

TITLE 17: CONSERVATION
CHAPTER I: DEPARTMENT OF NATURAL RESOURCES
SUBCHAPTER g: GRANTS

PART 3060
SPECIAL WILDLIFE FUNDS GRANT PROGRAM

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AUTHORITY: Implementing and authorized by Section 805-70 of the Civil Administrative Code [20 ILCS 805/805-70]; Sections 1.28, 1.29, 1.31 and 1.32 of the Wildlife Code [520 ILCS 5/1.28, 1.29, 1.31 and 1.32]; the Habitat Endowment Act [520 ILCS 25]; and the Illinois Non-Game Wildlife Protection Act [30 ILCS 155].

SOURCE: Adopted at 29 Ill. Reg. 4042, effective February 24, 2005; amended at 32 Ill. Reg. 19781, effective December 4, 2008.

Section 3060.10 Overview

- a) The Department of Natural Resources receives fees derived from the sale of State Habitat Stamps and State Migratory Waterfowl Stamps and through a voluntary check-off designation on State income tax return forms. These monies are deposited in several funds: Illinois Habitat Fund, State Pheasant Fund, State Furbearer Fund, State Migratory Waterfowl Stamp Fund and the Illinois Wildlife Preservation Fund. These funds are to be used by the Department in accordance with the statutes that establish the funds.
- b) The Special Wildlife Funds Grant Program provides a variety of grants from the Special Wildlife Funds to managers of land, governmental entities, researchers, nonprofit organizations and individuals for the purpose of enhancing game and non-game wildlife habitat; land acquisition; education; and maintenance of wildlife rehabilitation facilities that take care of threatened or endangered wildlife. Special Wildlife Funds may also be used in accordance with applicable statutes for projects and activities undertaken by the Department. This Part does not limit, affect or apply to the authority of the Department to use the Special Wildlife Funds for its own projects and activities in accordance with applicable statutes.

(Source: Amended at 32 Ill. Reg. 19781, effective December 4, 2008)

Section 3060.20 Definitions

"Appropriate Not-For-Profit Organization" means a not-for-profit corporation that is organized pursuant to the General Not For Profit Corporation Act of 1986 [805 ILCS 105], is in good standing as a not-for-profit corporation and is authorized to conduct affairs in Illinois with one of its purposes as stated in its Articles of Incorporation or Bylaws being the support, development, conservation or promotion of wild pheasants (State Pheasant Fund), wild waterfowl (State Migratory Waterfowl Stamp Fund) or wild fur-bearing mammals (State Furbearer Fund), the management of habitat for future generations (Illinois Habitat Fund), or wildlife rehabilitation.

"Cooperator" means any landowner participating in the benefits from a Special Wildlife Funds grant. The cooperator may or may not be enrolled in a federal or State conservation program that is also receiving a benefit from a Special Wildlife Funds grant.

"Deadline" means the date stated in this Part or the next business day if the deadline date falls on a Saturday, Sunday or holiday.

"Department" means the Illinois Department of Natural Resources.

"Director" means the Director of the Department.

"Endangered Wildlife" means any species of animal classified as endangered under the Illinois Endangered Species Act [520 ILCS 10] and 17 Ill. Adm. Code 1010.

"Enhance" means to make better in quality or value.

"Equipment" means tangible nonexpendable personal property having a useful life of more than one year and acquisition cost of \$500 or more per unit. Furthermore, a group of items costing less than \$500 each that, when combined, make up one functional unit with a combined cost of \$500 or greater, is considered one piece of equipment (e.g., burn equipment).

"Farm Program" means any State or federal program that provides financial incentives to landowners who participate in conservation programs intended to reduce erosion, guard streams and rivers, restore and establish wildlife habitat and improve air and water quality, such as the U.S. Department of Agriculture's Conservation Reserve and Wetland Reserve Programs, the Department's Conservation Reserve Enhancement Program, etc.

"Grantee" means the successful applicant for funding of a project from one of the Special Wildlife Funds.

"Habitat" means all wetlands, woodlands, grasslands and agricultural lands, natural or altered, that support or have the potential to support populations of wild animals and/or native plant resources in any or all phases of their life cycles.

"Manage" means to direct or control the use of.

"Managers of Land" means any appropriate not-for-profit organization or governmental agency that has the expertise, the equipment, adequate staff/workforce and permission from the landowner (if applicable) to develop and/or manage habitat.

"Mississippi Flyway" means the states of Minnesota, Wisconsin, Michigan, Ohio, Indiana, Illinois, Iowa, Missouri, Arkansas, Kentucky, Tennessee, Alabama, Mississippi and Louisiana and the Canadian provinces of Saskatchewan, Manitoba and Ontario.

"Non-Game Wildlife" means any wildlife species that are not commonly pursued, killed, or consumed either for sport or profit, except house sparrow, European starling, domestic pigeon and species not indigenous to the State of Illinois.

"North American Waterfowl Management Plan" is a coordinated effort by individuals, organizations and agencies of the three countries (Canada, U.S. and Mexico) to conserve wetlands and increase waterfowl and wetland bird populations. It promotes joint ventures that are partnerships that protect, restore and enhance wetlands, uplands and riparian areas; manage habitat for waterfowl, shorebirds, non-waterfowl migratory birds and endangered species; improve water quality through watershed protection; and seek profitable agriculture and abundant wildlife.

"Person" means any individual, group, organization or entity.

"Perpetuate" means to prolong the existence of non-game wildlife and/or native plant resources through direct activities or through educating members of the general public on protection and preservation of these life forms.

"Preserve" means to maintain in safety from injury, peril or harm and to keep in perfect or unaltered condition and maintain unchanged.

"Project" means a proposal and follow-up activity for a habitat acquisition or development, including purchase, lease or other reasonable acquisition of equipment or education project as described on the application for assistance from one of the Special Wildlife Funds.

"Protect" means to keep from being damaged, attacked, stolen or injured.

"Public Access" means the right of the general public to approach, enter, exit or make use of.

"Public Use" means the right of the general public to utilize, with or without paying a fee.

"Special Wildlife Funds" means the Illinois Habitat Fund, State Pheasant Fund, State Furbearer Fund, State Migratory Waterfowl Stamp Fund or the Illinois Wildlife Preservation Fund.

"Threatened Wildlife" means any species of animal classified as threatened under the Illinois Endangered Species Act [520 ILCS 10] and 17 Ill. Adm. Code 1010.

"Wildlife" means any fauna living in a natural state without the direct care of man (i.e., captive, cultivated, etc.).

"Wildlife Rehabilitation Facility" means a facility that provides rehabilitation to wildlife.

(Source: Amended at 32 Ill. Reg. 19781, effective December 4, 2008)

Section 3060.30 Illinois Habitat Fund Grant Program

- a) Eligibility Requirements
 - 1) Eligible recipients are limited to managers of land.
 - 2) Eligible projects are limited to those seeking to preserve, protect, acquire or manage habitat in Illinois.
- b) Application Procedures
 - 1) Grant applications for funding assistance under this program shall be submitted to the Department at One Natural Resources Way, Springfield, Illinois 62702-1271, Attention: Office of Resource Conservation. The application deadline will be August 1. Application forms and instructions are available through the Department. Applications received after the application deadline will be returned to the applicant and not considered by the Department.
 - 2) Applications shall contain all of the following required information:
 - A) the name and address of the applicant
 - B) the name of a contact person
 - C) a daytime telephone number and e-mail address (if available) for a contact person
 - D) a comprehensive project description with justification, including:
 - i) wildlife to benefit from the project

- ii) plan for implementation
 - iii) map of project area
 - iv) amount of habitat to be established or managed, including species to be planted or eliminated
 - v) if with cooperators, plat map showing each property to be developed and a copy of a farm program contract for each committed cooperator involved in the project or estimated acreage. (Committed cooperators will be given priority over estimated acreage.)
- E) comprehensive plan for the operation and maintenance of the project, including supervision, estimated costs (including any and all fees) and storage location, if applicable
- F) a comprehensive funding/budget summary, including:
- i) actual cash contributions other than the grant amount
 - ii) documented purchase price of equipment or commodities
- G) description of plan for general public access or use (or lack thereof)
- H) signature of the applicant or authorized individual for applicant
- c) Project Evaluation and Procedures
- 1) All applications received on time and containing the information required by the application packet will be reviewed by Department staff. Incomplete applications will be returned to the applicant for completion and resubmittal. Submitting an incomplete application does not extend the application deadline beyond the designated deadline date. All complete, eligible and timely applications will be forwarded to the Illinois Habitat Fund Advisory Committee.
 - 2) The Illinois Habitat Fund Advisory Committee shall evaluate each application presented to it according to criteria such as: past grant performance of the applicant, eligibility, feasibility, adverse impacts, quality of the proposed habitat, priority of the Department, the applicant's cost-share match and the applicant's plan for general public access to and/or use of the proposed habitat development or equipment purchase. The Committee shall provide to the Director all eligible applications and a prioritized list of recommended projects deemed to be consistent with the purposes of the Illinois Habitat Fund.

- 3) The Director shall make the determination of what grants shall be awarded after considering the recommendations of the Illinois Habitat Fund Advisory Committee. Applicants shall be notified of the Director's decision.

(Source: Amended at 32 Ill. Reg. 19781, effective December 4, 2008)

Section 3060.40 State Pheasant Fund Grant Program

- a) Eligibility Requirements
 - 1) Eligible recipients are limited to appropriate not-for-profit organizations.
 - 2) Eligible projects are limited to projects with the purpose of wild pheasant conservation. The projects may include land acquisition, pheasant habitat improvement on public or private land, pheasant research or education of the public regarding pheasants and pheasant hunting.
- b) Application Procedures
 - 1) Grant applications for funding assistance under this program shall be submitted to the Department at One Natural Resources Way, Springfield, Illinois 62702-1271, Attention: Office of Resource Conservation. The application deadline will be August 1. Application forms and instructions are available through the Department. Applications received after the deadline will be returned to the applicant and not considered by the Department.
 - 2) Applications shall contain all of the following required information:
 - A) the name and address of the applicant
 - B) the name of a contact person
 - C) a daytime telephone number and e-mail address (if available) for a contact person
 - D) a comprehensive project description with justification, including:
 - i) plan for implementation
 - ii) map of project area
 - iii) number of acres to be improved
 - iv) amount of habitat to be established or managed, including species to be planted or eliminated

- v) if with cooperators, plat map showing each property to be developed and copy of a farm program contract for each committed cooperator involved in the project or estimated acreage. (Committed cooperators will be given priority over estimated acreage.)
 - vi) target audience for education projects, with objectives, methodology, measurable outcomes and products resulting from the project that can be used after completion
 - E) comprehensive plan for the operation and maintenance of the project, including supervision, estimated costs (including any and all fees) and storage location, if applicable
 - F) a comprehensive funding/budget summary, including:
 - i) actual cash contributions other than the grant amount
 - ii) documented purchase price of equipment or commodities
 - G) description of plan for general public access or use (or lack thereof)
 - H) signature of the applicant or authorized individual for applicant
- c) Project Evaluation and Procedures
- 1) All applications received on time and containing the information required by the application packet will be reviewed by Department staff. Incomplete applications will be returned to the applicant for completion and resubmittal. Submitting an incomplete application does not extend the application deadline beyond the designated deadline date. All complete, eligible and timely applications will be forwarded to the State Pheasant Committee for funding recommendations.
 - 2) The State Pheasant Committee shall evaluate and prioritize each application according to the following criteria: completed application, past grant performance of the applicant, eligibility, feasibility, adverse impacts, quality of the proposed habitat, priority for the Department, the applicant's cost-share match and the applicant's plan for general public access to and/or use of the proposed habitat development or equipment purchase. The Committee shall provide to the Director all eligible applications and a prioritized list of recommended projects deemed to be consistent with the purposes of the State Pheasant Fund.
 - 3) The Director shall make the determination of what grants shall be awarded after considering the recommendations of the State Pheasant Committee. Applicants shall be notified of the Director's decision.

(Source: Amended at 32 Ill. Reg. 19781, effective December 4, 2008)

Section 3060.50 State Furbearer Fund Grant Program

- a) Eligibility Requirements
 - 1) Eligible recipients are limited to appropriate not-for-profit organizations, governmental entities, educational institutions or corporations.
 - 2) Eligible projects are limited to those that educate hunters and trappers of fur-bearing mammals within the State and the general public concerning the role that hunting and trapping has upon fur-bearing mammal management; the laws associated with the harvesting of fur-bearing mammals; the techniques used in the hunting and trapping of fur-bearing mammals; the conservation, management and ecology of fur-bearing mammals; and the promotion of products made from wild fur-bearing mammals.
- b) Application Procedures
 - 1) Grant applications for funding assistance under this program shall be submitted to the Department at One Natural Resources Way, Springfield, Illinois 62702-1271, Attention: Office of Resource Conservation. The application deadline will be March 1. Application forms and instructions are available through the Department. Applications received after the deadline will be returned to the applicant and not considered by the Department.
 - 2) Applications shall contain all of the following required information:
 - A) the name and address of the applicant
 - B) the name of a contact person
 - C) a daytime telephone number and e-mail address (if available) for a contact person
 - D) a comprehensive project description with justification, including:
 - i) furbearers to benefit from the project
 - ii) the target audience, with objectives, methodology, measurable outcomes and products resulting from the project that can be used after completion
 - E) a comprehensive funding/budget summary, including:
 - i) actual cash contributions other than the grant amount

- ii) documented purchase price of equipment or commodities
- F) signature of the applicant or authorized individual for applicant
- c) Project Evaluation and Procedures
 - 1) All applications received on time and containing the minimum required information will be reviewed by Department staff. Incomplete applications will be returned to the applicant for completion and resubmittal. Submitting an incomplete application does not extend the application beyond the application deadline. All complete, eligible and timely applications will be forwarded to the State Furbearer Committee for funding recommendations.
 - 2) The State Furbearer Committee shall evaluate and prioritize each application according to the following criteria: completed application, past grant performance of the applicant, eligibility, feasibility, adverse impacts, priority for the Department and the applicant's cost-share match. The Committee shall provide to the Director all eligible applications and a prioritized list of recommended projects deemed to be consistent with the purposes of the State Furbearer Fund.
 - 3) The Director shall make the determination of what grants shall be awarded after considering the recommendations of the State Furbearer Committee. Applicants shall be notified of the Director's decision.

(Source: Amended at 32 Ill. Reg. 19781, effective December 4, 2008)

Section 3060.60 State Migratory Waterfowl Stamp Fund Grant Program

- a) Eligibility Requirements
 - 1) Eligible recipients are limited to appropriate not-for-profit organizations.
 - 2) Eligible projects are limited to development of waterfowl propagation areas within the Dominion of Canada or the United States that specifically provide waterfowl for the Mississippi Flyway and projects to implement the North American Waterfowl Management Plan for the development of waterfowl areas within the Dominion of Canada or the United States that specifically provide waterfowl for the Mississippi Flyway.
- b) Application Procedures
 - 1) Grant applications for funding assistance under this program shall be submitted to the Department at One Natural Resources Way, Springfield, Illinois 62702-1271, Attention: Office of Resource Conservation. The application deadline will be January 1. Application forms and instructions are available through the Department. Applications received after the

deadline will be returned to the applicant and not considered by the Department.

- 2) Applications shall contain all of the following required information:
 - A) the name and address of the applicant
 - B) the name of a contact person
 - C) a daytime telephone number and e-mail address (if available) for a contact person
 - D) a comprehensive project description with justification, including:
 - i) waterfowl to benefit from the project
 - ii) plan for implementation
 - iii) map of project area
 - iv) number of acres to be improved
 - v) if with cooperators, plat map showing each property to be developed and copy of a farm program contract for each committed cooperator involved in the project or estimated acreage. (Committed cooperators will be given priority over estimated acreage.)
 - vi) evidence the project is acceptable to the appropriate governmental entity having jurisdiction over the lands and waters affected by the project
 - E) comprehensive plan for the operation and maintenance of the project, including supervision, estimated costs (including any and all fees) and storage location, if applicable
 - F) a comprehensive funding/budget summary, including:
 - i) actual cash contributions other than the grant amount
 - ii) documented purchase price of equipment or commodities
 - G) description of plan for general public access or use (or lack thereof)
 - H) signature of the applicant or authorized individual for applicant
- c) Project Evaluation and Procedures

- 1) All applications received on time and containing the minimum required information will be reviewed by Department staff. Incomplete applications will be returned to the applicant for completion and resubmittal. Submitting an incomplete application does not extend the application beyond the application deadline. All complete, eligible and timely applications will be forwarded to the State Duck Stamp Committee for funding recommendations.
- 2) The State Duck Stamp Committee shall evaluate and prioritize each application according to the following criteria: completed application, past grant performance of the applicant, eligibility, feasibility, adverse impacts, quality of the proposed habitat, priority for the Department, the applicant's cost-share match and the applicant's plan for general public access to and/or use of the proposed habitat development or equipment purchase. The Committee shall provide to the Director all eligible applications and a prioritized list of recommended projects deemed to be consistent with the purposes of the State Migratory Waterfowl Stamp Fund.
- 3) The Director shall make the determination of what grants shall be awarded after considering the recommendations of the State Duck Stamp Committee. Applicants shall be notified of the Director's decision.

(Source: Amended at 32 Ill. Reg. 19781, effective December 4, 2008)

Section 3060.70 Illinois Wildlife Preservation Fund Grant Program

- a) Eligibility Requirements
 - 1) Eligible recipients are limited to persons.
 - 2) Eligible projects are limited to those seeking to preserve, protect, perpetuate or enhance non-game wildlife and/or native plant resources in Illinois through research, management or education.
 - 3) Grants shall be limited to a maximum of \$2,000.
- b) Application Procedures
 - 1) Grant applications for funding assistance under this program shall be submitted to the Department at One Natural Resources Way, Springfield, Illinois 62702-1271, Attention: Office of Resource Conservation. The application deadline will be April 1. Application forms and instructions are available through the Department. Applications received after the deadline will be returned to the applicant and not considered by the Department.
 - 2) Applications shall contain all of the following required information:
 - A) the name and address of the applicant

- B) the name of a contact person
 - C) a daytime telephone number and e-mail address (if available) for a contact person
 - D) a comprehensive project description with justification, including:
 - i) species to be preserved, protected, perpetuated or enhanced
 - ii) plan for implementation, operation and maintenance
 - iii) property location and map of property and any neighboring habitat linkage, if applicable
 - iv) number of acres to be improved, preserved or protected
 - E) a comprehensive funding/budget summary, including:
 - i) actual cash contributions other than the grant amount
 - ii) labor equity contributions
 - iii) documented price of equipment or commodities
 - F) signature of the applicant or authorized individual for applicant
- c) Project Evaluation and Procedures
- 1) All applications received on time, and containing the minimum required information will be reviewed by Department staff. Incomplete applications will be returned to the applicant for completion and resubmittal. Submitting an incomplete application does not extend the application beyond the application deadline. Department staff will select those projects that they determine best fit the purposes of the fund and prepare a prioritized list of projects recommended for funding. Staff will consider the following in making recommendations: completed application, deadline met, past grant performance of applicant, eligibility, feasibility, habitat quality on the property, adverse impacts and priority for the Department. The staff shall provide to the Director all eligible applications and a prioritized list of recommended projects deemed to be consistent with the purposes of the Illinois Wildlife Preservation Fund.
 - 2) The Director shall make the determination of what grants shall be awarded. Applicants shall be notified of the Director's decision.

(Source: Amended at 32 Ill. Reg. 19781, effective December 4, 2008)

Section 3060.75 Illinois Wildlife Preservation Fund Grant Program – Maintenance of Wildlife Rehabilitation Facilities That Take Care of Threatened or Endangered Species

Pursuant to the Illinois Non-Game Wildlife Protection Act [30 ILCS 155/4(c)], 5% of the Illinois Wildlife Preservation Fund will be committed to or expended on grants by the Department for the maintenance of wildlife rehabilitation facilities that take care of threatened or endangered species. For purposes of calculating the 5%, the amount in the Fund is exclusive of any federal funds deposited in or credited to the Fund. The amount to be committed to or expended on grants for the maintenance of facilities that take care of threatened or endangered species shall be calculated by multiplying the total amount received through the Illinois Wildlife Preservation Fund check-off on the Illinois 1040 State income tax return during the most recent calendar year for which the total of donations has been reported by the Illinois Department of Revenue by 0.05.

a) Eligibility Requirements

- 1) Eligible recipients are limited to those persons who possess a current wildlife rehabilitation license/permit issued by the Department and who have provided care for threatened or endangered wildlife species during the 3-year period preceding the date of their application for grant funds. Those applicants who intend to use any portion of grant funds received from the Department to take care of migratory birds must also possess a current wildlife rehabilitation license/permit issued by the U.S. Fish and Wildlife Service allowing that activity.
- 2) Eligible projects are limited to those projects necessary for maintenance of facilities used to rehabilitate threatened or endangered species. Eligible uses of grant funds are limited to structural repair and maintenance of existing buildings, pens, cages and appurtenant facilities used to take care of threatened or endangered wildlife species.
- 3) Grants shall be limited to a maximum of \$2,000 to qualified, eligible applicants per year.

b) Application Procedures

- 1) Grant applications for funding assistance under this program shall be submitted to the Department at One Natural Resources Way, Springfield, Illinois 62702-1271, Attention: Office of Resource Conservation. The application deadline will be April 1. Application forms and instructions are available through the Department. Applications received after the deadline will be returned to the applicant and not considered by the Department.
- 2) Applications shall contain all of the following required information:
 - A) the name and address of the applicant
 - B) the name of a contact person

- C) a daytime telephone number and e-mail address (if available) for a contact person
 - D) a comprehensive project description with justification, including:
 - i) a description of the facilities, including photographs, at which the grant funds will be used
 - ii) detailed description of the eligible uses for which grant funds will be expended, including drawings and/or photographs illustrating the portions of the facilities that will be maintained with grant funds
 - iii) detailed description of the benefits to threatened or endangered wildlife species that will result from the proposed expenditure of grant funds
 - iv) property location and map of property
 - E) a comprehensive funding/budget summary, including:
 - i) actual cash contributions other than the grant amount
 - ii) labor equity contributions
 - iii) documented price of expected expenditures for the maintenance project
 - F) a list of all threatened or endangered wildlife species cared for at the facility in the 3 years preceding the application for grant funds and the percentage of the facility's total caseload comprised of threatened or endangered wildlife species during that 3 year period
 - G) a photocopy of current wildlife rehabilitation licenses/permits issued to the applicant by the Department and/or the U.S. Fish and Wildlife Service
 - H) signature of the applicant or authorized individual for applicant
- c) Project Evaluation and Procedures
- 1) All applications received on time, and containing the minimum required information, will be reviewed by Department staff. Incomplete applications will be returned to the applicant for completion and resubmittal. Submitting an incomplete application does not extend the application beyond the application deadline. Department staff will select those projects that they determine best fit the purposes of the fund and prepare a prioritized list of projects recommended for funding. Staff will consider the following in making recommendations: completed

application, deadline met, past grant performance of applicant, eligibility, feasibility, adverse impacts and priority for the Department. The staff shall provide to the Director all eligible applications and a prioritized list of recommended projects deemed to be consistent with the purposes of the Illinois Wildlife Preservation Fund.

- 2) The Director shall make the determination of what grants shall be awarded. Applicants shall be notified of the Director's decision.
- 3) Reporting Requirements
 - A) The grantee shall provide a written Final Report (consisting of two hard copies and one CD or 3½" diskette in Word or PDF format; Macintosh format will not be accepted) to the Department no later than 30 days following the completion of the project or the ending date of the grant agreement, whichever is earlier. The Final Report shall take the form of a technical report or manuscript for publication and include all of the following required information:
 - i) grant agreement number
grantee name, address and telephone number
time-frame of the report
name and telephone number or e-mail address of grantee representative completing the report
 - ii) project objective as described in the application and grant agreement
 - iii) completed project description
 - iv) summary of the project accomplishments (if applicable) as follows:
introduction, materials and methods, results, discussion and summary sections
deliverables of five to 10 digital images (color/black and white photos and slides are acceptable, though digital images are preferred) depicting the study species, project site, project activities, or other aspects of the project
for education of the general public, a list of wildlife and/or native plant resources (by species) that benefited from the project and how they benefited, specific audience affected, measurable outcomes achieved, and list of products resulting from the project

total project expenditures itemized to include the following:
name and address of vendor, item description identifying
details (if applicable), quantity purchased, date item
purchased

project expenditures paid by funds other than Special
Wildlife Grant Funds

- B) Final payment will not be processed until the Final Report and payment request certification are received and approved by the Department. Failure to provide reports in a timely fashion may render the grantee ineligible to receive payments under the current award or make the grantee ineligible for future awards. Deadlines for reports may be extended for just cause when a request is submitted in writing at least two weeks prior to the deadline.

(Source: Added at 32 Ill. Reg. 19781, effective December 4, 2008)

Section 3060.80 General Requirements

- a) Grant Compliance

- 1) Agreement

- A) When a grant has been awarded, the grantee and the Director of the Department, or the Director's designee on behalf of the Department, shall execute an agreement. In order for the costs to be eligible for funding, the project must not be initiated and costs shall not be incurred prior to the time the Department approves the grant agreement. This grant shall not be used to reimburse an applicant for any costs incurred prior to the execution of the grant agreement.
 - B) The agreement shall contain substantive provisions including, but not limited to, the following:
 - i) a recitation of legal authority pursuant to which the agreement is made
 - ii) an identification of the project scope and schedule and the work or services to be performed or conducted by the grantee
 - iii) an identification of the grant amount
 - iv) the condition and manner by which the Department shall pay the grant amount, subject at all times to annual appropriation by the General Assembly

- v) the irrevocable promise by the grantee to pay the local match (if any) of the total project cost
 - vi) a promise by the grantee not to assign or transfer any of the rights, duties or obligations of the grantee without the written consent of the Department
 - vii) a promise by the grantee not to amend the agreement without the written consent of the Department; failure to do so will result in a cost disallowance; the project must be completed by the completion date on the notice of grant award unless a written request for an extension is submitted no later than 30 days prior to the award completion date
 - viii) a covenant that the grantee shall expend the grant award and any accrued interest only for the purposes of the project as stated in the application and approved by the Department
 - ix) a covenant that the grantee shall refrain from entering into any written or oral agreement or understanding with any party that might be construed as an obligation of the State of Illinois or the Department for the payment of any funds under the Special Wildlife Funds Grant Program
- 2) Grant funds for projects approved through the Special Wildlife Funds Grant Program may be made available for expenditure by a grantee for a period no longer than 2 years, except where such grant funds are disbursed in reimbursement of costs previously incurred by the grantee.
- 3) Acknowledgment of Funding Source
- A) The grantee shall give proper credit to the appropriate Special Wildlife Fund and coordinate with the Department on any publication, written document, news article, television and radio release, interview or personal presentation, if initiated by the grantee, which refers to the project.
 - B) The grantee shall post a sign, include a logo or affix a decal, if practical and applicable, crediting the applicable Special Wildlife Fund. Signs, logos and decals shall be supplied by the Department. The appropriate Advisory Committee will provide guidance to the grantee for posting of signs, logos and decals on projects awarded under its Special Wildlife Fund.
- 4) Reporting Requirements
- A) A grantee shall provide a written Final Report to the Department no later than 30 days following the ending date of the agreement.

The Final Report shall include all of the following required information:

- i) project information including:
 - grant agreement number
 - grantee name, address and telephone number
 - time-frame of the report
 - name and telephone number or e-mail address of grantee representative completing the report
- ii) project objective as described in the application and grant agreement
- iii) completed project description
- iv) summary of the project accomplishments involving habitat preserved, protected, acquired, managed or improved (if applicable) through the grant, including:
 - list of wildlife and/or native plant resources (by species) that benefitted from the project and how they benefitted
 - acres planted in cool season grasses, warm season grasses, forbs, legumes, shrubs, trees or other appropriate description, including whether the acres were new or replanted acres
 - acres sprayed or controlled through the use of herbicides
 - acres upon which controlled burns were undertaken
 - acres affected through woody vegetation and/or tree removal
 - acres planted, disked, mowed, sprayed, or burned, or trees/shrubs planted or removed with equipment purchased through the grant
 - number of cooperators involved in the project
 - 5 to 10 digital images depicting the study species, project site, project activities or other aspects of the project

- v) summary of the project accomplishments for the education of the general public (if applicable) through the grant, including:
 - list of wildlife and/or native plant resources (by species) that benefitted from the project and how they benefitted
 - specific audience affected
 - measurable outcomes achieved
 - list of products resulting from the project
 - vi) summary of the project research accomplishments (if applicable) resulting from the grant, including:
 - list of wildlife and/or native plant resources (by species) that benefitted from the research undertaken in the project and how they benefitted
 - how such research can be implemented to benefit the targeted wildlife and/or native plant resources
 - vii) total project expenditures itemized to include the following:
 - name and address of vendor
 - item description identifying details (if applicable) such as:
 - make, model, serial number of any equipment or commodities purchased
 - brand name, seed species/mix
 - quantity purchased
 - date item purchased
 - viii) project expenditures paid by funds other than Special Wildlife Grant Funds
 - ix) documentation to support summarized report including a complete list of landowner names and full address (note if absentee owner), acreage location and acres affected by the project. Multiple conservation practices on the same acreage does not multiply the acreage
- B) For multiple year projects, the Department may require the grantee to submit an Annual Progress Report for each year during which

the project is active. The Annual Progress Report shall include the same information listed in subsection (a)(4)(A) for the Final Report as pertains to the current year.

- C) Failure to provide the Final Report or Annual Progress Report as required in subsection (a)(4)(A) may render the grantee ineligible to receive payments under the current award or make them ineligible for future awards. Deadlines for reports may be extended for just cause when requests are submitted in writing at least 2 weeks prior to the deadline.
- 5) Financial Management
- A) The grantee shall keep adequate records relating to its administration of a project, particularly relating to all incurred costs. All assets acquired through Special Wildlife Funds shall be accounted for. These records shall be available for audit by appropriate personnel of the Department and the State Auditor General. All records shall be retained in accordance with State laws.
 - B) Any funds (including any interest earned) not expended or legally obligated at the completion of the project or at the end of the agreement, whichever is earlier, shall be returned to the Department within 45 days to be deposited in the applicable Special Wildlife Fund. If the purchase is initiated and documented by a written purchase order or invoice prior to the end of the term of the agreement and payment is made within 60 days, the expense is allowable.
 - C) Interest earned on funds received as an advance payment shall become part of the project principal and may only be used for eligible activities.
 - D) Any expenditure that does not comply with the grant agreement shall be disallowed and shall be returned to the Department for deposit into the applicable Special Wildlife Fund.
- 6) Whenever a grantee violates this Part, it shall be ineligible for further assistance for a period of 2 years.
- b) Equipment
- 1) Equipment that is eligible to be purchased with Special Wildlife Funds will be limited by the purpose of the particular grant program.
 - A) Illinois Habitat Fund Grant Program and State Pheasant Fund Grant Program

Equipment that specifically establishes, maintains or restores habitat, such as native grass drills, tree planters, seeders, sprayers, tillers, disks, mowers, tractors and burn equipment is eligible to be purchased with Special Wildlife Funds. Vehicles such as trucks, all-terrain vehicles (ATVs), etc., are not eligible for Special Wildlife Funds.

- B) State Furbearer Fund Grant Program
Equipment that specifically provides educational opportunities in an eligible project (see Section 3060.50(a)) is eligible to be purchased with Special Wildlife Funds.
- C) State Migratory Waterfowl Stamp Fund Grant Program
Equipment that specifically develops, maintains or restores waterfowl propagation areas within the Dominion of Canada or the United States that specifically provide waterfowl for the Mississippi Flyway is eligible to be purchased with Special Wildlife Funds. Vehicles such as trucks, all-terrain vehicles (ATVs), etc., are not eligible for Special Wildlife Funds.
- D) Illinois Wildlife Preservation Fund Grant Program
Equipment that specifically preserves, protects, perpetuates or enhances non-game wildlife and/or native plant resources through research, management or education is eligible to be purchased with Special Wildlife Funds.
- E) Illinois Wildlife Preservation Fund Grant Program – Maintenance of Wildlife Rehabilitation Facilities That Take Care of Threatened or Endangered Species
No equipment is eligible to be purchased with monies from the Maintenance of Wildlife Rehabilitation Facilities That Take Care of Threatened or Endangered Species Fund.

- 2) Grantees will be responsible for the maintenance of any equipment purchased through the Special Wildlife Funds Grant Program.
- 3) Equipment is to be kept safe and secure by the grantee.
- 4) Equipment for habitat establishment, maintenance or restoration is to be available for use by the general public.
- 5) The grantee may charge a fee for the use of habitat establishment, maintenance or restoration equipment. Rental fees shall not exceed \$3/acre for habitat development equipment such as native grass drills, tree planters, seeders, sprayers, tillers, disks, mowers, tractors or other planting equipment purchased with Special Wildlife Funds. Rental fees shall be disclosed with the application for funding assistance in purchasing the equipment. All monies collected as rental fees shall be used solely to maintain the equipment for which they are charged. The rental fees

charged and received by the grantee shall also be disclosed on the reporting of the use of that equipment. No other fees beyond a rental fee may be charged by the grantee for use of the equipment.

- 6) The grantee shall submit an Equipment Use Report on the use of all equipment purchased with Special Wildlife Funds. The Equipment Use Report shall include all of the following required information:
 - A) Details on the grant recipient including:
 - i) name and address of the grantee
 - ii) number of the grant agreement under which the equipment was purchased
 - iii) name and telephone number or e-mail address of the person completing the report
 - iv) time period covered by the Equipment Use Report
 - B) Details on the piece of equipment including:
 - i) equipment type, model number and serial number
 - ii) storage location address
 - iii) acre or odometer meter reading at the beginning and ending of the reporting period
 - iv) contact person name and telephone number
 - v) rental rate charged and total fees collected for the use of the equipment
 - vi) description of any equipment maintenance and total expenditures for maintenance, supported by paid invoices
 - C) Detailed information on the use of the equipment, including:
 - i) date equipment was used
 - ii) location of equipment use, including county, township, range and section
 - iii) landowner name and full address (note if absentee owner)
 - iv) description of how equipment was used, including:

- management practice completed (planting, disking, mowing, herbicide application, prescribed burn)
 - for planting practices, the number of acres planted in cool season grasses, warm season grasses, forbs, legumes, shrubs or trees, or other appropriate description, including whether the acres were new or replanted acres
 - acres established, enhanced, or otherwise affected and how affected (note when multiple practices are on the same acres)
- 7) The Equipment Use Report shall be submitted by December 31 during each of the first 5 years following the project award. The Equipment Use Report shall suffice as the Annual Progress Report required in subsection (a)(4)(B) if the equipment purchase was the only aspect of the project.
- 8) Equipment purchased shall become the property and the responsibility of the grantee unless specified otherwise in the agreement.
- 9) Whenever it has been determined by the grantee and the Department that equipment acquired through the Special Wildlife Funds Grant Program is no longer needed for the project purpose, or that the grantee has other good cause, the equipment, with the approval of the Department, may be disposed of in accordance with one of the following methods:
- A) Equipment may be transferred at no charge at any time with the approval of the Department to another governmental agency or not-for-profit organization to use in accordance with the original project purpose.
 - B) Equipment held more than 5 years may be retained, sold or otherwise disposed of with no further obligation to the Department.
 - C) When equipment is held less than 5 years and not transferred in accordance with subsection (b)(8)(A), the grantee shall forfeit its interest in the equipment and shall deliver the equipment to the Department.
- c) Habitat Establishment, Maintenance or Restoration
- 1) On habitat establishment, maintenance or restoration projects in which other governmental or private funding programs are involved, the grantee is required to provide the following detailed information:
- A) cooperator names and addresses and locations of the habitat affected (Township, Range, Section and County);

- B) number of acres enhanced by the grant;
 - C) type of eligible conservation practice completed;
 - D) the funding amount of other cost sharing provided and the name of the cost share provider;
 - E) a copy of any farm program contract or other pertinent document identifying the amount of cost-share being provided; and
 - F) length of time committed to maintain the developed habitat area.
- 2) The grantee cannot charge fees for service or require membership to participate in the benefits of a project funded through Special Wildlife Fund grants except as specifically authorized by this Part.
 - 3) Habitat establishment, maintenance or restoration projects are to identify the general plant species to be planted, such as cool season grasses, warm season grasses, forbs, legumes, shrubs or trees, or other appropriate description.
- d) Inspection and Auditing of Projects
- 1) The Department shall be authorized to enter and cross properties affected by the Special Wildlife Funds grant program to inspect progress and monitor grantee compliance, in accordance with the authorities granted it through the Civil Administrative Code of Illinois [20 ILCS 805/805-530].
 - 2) The Department shall develop a standardized inspection report for use by Department personnel when inspecting any project site. The inspection report shall become part of the public record.

(Source: Amended at 32 Ill. Reg. 19781, effective December 4, 2008)