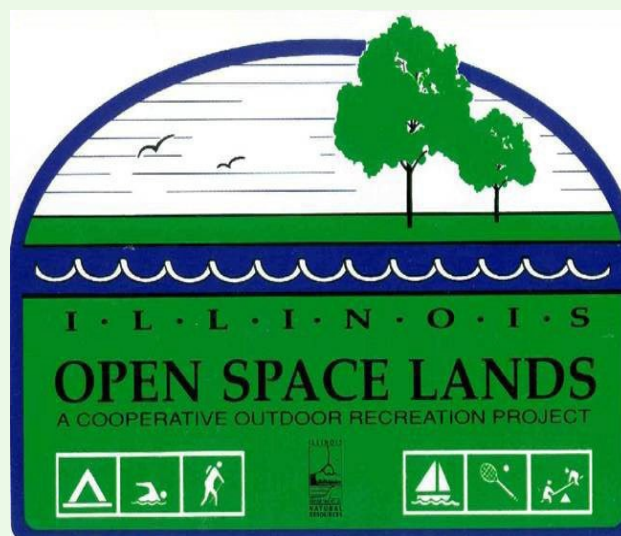


**Illinois
Department of
Natural Resources**

Open Space Land Acquisition and Development (OSLAD) Grant Program

For State Fiscal Year

2026



PROGRAM INFORMATION AND APPLICATION INSTRUCTIONS

Equal opportunity to participate in programs of the Illinois Department of Natural Resources (IDNR) and those funded by 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 OSLAD Program Changes

- The Open Space Lands Acquisition and Development (OSLAD) Grant Program will only accept applications electronically through the AmpliFund Grant Management System.

➤ <https://il.amplifund.com/Public/Opportunities/Details/e685dd9b-9c7e-4713-bb03-91cc9b023085>

- Any submission that does not include all documents in the OSLAD Application Checklist will be considered ineligible and will not be reviewed.
- For grants awarded during the FY'26 OSLAD grant cycle, a local government defined as "distressed" is eligible for assistance up to 100% for acquisition and development projects. During this grant cycle, the Department may make no more than 10% of the amount appropriated in FY'26 available as grants to distressed local governments.

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Grant Basics

Open Space Lands Acquisition and Development (OSLAD): The Illinois "*Open Space Lands Acquisition and Development*" (OSLAD) is offered annually through the Illinois Department of Natural Resources (IDNR). The OSLAD program is a grant program that provides up to 50% (100% for distressed communities for FY'26 only) funding assistance to eligible, local units of government to acquire and/or develop public outdoor recreation areas.

This manual is designed to provide concise information on the OSLAD 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.

The OSLAD program is a matching program but provides the option for an advance payment (*for development projects only*) that is 50% of the grant award amount shortly after the grant agreement is fully executed with the remaining grant distributed on a quarterly reimbursement basis. The local agency must still possess the ability to finance the remaining costs of an approved project prior to receipt of grant reimbursement funds.

The local agency may opt out of the advanced payment option at the time of the award of the grant. The IDNR can consider an applicant's request for a time extension on an awarded grant if 1) the advanced payment is expended or legally obligated within the 2 years required by the Illinois Grant Funds Recovery Act (30 ILCS 705/5) or 2) if no advanced payment was made.

Upon satisfactory project completion, the local agency submits a final project billing request within 45 days of the ending date of the agreement to the IDNR showing proof of project completion and project cost/payment.

OSLAD grants are awarded through a competitive application process. **Project applications must be submitted through the AmpliFund Grant Management System no later than September 30, 2025, as specified by the Notice of funding Opportunity (NOFO).** Applications received after 5:00 pm on September 30th will not be eligible. Notification of grant awards is typically announced within the first half of the following year. However, awards may be announced sooner in FY'26.

Except for jurisdictions having populations exceeding 2.0 million residents, maximum OSLAD grant awards to any one project in a given year is currently limited to \$1,125,000 for approved land acquisition projects and \$600,000 for approved development (construction) projects. Counties serving a population exceeding 2.0 million residents shall be eligible for up to \$1,725,000 in annual OSLAD funding for approved outdoor recreation acquisition and/or development projects. Municipalities with a population exceeding 2.0 million residents are eligible for up to \$3,450,000 in annual OSLAD funding for approved projects. HOWEVER, no more than 10% of the annual OSLAD appropriation can be allocated to any one project.

Frequently Asked Questions

How is the OSLAD program funded?

The OSLAD program is a state-financed program with dedicated funding through a portion of the State's Real Estate Transfer tax. The amount of money available varies on a yearly basis due to the fluctuation in the real estate market.

Who is eligible to apply for OSLAD?

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

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

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

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

IDNR current policy is to limit annual OSLAD grant awards to a maximum of \$1,125,000 per acquisition project and \$600,000 for development projects. The exception is for projects sponsored by agencies serving more than 2 million residents. Counties having more than 2 million residents may qualify for up to \$1,725,000 in OSLAD funding and municipalities with over 2 million residents are eligible for up to \$3,450,000 in funding provided that no more than 10% of the annual OSLAD appropriation can be allocated to any one project.

How much money is available through the grant program?

This varies on a yearly basis due to the fluctuation in the real estate market and appropriation authority provided by the General Assembly. For fiscal year 2026 the amount is \$35 million.

Is there an application or award fee?

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

When is the grant application deadline?

The OSLAD program operates on an annual recurring grant cycle. Completed local agency project applications must be submitted through the AmpliFund Grant Management System by the application deadline to be considered in that year's OSLAD grant cycle or as indicated in the current Notice of Funding Opportunity (NOFO) The current application cycle NOFO can be found in the Catalog of State Financial Assistance (CSFA) at <https://gata.illinois.gov/grants/csfa.html>.

Can project costs be incurred prior to grant award?

All project costs incurred prior to IDNR approval, except for eligible project architectural/engineering costs, are ineligible for OSLAD assistance. Only *PROPOSED* acquisition and development projects are eligible for grant assistance. Under specific circumstances, it is possible to receive a waiver for acquisition projects. The circumstances must be presented to IDNR staff and considered appropriate,

and a waiver issued prior to incurring any project costs.

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

Yes, local agencies, except those with a population exceeding 2.0 million residents, can apply for one acquisition and one development project proposal per grant cycle.

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

Yes, and this is highly recommended for land acquisition proposals. However, by applying for both funding sources, the applicant is consenting to allow the IDNR to recommend the most appropriate source of funding for the acquisition. The applicant must also physically submit a full application for both programs to be eligible in both programs.

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 OSLAD grant, the sponsor must contact IDNR staff for review and possible approval.

Is a project with multiple sites eligible?

Project proposals must be for a single site; multi-site projects are not eligible.

Are property appraisal costs an eligible project expense?

Appraisal costs, up to a maximum of \$4,000 per appraisal, necessary to fulfill OSLAD program requirements to establish a property's "market value" for an approved acquisition grant project are considered eligible project costs.

Our project includes a donation of land, can we use this to off-set our match requirement?

A local agency may receive up to 50% (or 100% in FY'26 for distressed communities) assistance on the approved Market Value of land anticipated for donation and utilize the value of that donation as all or part of the required local match on an approved OSLAD project, *provided* such land 1) will be maintained in perpetuity for public outdoor recreation purposes, 2) is not a mandatory donation or stipulated as part of a pre-existing legal agreement, 3) is not obtained from another public agency or was not in public ownership within the past 5 years, and 4) has not had title transferred to the project sponsor prior to grant approval. Also, **land donations can be combined with either an acquisition or development project and do not have to be located at the project site.** It is highly recommended that IDNR grant staff be contacted to discuss the best way to use a land donation in a proposed project and to ensure grant eligibility is maintained.

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 50% (or 100% in FY'26 for distressed communities) of actual eligible project costs or the approved grant amount, whichever is less.** 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 provided 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.

What should be done if our project involves a brownfield site? If a local agency's application involves the acquisition or development of a brownfield site, it is highly recommended that you contact IDNR to discuss.

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 can 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.

What additional measures can be incorporated in our design plans? Local agencies are encouraged to use native vegetation and Resource Conservation design elements in their planning efforts.

How are awarded projects selected?

All applications undergo extensive review, often including a site visit. After project site visits have been completed, professional staff members score all applications. Projects and scores are then reviewed and approved by IDNR administration.

How long does it take to award a project?

Formal announcement by the IDNR will occur 2-4 months after the application period closes.

What time period is allowed for projects to be completed?

OSLAD grants are given two years to complete the awarded project. The IDNR can consider an applicant's request for a time extension on an awarded grant if 1) the advanced payment is expended or legally obligated within the 2 years required by the Illinois Grant Funds Recovery Act (30 ILCS 705/5) or 2) no advanced payment was made.

Where do I send my completed grant application?

All completed applications must be submitted through the AmpliFund Grant Management System: <https://il.amplifund.com/Public/Opportunities/Details/6c94c5de-68c9-4dc0-a8b7-8149c04d8a6d>

No other form of submission will be allowed or eligible.

When must my application be submitted to IDNR?

All applications must be completed and submitted through the AmpliFund Grant Management System no later than 5:00 pm **on the application deadline date**. The deadline date and time is final, and no extensions will be given.

My project is on property owned by the State but leased to our unit of local government. Is this property eligible for a development grant?

No, in most instances, this property is not eligible to apply for a development grant.

What is a distressed community?

A distressed community is one that meets economic or physical criteria set forth in the Illinois Administrative Code (Section 3025.36). The designation is based on economic factors including the percentage of the population that falls below the national poverty level. A physically distressed community is one that has experienced catastrophic events such as floods and tornadoes and has been declared a disaster area by the Governor or President of the United States within the previous three years. The Department will determine which communities are considered distressed based on current Illinois Census data and Department of Revenue information. The Department reserves the final determination on whether an applicant meets the definition of an economically distressed community. Specific information can be obtained by contacting the Grant Administration department directly.

Who can I contact if I have questions?

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

Guidelines to the OSLAD Program

Introduction and Purpose

The Illinois "*Open Space Lands Acquisition and Development*" (OSLAD) program provides up to 50% (100% in FY'26 for distressed communities) funding assistance to eligible units of local government for approved land acquisition and/or development projects for public outdoor recreation purposes. Actual grant payment for development projects is provided through one advance payment and subsequent reimbursements. Acquisitions only receive payment through a final reimbursement.

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

I. Revenue

A. Source and Amount

The OSLAD program is a state-financed program enacted by Public Act 84-109, the Open Space Lands Acquisition and Development Act (525 ILCS 35/1 et. seq.). The program was initially financed with "Build Illinois" bond money subject to an annual appropriation by the Illinois General Assembly. In 1989, Senate Bill 1463 was enacted (PA 86-925), which earmarked a portion of the State's Real Estate Transfer Tax as a dedicated funding source for the OSLAD program. The program became fully funded in FY'95 and has provided millions for local park and open space initiatives. The amount of money available varies on a yearly basis due to the fluctuation in the real estate market.

B. Distribution

Distribution of funds to eligible units of local government will be on a statewide competitive basis, as determined by need, type of project, project costs, and the capability of the project sponsor (applicant) to fund, operate, and maintain the project. Additional considerations are included in the Open Project Selection Process. Except for jurisdictions having populations exceeding 2.0 million residents, maximum OSLAD grant awards to any one project in a given year is currently limited to \$1,125,000 for approved land acquisition projects and \$600,000 for approved development (construction) projects. Counties serving a population exceeding 2.0 million residents shall be eligible for up to \$1,725,000 in annual OSLAD funding for approved outdoor recreation acquisition and/or development projects. Municipalities with a population exceeding 2.0 million residents are eligible for up to \$3,450,000 in annual OSLAD funding for approved projects. **HOWEVER**, no more than 10% of the annual OSLAD appropriation can be allocated to any one project.

C. Cost Sharing

OSLAD will reimburse up to 50% (100% in FY'26 for distressed communities) of total approved project costs. The remaining 50% of the costs will be borne by the project sponsor. OSLAD provides for a 50% advance payment (development projects only) program with the remaining 50% of the grant issued as a reimbursement. If this option is chosen, the 50% advance payment must be deposited in an interest-bearing account. All interest earned on any advance payment must be used on project costs. A unit of local government may opt out of the advanced payment option at the time of the grant award. This

means that a project sponsor must have sufficient cash, donations, or eligible in-kind services to pay for work, and then be paid back the grant percentage after approval of a reimbursement request.

II. **Types of Eligible OSLAD Projects**

OSLAD grants are available for projects involving the acquisition and/or development of public outdoor recreation areas. Applications must be for a single project site and the local applicant must be capable of accomplishing the project in the specified OSLAD program time frame.

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

A. **Acquisition Projects**

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

Except for land acquired from school districts, acquisition of land from another public agency is not eligible for OSLAD assistance. Funding assistance for the acquisition of surplus school property is limited to 50% (100% in FY'26 for distressed communities) of the land's Certified Market Value or actual purchase price, whichever is less.

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

Eligible project costs include land acquisition and associated relocation expenses, required appraisal fees up to a maximum of \$4,000/each and site archaeological surveying costs, if required. **Project incidental costs such as application preparation, attorney fees, consultant fees, and title costs are NOT grant eligible.**

Land acquired with OSLAD assistance must have the recreation development proposed in the application initiated within three (3) years following completion of the site acquisition. Furthermore, land acquired with OSLAD assistance must have recreation

development completed within (5) five years. Agencies failing to meet this requirement will be prohibited from applying to any of the grant programs administered by the Office of Grant Management and Assistance until the violation is resolved.

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

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

B. Development Projects

1. Playgrounds, walking/hiking/jogging trails (excluding bike and snowmobile trails), soccer fields, baseball fields, softball fields, lacrosse fields, football fields, volleyball courts, basketball courts, tennis courts, roller hockey courts, bocce ball courts, horseshoe courts, pickleball courts, baggo, amphitheaters, bandshells, open air shelters (minimum 16'), disc golf courses, fitness stations, archery ranges, and related facilities.
2. Nature observation and sightseeing facilities, such as overlooks, turnouts, and trails.
3. Camping facilities, including tent and trailer sites, tables, fireplaces, and utility outlets for campers. Group camps open to organized and non-organized groups on a "first come, first served" basis that are considered open to the general public are also eligible for assistance. Group camps designated for specific groups or for which specific groups are given priority in use are not considered to be open to the general public and are not eligible for assistance.
4. Basic outdoor water sports facilities for swimming and boating including beaches, swimming areas, outdoor swimming pools, children's wading pools, spray grounds, bath houses, and small boat launching ramps and docks. Applications for pool amenities (slides, toys, etc.) only are not eligible. Beaches must be ADA accessible (ex. roll out boardwalk).
5. Fishing and hunting facilities, such as fishing piers and outdoor shooting ranges.
6. Winter sports facilities, such as x-country ski trails, permanent outdoor ice-skating facilities and ice hockey areas, and open-air warming shelters.
7. Support facilities for public park areas including interior roadways and parking areas, fencing, utility and sanitation systems, restroom buildings, lighting, dams, erosion control and maintenance structures. Site beautification/landscaping is also eligible but may not exceed 20% of total project construction costs. However, projects may not consist solely of site preparation and/or infrastructure/support facilities.
8. As a rule, roads constructed within the boundaries of parks are eligible for OSLAD assistance provided the primary purpose is to serve park use. Roads outside the park boundaries may be eligible only when they meet the following test:

- a) They serve only as access roads to the park area and are not part of a State, county or local road system extending beyond or through the park. Any service to private parties must clearly be incidental to the primary use of the access road for park visitor use.
 - b) The access (road) corridor must be owned or adequately controlled by the agency sponsoring or owning the park area.
- 9. Renovation or the redevelopment of an existing outdoor recreation facility. When a facility or area has deteriorated to the point where its usefulness is impaired (although not because of inadequate maintenance) or has become outmoded, renovation to bring the facilities up to standards of quality and attractiveness suitable for public use or redevelopment to a more useful form may be undertaken.
- 10. Outdoor exhibit, native plantings, and interpretive facilities (both indoor and outdoor) that enhance or provide observation and interpretive opportunities of pristine, natural resources located on the project site. Conservatories are not considered interpretive centers as defined herein unless they are designed and programmed to primarily interpret the natural resources of the specific site where located.
- 11. Construction of a Safety Town. Maximum grant assistance is \$50,000.00.
- 12. Development of dog park areas. Maximum grant assistance is \$25,000.00.
- 13. Swimming Facility amenities: Maximum grant assistance is \$50,000.00.

Development projects may consist of a single improvement or group of related improvements at a single site designed to provide basic facilities for outdoor recreation, including access, safety, health, and protection of an area, as well as the facilities required for public use and enjoyment of the area.

In addition to construction and renovation, development project proposals may include site planning, minor demolition, site preparation, design services, and similar activities essential for the proper implementation of the project. Development projects should also make wise use of "energy conservation" measures and design methods in their construction.

In general, development that does not have a well-defined objective is not acceptable. Also, development that does not contribute directly to outdoor recreation is not acceptable, such as support facilities not directly related to outdoor recreation activities or facilities that contribute primarily to indoor recreation.

Development projects proposed on land dedicated as an Illinois Nature Preserve require review and approval of all project plans by the Illinois Nature Preserve Commission, One Natural Resources Way, Springfield, IL 62702: telephone 217/785-8686.

C. Combination Projects and Project Land Donations

A local agency may receive up to 50% (100% in FY'26 for distressed communities) grant assistance on the approved Market Value of land anticipated for donation to the agency and use the value of that donation as all or part of the required local match on an approved OSLAD project provided the land donation meets the eligibility requirements specified herein.

Land donations can be combined with either an acquisition or development project.

Combination projects involving both the acquisition and development of land for public outdoor recreation under a single project scope **WILL BE ACCEPTED ONLY WHEN AN ELIGIBLE LAND DONATION** constitutes the project acquisition. (The proposed land donation does not have to be the site being developed nor does it have to be located at the proposed development site.)

In order for the value of a proposed land donation to be eligible as part or all of the local project match, it must meet the following criteria: 1) the donation cannot be mandatory as required by local ordinance or part of a pre-existing legal agreement, 2) the land being donated will be used and maintained for public outdoor recreation purposes for the assigned number of years per the grant contract, 3) the donation cannot be from another public agency or involve land that was in public ownership within five (5) years prior to the OSLAD application submittal and 4) title to the property being donated cannot be transferred to the project sponsor (applicant) prior to IDNR grant approval.

If a planned project involves a proposed land donation, please contact the IDNR grant staff prior to application submittal to discuss the proposal.

III. Ineligible OSLAD Projects

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

A. Acquisition

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

1. Acquisition of land from another public agency (excluding school districts) for public park and outdoor recreation/open space purposes.
2. Acquisition of land where negotiations and/or legal action, including eminent domain, have been initiated by the project sponsor to acquire the property without IDNR approval or in violation of the federal *Uniform Relocation Assistance & Real Property Acquisition Policies Act of 1970* (49 CFR 24) or the State *Displaced Persons Relocation Act* (310 ILCS 40 et. seq.), as applicable.
3. Acquisition of historic sites and structures (exceptions may be made only when it is clearly demonstrated that the acquisition is primarily for outdoor recreation purposes and that the historic aspects are secondary to the primary recreation purposes.)
4. Acquisition of museums and conservatories or sites to be used primarily for museums, conservatories, or archeological excavations.
5. Acquisition of land to help meet a public school's minimum site size requirement as established by State or local regulations.

6. Acquisition of areas and facilities designed to be used primarily for semi-professional and/or professional arts and athletics.
7. Acquisition of areas and facilities to be used solely for game refuges; fish, animal or plant production purposes and displays; or zoos.
8. Acquisition of areas to be used mainly for the construction of indoor facilities. (Also prohibited are areas where existing indoor recreation facilities, if left in place, will not leave sufficient area at the site for the development of outdoor recreation facilities to justify the cost of the acquisition.)
9. Acquisition of sites containing luxury lodges, motels, cabins, and similar elaborate facilities which are to be operated by the local agency or a concessionaire to serve the public with food and sleeping quarters.
10. Acquisition of agricultural land where the primary purpose is to preserve the agricultural activity (e.g., demonstration farms).
11. Acquisition of land where the primary purpose is for storm water retention, wastewater treatment, etc.
12. Acquisition of land where the purpose is for a future golf course. (Please note acquisition of property that contains an existing golf course is eligible.)

B. Development

The following types of development/construction projects (non-inclusive) are **not eligible** for OSLAD assistance. Nonetheless, such facilities may be constructed on OSLAD assisted land, **IF** compatible with the primary outdoor recreation use(s) made of the area **AND APPROVED** by the IDNR.

1. Restoration or preservation of historic structures. However, development of outdoor recreation facilities and their support facilities in conjunction with historical structures or sites may be eligible for OSLAD assistance. (Such facilities must be in accordance with the National Historic Preservation Act of 1966, if the development is adjacent to or on a site listed on the National Register of Historic Places.)
2. Development of areas and facilities to be used primarily for semi-professional or professional arts and athletics, such as outdoor theaters, stadiums, rodeo arenas, or similar facilities.
3. Development of outdoor recreation specialty facilities such as theme parks, fee-based golf courses (regulation and miniature) and driving ranges, amusement facilities (such as carnival rides and children's railroad), "pioneer towns", livestock and produce exhibit facilities, convention facilities, commemorative exhibits/memorials; or the construction of facilities that are judged only marginally related to outdoor recreation.
4. Construction of, and furnishings for, employee residences.
5. Construction or renovation of park lodges and non-austere camp buildings/cabins. However, cabins and group camp dormitories of a simple, uniform design may qualify for OSLAD assistance. If the group camp facilities are to

be designated for specific groups or if specific groups will be given priority, the facilities are not eligible for grant assistance and may not be constructed on lands acquired with OSLAD assistance.

6. Support facilities, such as roads and sewer systems, exclusively to serve ineligible facilities. However, if the support facilities will serve both eligible and ineligible facilities, OSLAD assistance may be provided for that portion of the support facility, on a pro rata basis, that will serve the eligible facilities.
7. Projects consisting solely of infrastructure costs or a support facility. Dredging of existing ponds are not allowable.
8. Development of conservatories and nature or geological interpretive facilities that go beyond interpreting the project site and its immediate surrounding area.
9. The development of athletic facilities designed for interscholastic use, such as stadiums, running tracks, and athletic fields with more grandstands or bleacher seating than would normally be required for non-interscholastic athletic use.
10. Indoor recreation facilities or recreation facility enclosures (e.g., enclosures for swimming pools, tennis courts, ice skating/hockey rinks, etc.)
11. The development of outdoor recreation facilities and support facilities to be used exclusively by disabled persons.
12. Facilities at a zoo for the purpose of housing, caging, displaying, or caring for animals. However, facilities that clearly contribute to the outdoor recreation use of the zoo area, such as interpretive facilities, landscaping, picnic facilities, and walks, may be eligible for OSLAD assistance.
13. Bike path and snowmobile trail *development projects* and related amenities that are eligible for funding consideration under the Illinois “Bike Path” and “Snowmobile” grant program administered by IDNR.
14. Proposed development projects on property where the local project sponsor does not have adequate “control and tenure” of the property for the intended project use by the OSLAD application deadline date (i.e., July 1) are not eligible for funding consideration unless an exception has been granted otherwise by the IDNR **prior to** the application submittal.
15. The development of sled and toboggan hills unless the project construction and costs are significant (more than the moving of dirt to create a hill). Contact staff for prior approval.

IV. Allowable Costs

A. Basic Concept

The OSLAD Grant Program provides two options for payment on development grants (see prior information on page 6) and as a reimbursable grant program for acquisition grants. To be eligible for grant assistance, costs other than engineering and design costs must be incurred within the project period, stipulated by a signed project agreement.

B. Development, Rehabilitation, and Maintenance

Upon receipt of a signed project agreement provided by the Illinois Department of Natural Resources, development and acquisition costs are eligible for reimbursement and are incurred at the start of actual physical work on the project site and continue through the period the work is being done. Costs must be incurred within the project period (contract execution date through contract expiration date) to be eligible for reimbursement. Initial master plan costs are not eligible, but applicable construction drawings may be eligible.

C. Acquisition

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

1. Participant accepts deed, lease (the lease must be for the minimum of 25 years and be non-revocable) or other conveyance
2. Participant makes full payment for the property
3. Participant makes first payments in a series of payments

Costs of acceptable appraisals and valid incidental costs for the project are eligible for reimbursement only if the grant is approved.

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

D. Donations & In-House Labor

IDNR encourages the donation of land, cash, materials and labor contributions by non-government, private parties. The value of labor contributions by non-government, private party entities may not be used as any of the project sponsor's share of project costs. Equipment is not allowable as a donation expenditure.

The value of donated real property shall be established by two independent appraisers. The IDNR will review the narrative analytical appraisal and, if disputes arise as to certified market value, the property will be re-appraised by another appraiser chosen by IDNR. Project sponsors will pay for the appraisals, which are eligible for reimbursement. Appraisers will be selected by the local sponsor. If the appraisal is acceptable, the certified market value of a donated parcel can be used as all or part of the matching share. Land transfers from one public agency to another are not eligible.

If there are any questions concerning these procedures, please contact:

Illinois Department of Natural Resources
Office of Grant Management and Assistance
Email: dnr.grants@illinois.gov

Labor may be contributed by professional and technical personnel, consultants, and skilled labor for governmental units only. **“Administrative” labor is not eligible.** Each hour of service may be counted as part of the governmental sponsor's matching share if the service is part of an approved project. Documentation of their hourly wages will be required.

E. Planning

In cases where the assistance of an architect, landscape architect, consultant, planner, or engineer is required for a project, no more than 15.25% of the costs may be borne by

program funds. To be eligible for reimbursement, planning costs must reflect actual grant work that was performed. **Planning work is not eligible as a stand-alone project.**

V. ADMINISTRATION

A. General Responsibility

The Office of Grant Management and Assistance will administer the OSLAD program and ensure both the successful performance of the project and the continued operation and maintenance of aided facilities for public recreational use. The IDNR Office of Grant Management and Assistance will also inspect projects to ensure compliance with the intent of the program. In addition, IDNR has developed criteria and procedures for selecting projects for funding from OSLAD.

B. Eligible Applicants

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

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

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

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

C. Applicant Responsibilities

1. Accessibility

One of the goals of the OSLAD program is to provide and improve recreational access opportunities for people with disabilities. As such, all facilities assisted with OSLAD monies must conform to standards outlined by the Americans with Disabilities Act of 1990. https://www.ada.gov/2010ADASTandards_index.htm

2. Ownership

The local agency must possess adequate "control and tenure" over the project site (fee simple title or other property interest such as a lease or easement) to ensure compliance with the outdoor recreation use requirements of the OSLAD program for a period commensurate with the OSLAD program amortization schedule, unless approved otherwise by the IDNR. The IDNR will consider, on a case-by-case basis, lease arrangements for shorter periods when Illinois statute prohibits a unit of government from entering a lease, etc. for such a length of time OR other circumstances beyond the control of the project sponsor prohibit such arrangements.

3. **Conflict of Interest**

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

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

D. Project Evaluation

Local project applications are evaluated on a competitive basis since funding available through the OSLAD program is typically not sufficient to provide funding assistance for all local acquisition and development project needs in the State. Funding priorities are determined by several factors that have been established through the IDNR's statewide outdoor recreation planning process. The following criteria will be used by the IDNR for evaluating and ranking grant applications. Each criterion indicates the weighting that will be given to that criterion.

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

a. 35% is based on the extent to which the project addresses the following major outdoor recreation/conservation priorities identified in the state plan:

- 1) *protection or enhancement of a State or locally significant natural area, or threatened/endangered species habitat, or an area identified in a Conservation 2000 Partnership Plan;*
- 2) *protection or enhancement of significant wildlife habitat;*
- 3) *protection or enhancement of natural wetland areas;*
- 4) *promoting conservation education opportunities;*
- 5) *promoting recreational use of Illinois' surface waters;*
- 6) *promoting adaptive reuse of properties for open space and park purposes;*
- 7) *interagency cooperation in providing and/or effectively utilizing local recreation resources;*
- 8) *enhancing recreational opportunities for minority and less affluent populations;*
- 9) *use of resource conservation elements and/or native landscaping.*
- 10) *promoting hunting on the subject property;*
- 11) *enhancement of long-distance trail corridors or water trail corridor.*

b. 25% is based on a local "needs assessment" or comparison of 1) the existing supply of recreational facilities per capita for the proposed project component(s) to a statewide median as calculated by the IDNR in its statewide planning process; and 2) the existing supply of local open space/parkland acreage, measured in acres/1000 population for particular park types (e.g., neighborhood, community parks, etc.), to

the statewide median; and 3) the availability of similar park facilities within the proposed project site's service area.* If multiple entities overlap or share the same boundaries within a community, all existing facilities are considered.

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

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

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

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

2. **Local Planning - 10%**

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

Please refer to IDNR's Community Park and Recreation Planning guide - <https://dnr.illinois.gov/aeg/planningdevelopmentfacilityguides.html> - for detailed information on planning. It is recommended that a series of public meetings be held for the proposed project. Any additional sources of public input (referendums, surveys, open houses, fundraisers, etc.) are also strongly encouraged.

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

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

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

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

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

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

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

The following are also considered in the evaluation of projects:

- (i) Project creates a park universally designed to meet everyone's needs, ages, and mobility and where **all equipment and the park itself** is handicap-accessible (does not include a project that would create a park where only some equipment or only the park itself is handicap accessible).
- (ii) Projects involving voluntary, third-party donations of land or cash ($\geq 50\%$ of local share) as part of the project scope.
- (iii) Projects providing initial access to, and development of, an undeveloped park site.
- (iv) Projects that are part of the overall economic development of an area.
- (v) Previous amount of OSLAD assistance awarded to the local agency (fair share factor).
- (vi) Projects being undertaken by newly established recreation agencies or incorporated municipalities (5 years old or less)
- (vii) Projects improving or increasing necessary recreation opportunities in high density urban areas.

5. **Project Penalty Considerations**

A local agency may be penalized during project evaluation *for* poor performance in:

- 1) The execution of previous OSLAD projects; or
- 2) Responding to IDNR requests for necessary application information; or
- 3) Ability to maintain existing recreation/public facilities; or
- 4) Providing required post-completion compliance certification information regarding prior grant projects.

Applications for funding assistance will NOT be considered by the Department if:

- 1) An unresolved program violation exists relative to a previous grant project; or
- 2) The local applicant has failed to provide local recreation facilities information as requested by the Department for the Illinois Recreation Facilities Inventory (IRFI).

E. Notification of Award

The Director of the Department of Natural Resources, with staff, reviews and prioritizes project applications according to the established program rating criteria. The Director makes final decisions concerning OSLAD grant awards. Once a decision has been reached, awarded projects will be announced.

F. Receipt of Grant Payment

The OSLAD program operates on a matching basis, providing an advance payment of 50% for development projects only (unless opting out of advance payment) of the grant award shortly after grant agreements are fully executed. No project costs can be incurred until after IDNR approval, except for preliminary engineering and design costs. After project approval and allocation of a fixed grant amount for the project, the local agency must proceed with and complete the proposed acquisition or development project within the 2-year timeframe. Payment of all costs must occur before submitting an additional partial or a final project billing request to the IDNR for reimbursement. Processing of project billings and transmittal of approved grant reimbursement to the local agency takes approximately 30 - 45 days following approval of the billing request by the IDNR.

G. Matching Requirements

Project sponsors will be reimbursed up to 50 percent (100% in FY26 if a distressed community) of the total cost of acquisition or development up to the approved grant amount. The remaining share of the project costs will be borne by the project sponsor.

H. Project Billing Requirements

Project agreements include as a part of Exhibit B the Implementation and Billing Requirement Packet that includes forms and directions on how to partially or completely bill on a project. All awarded grants **must** provide a Billing Certification Statement and return any unused grant fund within 45 days of the grant expiration date. Awarded grants must also provide a final billing to the IDNR within one year of the ending date of the grant. Failure to do so will jeopardize the project reimbursement.

VI. AVAILABILITY TO USERS

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

A. Use Limitations

Project sponsors may impose reasonable limits, with prior state approval, on the type and extent of use of areas and facilities acquired or developed with OSLAD assistance when such a limitation is necessary for maintenance or preservation. **Access** The IDNR shall always have access to OSLAD grant assisted facilities for inspection purposes to ensure the project sponsor's continued compliance with the OSLAD guidelines.

B. Concessionaires

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

C. User Fees

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

D. Non-Residents

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

VII. IMPLEMENTATION OF AN APPROVED ACQUISITION PROJECT

After an acquisition project is approved by the IDNR for grant assistance, a Project Agreement outlining approved project costs, maximum grant funds obligated to the project and program compliance responsibilities is issued as well as general instructions for proceeding with the project acquisition.

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

Any acquisition costs incurred prior to IDNR authorization are ineligible for OSLAD assistance. Acquisition costs are considered incurred by the local agency on the date when 1) deed, lease or other appropriate conveyance is accepted; or 2) when first partial payment or full payment is made on the project property or to an escrow account/agent for the property. In addition, no purchase agreements, options, etc. should be entered into, nor negotiations begun until the IDNR approves such action. Only purchase agreements/options that have been properly executed within the **six months** prior to the deadline date of the grant program, will be eligible. Entering into options or other type of purchase agreement prior to IDNR approval could cause project ineligibility.

Acquisition projects must proceed in compliance with the federal *"Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970"*, (PL91-646) or the State *Displaced Persons Relocation Act* (310 ILCS 40, et.seq.), as applicable. Detailed instructions and guidance regarding project implementations are provided by the IDNR at the time of project approval notification. In general, implementation procedures for approved acquisition projects are as follows:

- A. At least one "self-contained narrative" appraisal is required for each parcel to be acquired (in some instances if the land value is questioned or a very dynamic market exists or appraisal methodology/documentation is suspect, two appraisals may be required at the option of the IDNR). For ALL project acquisitions where 50% or more of the land's value is being donated as all or part of the required local match on an approved OSLAD project, two (2) "self-contained narrative" appraisals are required. Appraisals must be prepared by a qualified (state licensed)

appraiser approved by the IDNR. (With the project application, the local applicant must submit the qualifications of two appraisers for IDNR review). The required appraisal(s) must comply with specifications provided by the IDNR at the time of project approval notification. Completed appraisals must be submitted to and approved by the IDNR prior to the local agency initiating acquisition negotiations. Appraisals not meeting IDNR specifications will be returned for necessary revisions or, if necessary, a second appraisal may be required as noted previously. After the market value for each project parcel has been established through an acceptable appraisal and approval received from the IDNR, the local agency must make a formal written offer to the property owner(s) offering the amount established as market value. Failure to offer market value to the seller or show proof of "good faith negotiations" conflicts with the referenced state and federal laws and can jeopardize grant eligibility. If an agreement to purchase is reached with the seller, a closing is arranged, and fee simple title conveyed to the local agency. No land rights or reservations can be retained by the seller unless approved by the IDNR.

- B. If the market value offer is refused and a mutually acceptable negotiated settlement cannot be reached, Eminent Domain proceedings may be initiated. Please note that IDNR concurrence must be obtained prior to the local agency initiating such action.
- C. If the project acquisition involves any type of relocation of individuals, families, personal property, farm operations, not-for-profit organizations, businesses, etc., the local agency must comply with guidelines specified by the Federal Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (PL 91-646) or the State Displaced Persons Relocation Act (310 ILCS 40, et.seq.).
- D. The local project sponsor must also provide periodic "progress reports" to the IDNR (January 15th, April 15th, July 15th and October 15th) regarding project status. Status reports are MANDATORY. Failure to submit reports may jeopardize grant reimbursement.
- E. After acquisition is completed and title to the project property secured, the local agency must submit a billing request to the IDNR for OSLAD grant reimbursement. Reimbursement is based upon 50% (100% in FY26 for distressed communities) of the appraised market value of the property(ies) (or actual purchase price in the case of surplus school property) or the approved OSLAD grant award, whichever is less. In the event of eminent domain, the Judgment Order establishes just compensation (market value) in determining reimbursement IF sufficient grant funds obligated to the project are available.

An acceptable billing request includes the following documents:

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

- F.** To ensure expedient completion, acquisition projects generally proceed in accordance with the timelines example shown below:

ACQUISITION PROJECT TIMELINE EXAMPLE

RESPONSIBILITY OF	TASK DATES	TASK
Local Agency	July 1 st – September 30 th	Grant application submitted to IDNR
Local Agency	July 1 st – September 30 th	Appropriate submittals to Areawide Clearinghouse and IL Dept. of Agriculture, if applicable. (simultaneous with full application submittal to IDNR Grants)
IDNR	September – December	Staff review for application deficiencies
Local Agency & DNR	January – February	IDNR review of applications
Grant awards may be announced anytime within the year following submittal. It is imperative that property not be acquired prior to official authorization from IDNR. This includes the entering into of options, contracts, condemnation proceedings, or other types of action that commits the local agency to acquire the land. Projects violating the above could become ineligible for assistance.		
RESPONSIBILITY OF	TASK DATES	TASK
IDNR	Jan – Mar	Possible project approval (or disapproval) notification and timeline start date for approved projects. Project Agreement issued to local agency authorizing approved grant and local agency instructed to initiate necessary appraisal work.
Local Agency	May – June	Completed appraisal(s) submitted to IDNR
IDNR	Jun – July	Appraisal(s) reviewed and when acceptable, local agency authorized to make written offer of approved Market Value and transmit Summary and Offer to Purchase (S & O) form to property owner, (Necessary forms and acquisition instruction will be provided by the IDNR)
Local Agency	July – Aug	Local agency submits to IDNR evidence that CMV has been offered to property owner
Local Agency	Nov – Dec	Local agency must notify IDNR whether land to be acquired has been 1) closed at CMV, 2) closed at negotiated price, or 3) condemned under Eminent Domain and copy of complaint submitted to the IDNR
Local Agency	Within next 3 months	Acquisition completed and reimbursement billing request submitted to DNR. (Acquisitions involving condemnation, excluded)

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

VIII. IMPLEMENTATION OF AN APPROVED DEVELOPMENT PROJECT

Once a development project is approved for OSLAD assistance, a Project Agreement (grant contract) will be issued to the local project sponsor outlining the approved project scope and costs, grant amount, and program compliance responsibilities. The approval date indicated on the Project Agreement commences the project period for which incurred project costs are eligible for OSLAD assistance. Development costs incurred prior to the designated project approval date, except for necessary architectural/engineering fees*, are ineligible for OSLAD assistance. Development costs are considered incurred on the date construction contracts are signed or actual physical work starts on the project site (including ground clearing, material delivery to the project site, etc.).

* (Costs for site investigation, preliminary design and cost estimates, and construction drawings and bid specifications necessary for proper construction of an approved project may be eligible for assistance although incurred prior to IDNR grant approval.)

In general, development project implementation procedures are as follows:

A. Project work (construction) may be accomplished using any of the following methods or combinations thereof; however, it is recommended that whenever possible work be accomplished by competitively bid contracts:

1. publicly advertised and competitively bid contracts
2. direct procurement of "small" material purchases and/or hired labor (must be in accordance with local agency procurement procedures)
3. "force account" labor (using local agency in-house employees)

NOTE: Donated labor and/or equipment may be used in completing a development project but are NOT eligible for grant reimbursement.

B. Development projects usually require the preparation of detailed work drawings and specifications. After IDNR grant approval, the local agency should immediately proceed with such drawings and specifications. The use of professional park planning consultants in the formulation of detailed project design and specifications is encouraged and eligible for 50% (100% in FY26 distressed communities) OSLAD reimbursement up to a maximum of 15.25% of the total, eligible construction costs.

A local agency may use its own architectural or engineering staff to complete such design work if they possess the necessary skills and qualifications. The cost for such in-house "force-account" work is also eligible for 50% (100% in FY26 for distressed communities) assistance up to a maximum of 7.5% of the total, eligible construction costs.

Working plans and specifications shall be made available, upon request, to IDNR representatives for review either prior to advertising for bids or the construction start date, or during on-site construction inspections and compliance reviews. **Projects involving construction of a playground must submit final working plans and specifications for the playground to IDNR grants staff for review to help ensure current accessibility and safety factors are addressed.** These are in addition to plans submitted with the application to OSLAD. Failure to submit playground plans prior to purchase and/or installation may cause them to be ineligible expenses.

For projects involving the construction or rehabilitation of public swimming facilities, the local agency must also contact the Illinois Dept. of Public Health for review and approval of specifications and work drawings prior to advertising for bids.

Contact: Illinois Department of Public
Health Division of Engineering
535 West Jefferson Street
Springfield, Illinois 62761
(217) 782-5830

- C. For all development projects, the local agency 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 the applicable state statutes.
- D. The local agency shall follow its own requirements relating to bid guarantees, performance bonds, and payment bonds. However, for contracts exceeding \$100,000, the IDNR strongly encourages the following minimum requirements:
 - 1. A "bid guarantee" from each bidder equivalent to 5% of the bid price.
 - 2. 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 ensure fulfillment of all the contractor's obligations under such contract.
 - 3. 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.
- E. The local agency should also incorporate/address the following in all construction contracts awarded on approved OSLAD projects:
 - 1. Contracts should contain such contractual provisions or conditions that will allow for administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms and provide for such sanctions and penalties as may be appropriate.
 - 2. Contracts should contain suitable provisions for termination by the local agency including how it will be affected and the basis for settlement. Such contracts shall also describe conditions whereby the contract may be terminated because of circumstances beyond the contractor's control.
 - 3. Contracts should include language ensuring that the contractor possesses adequate liability insurance (\$1,000,000 minimum) and abides by state and federal labor laws relating to 1) fair employment practices; 2) prevailing wages; 3) worker compensation; 4) preference to Illinois laborers; 5) bid rigging and bribery of state officials; and 6) sexual harassment and drug-free workplace policies.

4. All construction contracts awarded by the local agency should include a provision to the effect that duly authorized State government representatives shall have access to any documents, papers and records of the contractor for the purpose of making audit, examination, excerpts and transcriptions.
- F.** Throughout 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.
- G.** During construction, IDNR staff 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. The local project sponsor must also provide periodic “progress reports” throughout the course of the project to the IDNR regarding project status. It is the local agency's full responsibility for determining when all project construction has been satisfactorily completed and is ready for IDNR final inspection and acceptance. Projects involving the construction or rehabilitation of a public swimming facility must also contact the IL Dept. of Public Health for final inspection and acceptance and those certificates must be provided to IDNR prior to project close-out.
- H.** All playground equipment purchased and installed with OSLAD assistance should conform to guidelines outlined in the Handbook for Public Playground Safety, Publication #325, U.S. Consumer Product Safety Commission (CPSC.gov), Washington, D.C. 20207 and playground safety standards adopted by the American Society for Testing and Materials International (ASTM), 100 Barr Drive, PO Box C700, West Conshohocken, Pennsylvania, USA 19428-2959 (ASTM.org) detailed in publications F1487 - Standard Consumer Safety Performance Specifications for Playground Equipment for Public Use, F1951-99 Standard Specification for Determination of Accessibility of Surface Systems Under and Around Playground Equipment. As previously noted in Item B, final construction plans and specifications for grant-assisted playgrounds must be reviewed by IDNR grant staff prior to construction or solicitation of bids.
- I.** Billing requests for grant reimbursement may be processed each quarter after the initial advance payment option and required match percentage has been expended. An “Agreed Upon Procedures” report by a CPA firm must be completed each time. Only costs incurred during the specified “project period” indicated on the Project Agreement and necessary to complete approved project components are eligible for grant reimbursement. **The Billing Certification Statement and any return of advanced funds must be submitted within 45 days of the ending date of the grant expiration date. Failure to do so will result in the Project Sponsor forfeiting all project reimbursements and relieves IDNR from further payment obligations on the grant.**

The following documentation is required for the project billings:

1. One copy of record (as-built) drawings (**drawings must be no larger than 11 X 17) (Final billing only).**
2. Completed “Development Project Billing Form”.
3. Costs claimed on the “Development Project Billing Form” must be reviewed and attested to by an independent CPA⁽¹⁾ in accordance with the *Statement on Standards for Attestation Engagements* as established by the American Institute of Certified Public Accountants. The independent Attestation will be based on the “Agreed Upon Procedures” developed by IDNR. A copy of the document completed by the independent CPA based on the “Agreed Upon Procedures” must be submitted along with both Schedules.
NOTE: The cost of having the independent attestation of the Project Billing conducted is considered an eligible project cost and may be claimed for 50% or 100% grant reimbursement.
4. Schedule of Professional Services and Publicly Bid Contracts.
5. Schedule of Project Expenditures. (This should include any payments made on the above referenced schedule).
6. Project Performance Report that explains the specific work completed during the project.
7. Any Force Account Labor or Force Account Materials summaries.
8. Projects involving construction or rehabilitation of public swimming facilities should submit verification of Illinois Department of Public Health inspection and acceptance.
9. Pictures of the completed project site and project components.
10. One picture of the OSLAD signage posted at the project site.

- J.** To ensure expedient completion, development projects generally proceed in accordance with the schedule shown on the following pages.

It is recommended that the CPA firm that conducts the Grantee’s regular agency-wide audit be used for this purpose.

DEVELOPMENT PROJECT SCHEDULE

RESPONSIBILITY OF	TASK
Local Agency	Grant application submitted to IDNR
IDNR	Staff review for application deficiencies
Local Agency & IDNR	DNR Review of applications
After review, project awards are typically announced the first half of the following year. It is imperative that work not commence on development projects prior to official notification from the IDNR. This includes the entering into of contracts, or other types of action which commits the local agency to develop the land. Projects violating the above could become ineligible for assistance.	
RESPONSIBILITY OF	TASK
IDNR	Project approval (or disapproval) notification and timeline start date for approved projects.
IDNR/Local Agency	Project Agreement issued to local agency outlining approved cost and grant amount.
Local Agency	Project working drawings and specifications completed to advertise project for public bid or to complete by "force account" and non-bid method.
Local Agency	Donation appraisal (if applicable) submitted to IDNR. Local agency will be notified of subsequent schedule for donation appraisal approval.
Local Agency	Local agency proceeds with bid advertisement or submits "force account" labor and material cost estimates for completing project to IDNR for review and acceptance.
IDNR	IDNR completes review of local "force account" cost estimates and local agency notified to proceed with construction.
Local Agency	Contractor's bids due to local agency.
Local Agency	Local agency reviews bids and selects best qualified low bidder for contract construction work.
Local Agency	Local agency awards construction contracts.
Local Agency	Approximate start date for project construction.
Local Agency	Project completed, notify IDNR.
IDNR	IDNR staff inspects completed project.
Local Agency	Local agency submits documentation to a CPA firm for completion of "Agreed Upon Procedures".
Local Agency	Submits reimbursement billing request information to IDNR.
IDNR	IDNR processes local agency billing request and grant reimbursement check forwarded to local agency.

IX. IMPLEMENTATION OF A COMBINATION PROJECT

The previous section explains how to implement a development project, which comprises a majority of a combination project. Combination projects also include the acquisition of land through donation. The actual transfer of ownership of the donated parcel(s) may take place at any time during the project time period. Two appraisals for the donated property should be submitted soon after the grant award, for certification by IDNR. The local sponsor will be notified of the certified market value by letter.

When the project is completed, additional information for the donated parcel(s) must be included in the billing reimbursement request. These documents are listed below.

- A.** Combination billing form (as opposed to the development billing form).
- B.** Copy of the Recorded Deed (preferably warranty) and required deed restriction/covenant language.
- C.** Title Insurance Policy showing fee simple title vested in the project sponsor and insured to the full CMV of the land and improvements thereon, at the time of the appraisal.
- D.** Executed Title Affidavit form.
- E.** Completed Billing Certification Statement.

OSLAD Compliance for Approved Projects

General OSLAD Compliance Requirements for Approved Projects

A. Use of OSLAD Assisted Land for Outdoor Recreation

Property acquired or developed with OSLAD grant assistance SHALL NOT BE UTILIZED OR DEVELOPED FOR ANY USE OTHER THAN PUBLIC OUTDOOR RECREATION as stipulated in the signed Project Agreement and in 17 IL Adm. Code 3025 and 3030. Land acquired with OSLAD assistance shall be operated and maintained, in perpetuity, for public outdoor recreation use. All farming operations and non-recreation uses shall cease. Sites receiving only OSLAD development grant assistance shall be bound by the herein stated outdoor recreation use requirement for the period of time specified below for the related amount of OSLAD funds expended on the project.

<u>Total Grant Expenditure</u>	<u>Final Grant Payment</u>
\$0 - \$50,000	6 years
for every \$25,000 increment over \$50,000	add 1 year

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

Any conversion of land located within the approved "project boundary" from public outdoor recreation use must have the written approval from IDNR prior to actual conversion. Any conversion that takes place on OSLAD assisted lands constitutes a violation of 17 IL Adm. Code 3025 or 3030, as applicable, and the signed Project Agreement, and requires the local agency to acquire or provide comparable replacement land in lieu of the converted property. The IDNR shall be the sole judge in determining the acceptability of comparable replacement land(s). IDNR grant funding will not be provided to assist in the acquisition of required replacement land.

NOTE: The approved site development plan, submitted with the project application, is also considered a static and binding document. Any major deviations from that approved plan without prior IDNR approval OR failure to initiate development of lands acquired with OSLAD assistance within a three (3) year period (see p. 6) for outdoor recreation use in general accordance with the approved plan may constitute a "conversion" violation requiring mitigation as stipulated herein.

B. Easements

No easements, roadway dedications, leases or other such land encumbrances, including surface disturbance from the extraction of minerals, or actual land transfers shall take place on OSLAD assisted lands per 17 IL Adm Code 3025 or 3030, without prior written approval from the IDNR. If there are plans for any such agreements for exchanges or transfers of land, or the granting of easements or leases, IDNR must be notified prior to the consummation of the agreements. Until the IDNR advises that the exchange or encumbrance has been approved, no action must be taken to finalize the proposed transaction. If said transaction takes place without approval, such action will constitute a "conversion" violation as outlined in Item A above.

C. Project Identification

Acknowledgment of OSLAD assistance at the project site is required. All local project sponsors will receive an 8" x 12" or smaller sign depicting the OSLAD logo prior to the final project billing and grant reimbursement. This sign or similar Acknowledgment furnished by the local agency must be posted at the entrance to the project site per program requirements where it can easily be seen by users and visitors.

D. Record Retention

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

E. Audit Requirements

Local agencies receiving a cumulative total of \$500,000 or more in state OSLAD assistance in a given year are required to have an agency-wide annual financial and compliance audit conducted as is generally required by 1) state law 65 ILCS 5/8-8-1 et. seq. or 55 ILCS 5/6-31001 et. seq.) 2) by federal requirements (2 CFR 200), or 3) by the grantee's own governing body, as applicable. A copy of the audit must be provided to IDNR, upon request, OR if any findings (irregularities) involving the OSLAD grant are reported in the audit.

The audit must be conducted by an independent public accountant, certified, and licensed by authority of the State of Illinois and conducted in accordance with generally accepted auditing standards adopted by the American Institute of Certified Public Accountants (AICPA, 1985). Procurement of the necessary audit(s) is the responsibility of the local agency and can follow established local procurement procedures, provided those procedures promote an open and competitive environment.

F. Project Inspection

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

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

G. Utility Lines on OSLAD Assisted Land

The local project sponsor is expected to take all reasonable steps to bury, screen, or relocate existing overhead utility lines (electric lines under 15 KV) on a project site. Burying existing lines is eligible for reimbursement and can be part of the application. All future electrical lines under 15 KV and other utility wires must be installed underground. If the local agency feels that existing or future utility lines under 15 KV should not be underground, it will be necessary to document the rationale for such a request and receive IDNR approval.

H. Availability to Users

1. Discrimination based on Race, Color, Creed, National Origin, Sex, Age or Disability

Recipients of OSLAD financial assistance are required to comply with the requirements of Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973 as amended, the Age Discrimination Act of 1975, the Civil Rights Restoration Act of 1988, (P.L. 100-259), and the Americans with Disabilities Act of 1990 (PL 101-336) to the extent that no person in the United States shall, on the grounds of race, color, creed, national origin, sex, age or disability be excluded from participation in, be denied of, or be otherwise subjected to discrimination in any program or activity provided by that agency. Areas affected by these requirements include, but are not limited to, the following:

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

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

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

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

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

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

2. Discrimination based on Residence

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

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

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

3. Accessibility for the Disabled

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

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

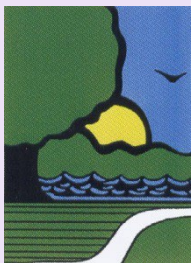
To supplement this information, the U. S. Architectural and Transportation Barriers Compliance Board pursuant to ADA has developed final guidelines for recreation facilities and outdoor developed areas. Copies of the guidelines can be obtained by writing to: *Access Board, Recreation Report, 1331 "F"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

Useful Life Criteria

<u>FACILITY</u>	<u>Expected useful life</u>	<u>Evaluation Criteria – Factor</u>
<u>BB/Softball fields</u>	8-10 years	# Games/week, # Practices/week Grass infields? Maintenance Procedure/Standards Is site used for multiple uses, soccer, and football? Is space used for organized or programmed events? Spectator considerations – bleachers Concession stands
<u>BB/Softball Field Lighting</u>	20 years 25-year warranty Replacement after 40 years	Pole Type (wood, steel, concrete) Wiring type (aluminum, copper) HID or incandescent fixtures Existing FC vs. new standards Accepted grounding systems? Panel Capabilities/Technology Electrical Code compliance
<u>Basketball Courts</u> Resurface Total Renovation	12-15 years 20-25 years	Lighted Y/N (Use BB Criteria) Resurface Surface clay, asphalt, other Total Renovation Color coat/overlay/rebuild Frequency of color coating Location – high water table Fencing material/posts Preventive maintenance Location: Water table concerns Is site used for organized or programmed events? To what extent? Are courts used for making ice?
<u>Bike Paths</u> Resurface Total Renovation	10-12 years 20-25 years	Gravel, asphalt, or concrete Monthly volume and load use i.e., delivery trucks or garbage Spring use –heavy, moderate, light Seal coating frequency Preventive maintenance record Original construction design loads Location: flooding/water concerns Snow removal or salt use? Curbed or sheet drainage to edges
<u>Boathouse</u>	10-15 years	Attached to Community Center Y/N Mechanical room connected? ADA compliance Y/N Local Code compliance? Preventive Maintenance record Location i.e., Lake Michigan
Boat Launch Ramps	15-20 years	Construction materials, gravel, concrete Location i.e., Lake Michigan Annual Usage Is facility fee generating? Region
<u>Fishing Piers & Docks</u>	15-20 years	Original construction materials plastic, wood, aluminum Location i.e., Lake Michigan Annual volume/usage

		Winter removal and storage? Preventive maintenance record?
<u>Interpretive Center</u>	25 years	Stand-alone site? Heated for Winter?
<u>Irrigation system</u>	20 years	Irrigated Y/N Usage # games per week Drainage considerations Maintenance standards/levels Is site used for organized or programmed events? To what extent? Is site used for multiple uses? Softball, BB or football?
<u>Parking Lots</u> Resurface Total Renovation	10-12 years 20-25 years	Gravel, asphalt, or concrete Monthly volume and load use i.e., delivery trucks or garbage Spring use –heavy, moderate, light Seal coating frequency Preventive maintenance record Original construction design loads Location: flooding/water concerns Snow removal or salt use? Curbed or sheet drainage to edges
<u>Picnic Shelters</u>	25 years	Support structures: masonry, steel, wood Roof type: metal, asphalt, shingle, slate, cedar shake Construction type: post & beam, frame Historical value and consideration Preventive maintenance record Is site used for organized or programmed events? To what extent?
<u>Playgrounds</u>	15 years metal 10 years plastic 8 – 12 years wood	Meet Standards? ASTM, CPSC, ADA Daily usage by intended user group Location: school, or Neighborhood Park Surfacing Material Preventive maintenance record Border construction material Location: retention area/water?
<u>Restrooms</u>	25 years	Stand-alone site? Heated for Winter?
<u>Shuffleboard</u> Resurface Total Renovation	12-15 years 20-25 years	
<u>Soccer Fields</u>	8-10 years	Usage rating A/B/C/D# weeks/year, time of year, age of user
<u>Swimming Pools</u> Bathhouse	25 years 25 years	Stand-alone site? Heated for Winter?

<u>Tennis Courts</u> <div>Resurface</div> <div>Total Renovation</div>	<div>12-15 years</div> <div>20-25 years</div>	Lighted Y/N (Use BB Criteria) Surface clay, asphalt, other Color coat/overlay/rebuild Frequency of color coating Location – high water table Fencing material/posts Preventive maintenance Is site used for organized or programmed events? To what extent? Are courts used for making ice?
<u>Volleyball Courts</u>	8 – 10 years	Sand / Grass? Lighted Y/N Borders Bleachers/spectator area?

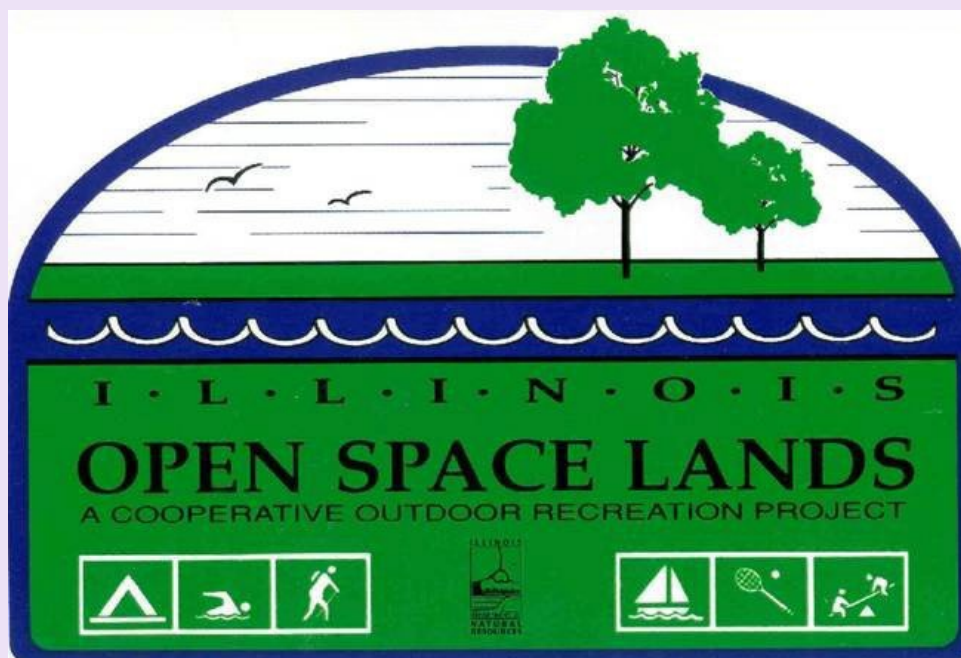


Illinois Department of Natural Resources

Open Space Lands Acquisition & Development Grant Program (OSLAD)

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

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.



Submit a request
Josh LeMasters ▾






Release Notes & Resources

Announcements and resources for enhancements, updates, and fixes




User Guides

AmpliFund User Guides and Quickstart Guides for download




Instructions

Step-by-step instructions on using AmpliFund's features




Upcoming Training and Videos

Live training events and videos on how to use AmpliFund




Import Templates

Excel templates for importing data into AmpliFund




FAQ & Best Practices

Frequently Asked Questions and best practices for using AmpliFund




Grant Seeker Training

Training material for Grant Seeker customers




Grant Maker Training

Training material for Grant Maker customers



Recipient and Applicant Training

Training material for Recipients and Applicants



Submit a Ticket

Still need help? Submit a request to our help desk.

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

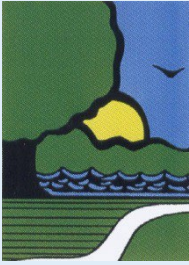
- This guide is for grant recipients who have received an invitation to log in to AmpliFund from their funder along with the notification of their award. As a grant recipient, you will be able to view and edit your grant details, track your progress and expenses, and submit amendments to the funding 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 \(3/13/2025\)](#)

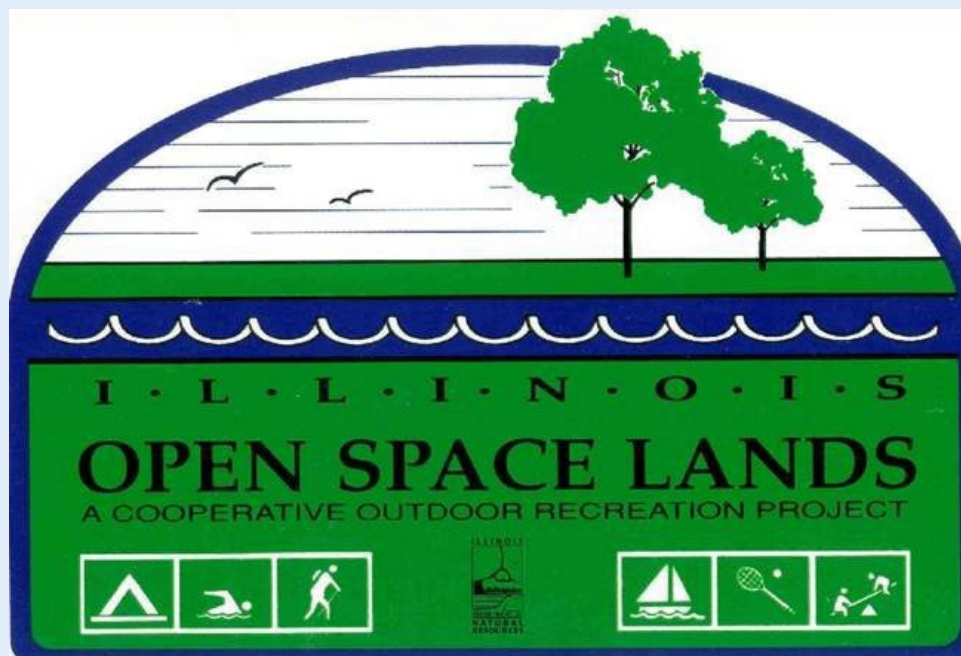


Illinois Department of Natural Resources

Open Space Lands Acquisition & Development Grant Program (OSLAD)

Implementation & Billing Requirements

Development Projects



**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

In this packet, you will find necessary information and instructions to properly implement an approved development project involving OSLAD grant assistance from the Illinois Department of Natural Resources (IDNR).

GENERAL

- 1) Advance payment must be deposited in an interest-bearing account. The interest on this account must be reported quarterly on the Status Report to the IDNR. All interest earned must be used on project expenditures and cannot be counted toward the agency match portion.
- 2) To maintain eligibility for grant reimbursement, the local project sponsor 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 IDNR in order to maintain overall eligibility for grant reimbursement.
- 3) Project construction for which OSLAD funding assistance is requested may be accomplished by any of the following methods or combinations thereof: 1) competitively bid contract(s) per local/state procurement guidelines, 2) directly hired labor and material purchases IF qualifying as bid exempt and 3) using your own agency's in house staff which is also referred to as Force Account labor.
- 4) For all Development projects, the local sponsor 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) All OSLAD-assisted facilities must be designed and constructed to accommodate full accessibility as per the Illinois Accessibility Code standards and the "Americans with Disabilities Act" Accessibility Guidelines (ADAAG) <https://www.ada.gov/law-and-regs/design-standards/>. If there are any questions or doubts regarding design standards proposed for your project, it is strongly encouraged that "working drawings" be submitted to the IDNR grants staff for review prior to construction and/or solicitation of construction bids. **Projects involving playground construction MUST have final working drawings for the playground facility reviewed by IDNR grant staff.**
- 6) The approved OSLAD development project must be completed and all project costs for which reimbursement is expected **must be incurred no later than the expiration date specified on the signed Project Agreement**. Failure to have approved project components completed by the specified project expiration date could jeopardize approved grant reimbursement on the project. Grant staff will conduct a final inspection of the project site when complete.
- 7) 15.25% is the maximum allowable claim for hired "contracted" Architectural/Engineering (A/E) services used for proper project design and construction supervision/administration of an approved OSLAD development project based upon the actual OSLAD-assisted construction costs.

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

- 8) In connection with and prior to the construction, and thereafter the subsequent operation and maintenance of the OSLAD-assisted facilities, the Local Agency agrees that it shall be responsible for and obtain all necessary permits, licenses or forms of consent, from, but not limited to, the following agencies. **(Failure to do so can jeopardize grant reimbursement.)**
- U.S. Department of the Army, Corps of Engineers.
 - IL Dept. of Transportation (Division of Highways).
 - IL Environmental Protection Agency
For development sites that are one (1) acre or more, a “Storm Water Pollution Prevention Control Plan” and a permit are required from IEPA. Contact (217) 782-0610.
 - IL Dept. of Natural Resources regarding "Interagency Wetlands Policy Act" (20 ILCS 830); "State Endangered Species Act" (520 ILCS 10/11); cultural resource impacts (20 ILCS 34/20, *coordinated with the IL Historic Preservation Agency* and through the Office of Water Resources at IDNR, impacts to state waterways (615 ILCS 5/5).
 - IL Dept. of Public Health (Campground Licensing & Recreational Area Act, 210 ILCS 95/1).
 - Local Building or Zoning Agencies or Boards, where applicable.
- 9) Status of project progress should be reported to the IDNR Grant Administrator assigned to the project each quarter on **January 15, April 15, July 15, and October 15** throughout the duration of project implementation (i.e., until the project's FINAL billing is submitted to the Illinois IDNR). **Failure to submit a status report will result in no reimbursement (for projects over \$25K).**
- 10) Please contact the IDNR Grants staff for assistance at (217) 782-7481 if you have any questions as you proceed with project implementation regarding program requirements.

SPECIAL CONDITIONS FOR POOL PROJECTS

The local project sponsor will provide a copy of the letter from the Illinois Department of Public Health authorizing the sponsor to renovate/construct the sponsor's swimming pool prior to commencement of the project. Upon completion of the project the sponsor will also submit to IDNR a copy of the IDPH license to operate the facility prior to receiving grant reimbursement.

ACCESSIBILITY SPECIFICATIONS GUIDE

All facilities constructed with State OSLAD assistance must be developed and designed to accommodate full accessibility standards as per the Illinois Accessibility Code (As amended through September 2002) and the "Americans with Disabilities Act" Accessibility Guidelines (ADAAG) <https://www.ada.gov/law-and-regs/design-standards/>.

Although the Illinois Accessibility Code standards do not address specific criteria for accessibility involving all outdoor recreational facilities, there is a reference to "Recreational Facilities" on Pg. 87 of the Code. A copy of the Illinois Accessibility Code may be obtained by calling 217/782-2864 (Springfield) or 312/814-6000 (Chicago).

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

OPEN COMPETITIVE BIDDING

- 1) EXCEPT as noted below in items #2 - #6, all open competitive bidding for OSLAD projects shall be done in accordance with the local agency's statutory requirements governing public procurement. You must follow your own written procurement guidelines.
- 2) Language similar to the following should appear in all "bid advertisements" relative to the approved OSLAD grant project:

This project is being financed, in part, with funds from the Illinois Department of Natural Resources, "Open Space Lands Acquisition & Development" (OSLAD) grant program.

- 3) **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. This stipulation should be noted in all bid solicitation notices.**
- 4) Contract award(s) shall be made to the lowest responsible bidder whose bid properly addresses and complies with the invitation and is most advantageous to the local sponsor; price and other factors considered. (Factors such as discounts, transportation costs, and taxes may be considered in determining the lowest bid.) Justification for acceptance of a no-bid contract or awarding of contracts to other than the lowest bidder **is subject to Illinois IDNR approval.**
- 5) The bid proposal forms should be structured for flexibility. This can usually be done most effectively with add/deduct alternates and bidding the work by specific/distinct work elements.

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

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

- . Bid Opening Date
- . Number of days Bid must be held
- . Bid, Performance and Payment Bond/Security Requirements (*)
- . Contractor Insurance Requirements
- . Completion date and if liquidated damages occur for late completion
- . Terms of Payment to Contractor
- . Schedule of quantities/material list and Unit Costs
- . If Bid is for material or product supply, do not specify specific name brand WITHOUT also accepting "or approved equal". Also, specifications for a particular product or material being bid cannot be written in such detail so as to prevent an open and competitive bidding situation.

(*) Bonding requirements for all public works projects in Illinois are stipulated in the "Public Construction Bond Act" (30 ILCS 550/1 et.seq.) which states that every contractor on a public works project must provide to the satisfaction of the public agency *good and sufficient bond with adequate sureties to guarantee construction performance and payment of materials and labor used in such work.*

REMEMBER, the approved OSLAD grant project must be completed by the date specified in the Project Agreement. The local agency should ensure that all bidders are aware of the expected completion date by specifying the expected project construction start date and completion date in the bid specifications package.

- 6) In certain instances, conditions may arise after work has begun that are beyond the control of the local agency and contractor which necessitate a change in specification and/or price. To maintain grant eligibility, such changes must be done by formal change orders. If the change order involves 1) the total deletion of an identified project component, 2) the addition of a new component for which reimbursement will be sought or 3) exceeds \$10,000 (plus or minus) in value, the local agency must receive Illinois DNR approval in order to ensure grant eligibility is maintained **before** the change order is executed. Failure to obtain prior approval will result in the amount of the change order being disallowed. *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 Illinois IDNR 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.

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

- 1) Project construction can be completed by various means of procurement of material and equipment. For all Development projects, the local sponsor must comply with applicable state statutes and applicable local ordinances concerning bidding requirements for construction contracts and equipment/material purchases. In addition, grant reimbursement can be provided for project construction completed using local agency in-house staff ("Force Account" labor).
- 2) Equipment rental necessary to complete in-house "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 in-house "Force Account" labor, the local sponsor 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.) *Claims for clerical and administrative Force Account labor necessary for overall project record keeping and administration shall not exceed 2.5% of the total "direct" costs claimed for approved Force Account construction labor and "non-bid" material purchases (see item #5 below).*
- 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.)

Please contact the IDNR grant administrator assigned to your project if there are any questions regarding the completion of the forms mentioned in items #3 and #4 above.

- 5) Guidelines for billing claims involving Force Account (FA) labor for project architectural/engineering (A/E) and administrative services are as follows:
 - At least 90% of project costs must be for "direct" construction costs,
 - Design and Construction Supervision Costs - $\leq 7.5\%$ of associated "direct" construction costs
 - Administrative/Clerical Support Costs - $\leq 2.5\%$ of "direct" FA & small procurement material costs

BILLING REQUIREMENTS

- 1) Billing requests for grant reimbursement may be processed each quarter until completion. Only costs incurred during the specified "project period" indicated on the Project Agreement and necessary to complete approved project components are eligible for grant reimbursement. Preliminary A/E costs for the project incurred prior to the start date are eligible. The Agreed Upon Procedures report conducted by a CPA firm is required for each reimbursement request.
- 2) Upon satisfactory project completion, the local agency submits a final project billing request within 45 days of the ending date of the agreement to the IDNR showing proof of project completion and project cost/payment.
- 3) The following documentation is required for **partial** reimbursements:
 - A) Development Billing Form or Combination Billing Form (forms enclosed).
 - B) Performance Report (form enclosed).
 - C) Agreed Upon Procedures Report from CPA firm **(including applicable schedules as shown on Attachments B & C)**. Costs claimed on the Development Project Billing Form must be reviewed and attested to by an independent CPA in accordance with the *Statement on Standards for Attestation Engagements* as established by the American Institute of Certified Public Accountants. The independent Attestation will be based on the Agreed Upon Procedures developed by IDNR and identified on Attachment A. If charging this expense to the grant, you must also submit an invoice and cancelled check.
- 4) The following documentation is required for the **final** reimbursement:
 - A) One copy of record (as-built) drawings (**drawings must be no larger than 11 X 17**).
 - B) Development Project Billing Form or Combination Project Billing Form containing original signatures.
 - C) Completed Project Performance Report.
 - D) Agreed Upon Procedures Report from CPA firm **(including applicable schedules)**. Costs claimed on the Development Project Billing Form must be reviewed and attested to by an independent CPA in accordance with the *Statement on Standards for Attestation Engagements* as established by the American Institute of Certified Public Accountants. The independent Attestation will be based on the Agreed Upon Procedures developed by IDNR and identified on Attachment A. If charging this expense to the grant, you must also submit an invoice and cancelled check.
 - E) Photos of the completed project site and project components.

- F) One photo of the sign acknowledging OSLAD grant assistance posted at the project site.

NOTES:

- The cost of having the independent attestation of the Project Billing may be claimed for grant reimbursement. Submit invoice from accounting firm and proof of payment.
- It is recommended that the CPA firm that conducts the Grantee’s regular agency-wide audit be used for this purpose.

Information the Project Sponsor (grantee) will need to provide the CPA (auditor) in order to have the independent Billing Attestation (see Attachment A) efficiently completed according to the established “Agreed Upon Procedures”:

- Copy of the signed Project Agreement including Exhibit B1 (which is this Implementation and Billing packet) and any amendments executed thereto;
- A “Schedule of Professional Services (A/E) and Publicly Bid Contracts”. This is to include all A/E contracts, bid construction contracts, and bid material/equipment purchase contracts along with associated contract change orders (if applicable) issued pursuant to the approved OSLAD project for which grant reimbursement is claimed (**see Attachment B**);
 - The schedule should list the following: contractor or A/E firm name, project element completed by contract, contract amount and, if applicable, an itemized listing of any contract changes orders.
 - Proof of bid advertisement for all publicly bid construction and material/equipment purchase contracts. Copy of “Bid Tabulation” for each publicly bid construction and material/equipment purchase contract.
 - (If applicable) Justification for and proof of Board action, approving the awarding of any project construction and material/purchase contract to someone other than a low bidder.
- A “Schedule of Project Expenditures” incurred pursuant to the approved OSLAD grant project for which grant reimbursement is claimed. **The schedule shall list, at a minimum, information shown in the example on Attachment C.**
 - The “schedule/spread sheet” must contain a “certification statement” signed by the Grantee’s chief fiscal officer and chief administrator / elected officer attesting to the accuracy of the information.
- Copy of applicable state statutes and applicable local ordinances concerning bidding requirements for construction contracts and equipment/material purchases.

It is important to note that the information on Attachment B is different from the information requested with Attachment C. Attachment B only provides information on the professional services/publicly bid contracts. Attachment C provides all the payment information for this project, including for the contracts listed in Attachment B.

ATTACHMENT A

“Agreed Upon Procedures” for OSLAD Project Billing Attestation

Costs claimed for OSLAD grant reimbursement on the Development Cost Summary Statement (Development Project Billing Form) must be attested to by an independent CPA licensed in the State of Illinois. The attestation shall be completed in general accordance with the Statement on Standards for Attestation Engagements as established by the American Institute of Certified Public Accountants and based on the following “Agreed Upon Procedures” developed by the Illinois Department of Natural Resources.

Recommended “Agreed Upon Procedures” for attesting to the eligibility of the costs claimed on the *Development Project Billing Form* signed and attested to by the local project sponsor (grantee):

- Based on both 1) the “Schedule of Professional Services (A/E) and publicly bid Project Contracts” and 2) the “Schedule of Project Expenditures” provided by the local project sponsor (grantee) as supporting documentation for the *Development Project Billing Form*, perform the following procedures and provide a report detailing the results. **The report should include copies of the aforementioned schedules and the signed *Development or Combination Project Billing Form* provided by the local project sponsor (grantee).**
 - A. Verify that all contracts listed on the schedule were for work germane to the scope of the approved OSLAD project as described on the signed Project Agreement and any amendments thereto, and, with the exception of project professional services (A/E) contracts, were executed after the project start date indicated on the signed Project Agreement. Identify and report any exceptions.
 - B. With the exception of Professional Services (A/E) contracts, verify that the local project sponsor (grantee) has complied with applicable state statutes and applicable local ordinances concerning bidding requirements for construction contracts, and equipment/material purchases. Identify and report any exceptions.
 - C. Verify that all publicly bid construction and material/equipment purchase contracts executed for the project were awarded to the low bidder. Identify and report any exceptions and attach written justification from local project sponsor (grantee) for their awarding any contract to someone other than the low bidder.
 - D. Verify that all change orders to the construction and material/equipment purchase contracts are germane to the approved OSLAD project scope and that any change orders of \$10,000 or more were approved by IDNR. Identify and report any noted exceptions and attach a copy of any change order noted as an exception.
 - E. Sample a minimum of 25% of the project expenditures listed on the “Schedule of Expenditures” (sample shall represent at least 50% of total project expenditure value) and trace to the local project sponsor’s accounting record system and verify the costs are germane to the project scope and, with the exception of project professional services (A/E fees), were incurred during the project period specified on the signed Project Agreement. Identify and report any noted exceptions.
 - F. If Force Account labor (use of project sponsor’s own staff to complete project construction) is listed/claimed on the “Schedule of Expenditures”, sample a minimum of 20% of the listed Force Account labor charges (minimum 35% of FA labor value) to determine if the charges are allowable and germane to the project scope AND can be traced to supporting Project Sponsor time keeping records. Identify and report any unsupported charges.

OSLAD Billing Checklist

- ☐ **Project Billing Form**
- ☐ **Project Billing Report**
- ☐ **One copy of record (as-built) drawings no larger than 11x17**
- ☐ **Agreed Upon Procedures Report from CPA Firm
(including applicable schedules on Attachments B & C)**
- ☐ **Photo of OSLAD sign at site**
- ☐ **Periodic Performance Report**
- ☐ **Periodic Financial Report**
- ☐ **Photos of Completed Project Site and Project Components**

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

Firm Name	Project Element	Base Contract Amt	C. O. # and Amt	Total
John Doe & Associates	A/E services	\$10,500.00		\$10,500.00
		Professional Services (A/E) Subtotal:		\$10,500.00
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
		Publicly Bid Contracts Subtotal:		\$252,500.00
		GRAND TOTAL :		\$263,000.00

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	
Professional Services (A/E) Subtotal:							\$5,000.00
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	
Publicly Bid Contracts Subtotal:							\$73,641.00
Coyote Plumbing	Drinking fountains	44444	\$1,256.78	12124	\$1,256.78	\$1,256.78	
Non-Bid Contracts Subtotal:							\$1,256.78
Lowes	Lumber	900876	\$8,000.00	0001	\$8,000.00	\$8,000.00	
In-House "Force Account" Material/Supplies Subtotal:							\$8,000.00
ABC Accounting	Agreed Upon Procedures	55555	\$800.00	12425	\$800.00	\$800.00	
CPA Subtotal:							\$800.00
"Other" Category Subtotal:							\$0.00
<i>(Force Account Labor)</i> Employee Name or Code #	Job Description	Hours Claimed (I)	Hourly Wage		Total Wages	Amount Claimed for Grant Reimbursement	
Jane Doe (Employee #18)	Laborer	10	10		\$100.00	\$100.00	
In-House "Force Account" Labor Subtotal:							\$100.00
TOTAL PROJECT EXPENDITURE FOR THIS BILLING:							\$88,797.78

⁽¹⁾ 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.

Optional OSLAD Billing Documentation Procedure

This billing method can only be used with prior written approval by the IDNR.

An optional project billing documentation procedure must be authorized by IDNR, on a case-by-case basis, for some rural communities and small-scale projects. **However, this alternate method of documenting a project billing may result in a delay in grant payment.** If the optional billing documentation procedure is approved by IDNR for a project, the following project cost support documents must be submitted, as applicable, in addition to items listed under the Billings Requirements on page 6, specifically #3 (A) (B) (C) & (E).

1) (Billing Claim for PUBLICLY BID and NON-BID construction contracts)

- Proof of bid advertisement from local newspapers (Bid contracts only); and
- Bid Tabulation for each project bid request.
- Signed contract (*) and change orders, if any, for each contractor;
- Copies of each contractor pay requests along with canceled check(s) or final lien waivers verifying proof of payment;

(*) only require cover page, signature page(s), and contract amount/description page(s).

2) (Billing Claim for non-bid small procurement material costs and in-house “Force Account” labor)

- Form FA: DOC-1 (In-House “Force Account” Material Cost Summary). **[Form attached]**

This form should be used if you purchased materials to be used on this project that were not purchased under a “non-bid” contract. Itemize all material purchases/costs by major project components, such as tennis court(s), picnic shelter(s), playground, ball fields, restroom buildings, parking, etc. For **each** major component list:

- a) the company/business for each material purchase;
- b) description of materials purchased, quantity, & the purchase order number; and
- c) payment check number and check amount. (Do not submit canceled check purchase orders, etc. to IDNR. These items should be kept with the grantees project file.)

- Form FA: DOC-2 (In-House “Force Account” Labor Summary). **[Form attached]**

For in-house “Force Account” labor claims, the sponsor must determine by corresponding time sheet records the amount of local agency labor attributed to each project component and tabulate on this form.

3) Contracted Project Design Work (architectural/engineering services)

- Copy of signed contract/agreement
- Copy of each pay request and canceled check verifying proof of payment

RECORD RETENTION / AUDIT REQUIREMENTS

A. Record Retention

As stipulated in the General Provisions of the grant Project Agreement, the local project sponsor (grantee) must maintain, for a minimum **three (3) year** period following project completion, satisfactory financial accounts, documents, and records associated with the project and the disbursement of grant funds pursuant to this Agreement, and shall make them available to the Illinois IDNR and/or the State of Illinois, Auditor General, and 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.

B. Audit Requirements

Local agencies receiving a cumulative total of \$500,000 or more in state OSLAD assistance in a given year are required to have an agency-wide annual financial and compliance audit conducted as is generally required by 1) state law (65 ILCS 5/8-8-1 et seq. Or 55 ILCS 5/6-31001 et seq.) 2) by the grantee's own governing body, as applicable. A copy of the audit must be provided to IDNR, upon request, OR if any findings (irregularities) involving the OSLAD grant are reported in the audit.

The audit must be conducted by an independent public accountant, certified and licensed by authority of the State of Illinois and conducted in accordance with generally accepted auditing standards adopted by the American Institute of Certified Public Accountants (AICPA, 1985) Procurement of the necessary audit(s) is the responsibility of the local agency and can follow established local procurement procedures, provided those procedure promotes an open and competitive environment.

C. Audit Resolution

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

How to complete a reimbursement request:

- 1) Provide Attachments A, B, & C to your CPA to perform the Agreed Upon Procedures
- 2) Once Agreed Upon Procedures are complete do the following:
 - a. Complete the Project Billing Form (top):
 - (i) Project Number = your grant number
 - (ii) Project Billing # = is based on the number of times you have billed 1, 2, 3 etc. You must indicate if it is the final billing.
 - (iii) Grantee Name = your organization name
 - (iv) Project Title = the project name as indicated on the original application
 - (v) Billing Period = when did the items you are seeking reimbursement on in this billing start and finish?
 - (vi) Awarded Grant Amount = the total amount you were awarded at the beginning of the grant period
 - (vii) Amount of Advance Payment = how much did you receive at the beginning of the project? (should be equal to ½ of the awarded grant amount)
 - b. Project Billing Form – Costs Summary Statement:
 - (i) A/E Fees = Should equal total from Attachment B
 - (ii) Publicly Bid Construction Costs = Should equal total from Attachment B
 - (iii) Non-Bid Construction Cost Categories:
 1. Hired (Non-Bid) = Should equal total from Attachment C
 2. Force Account Materials/Supplies = Should equal total from Attachment C
 3. Force Account Labor = Should equal total from Attachment C
 - CPA Costs = Should equal total from Attachment C
 - Other = Should equal total from Attachment C
 - c. TOTAL = total of all items above
 - d. Minus Advance Payment = Subtract out the amount of the advance payment as shown in vii above.
 - e. Minus Initial Grantee Match = Grantee must expend amount equal to the advance payment shown in vii above if funded at a 50% level or a smaller amount if funded at the 90% level. At 90% on your initial 10% match is required.
 - f. Sub-total = Subtract d. & e. from c.
 - g. Current Costs Allowable for Reimbursement = the remaining amount can then be divided depending on the funding level (50% or 90%) and that is the amount that should be shown here.
 - h. Local Cost Share = is any amount remaining after subtracting g. from f.
- 3) Project Performance Report
 - a. Completely fill in the top 4 lines using the information from the Project Billing Form
 - b. Concise / Quantified Description of Completed Project or Portions Completed to Date = using the original project narrative provided in the application, explain what on the project has been worked on and how much of it is finished. Completely describe the work done under this billing.

- c. General Cost Breakdown of Completed Major Project Components = using the OS/DOC-4 from your original application:
 - (i) Approved Project Component = #4 from the OS/DOC-4
 - (ii) Quantity = how many did you use
 - (iii) Estimated Costs = #6 from the OS/DOC-4
 - (iv) Actual Costs = what did this actually cost
 - (v) Totals = Estimated Costs should total what was on the OS/DOC-4 while Actual Costs may vary from that figure, add the column.
- 4) In-House “Force Account” Project Material Cost Summary
 - a. Separate forms should be created for each major project component
 - b. This form should show all supplies and materials purchased by you the Project Sponsor to be used on this project either by Bid Contracted Labor, Non-Bid Contracted Labor, or your own In-House “Force Account” labor.
 - c. The forms should total the amount shown on the Project Billing Form under In-House “Force Account” Material/Supplies
- 5) In-House “Force Account” Project Labor Summary
 - a. This form should show all employee labor provided by you the Project Sponsor that was used on this project to complete it.
 - b. The form should include the following information:
 - Employee Name
 - Employee Number
 - Job Description/Title
 - Number of Hours Worked on this project
 - Hourly Wage
 - Total Wages Claimed
- 6) What to provide in the payment request submitted in AmpliFund:
 - a. Project Billing Form
 - b. Project Performance Report
 - c. CPA Agreed Upon Procedures
 - d. Attachment A
 - e. Attachment B
 - f. Attachment C
 - g. In-House “Force Account” Project Material Cost Summary (if needed)
 - h. In-House “Force Account” Project Labor Summary (if needed)
 - i. CPA Invoice and copy of cancelled check (front & back) if reimbursement requested
 - j. Photo of OSLAD sign at the site (if a final billing)
 - k. Photos of completed project site and project components.

STATE OF ILLINOIS, DEPARTMENT OF NATURAL RESOURCES
OPEN SPACE LANDS ACQUISITION & DEVELOPMENT GRANT PROGRAM

PROJECT BILLING FORM

(DEVELOPMENT PROJECTS ONLY)

Grant Number: _____ Project Payment #: _____

Project Title: _____ First Date of Work: _____

Grantee Name: _____ Last Date of Work: _____

Payment Address: _____ (A) Grant Award: _____

City, State, Zip: _____ (B) Advance Payment: _____

Awarded 100% Funding Level: _____ (C) Remaining Grant Funds: _____

Yes ☐ No ☐

(Z) Reimbursement Request: _____

COSTS SUMMARY STATEMENT

Category			Amounts
(E)	Architectural/Engineering Fees (may not exceed 15.25% of total project)		
(F)	Publicly Bid Construction Costs		
(G)	Non-Bid Construction Costs	Hired (Non-Bid) Construction Costs	
		In-House "Force Account" Materials/Supplies	
		In-House "Force Account" Labor	
(H)	CPA Costs		
(I)	Archeological Survey Costs		
(J)	Total Project Costs		
	Multiply by 50% or 90%		x0.5 or x0.9
(K)	Total Allowable Costs		
(B)	Less Advanced Payment (enter as negative)		
(L)	Less Interest Earned (enter as negative)		
(M)	Subtotal		
(Z)	Reimbursement is the lesser of the subtotal (M) or Remaining Grant Funds (C)		

I do hereby certify that this Billing is correct and just and based upon actual payment(s) of record by the participant local unit of government and that the completed work and services or purchases are in accordance with provisions of the Illinois Open Space Lands Acquisition and Development Grants Program (17IL Adm Code 3025 pursuant to 525 ILCS 35/1 et. Seq.) and the signed Project Agreement, including amendments thereto, with the Illinois Department of Natural Resources.

Attested By (signature) _____

Name (printed) _____

Title _____

Date _____

DNR Approval: _____

Attested By (signature) _____

Name (printed) _____

Title _____

Date _____

DNR Approval: _____

Project Billing Form Instructions

For ease of use, it is recommended to print this page or have it on a second monitor to follow while completing the Project Billing Form.

- Grant Number – Appears at the top-right corner of your grant agreement (example: OS 22-1982).
- Grantee Name – Enter as it appears on your grant agreement (example: Springfield Park District).
- Project Title – Enter as it appears in your grant agreement (example: Hamilton Park Renovation).
- Project Payment # - If you received an advanced payment and this is your first reimbursement request, the project Payment number would be “2” as this is the second payment for this grant you are receiving.
- First Date of Work – What is the first date you incurred expenses for this project other than design and engineering work? This date must be within the grant award term located on page 2 of your grant agreement.
- Last Date of Work – What is the last date you incurred expenses for this project? This date must be within the grant award term located on page 2 of your grant agreement.
- Payment Address – Use the address as it appears on the first page of your grant agreement.
- Awarded 100% Funding Level – Was your community on the FY26 Distressed Communities List *and* were you awarded 100% funding?
- (A) Grant Award – This amount appears on the first page of your grant agreement.
- (B) Advanced Payment – If you selected to receive an advanced payment, enter 50% of the grant award amount.
 - If the advanced payment actually received was less than this amount, contact your grant administrator.
- (C) Grant Funds Remaining – Grant Award (A) minus Advanced Payment (B).
- (E) Architectural/Engineering Fees – Expenses related to design, engineering, and site supervision. This amount must not exceed 15.25% of project total. A/E costs incurred over this level are borne entirely by the grantee.
- (F) Publicly Bid Construction Costs – All construction expenses that were publicly bid.
 - Does not include A&E, CPA, or Survey Expenses. Permitting fees are not reimbursable.
- (G) Non-Bid Construction Costs – Expenses incurred that were not publicly bid but were still allowable under grantee’s written procurement rules.
- (H) CPA Costs – Costs incurred for hiring an independent CPA to perform the agreed upon procedures.
- (I) Archeological Survey Costs – If you were required to have an archeological survey completed and if this expense was identified in your project scope and budget, enter this amount here.
- (J) Total Project Costs – The total cost of eligible project expenses. Should equal E + F + G + H + I.
- (B) Less Advanced Payment – Subtract the amount of advanced payment received (if applicable).
- (L) Less Interest Earned – Subtract the amount of interest earned on the advanced payment (if applicable).
- (M) Subtotal – Equals Total Allowable Costs (K) minus Advanced Payment (B) minus Interest Earned (L).
- (Z) Reimbursement is the subtotal (M) or Remaining Grant Funds (C), whichever is less.

OSLAD GRANT PROGRAM

BILLING CERTIFICATION STATEMENT

Grant #: _____

Grantee Name: _____

Project Title: _____

On behalf of the Project Sponsor, I hereby certify that in accordance with the Illinois Grant Funds Recovery Act (30 ILCS 705/5) that all grant funds advanced to the Project Sponsor were expended or legally obligated by the end of the grant agreement which was the two (2) year period allowed by law. This includes the advance payment, interest earned on the advance payment, and the sponsor required matching funds as indicated in the amounts shown below:

Advanced Grant Funds:		
Interest Earned on Advanced Grant Funds:		
Matching Grant Funds Expended:		
Amount of Advanced Grant Funds Returned:		
Total:		

It is further understood that any unused grant funds that were received as an advance payment will be returned to the Illinois Department of Natural Resources within 45 days of the ending date of the project agreement as required by the Illinois Grant Funds Recovery Act.

If returning unused grant funds is not necessary (indicating all advanced funds were expended as required) the Project Sponsor agrees that a final billing will be submitted within 1 year of the project expiration date. It is agreed that failure of the Project Sponsor to do so will result in the forfeiture of all project reimbursements and relieves the IDNR from further payment obligations agreed upon in this grant.

THIS DOCUMENT AND ANY UNUSED GRANT FUNDS MUST BE RETURNED TO THE IDNR WITHIN 45 DAYS OF THE ENDING DATE OF THIS GRANT.

Attested by Chief Executive Officer:

Signature: _____

Name: _____

Date: _____

Attested by Chief Financial Officer:

Signature: _____

Name: _____

Date: _____

IL Department of Natural Resources
Open Space Lands Acquisition & Development Grant Program

PROJECT BILLING REPORT

Grant #: _____

Grantee Name: _____

Project Title: _____

Time Period: _____

CONCISE / QUANTIFIED DESCRIPTION OF COMPLETED PROJECT or PORTIONS COMPLETED TO DATE

This description should describe all the project components completed to date according to the approved project description.

GENERAL COST BREAKDOWN OF COMPLETED MAJOR PROJECT COMPONENTS

Approved Project Component	Quantity	Estimated Cost	Actual Costs
TOTALS:			

Actual Costs Total should match the Total on the Project Billing Summary

Prepared by:

Signature: _____

Title: _____

Date: _____

IN-HOUSE “FORCE ACCOUNT” PROJECT MATERIAL COST SUMMARY
(Itemized by major project components)

Major Project Component: _____
(tennis courts, ball fields, trails, parking, etc.)

(MATERIALS ITEMIZATION SHEET)

PAGE _____ OF _____

PROJECT # _____

PROJECT SPONSOR _____

PROJECT TITLE _____

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

TOTAL: \$

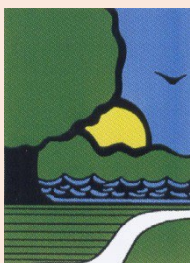
I hereby certify that the above is true and correct and all materials were used exclusively on the referenced project.

_____(Name)

_____(Title)

_____(Date)

PROJECT TITLE: _____



Illinois Department of Natural Resources

Open Space Land Acquisition and Development Grant Program (OSLAD)

Implementation & Billing Requirements

Acquisition Projects



**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

In this packet, you will find necessary information and instructions to properly implement an approved acquisition project involving OSLAD grant assistance from the Illinois Department of Natural Resources (IDNR).

GENERAL

- 1) To maintain eligibility for grant reimbursement, the local Grantee must satisfactorily complete ALL approved project components as specified in the approved project application and the signed Project Agreement. Any changes (additions or deletions) to the project scope must be approved by IDNR prior to implementation in order to maintain overall eligibility for grant reimbursement.
- 2) The first task is the completion and submittal of one independent appraisal report for each parcel in the project no later than 6 months after receipt of your executed agreement.
- 3) The appraisal report must be completed in accordance with the enclosed appraisal requirements and instructions. These instructions provide complete guidance regarding the appraisal process and the Department's certification (approval) of certified market value. **It is important to indicate to the chosen appraiser that this project is state funded, and the appraisal(s) must be prepared in full accordance with the "Uniform Standards of Professional Appraisal Practice (USPAP)".** The standards can be viewed at: https://www.appraisalfoundation.org/imis/TAF/Standards/Appraisal_Standards/.
- 4) **No negotiations with the seller(s)** should take place until authorized by the Department.
- 5) Should your project involve the displacement of any persons, families or businesses, please contact the Department immediately for further instructions involving relocation procedures. Be prepared to submit the qualifications of the person(s) responsible for preparing the required Relocation Plan and Housing Assistance Plan.
- 6) All non-recreation uses of the site existing at the time of acquisition, including agricultural practices, must be terminated at the end of the current planting and harvesting cycle prior to grant reimbursement.
- 7) Your agency is responsible for compliance with the "Americans with Disabilities Act of 1990" which provides comprehensive civil rights protection to individuals with disabilities. Specifically, local units of government are covered under subtitle A of Title II of the ADA. If you have any questions regarding your agency's responsibilities for ADA, please contact our office. The enclosed EEO poster or one similar to it must be displayed for public notice by your agency.
- 8) Your agency may be subject to the audit requirements of the Grants Accountability and Transparency Act (GATA) which is governed by federal 2 CFR 200.500. The enclosed 2 CFR 200.500 Audit Certification Statement must be completed and returned with the Project Agreements. An auditing professional should be consulted to determine whether this requirement may apply to your agency.
- 9) Status of project progress **MUST** be reported to the IDNR Grant Administrator assigned to the project **each January 1st, April 1st, July 1st and October 1st** throughout the duration of project implementation (i.e., until the project's FINAL billing is submitted to IDNR). The enclosed "Project Performance and Status Report" form is provided on the following page. Failure to submit this form by the due dates will result in penalties up to and including Statewide stop payments, disallowing costs, suspension or termination, and debarment.
- 10) 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.

OSLAD Grant Acquisition Schedule**EXAMPLE**

Project Number: OS XX-XXXX

Project Sponsor: Public Park District

Project Title: John Q. Public Park Acquisition

Grant Award Announcement:	May 2026
Order Appraisal:	June 2026
Submit Appraisal to DNR	Sept 2026
Market Value established	Oct 2026
Negotiations	Nov 2026
Closing	Jan 2027
Submit Reimbursement Request	Feb 2027

OSLAD ACQUISITION PROJECT PERFORMANCE & STATUS REPORT

(Reports due January 1, April 1, July 1 and October 1)

Project #: _____

Project Sponsor: _____

Project Title: _____

Project SITE Location: Congressional District _____ Legislative (Senate) District _____ Representative (House) District _____

IDNR Grant Administrator: _____

(CONCISE / QUANTIFIED DESCRIPTION OF PROJECT):

(GENERAL COST BREAKDOWN OF COMPLETED MAJOR PROJECT COMPONENTS):

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

Check appropriate box:

<input type="checkbox"/> Appraisal submitted to DNR. <input type="checkbox"/> Sponsor notification of CFMV by DNR. <input type="checkbox"/> Negotiation Process <input type="checkbox"/> Condemnation Initiated <input type="checkbox"/> Closing scheduled. <input type="checkbox"/> Closing Completed. <input type="checkbox"/> Other - please explain in comment section. <input type="checkbox"/> Anticipated Final Billing submittal.	Date: _____ Date: _____ Date property acquired: _____ Date: _____
--	--

For July 1 Status Report only, dollar amount of incurred costs from date of award to present. Incurred costs represent actual payments made by the sponsor that have not yet been billed to the State.

Amount \$ _____ .

Comments: _____

Prepared by: _____

Title: _____ **Date:** _____

Task 1: Acquiring and Submitting an Appraisal

Appraisal Requirements and Instructions

For any lands acquired with Illinois Department of Natural Resources (IDNR) grant assistance:

General Instructions / Requirements

A narrative appraisal report, prepared in accordance with the attached *Specifications for Analytical Narrative Appraisal Report*, is required for each separate property having a value estimate over \$25,000. Restricted Appraisal Reports are **NOT** acceptable for properties over \$25,000 in value. At the sole discretion of the IDNR review appraiser, a second appraisal may be requested if deemed necessary to properly substantiate a property's value.

Two narrative appraisal reports are required for all properties that involve a seller donation totaling 50% or more of the land's anticipated market value unless otherwise waived by the IDNR.

Form appraisal reports may be used for properties with a value estimate less than \$25,000 provided the properties are either unimproved, the improvements contribute no value to the property, or are vacant residential lots in a platted subdivision. A properly documented Restricted Use appraisal may **ONLY** be accepted for properties having an estimated value of less than \$5,000.

Required appraisal reports **MUST** be prepared by a qualified licensed appraiser approved by the Illinois Department of Natural Resources (see cover letter accompanying these instructions).

Advise your hired appraiser(s) how the land being appraised will be acquired (i.e. with federal and/or state grant assistance). Each required appraisal report **MUST** be prepared in full accordance with the attached specifications and submitted to the Illinois IDNR for review. The local sponsor's appraiser will be responsible for providing any delinquent or supplemental information that may be necessary for compliance with the attached specifications and/or to accurately determine the market value of the project property.

Please note: It is **mandatory** the appraiser(s) contact the IDNR's Division of Realty review appraiser at (217) 524-6831 to discuss the project before the appraisal is started.

Documents for the Appraiser

You **MUST** provide your appraiser(s) with the following:

- copies of the attached *Preface to Appraisal Specifications*;
- *Specifications for Analytical Narrative Appraisal Reports*; and the
- *Appraisal Checklist*.

These documents **MUST** be utilized in preparing the appraisal reports(s) and all information specified therein **MUST** be included. You shall retain a copy of the *Preface*, *Specifications* and *Checklist* for your own internal review of the appraisal report(s). An internal review of each appraisal report must be completed by your agency prior to submitting the report(s) to the DNR for review.

Note: for partial takes or partial grant assistance. If the parcel is part of a larger total holding, the legal description of both the total holding and the part to be acquired **MUST** be given to the appraiser(s). If the total holding is to be acquired, but only a portion is to receive grant assistance, a separate value must be established for the part that is to receive the grant assistance.

A current ***Commitment for Title Insurance*** showing your agency as the proposed insured **MUST BE** purchased from a title insurance company and a copy given to the appraiser(s) prior to the commencement of work on the report. This is to determine any restrictions placed on the rights of the property to be transferred. A determination of the property's value involves full consideration of the rights remaining with the property and, where appropriate, the effect the loss of any of these rights has on its value. Appraisals **MUST BE** based on the economic highest and best use of the property. Appraisals based on a non-economic use **ARE NOT** acceptable. When an appropriately determined highest and best use is affected by a deed restriction, exception, or easement, the appraisal must consider such an effect on the property's value.

Note: An updated Title Insurance Policy, showing fee simple title vested in your agency and insured to the full value of the property, will be required after property acquisition and before grant reimbursement can be provided.

Submittal to the Illinois Department of Natural Resources

Submit one original copy of the appraisal report(s) to the IDNR for review after your internal review has been completed. A cover letter should accompany the report(s) that includes the following:

The appraisal has been reviewed by your agency, using the instructions and checklist provided and certifying that all required information is included to the best of your knowledge.

The value of the property, as determined by the appraisal, and the appraisal itself, are acceptable to your agency.

Illinois DNR Appraisal Review & Certification of Market Value

Once the appraisal(s) has/have been reviewed by the IDNR and found to be prepared and documented in accordance with the enclosed ***Specifications for Analytical Narrative Report***, the market value established therein for the property will be approved by the IDNR for cost-sharing.

Questions regarding appraisal requirements or approval of property market value by the Department should be directed to the IDNR grant administrator for the project at (217)782-7481.

Preface to Appraisal Specifications

(For the appraiser)

Please note: It is mandatory the selected appraiser(s) contact the Illinois Department of Natural Resource's Division of Realty review appraiser at (217) 524-6831 to discuss the project **PRIOR** to beginning the appraisal assignment.

- The property being appraised will be acquired with state funding assistance provided through the Illinois Department of Natural Resources. Therefore, ALL appraisals **MUST** conform to the most current *Uniform Standards of Professional Appraisal Practice (USPAP)*. Contact the Illinois Department of Natural Resources grant administrator for the project at (217) 782-7481 or the IDNR review appraiser at (217) 524-6831 if you are unsure which appraisal standards apply.
- Appraisals **MUST** be prepared in full accordance with the attached *Specifications for Narrative Appraisal Reports* and the *Appraisal Checklist*. These specifications are considered a condition of assignment and **MUST** be utilized in preparing the appraisal report and ALL information specified therein, **MUST** be included.
- The *Appraisal Checklist* **MUST** be bound into the Addenda of the appraisal report when it is returned to your client. You are to initial each specified item to signify that it is contained in the appraisal report.
- Prior to initiating the appraisal, your client **SHALL** provide you of the legal description of the property to be acquired. If the total property is to be acquired by your client, but only a portion is to receive State funding assistance, a separate value **MUST** be established for the part that is to receive the State funding assistance (your client will advise you if this situation applies).
- In order to determine any restrictions placed on the property, your client **MUST** provide you with a current Commitment for Title Insurance prior to initiating the appraisal. This Commitment should advise you of any restrictions placed on the rights of the property to be transferred so that the determination of the property's value involves full consideration of the rights remaining with the property and, where appropriate, the effect the loss of any of these rights has on its value. Appraisals are to be based on the economic Highest and Best Use of the property. When an appropriately determined Highest and Best Use is affected by a deed restriction, exception of easement, the appraisal **MUST** consider such an effect on the property's value.
- Return the completed appraisal(s) to your client who will then forward it (them) to the Illinois Department of Natural Resources for review.

Specifications for OSLAD Narrative Appraisal Report

In Conformance with the *Uniform Standards of Professional Appraisal Practice (USPAP)*

GENERAL

In the preparation of this report, the appraiser shall follow current professional appraisal practices giving consideration to the three traditional approaches to value, unless otherwise specified in these instructions.

1. COST APPROACH
2. INCOME APPROACH
3. SALES COMPARISON (OR MARKET) APPROACH

Should certain approaches or requirements covered in these specifications not be applicable to the assignment, the obligation can be fulfilled by identifying that approach or requirement together with an explanation for its omission (i.e. an appraisal involving land valuation only would not typically utilize the Cost Approach). Of necessity, supplementary specifications will be furnished requiring additional data in the appraisal of highly specialized properties or under other unusual circumstances.

FORMAT

The report shall be 8 1/2 x 11 inches in size, spiral bound on the left margin in book fashion with a durable cover having the property identified on the face thereof. All pages shall be numbered consecutively, including all exhibits, and each important heading shall be shown in the Table of Contents. To provide uniformity for the Illinois Department of Natural Resources, the report shall be divided into four parts as outlined below.

PART I - INTRODUCTION

1. **Title Page.** This shall include:
 - A. Name, street address and agency assigned tract, or parcel number (if any) of the property appraised;
 - B. Name and address of the individual making the report;
 - C. Effective date of the appraisal; and
2. **Letter of Transmittal.** This shall include the date of the letter; identifications of the property and property rights appraised; a reference the letter is accompanied by an appraisal report, a statement of the effective date of the appraisal, identification of any extraordinary assumptions, hypothetical conditions, limiting conditions, or legal instructions; the value estimate or estimates in the case of a partial acquisition, and the appraiser(s) signature(s).
3. **Table of Contents.** The major parts of the appraisal report and their subheadings should be listed. Addenda items of the report shall be listed individually in the table of contents.

4. **Summary of Salient Facts and Conclusions.** The major facts and conclusions that led to the final estimate(s) of value shall be reported. This summary should include an identification of the property appraised; the highest and best use of the property (both before and after the acquisition in the case of a partial acquisition); brief description of any site and/or building improvements; the indicated value of the property (before and after) by each approach to value used in the report; the final estimate of value (both before and after if applicable); any extraordinary assumptions, hypothetical conditions, limiting conditions or instructions; and the effective date of the appraisal.
5. **Photographs.** Photographs shall be in color and show at least the front elevation of any major improvements, plus any unusual features. There should also be views of the abutting properties on either side plus any property directly opposite of the subject, and interior photographs of any unique features. When a large number of buildings are involved, including duplicates, one picture may be used for each type. Except for the overall view, photographs may be bound as pages facing the discussion or description which the photographs concern. All photographs shall include captions identifying the property, the date the photo was taken, and the direction the camera lens was facing.
6. **Statement of Limiting Conditions.** The appraiser should provide clear concise statements of all assumptions and limiting conditions including the following specifics:
 - A. the title to the property is marketable;
 - B. the appraiser assumes no responsibility for legal matters;
 - C. all data furnished by others are presumed correct;
 - D. any encumbrances to the property **MUST** be identified in this section of the report;
 - E. “boilerplate” types of assumptions and limiting conditions **MUST** be avoided;
 - F. assumptions and limiting conditions that are clearly the appraiser’s own conclusions **MUST** also be avoided.
 - G. any uninstructed assumption of hypothetical condition that results in a valuation other than the *as is* value of the property appraised as of the effective date of the appraisal will likely invalidate the appraisal.
7. **Scope of the Appraisal.** The appraiser shall describe the scope of investigation and analysis undertaken in making the appraisal. The scope should conform to the appraisal’s purpose and intended use. Geographical area and time span searched for market data should be included as well as the type of market data researched; the extent of the market data confirmation; references; and/or data sources relied upon.
8. **Purpose of the Appraisal.** This shall include the reason for the appraisal, the client, and also specifically identify the intended use and the intended users of the report. The definition and source of market value **MUST** be placed in this section of the report.

PART II - FACTUAL DATA

9. **Legal Description.** This description shall be so complete as to properly identify the property appraised. If lengthy, it should be referenced and included in the Addenda/Exhibits (Part IV) of the report.

10. **Area, City and Neighborhood Data.** This data (mostly social and economic) **MUST** be kept to a minimum and should include only those facts which are considered to be essential in formulating the appraiser's conclusions as to significant trends. There should be sufficient data to support highest and best use. The use of “*boilerplate*” or demographic and economic data (often downloaded from the Internet) is unnecessary and unless the appraiser demonstrates the specific data directly impacts the market value of the subject property it shall be excluded.

11. **Property Data.**
 - A. **Site** – Describe the present use, accessibility and road frontage, land contours and elevations, soils, vegetation (including timber), views, land area, land shape, availability of utilities, mineral deposits, water rights associated with the property, easements, etc. A statement **MUST** be made concerning the existence or nonexistence of commercially valuable mineral deposits. The appraiser should discuss the beneficial and detrimental factors inherent in the location of the property.

 - B. **Improvements and Conditions** – This shall be by narrative description of all improvements including their dimensions, square footage measurements, chronological and effective age, dates of any significant remodeling or renovation, condition, type and quality of construction. The current relative use and obsolescence shall be stated for each item or group appraised and, whenever applicable, the repair or replacement requirements to bring the property into useable conditions.

 - C. **Equipment** – This shall be described by narrative or schedule form and shall include all items of equipment, including a statement of the type and purpose of the equipment and its state of cannibalization. The current physical condition and relative use and obsolescence shall be stated for each item or group appraised, and whenever applicable, the repair or replacement requirements to bring the equipment to usable condition. Any related personal property or equipment, such as tenant trade fixtures, which are not attached or considered part of the realty, shall be separately inventoried. Where applicable, these detachable or individually owned items shall be separately valued.

 - D. **Use History** – State briefly the purpose for which the improvements were designed, dates of original construction and major renovation and/or additions or conversions. A ten-year history of the use and occupancy of the property **MUST** be included.

 - E. **Sales History** – Any agreements of sales, options, and/or listings of the subject property as of the effective date of the appraisal **MUST** be analyzed. Any sales of the subject property that occurred within three years prior to the effective date of the appraisal **MUST** be analyzed.

- F. **Rental History** – Report the historical rental or lease history of the property for at least the past three years, if this information can be ascertained. All current leases should be reported including the date of the lease, name of the tenant, rental amount, and terms of the lease, parties responsible for property expenses, and other pertinent lease provisions. The appraiser shall state their opinion as to whether any lease of the property represents the property's current market or economic rent. If not, the reasons for that conclusion. An unsupported statement that rent does not represent market or economic rent is unacceptable.
- G. **Assessed Value and Annual Tax Load** – Include the current assessment and dollar amount of real estate taxes. The appraiser should state the statutory percentage of market value and how the current assessment reflects the market value of the subject. If the subject is assessed based on its current use, then likewise a discussion of this impacts the property shall be discussed. If the property is not taxed, the appraiser shall estimate the assessment in case it is placed upon the tax roll, state the rate and give the dollar amount of the tax estimate.
- H. **Insurance** – If applicable, give the estimated rate per thousand and the annual cost of adequate insurance coverage (not necessarily present coverage) for the subject property and any improvements on the site.
- I. **Easements/Restrictions** – give a detailed description of all easements and/or title restrictions affecting the property and the resultant impact they may have, if any, on the site's value and/or use.
- J. **Zoning** – Identify the zoning for the subject property. This **MUST** be reported in descriptive terms rather than by zoning code. Other local land use regulations such as set-back requirements, off-street parking requirements, and open space requirements, which have an impact on the highest and best use and value of the property is to be reported. If the rezoning of the property is imminent or likely, discuss in detail the investigation and analysis that led to that conclusion. The mere assertion by an appraiser the property could be rezoned is insufficient.

PART III - ANALYSIS AND CONCLUSIONS

- 12. **Definition and Analysis of Highest and Best Use.** The report shall state the highest and best use that can be reasonably made of the property (land and improvements and where applicable, machinery and equipment) for which there is a current market. The valuation shall be based on this use. In no case shall the land be appraised for one highest and best use and the value of the improvements added when they do not contribute to the market value of the land under the highest and best use. Such special purpose appraisals are not allowable. Further, the appraiser **MUST** not utilize a highest and best use that is not economically based. For instance a Highest and Best Use of preservation, conservation, natural lands, etc. are not economic uses and will not be acceptable. Any references that incorporate the terms value to the public, value to the government, or community development are also unacceptable.

13. **Land Value.** The appraiser's opinion of the value of the land shall be supported by confirmed sales of comparable or nearly comparable lands having like optimum (highest and best) uses. Differences shall be weighted and explained to show how they indicate the value of the land being appraised. This is usually done in a narrative form wherein adjustments are made for location, time, size, site characteristics, etc. and result in an adjusted sales price. This will establish an adjusted sales price range. If one or more of the comparable sales influence the final determination of value, it should be so stated. (It is preferable to include a chart showing each adjustment and the final adjusted sales price.)

14. **Value Estimates.**

A. **Cost Approach** – This section shall be in the form of computational data, arranged in sequence, beginning with reproduction or replacement cost, and shall state the source of all information used. Supporting documentation from the cost source used **MUST** be contained in the Addenda of the report. The dollar amounts of physical deterioration and functional and economic obsolescence, or the omission of same, shall be explained in narrative form. This procedure may be omitted on improvements, both real and personal, for which only a salvage or scrap value is estimated.

B. **Income Approach** – This shall include adequate factual data to support each figure and factor used and shall be arranged in detailed form to show at least:

- (1) estimated gross economic rent or income;
- (2) allowance for vacancy and credit losses; and
- (3) An itemized estimate of total expenses including reserves for replacements.

Capitalization of net income shall be the rate prevailing for this type of property and location. The capitalization technique, method and rate used shall be explained in narrative form supported by a statement of sources of rate and factors.

C. **Sales Comparison (Market) Approach** – All comparable sales used shall be confirmed by the buyer, seller, broker, or other person having knowledge of the price, terms and conditions of sale. Each comparable shall be weighed and explained in relation to the subject property to indicate the reasoning behind the appraiser's final value estimate from this approach.

NOTE: Each comparable sale shall have the same Highest and Best Use as the subject property or, if not, a full explanation is needed.

16. **Reconciliation of Estimates.** The appraiser shall interpret the foregoing estimates and shall state his reasons why one or more of the conclusions reached in items 14(a),(b) and (c) are indicative of the market value of the property. When reconciling two or all three approaches, the appraiser shall take into account the type of property in relation to the adequacy of the data processed in each approach. This summary should explain the strengths and weakness of each approach and influence the weight to be given each one. Do not obtain a final estimate of value by averaging the individual indications. Place the greatest emphasis on the approach which most reliably reflects local thinking and marketability. The appraiser shall give the final estimate of value in a definite statement.
17. **Affidavit of Appraiser.** The appraiser **MUST** complete an affidavit by using the attached form.

PART IV - EXHIBITS AND ADDENDA

18. **Location Map.** This exhibit should display the location of the appraised property with the city or area in which the property is located. All maps should include a north arrow and the identification of the subject property.
19. **Comparative Sales Data Map(s).** These exhibits might include a comparable land sales map, a comparable improved sales map, and a rental comparable sales map. The maps should include a north arrow and show the locations of both the comparable properties as well as the subject property. If this requires the use of a map that is not of a readable scale, secondary maps showing the specific location of each of the comparable properties should be included. Comparative maps **MUST** be of sufficient detail with the subject property and each comparable property clearly identified so as to allow the properties to be easily located during any required on-site inspections by a review appraiser.
20. **Details of the Comparative Sales Data.** Sales **MUST** be identified by data taken from the recorded instrument (if recorded) AND from information obtained from the parties involved. In all cases, the comparable sales properties considered within the appraisal report **MUST** be personally visited/inspected (see appraiser affidavit) and color photographs provided of those properties **MUST** be included.

The following items **MUST** be included in the sales identification/description for each comparable sale used:

1. Parcel number(s)
2. Address of property (street address or section, township, range)
3. GPS coordinates of the comparable sale
4. Date of recording
5. Sales consideration and terms
6. Type of Deed
7. Document number or deed book and page number
8. Name of grantor and grantee
9. Sale size
10. Sale price per unit of comparison (\$/acre, \$/square foot, etc.)
11. Highest and Best Use
12. Name and telephone number of confirmation source
13. Name of person confirming the sale
14. Legal description
15. Reservations, exceptions, and deeded restrictions, if noted.
16. Zoning.
17. Soil description.

Additional documentation having an effect on valuation of the subject property may include:

18. Quantity and quality of attached mineral rights.
19. Quantity and quality of attached water rights.
20. Quantity, quality and legal description (or maps of functional boundary) of any attached permits, leases, allotments, etc.
21. **Plot Plan.** A plot plan should depict the entire subject property, including dimensions and street frontages. Structural improvements should be shown in their approximate locations. Significant on-site improvements and easements should also be shown. The dimensions of improvements should be noted. The plot plan should include a directional north arrow.
22. **Floor Plans.** Floor plans are required only when they are necessary to describe a unique property feature or the value estimate.
23. **Title Evidence Report.** If the agency provided a title report to the appraiser, it should be included.
24. **Other Pertinent Exhibits.** This would include any written instructions given to the appraiser by the client, agency or its legal counsel, any specialist reports (timber appraisals, environmental studies, engineering reports, etc.), cost to cure estimates, leases, etc.
25. **Qualifications of Appraiser.** The qualifications of all appraisers or technicians who made significant contributions to the completion of the appraisal assignment should be included.

Affidavit of Appraiser

STATE OF ILLINOIS)

) SS

COUNTY)

_____, being duly sworn, deposes and says:

That on _____ (date) I personally inspected the property herein appraised. The owner, or his representative, was advised of my mission and (did) (did not) accompany me. That I personally inspected the comparable sales property considered within this report.

That to the best of my knowledge and belief, the statements contained in this appraisal are true, and the information upon which the opinions expressed therein are based is correct, subject to the limiting conditions therein set forth.

That I understand that this appraisal is to be used in connection with the acquisition of said property by the _____, and that to the best of my knowledge and belief, this appraisal has been made in conformity with either the *Uniform Standards of Professional Appraisal Practice (USPAP)* instructions which are applicable to appraisal of property involving state funding, and that no portion of the value assigned to such property, consists of items which are non-compensable under the established law of said State, and that value does not reflect influence of the proposed project.

That neither my employment, nor my compensation for making this appraisal and report are in any way contingent upon the values reported therein.

That I have no direct, or indirect, present, or contemplated future personal interest in this property, or in any way benefit from its acquisition.

That I will not reveal the findings and results of this appraisal to anyone other than the proper officials of the Illinois Department of Natural Resources, unless authorized by State officials to do so, or unless I am required to do so by due process of law, or until I am released from this obligation by having publicly testified to such findings.

That in my opinion the market value of the taking as of _____ (Valuation date)
is \$ _____ .

(Signature)

(Date report submitted)

Subscribed and sworn to before me this _____ day of _____ 20 ____ .

Notary Public Seal:

My Commission Expires: _____

2 CFR 200.500 Audit Certification Statement

OSLAD ACQUISITION PROJECT

Grant #: _____

Grantee Name: _____

Project Title: _____

On behalf of the Project Sponsor, I hereby certify and understand that:

- a.) the funds disbursed under the above-referenced grant agreement may be subject to the requirements of federal 2 CFR 200.500;
- b.) the Project Sponsor will complete the required 2 CFR 200.500 audit (for the fiscal year in which the property was acquired) within nine months of the end of the subrecipients (Project Sponsor) audit period, if applicable;
- c.) one copy of the completed audit will be forwarded to the IDNR Division of Grant Administration upon completion and review by the Project Sponsor, if applicable; and
- d.) the Project Sponsor will notify the Division of Grant Administration of any audit findings and take timely and appropriate corrective action as a result of any findings, if applicable.

It is further understood and agreed that failure to complete the 2 CFR 200.500 Audit and report any audit findings, if applicable, may result in debarment from the IDNR Division of Grant Administration OSLAD Grant Program.

Signature: _____

Name: _____

Title: _____

Date: _____

ATTESTED BY:

_____ (Signature)

(Name and Title: Chief Administrative
Officer)

Appraisal Checklist

Adapted from the *Uniform Appraisal Standards for Federal Land Acquisition*

PREFACE

- ☐ 1. IDNR's review appraiser contacted Name: _____ Date: _____
- ☐ 2. Copy of Specifications and Checklist provided to appraiser prior to start
- ☐ 3. Checklist attached
- ☐ 4. A copy of the Preliminary Title Report, Opinion of Title or Commitment for Title Insurance attached
- ☐ 5. Deed restrictions as found in the Preliminary Title Report, etc., included in appraisal
- ☐ 6. Appraiser advised of legal description of subject property

FORMAT

- ☐ 1. 8 ½ x 11 Inch Spiral Bound Report
- ☐ 2. Pages numbered
- ☐ 3. Heading Shown in Table of Contents

PART 1 - INTRODUCTION

- ☐ 1. Title Page
- ☐ 2. Letter of Transmittal
- ☐ 3. Table of Contents
- ☐ 4. Summary of Salient Facts and Conclusions
- ☐ 5. Photographs
- ☐ 6. Statement of Limiting Conditions and Assumptions
- ☐ 7. Scope of the Appraisal
- ☐ 8. Purpose of the Appraisal

PART II - FACTUAL DATA

- ☐ 9. Legal Description
- ☐ 10. Area, City and Neighborhood Data
- ☐ 11. Property Data:
 - ☐ A. Site (soil, topography, minerals, etc.)
 - ☐ B. Improvement and Conditions
 - ☐ C. Equipment
 - ☐ D. Use History
 - ☐ E. Sales History
 - ☐ F. Rental History

<input type="checkbox"/>	G.	Assessed Value and Annual Tax Load
<input type="checkbox"/>	H.	Insurance
<input type="checkbox"/>	I.	Easements or Restrictions
<input type="checkbox"/>	J.	Zoning

PART III - ANALYSIS AND CONCLUSIONS

- ☐ 12. Definition and Analysis of Highest and Best Use
- ☐ 13. Land Value
- ☐ 14. Value Estimate
- ☐ 15. Appraisal of Partial Taking
- ☐ 16. Reconciliation of Estimates
- ☐ 17. Affidavit of Appraiser

PART IV – EXHIBITS AND ADDENDA

- ☐ 18. Location Map
- ☐ 19. Comparable Sales Data Map(s)
- ☐ 20. Details of the Comparative Sales Data:

<input type="checkbox"/>	A.	Parcel Number(s)
<input type="checkbox"/>	B.	Address of Property
<input type="checkbox"/>	C.	GPS Coordinates
<input type="checkbox"/>	D.	Date of Recording
<input type="checkbox"/>	E.	Sales Consideration and Terms
<input type="checkbox"/>	F.	Type of Deed
<input type="checkbox"/>	G.	Document Number
<input type="checkbox"/>	H.	Name of Grantor and Grantee
<input type="checkbox"/>	I.	Sale Size
<input type="checkbox"/>	J.	Sale Price \$/Unit
<input type="checkbox"/>	K.	Highest and Best Use
<input type="checkbox"/>	L.	Name and Telephone Number of Confirmation Source
<input type="checkbox"/>	M.	Name of Person Confirming Sale
<input type="checkbox"/>	N.	Legal Description
<input type="checkbox"/>	O.	Reservations, Exceptions and Deed Restrictions
<input type="checkbox"/>	P.	Zoning
<input type="checkbox"/>	Q.	Soil Description
<input type="checkbox"/>	R.	Mineral Rights
<input type="checkbox"/>	S.	Water Rights
<input type="checkbox"/>	T.	Permits, Leases or Allotments

- ☐ 21. Plot Plan
- ☐ 22. Floor Plans
- ☐ 23. Title Evidence Report
- ☐ 24. Other Pertinent Exhibits
- ☐ 25. Qualifications of Appraiser(s)

Task 2: Establishing Certified Market Value

Certified Market Value:

AFTER all of the previous reviewed documentation has been submitted to the IDNR and a Certified Market Value (CMV) has been established the grantee will be notified. Once notified the following procedures must be followed. These procedures cannot begin until the CMV has been established by the IDNR unless prior written approval has been received without jeopardizing the project reimbursement.

1. The amount specified as the CMV must be offered to the seller in the form of a written offer/letter and accompanied by a properly completed "Statement of Just Compensation" form. The written offer/letter must, at a minimum include:
 - a. name of your agency
 - b. purpose of the acquisition
 - c. general location of the property to be acquired
 - d. CMV of the property as established by the approved appraisal
 - e. name, address and phone number of the contact person for your agency.
 2. The "Statement of Just Compensation" form must be completed to include the required site and CMV information, and attached to the written offer/letter. These documents must then be transmitted to the seller by either "Certified Mail Return Receipt Requested" or personal presentation. If presented in person, the seller must sign and date a copy of the written offer/letter acknowledging its receipt.
 3. If the seller is willing to accept less than CMV, the "Waiver of Rights to Just Compensation" form must be signed and completed by the seller. If the offer of CMV is refused by the seller, attempts at a negotiated settlement may be pursued, **however, eminent domain (condemnation) proceedings SHOULD NOT be threatened or initiated until our office has approved such action.**
 4. WITHIN 30 DAYS from the date of the IDNR letter specifying the CMV, acquisition of the subject property should be completed at either:
 - a. CMV
 - b. Negotiated Purchase
 - c. Petition to Condemn the property has been filed
 5. Once the project property has been acquired, the following documentation must be submitted to the Department as part of the Final Project Billing for grant reimbursement:
 - i. Copy of recorded Warranty Deed ⁽¹⁾ in case of negotiated purchase
 - ii. Copy of Title Insurance Policy showing fee simple title vested in the project sponsor and insured to the full value of the land and improvements thereon
 - iii. Executed "Title Affidavit"
 - iv. Copy of Acquisition Closing Statement
 - v. Copy of Petition to Condemn and Judgment Order (J.O.) ⁽¹⁾ in case of condemnation
 - vi. Copy of completed/signed "Statement of Just Compensation" form and, if applicable, "Waiver of Rights to Just Compensation" form
 - vii. Copies of all canceled checks as evidence of payment
 - viii. Copy of "final plat" map (no larger than 11" X 17") for property acquired signed by local official certifying accuracy of map
 - ix. Completed "Billing Form" and "Billing Certification Statement"
 - x. Completed "Parcel Tabulation"
 - xi. Proof that archaeological survey, if required, has been conducted on project site and appropriate DNR/HPA sign-off obtained
 - xii. A few photos of the project site with the OSLAD sign included
- ⁽¹⁾ *Note the enclosed deed restriction/covenant language that must be recorded with the deed/J.O.*
6. All non-recreation use of the site existing at the time of acquisition, including agricultural practices, must be terminated prior to OSLAD grant reimbursement.

Record Retention / Audit Requirements:

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

1. If the Grantee receives \$300,000 or more in grant funds or charges the grant \$25,000 or more for Force Account labor or non-bid labor/material purchase costs, the Grantee shall provide the Department with one of the following types of audits:
 - a. An agency-wide financial and compliance audit for each year that grant expenditures are made. This audit should be conducted as part of the Grantee's annual audit as is generally required by 1) State law (i.e., 55 ILCS 5/6-3001 et seq. and 65 ILCS 5/8-8-1 et seq.), 2) 2 CFR 200.500, or 3) the Grantee's own governing body.
 - b. A grant specific audit covering all funds expended under the terms of the grant.

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

2. If the Grantee receives less than \$300,000 in grant funds the Grantee will provide the Department with copies of any audits that report findings involving the funded project.

Audit Resolution:

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

STATEMENT OF JUST COMPENSATION SUMMARY OF PROPERTY ACQUISITION AND OFFER TO PURCHASE

PROJECT NAME: _____ County: _____
Parcel # _____

OWNER(S) OF REAL PROPERTY: _____

LOCATION OF PROPERTY: _____

In compliance with Sec. 301 of the federal Relocation Assistance & Real Property Acquisition Policies Act (P.L. 91-646, 49 CFR 24) and/or the Illinois Displaced Persons Relocation Act (310 ILCS 40 et.seq.), the following summary has been prepared to fully inform you, the seller, of the details of the acquisition of (a portion of) your property for purposes. *The legal description of the parcel to be acquired is attached hereto.*

1. Existing Property:

Total Size/Area: _____ (acres/sq. ft.) more or less.

Highest and Best Use as appraised: \$ _____

Certified Market Value of Entire Property* \$ _____

*Certified Market Value of Entire Property is based upon a State-approved appraisal and is not less than the appraiser's opinion of certified market value which was determined after a personal inspection of your property, at which time you or your representative were given the opportunity to accompany the appraiser. The appraisal takes into consideration the location of your property, its highest and best use, current land sales of properties similar to your property and other indicators of values as may be necessary, i.e.:

2. Land to be Acquired:

Estate or Interest to be acquired: _____

Total Land Areas to be acquired: _____ (acres/sq. ft.)

3. Major Improvements and All Fixtures to be acquired: _____

4. Compensation for Property Acquired: \$ _____ per acres/sq.ft.

Certified Market Value, including all improvements, as part of the Whole Property: \$ _____

Damage to the remaining property as a result of the acquisition: \$ _____

Total compensation for the property acquired: \$ _____

5. Other Consideration:

(_____) \$ _____

(_____) \$ _____

Total Other Consideration: \$ _____

6. Total Just Compensation for Entire Acquisition: \$ _____

(includes all interests in the land required for the proposed public project, and damage to the remaining property, if any)

Any increase or decrease in the market valuation caused by the public improvement or project for which property is to be acquired, or by the likelihood that the property would be acquired for such improvement or project, other than that due to physical deterioration within the reasonable control of the owner, has been disregarded in making the determination of just compensation.

STATEMENT OF JUST COMPENSATION
SUMMARY OF PROPERTY ACQUISITION AND OFFER TO PURCHASE
(continued)

PROJECT NAME: _____ County: _____
Parcel # _____

You may wish to retain and remove some, or all, of the improvements included in the acquisition. If so, the following owner-retention values have been established for the improvements listed above in Item 3, and the total of the owner-retention values for the improvements retained will be deducted from the total compensation.

<u>IMPROVEMENT</u>	<u>OWNER-RETENTION VALUE</u>
_____	\$ _____
_____	\$ _____
_____	\$ _____

NOTE: Any agreement to retain such improvements does not convey with it a permit to move the improvements on, or over any State highway. It is suggested that you contact the Illinois Dept. of Transportation district office nearest you for information regarding application for a permit if one is needed.

*On behalf of the _____ I hereby offer the property
owner the total sum of \$ _____ determined as the Certified market value by
independent appraisal, for the property described on the attached instrument(s), free and clear of all claims
of other parties, liens, taxes and encumbrances.*

PRESENTED BY: _____
(Chief Elected Official) (Signature)

DATE: _____

STATEMENT OF OWNER

I have read the preceding summary describing how this appraised value was established and was offered the stated value of \$ _____. I further state that:

- There are no persons living on the property.
- There are no businesses being conducted on the property by others.
- The following persons are living or conducting business on the property (including owner if in occupancy). Give name and address:

Signed: _____
Address: _____ Owner or Representative

Please note that the signing of this statement by the owner (or representative) DOES NOT constitute an acceptance of the herein stated offer to purchase.

Waiver of Rights to Just Compensation

PROJECT NAME: _____
Parcel #: _____
County: _____

I, _____ (Seller / Grantor), have been informed of all my rights and benefits under the federal “*Uniform Relocation Assistance and Real Properties Acquisition Policy Act of 1970*”, as amended, and/or the Illinois Displaced Persons Relocation Act and have been provided with a “Statement of Just Compensation” and a written “Offer to Purchase” on the subject property for the appraised value of \$ _____ (amount). Of my own choice, I have elected to accept an amount less than the specified appraised Certified market value for the following reason(s):

(Signature of Seller/Grantor)

(Date)

INSTRUCTIONS FOR COMPLETING ATTACHED TITLE AFFIDAVIT

The Title Affidavit is required to assure that there are no outstanding issues involving the real property being acquired, that are not of public record, which could require legal action and/or monetary payment by the buyer at some time after closing. The Title Affidavit should be executed by the grantor(s) or authorized agent who is familiar with the property being conveyed and can swear to the validity of the statements contained therein. The individual's name should be inserted on the first line of the Affidavit, and in the instance of an authorized agent acting in an official capacity for the Grantor(s), the official capacity stated.

Throughout the Affidavit, strike out the language that is not applicable.

- Item 2. Insert the legal description of the property being conveyed or attach an Exhibit.

- Item 2. If there are others in possession of the premises other than the grantor(s) and/or the immediate family, insert the description of those parties, i.e. tenants.

- Item 3. Insert the name of the local agency that is acquiring the property.

- Item 8. Pay particular attention to this item. If any new or additional improvements have been made that are of a material nature (minor improvements do not have to be noted), within the past three years, list those improvements; otherwise, write in the word "None."

- Item 9. Strike out if property is improved.

- Items 10 and 11. Strike out if property is vacant.

The affidavit is to be executed (signed) by the individual noted on the first line of the Affidavit, either the Grantor(s) or authorized agent. For an authorized agent, the name and official capacity of the agent should be typed beneath the signature.

The Affidavit should be executed before a Notary Public.

STATE OF ILLINOIS)
)
 COUNTY OF _____)

TITLE AFFIDAVIT

_____, being first duly sworn upon oath states as follows:
 [Grantor(s) or Affiant]

1. That the Grantor(s) [Affiant] has/have personal knowledge of the facts averred herein.
2. There are no parties other than the Grantor(s) (and immediate family) in possession of any portion of the premises described as follows:

3. This affidavit is made for the purpose of inducing the _____ [local agency] to accept a deed of conveyance for the premises herein described from the record owner(s) thereof.
4. The Grantor(s) [affiant] has/have no knowledge of any unrecorded easements over, under, upon or across the herein described premises.
5. There are no encroachments, overlaps or boundary line disputes involving the aforesaid premises to the knowledge of the undersigned.
6. There are no chattel mortgages, conditional sales contracts or financing statements existing on or in connection with the premises herein described.
7. There are no taxes or special assessments that are not shown as existing liens by the public records involving the herein described premises.
8. That no material new or additional improvements have been made to or constructed upon the herein described premises within the past three years except as follows (if none so state):

9. The said premises are vacant and unimproved. (Or, in the alternative, if the premises are improved, the foregoing Item 9 should be omitted and Items #10 and #11 hereafter should be added as additional averment s.)
10. There have been no improvements made, or contracted for, on the premises within four (4) months immediately preceding the date of the affidavit, out of which a claim for Mechanic's Lien could accrue or has acc rued
11. All improvements now on the premises described herein comply with all local building and zoning ordinances.

 Grantor(s) [Affiant] Signature

Subscribed and sworn to before me, a Notary Public,

this _____ day of _____, 20 _____.

 My commission expires: _____

Declaration of Use Restriction and Covenants on Property Deed

For all property acquired with OSLA grant assistance from the Illinois Department of Natural Resources, the following use restriction/covenant shall be filed with the deed at the time of recording:

“The real property described herein must be maintained for public outdoor recreation use purposes only as prescribed by the State of Illinois, Department of Natural Resources under terms of the State’s Open Space Lands Acquisition & Development (OSLAD) grant program and shall not be sold or exchanged or have other encumbrances placed on the title, in whole or in part, which divests control or interest in the property to another party without prior approval from the State of Illinois, Department of Natural Resources or its successor.”

Additional restrictions may be required depending on the outcome of your CERP review. You will be notified by the IDNR what exact wording to use.

Task 3: Project Billing Forms

OSLAD Billing Checklist

- ☐ **Acquisition Project Billing Form**
- ☐ **Billing Certification Statement**
- ☐ **Parcel Tabulation**
- ☐ **Statement of Just Compensation & Summary of Property Acquisition and Offer to Purchase**
- ☐ **Waiver of Rights to Just Compensation**
- ☐ **Title Affidavit**
- ☐ **Copy of Deed with Covenants Recorded**
 - ☐ **including Declaration of Use Restriction, if required**
- ☐ **Copy of Closing Documents**
- ☐ **Proof of Payment**
- ☐ **Photo of OSLAD sign at site**
- ☐ **Periodic Performance Report**
- ☐ **Periodic Financial Report**

**STATE OF ILLINOIS
DEPARTMENT OF NATURAL RESOURCES**

ACQUISITION PROJECT BILLING FORM

(OSLAD GRANT PROGRAM)

Project #: _____

Project Sponsor: _____

Project Title: _____

Project Billing #: _____ 1 _____ Local Agency FEIN # _____

(Cost Category)	(Eligible Costs/Expenditures)
a) Land Purchased, including structures	
b) Land Donation (Approved CFMV Value) ATTACH: Acquisition Billing Certification Statement	
c) Relocation payments to individuals / businesses	
d) Appraisal costs (\$4000 maximum / appraisal)	
e) Archaeological Survey, if applicable	
f) TOTAL	
g) Less Local Agency Share	
h) Amount of Grant Reimbursement Claimed	

CERTIFICATION STATEMENT

I hereby certify that this Billing is correct and just and based on actual payment(s) of record by the local project sponsor; that payment from the State of Illinois has not been received for these costs; and that the project acquisition, and any relocation benefits provided therewith, was in accordance with provisions of the Land and Water Conservation Fund (LWCF) program (17 Adm Code 3030), the signed Project Agreement, including amendments thereto, and general provisions of the federal Uniform Relocation Assistance & Real Property Acquisition Policy Act of 1970 (49 CFR, part 24) and/or state Displaced Persons Relocation Act (310 ILCS 40/et seq.).

BY: _____

NAME: _____
(Signature)

TITLE: _____

DATE: _____

AGENCY: _____

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

ATTESTED

BY: _____
(Signature)

(Title)

OSLAD ACQUISITION PROJECT

BILLING CERTIFICATION STATEMENT

Grant #: _____

Grantee Name: _____

Project Title: _____

On behalf of the Project Sponsor, I hereby certify that I understand and agree that the real property acquired per the above referenced OSLAD grant project must be used for public outdoor recreation purposes in general accordance with the signed Project Agreement, including amendments thereto; 17 IL Adm. Code 3030 and the federal Land & Water Conservation Fund Act (36 CFR, part 59); and that:

- 1) *all non-recreation uses of the site existing at the time of acquisition, including agricultural practices, are terminated;*
- 2) *recreational development of the site, in general accordance with the site development plan submitted with the approved grant application, shall commence within three (3) years following property acquisition unless otherwise approved by the DNR; and*
- 3) *relocation assistance, in general accordance with provisions of the federal Uniform Relocation Assistance and Real Property Acquisition Policy Act of 1970 (49 CFR part 24) and/or the state Displaced Persons Relocation Act (310 ILCS 40/et seq.), as applicable, was provided for any individuals, businesses and/or personal property displaced by the project acquisition.*

It is further understood and agreed, unless otherwise approved by the DNR, that the subject property will be appropriately signed as public parkland/open space and be available for interim public outdoor recreation use between the time of property acquisition and scheduled recreation development consistent with the property's resource capabilities.

Signature: _____

Name: _____

Title: _____

Date: _____

ATTESTED

BY: _____

(Signature)

(Name & Title: Chief Administrative Officer)

STATE OF ILLINOIS
DEPARTMENT OF NATURAL RESOURCES

PARCEL TABULATION

Project Sponsor:	
Project Title:	
Project Number:	

Number		Parcel Acreage / Square Footage		CMV *		Final Purchase Price **

Site Acreage Breakdown: _____ cropland _____ pasture
 _____ forest _____ other*

(* urban, prairie, wetlands, waterbody, wasteland, etc.)

* Certified Market Value as approved by IDNR

** Judgment Orders, delineate by (J.O.)