarding program requirements, please contact the Office of Grant Management and Assistance at (217) 782-7481 or [dnr.grants@illinois.gov](mailto:dnr.grants@illinois.gov) .

## OPEN COMPETITIVE BIDDING

- 1) Procedures for competitive bidding of construction and/or material contracts shall be done in conformance with the local sponsor's statutory requirements and written procurement guidelines with the following exceptions:
  - a. Language similar to the following should appear in all bid advertisements:
 

*"This project is financed with funds from the IL Dept. of Natural Resources, "State Boating Fund".*
  - b. The local sponsor 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.
  - c. The Illinois Works Job Program Act must be followed. See Part 3, clause 28.18 in your grant agreement.
- 2) Recommendations for Bid Specifications. 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 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 whether scope of individual work elements can be modified.

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

The Instructions and General Conditions of the bid specifications should, at a minimum, address the following:

- Bid Opening Date;
- Number of days Bid must be held;
- Bid, Performance and Payment Bond/Security Requirements  
(*In accordance with the "Public Construction Bonding Act", 30 ILCS 550/1 et.seq.*)
- 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; and
- 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.

- 3) Contract award(s) shall be made to the lowest responsible bidder whose bid proposal properly addresses and complies with the bid 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 a contract to other than the lowest bidder shall be subject to IDNR approval.**

- 4) In certain instances, after work has begun, conditions may arise which are beyond the control of the Grantee and contractor which may require a change in specification and/or price. To maintain grant eligibility, these 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 IDNR approval in order to ensure grant eligibility is maintained.** 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 the IDNR by the local agency that such a change order was not reasonably foreseen at the time of initial construction contract execution.

## **NO-BID PROCUREMENT & FORCE ACCOUNT (F.A.) LABOR GUIDELINES**

- 1) On occasion, it is more advantageous for some project components to be completed using an agency's own labor and/or direct procurement of project materials known as "Force Account". However, the Grantee must comply with applicable state statutes and applicable local ordinances concerning bidding requirements for construction contracts and equipment/material purchases.
- 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 nor is the purchase of non-consumable items (tools, etc.) necessary to complete project work.
- 3) For "Force Account labor", the 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 local agency.)
- 4) 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 local sponsor must comply with applicable state statutes and applicable local ordinances concerning bidding requirements for equipment/material purchases.)

## BILLING REQUIREMENTS

- 1) Only those costs incurred during the specified project period dates indicated on the signed Project Agreement and necessary for completion of approved project elements are eligible for grant payment.
- 2) Requests for reimbursement for project costs must be summarized on the attached forms and are required to be transmitted to the IDNR:
  - a) **Development Project Billing Form** *(engineering costs must be summarized and include a copy of the invoice/bill and proof that payment has been made, e.g. cancelled check (front and back) or a statement from the engineer that the bill has been paid in full.*
  - b) **Project Performance Report**
  - c) **Force Account Project Material Cost Summary**
  - d) **Force Account Project In-House Labor Summary**
  - e) **Schedule of Professional Services and Publicly Bid Project Contracts**
  - f) **Schedule of Project Expenditures**

In addition, when submitting the first request for reimbursement for contracted construction costs, the following documents **must** be provided:

Proof of bid advertisement  
Copy of the bid tabulation  
Copy of the executed contract

- 3) After the pay request has been reviewed and approved by the IDNR, a voucher will be processed and payment will be made by the State Comptroller's Office. Payment generally is received by the Grantee within approximately 60 days.
- 4) Any late payment charges assessed by the contractor or engineer are not eligible for grant payment.
- 5) The **final reimbursement** request must additionally include:
 

One copy of the "As-Built Drawings" (which may be no larger than 11" x 17")  
Copies of all final lien waivers  
A photo of the "Boat/Canoe Access Area Development Program" acknowledgment sign *(will be provided to the local project sponsor upon project completion for installation at the project site).*
- 9) An inspection of the completed project site by IDNR personnel may also be conducted prior to approval and authorization of the final reimbursement payment.

## **RECORD RETENTION**

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 the Agreement, and shall make them available to the Illinois IDNR, the State of Illinois, Auditor General or the Attorney 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 funds paid by the State per this Agreement for which adequate records are not available to support their purported disbursement.

## **AUDIT REQUIREMENTS**

- A. If the Grantee charges the grant \$25,000 or more for Force Account labor or 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
    - a) State law (i.e., 55 ILCS 5/6-3001 et seq. and 65 ILCS 5/8-8-1 et seq.),
    - b) OMB Circular A-133, or
    - c) 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 will provide the Department with all required audits within 30 days of the audits' completion.

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. (NOTE: It is important to inform the auditors that Boat Access Area Development grant funds are State funds, not Federal.)

If the approved Boat Access project includes the use of Force Account labor, the Grantee shall ensure that any audit required will include 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 or material purchase costs, the Grantee will provide the Department with copies of any audit(s) that report FINDINGS involving the Boat Access grant project.

### **Audit Resolution**

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



## EXHIBIT “A”

**DEFINITION OF PROFESSIONAL DESIGN SERVICES:** duties and services normally included within a professional services contract for each of the following design and construction phases.

- A. Preliminary Phase: The services contemplated under the preliminary phase of the engineering work are those required to consider alternates and make specific recommendations as to the final project design. It will also include preliminary drawings. This will usually require:
  - 1. Conferences with the Client or his authorized representative and/or any specialists representing the Client regarding his needs, both existing and anticipated.
  - 2. Studies to develop a comprehensive knowledge of the conditions so that feasible ideas for meeting the Client's needs may be formed and tentative cost estimates made for various solutions of the problem.
  - 3. Nominal examination and evaluation of existing facilities, if essential to proper conclusions, should be provided by the Engineer and allowed for in his compensation. Extensive investigation and evaluation should be considered as supplemental services.
  - 4. Economic studies as may be necessary to ascertain the proper construction system and major items of equipment to be utilized to accomplish desired results.  
NOTE: Such studies should be concerned with prices of equipment and of methods of construction versus operating costs, maintenance and useful life. A "feasibility study" (see Supplementary services) is more involved and is an addition to the normal preliminary phase.
  - 5. Preparation of report, including statement of the problem and of governing conditions, preliminary layouts, sketches, and outline specifications to insure agreement between the Client and Engineer as to the proper arrangement and functioning of the project and the general type of equipment to be used, together with recommendations and preliminary cost estimates for the project, and for possible alternatives.
- B. Design Phase:
  - 1. Review of preliminary work and coordination of the Client's requirements concerning engineering aspects of the project.
  - 2. Measurements and examinations for proper design work only.
  - 3. Preparation of contract drawings and specifications to be used for construction. During preparation of these documents the Engineer should maintain contact with the Client to ensure that the final documents satisfy the requirements and that the probable costs of the proposed work is known to the Client and is acceptable to him.
- C. Bidding and Contracting Phase:
  - 1. Preparation of bidding forms for a single contract and preparation of Performance Bond and Contract Forms in conjunction with (or subject to review and approval by) the Client's attorney.

2. Preparation of a list of presumably qualified bidders for the project; assisting the Client in negotiating or advertising for construction bids; providing the bidders with copies of the plans, specifications, proposal forms and pertinent instructions and interpretations as needed.

NOTE: The maximum number of copies of plans and specifications to be furnished (usually 5 to 10) under a percentage fee basis should be stated in the Engineer's contract.

3. Assistance in the receipt, tabulation and evaluation of construction proposals, and advice to the client concerning award of contracts.

D. Construction Phase:

1. Review shop and working drawings furnished by contractors and suppliers to ensure compliance with design requirements of the plans and specifications as to the quality of materials and performance of equipment. However, such review should not be construed as relieving the contractor of primary responsibility to meet design requirements.
2. Consult with contractors relative to interpretation of drawings and specifications and require the establishment of satisfactory construction schedules on projects where coordination and/or time limits are essential.
3. Provide general guidance of construction by instructions to the contractor and periodic review of the work as it progresses. (Such review should be judiciously timed to coincide with critical construction phases where reasonably possible).
4. Prepare supplementary drawings required during construction to illustrate details or to indicate changes, and issue "change orders" as necessary.
5. Check and certify estimates prepared by the contractor for partial payments as the work progresses, compute final installed quantities (if required), and prepare extras and final payment certificates.
6. Perform over-all final review of the project. During the final review period, witness (if feasible) performance testing of any installed facilities.
7. Provide "Drawings of Record" (as-built) at the completion of the project for all facilities constructed, and assist in securing final lien waivers from all contractors and sub-contractors.

Source: Manual of Practice for Professional Engineers in Private Practice, published by the Illinois Society of Professional Engineers.



## **BOAT ACCESS AREA DEVELOPMENT BILLING CHECKLIST**

- ☐ Development Project Billing Statement
- ☐ Project Billing Report
- ☐ Cost Support documents (See pages 10-14 for forms/examples)
  - ☐ Billing Claim for Bid & Non-Bid contracts
  - ☐ Force Account Material Cost Summary
  - ☐ Force Account Labor Summary
  - ☐ Contracted Project Design Work
  - ☐ Schedule of Professional Services
  - ☐ Schedule of Project Expenditures
- ☐ Proof of Payment for all claims
- ☐ Photo of BAAD Sign at site
- ☐ Periodic Performance Report
- ☐ Periodic Financial Report
- ☐ Approved CERP

DEPARTMENT OF NATURAL RESOURCES  
BOAT ACCESS AREA DEVELOPMENT GRANT PROGRAM

## DEVELOPMENT PROJECT BILLING FORM

Project Number: \_\_\_\_\_

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

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

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

| Cost Category                         | Expenditures to Date | Claimed This Billing |
|---------------------------------------|----------------------|----------------------|
| Construction Costs                    |                      |                      |
| Bid Contracts                         |                      |                      |
| Non-bid Contracts                     |                      |                      |
| Forced Account Labor                  |                      |                      |
| Forced Account Supplies/Equipment     |                      |                      |
| Architecture & Engineering Fees       |                      |                      |
| Archeological Survey Costs            |                      |                      |
| Other (specify)                       |                      |                      |
|                                       |                      |                      |
|                                       |                      |                      |
| TOTAL                                 | \$ 0.00              | \$ 0.00              |
| Less Local Agency Share               |                      |                      |
| TOTAL CLAIMED FOR GRANT REIMBURSEMENT |                      |                      |

|  |  |    |  |
|--|--|----|--|
| First and last date expenses were incurred for this billing: |  | to |  |
|--|--|----|--|

I do hereby certify that this Billing is correct and just and based upon actual payment(s) of record or costs incurred by the Grantee in conjunction with the above referenced project; that payment from the State of Illinois has not been received for these costs; and that the completed work and/or purchases have been reviewed and found acceptable by the project engineer and/or Grantee and are in accordance with provisions of the signed Agreement for the referenced project including amendments thereto.

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

\_\_\_\_\_  
(Printed)

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

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

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

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

ATTESTED By: \_\_\_\_\_  
(Title) (Signature)

DEPARTMENT OF NATURAL RESOURCES  
BOAT ACCESS AREA DEVELOPMENT GRANT PROGRAM

**Final Project Performance Report**

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

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

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

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

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

CONCISE/QUANTIFIED DESCRIPTION OF COMPLETED PROJECT:

GENERAL COST BREAKDOWN OF COMPLETED MAJOR PROJECT COMPONENTS:

| Approved Project Component | Budgeted Costs | Actual Costs |
|----------------------------|----------------|--------------|
| _____                      | _____          | _____        |
| _____                      | _____          | _____        |
| _____                      | _____          | _____        |
| _____                      | _____          | _____        |
| _____                      | _____          | _____        |
| _____                      | _____          | _____        |
| _____                      | _____          | _____        |
| _____                      | _____          | _____        |
| _____                      | _____          | _____        |
| _____                      | _____          | _____        |
| TOTAL:                     | \$ 0.00        | \$ 0.00      |

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

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

DEPARTMENT OF NATURAL RESOURCES  
BOAT ACCESS AREA DEVELOPMENT GRANT PROGRAM

**Forced Account Project Material Cost Summary**

Major Project Component: \_\_\_\_\_  
(Use Separate sheet for each project component)

Page: \_\_\_\_\_ of \_\_\_\_\_

Project Number: \_\_\_\_\_

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

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

| Firm  | Material Item | Quantity | Purchase Order<br>Number | Check Number | Check Amount | Amount Claimed<br>for<br>Reimbursement |
|-------|---------------|----------|--------------------------|--------------|--------------|--|
|       |               |          |                          |              |              |  |
|       |               |          |                          |              |              |  |
|       |               |          |                          |              |              |  |
|       |               |          |                          |              |              |  |
|       |               |          |                          |              |              |  |
|       |               |          |                          |              |              |  |
|       |               |          |                          |              |              |  |
|       |               |          |                          |              |              |  |
|       |               |          |                          |              |              |  |
|       |               |          |                          |              |              |  |
| TOTAL |               |          |                          |              |              | \$ 0.00                                |

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

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

DEPARTMENT OF NATURAL RESOURCES  
BOAT ACCESS AREA DEVELOPMENT GRANT PROGRAM

## Forced Account Project In-House Labor Summary

Pay Period From: \_\_\_\_\_ to \_\_\_\_\_

Page: \_\_\_\_\_ of \_\_\_\_\_

Project Number: \_\_\_\_\_

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

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

| Employee Name(s) | Title | Job Description | Hours Worked on Project | Hourly Wage | Total Wages Claimed |
|------------------|-------|-----------------|-------------------------|-------------|---------------------|
|                  |       |                 |                         |             |                     |
|                  |       |                 |                         |             |                     |
|                  |       |                 |                         |             |                     |
|                  |       |                 |                         |             |                     |
|                  |       |                 |                         |             |                     |
|                  |       |                 |                         |             |                     |
|                  |       |                 |                         |             |                     |
|                  |       |                 |                         |             |                     |
|                  |       |                 |                         |             |                     |
| <b>TOTAL</b>     |       |                 |                         |             | <b>\$ 0.00</b>      |

I hereby certify that the above is true and correct and all time listed was spent exclusively on the referenced project.

Name: \_\_\_\_\_

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

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

**ATTACHMENT B****Schedule of Professional Services (A/E) and Publicly Bid Project Contracts**      *[Example Format]***Grant Project #:** \_\_\_\_\_

| <b>Firm Name</b>         | <b>Project Element</b>                             | <b>Base Contract Amt</b>                     | <b>C. O.<br/># and Amt</b> | <b>Total</b>        |
|--------------------------|--|--|----------------------------|---------------------|
| 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 C****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><br>Employee Name or Code #     | Job Description        | Hours Claimed (1)       | Hourly Wage    |                 | Total Wages | Amount Claimed for Grant Reimbursement |                            |
| 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>         |

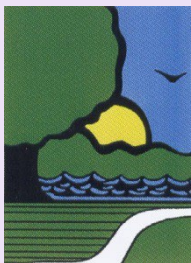
<sup>(1)</sup> Taken from Project Sponsor's time allocation records (time sheets)

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 OSLAD project; and that the costs are in accordance with provisions of the Illinois OSLAD grant program (17 IL Adm Code 3025).

**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.





# Illinois Department of Natural Resources

## Illinois Boat Access Area Development Grant Program

# *AmpliFund*

## Grant Management System Guide and Resources



IL Department of Natural Resources  
Office of Grant Management and Assistance  
One Natural Resources Way  
Springfield, IL 62702  
(217) 782-7481  
[DNR.Grants@illinois.gov](mailto:DNR.Grants@illinois.gov)











## AmpliFund Support Site

- Create your account on the [AmpliFund Support Site](#) to access:
  - [User Guides](#)
  - [Instructions](#)
  - [Upcoming Training and Videos](#)
  - [Import Templates](#)
  - [FAQs & Best Practices](#)
  - [Recipient and Applicant Training](#)
  - Submit a request to the helpdesk.

**AmpliFund**  
A BAAID Industries Company

Submit a request Josh LeMasters

Have a question about AmpliFund? Search our support site.

|  |  |   |
|--|--|---|
|  <p><b>Release Notes &amp; Resources</b></p> <p>Announcements and resources for enhancements, updates, and fixes</p> |  <p><b>User Guides</b></p> <p>AmpliFund User Guides and Quickstart Guides for download</p> |  <p><b>Instructions</b></p> <p>Step-by-step instructions on using AmpliFund's features</p>                        |
|  <p><b>Upcoming Training and Videos</b></p> <p>Live training events and videos on how to use AmpliFund</p>          |  <p><b>Import Templates</b></p> <p>Excel templates for importing data into AmpliFund</p>  |  <p><b>FAQ &amp; Best Practices</b></p> <p>Frequently Asked Questions and best practices for using AmpliFund</p> |
|  <p><b>Grant Seeker Training</b></p> <p>Training material for Grant Seeker customers</p>                            |  <p><b>Grant Maker Training</b></p> <p>Training material for Grant Maker customers</p>    |  <p><b>Recipient and Applicant Training</b></p> <p>Training material for Recipients and Applicants</p>           |
|  <p><b>Submit a Ticket</b></p> <p>Still need help? Submit a request to our help desk.</p>                           |  |   |

## Resources for Applicants

Grantees access GATA systems after registration through the Grantee Portal

- [Illinois GATA Grantee Portal](#)
  - [GATA](#)
  - [Grantee Portal FAQ](#)

Grantee Pre-Award Requirements

- [Pre-Award Requirements](#)

AmpliFund Applicant Portal User Guide

- The AmpliFund Applicant Portal allows organizations to submit applications to a funding opportunity. This guide for applicant users explains how to navigate the Applicant Portal, complete funder application forms, and add budget and performance plans during the application process.
  - [AmpliFund Applicant Portal User Guide](#)

AmpliFund Applicant Series

- [Video series](#) for users accessing the AmpliFund applicant portal.
  - [New User Registration](#)
  - [Applicant Portal Navigation](#)
  - [Opportunity Overview](#)
  - [How to complete an application](#)
  - [How to complete a budget template](#)
  - [How to complete a performance plan template](#)
  - [Applicant Portal Administration Section](#)
  - [Application Status - View, Withdraw, Delete](#)
  - [Returning to the Applicant Portal](#)
  - [Application Revision](#)

Related Training

- AmpliFund Applicant Portal: Application Overview and Submission (3/10/2025)
  - This training is for Applicants utilizing AmpliFund to submit grant applications to their funders. This session will review the Applicant Portal, and the start to finish process in how to submit an application. Other topics include how to submit a reopened application, review all applications and their status, adding new users with available roles, and how to access technical support.
    - [AmpliFund Applicant Portal: Application Overview & Submission \(3/10/2025\)](#)

## Resources for Grant Recipients

### AmpliFund Grant Management – Recipient Guide

- This guide is for grant recipients who have received an invitation to log in to AmpliFund from their funder along with the notification of their award. As a grant recipient, you will be able to view and edit your grant details, track your progress and expenses, and submit amendments to the funding organization. AmpliFund allows you to manage your grant and engage with the funding organization with transparency.
  - [AmpliFund Grant Management Recipient Guide](#)

### AmpliFund Recipient Series

- [Video Series](#) for recipients reviewing how to access and manage an awarded grant.
  - [Access & Navigation for Grant Recipients](#)
  - [Adding New Users to your Recipient Account](#)
  - [Accessing and Updating Grant Award Details](#)
  - [Accessing Grant Award Budget & Entering Expenses](#)
  - [Generating a Reporting Period and Payment Request](#)
  - [Recipient Finance Guide: Payment Requests with Reporting Periods](#)
  - [Generating a Payment Request without a Reporting Period](#)
  - [Recipient Finance Guide: Payment Requests without Reporting Periods](#)
  - [Accessing and Updating a Rejected Payment Request](#)
  - [Submitting an Amendment](#)
  - [Adding Achievements to a Performance Plan](#)
  - [Uploading Documents to your Funder](#)
  - [AmpliFund Recipient Resource Center Overview](#)

### Related Training

- AmpliFund Recipient Navigation and Performance Reporting (3/11/2025)
  - Reviews basic navigation, award/grant overview, & performance plan reporting.
    - [AmpliFund Recipient Navigation and Performance Reporting \(3/11/2025\)](#)
- Recipient Financial Reporting (3/12/2025)
  - Reviews financial reporting.
    - [Recipient Financial Reporting \(3/12/2025\)](#)
- Advanced Recipient Management and Tools (3/13/2025)
  - Reviews additional post-award management activities like amendments, advanced data collection, and other tools.
    - [Advanced Recipient Management and Tools \(3/13/2025\)](#)