ILLINOIS PARK AND RECREATIONAL FACILITY CONSTRUCTION
GRANT PROGRAM
(PARC)

For State Fiscal Year

2021

Program Information and Application Attachments for
Grant Applicants
Grant Basics

INTRODUCTION AND PROGRAM OBJECTIVES

Park and Recreational Facility Construction Grant Program (PARC) is offered through the Illinois Department of Natural Resources (IDNR). The PARC program is a grant program that provides 75% to 90% (90% for disadvantaged communities) funding assistance to units of local government; counties, townships, municipalities, park districts, conservation districts, forest preserve districts, river conservancy districts and any other unit of local government authorized by Illinois law to expend public funds for the acquisition and development of land for public indoor/outdoor park, recreation or conservation purposes.

The program was created by Public Act 096-0820, effective November 18, 2009. IDNR is authorized to award grants for park or recreation unit construction projects with funds appropriated from the Build Illinois Bond Fund.

Rehabilitation or construction projects must consist of capital expenditures that are bondable. (See A. on pages 7-8) for more details)

A park or recreation unit construction project is defined as the acquisition, development, construction, reconstruction, rehabilitation, improvement, architectural planning, and installation, of:

(i) Capital facilities consisting of buildings, structures, and land for park or recreation purposes, and;

(ii) Open spaces and natural areas, as those terms are defined in Section 10 of the Open Land Trust Act.

Section 3050.10 Program Objectives The Open Land Trust Act (OLT) provides for grants to be disbursed by the Department of Natural Resources (Department) to eligible local governments for the purpose of acquiring lands for the protection of lakes, rivers, streams, open space, parks, natural lands, wetlands, prairies, forests, watersheds, resource-rich areas, greenways, significant fish and wildlife resources, and endangered or threatened species habitat, and for public outdoor natural resource related recreation purposes.

This packet contains necessary grant application forms and the administrative rule governing the PARC program. Awarding of grants will be on a competitive basis and will be made under authority of the Director of the Department of Natural Resources. Competitive criteria for evaluating project proposals are outlined in the administrative rule a copy of which is attached. It is IDNR’s responsibility to ensure equal treatment of all eligible proposals and to award funds to projects on the basis of a review and prioritization of written applications submitted to IDNR by the specified application deadline established for the program.

THE APPLICATION PERIOD FOR THE FY 2021 PARC PROGRAM IS DECEMBER 3rd, 2019 THROUGH JANUARY 21st, 2020. APPLICATIONS MUST BE RECEIVED BY THE IDNR NO LATER THAN 5:00 PM ON JANUARY 21st, 2020 TO BE ELIGIBLE FOR CONSIDERATION.
The maximum grant amount available per project for the FY 2021 grant cycle is $2.5 million. Incomplete applications and those received before or after the application period dates are ineligible. There is no limit on the number of applications a local sponsor may submit.

**PLEASE NOTE: THE PARC PROGRAM NOW REQUIRES A NON-REFUNDABLE APPLICATION FEE WITH THE EXCEPTION OF GRANTS BEING SOUGHT BY DISADVANTAGED COMMUNITIES, AS VERIFIED BY IDNR PRIOR TO APPLICATION. PLEASE SEE PARC 1-A IN THE ATTACHED PARC APPLICATION FORMS FOR DETAILED INSTRUCTIONS.**

Additionally, projects that are ultimately awarded grant funds will be required to pay a Grant Award Fee. See attachment 11 for additional details.

To access the application forms, go to: [http://www.dnr.illinois.gov/grants](http://www.dnr.illinois.gov/grants). Forms may be filled out electronically and submitted as a hard copy. Only one copy of the application, three (3) copies of CERP along with attachments containing original signatures, is required for submittal. Before completing an application, it is highly recommended that the IDNR grant staff be contacted at 217-782-7481 to discuss the proposed project informally. Inquiries regarding this program should be directed to the IDNR, Office of Grant Management and Assistance, One Natural Resources Way, Springfield, Illinois 62702-1271. Telephone: 217/782-7481, FAX: 217/782-9599 or email: [dnr.grants@illinois.gov](mailto:dnr.grants@illinois.gov). Web address is [http://www.dnr.illinois.gov/grants](http://www.dnr.illinois.gov/grants).
Frequently Asked Questions

What is the main intent of the program?
Read - Act 17 ILL.ADM.Code 3070 section 3070.10
Renovation or construction of indoor recreation facilities is the priority of this program since they are not eligible under other IDNR grant programs.

How is PARC funded?
The PARC program is a funded through State General Obligation Bonds. The amount of money available varies for each grant cycle.

Who is eligible to apply for PARC?
Read - Act 17 ILL.ADM.Code 3070 section 3070.20
Local agencies eligible for assistance under this program are any unit of local government with the authority to expend public funds for the acquisition and development of land for public indoor or outdoor park, recreation, or conservation purposes. This includes, but is not limited to, counties, townships, municipalities, park districts, conservation districts, forest preserve districts and river conservancy districts.

Does our local 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 Grantee Portal. Their website is: https://grants.illinois.gov/portal/. No applications will be accepted from any project sponsor who is not registered in the GATA system.

Are there additional forms that must be completed to comply with GATA?
Yes, a GATA Standard Application and a GATA Uniform Budget Template must also be submitted for your application to be considered complete (along with the PARC application).

How much money is available through the grant program?
The PARC grant is not run on an annually basis. This varies each time the General Assembly authorities’ funds for PARC Grant funding. For fiscal year 2021, available funding is estimated at $25 million.

What are the minimum and maximum funding assistance amounts I can apply for?
Read - Act 17 ILL.ADM.Code 3070 section 3070.30
Due to bondability criteria, the minimum total project cost (including match) is $25,000.

The maximum grant in FY2021 is $2,500,000.00. The Administrative Rule states that no single construction project may be eligible to receive more than 10% of the amount so appropriated for any fiscal year, and no more than 10% of the total appropriation may be committed or expended on any one project. Total available funding in FY 2021 is estimated at $25,000,000.00.

Is there additional information available on how funding will be distributed?
Read - Act 17 ILL.ADM.Code 3070 section 3070.30
The Administrative Rule sets parameters for funding distribution based upon total program funding. Estimated total available funding in FY 2021 is $25,000,000.
Funding will be distributed as follows:

- No single construction project may be eligible to receive more than 10% of the total appropriated funds for the fiscal year. For FY 2021, the maximum grant amount will be $2.5 million. 
  $25,000,000.00 times 10% = $2,500,000.
- 20% shall be awarded to the Chicago Park District
  $25,000,000.00 times 20% = $5,000,000.
- 80% shall be awarded to local government units outside the City of Chicago
  $25,000,000.00 times 80% = $20,000,000.
- Up to 10% of the appropriated funds for FY 2021 can be provided to disadvantaged communities with a reduced match requirement (grant covers 90% of project costs instead of 75%).

That amount for FY2021 grant cycle would be $2,500,000 (or one grant at the maximum threshold depending on the request amount and rank order after scored. 
$25,000,000.00 times 10% = $2,500,000 (or one grant at the maximum threshold).

Disadvantaged Communities must make a selection on Certification Form DOC-1.

Is there an application fee?
Yes, the PARC program requires a non-refundable application fee. This fee is calculated as ¼ of 1% (0.0025%) of the grant request. There is a minimum fee of $100 and a maximum fee of $300. See Attachment 1-A in the grant program manual.

Is there a fee if my project is selected for funding?
Yes, there is a Grant Award Fee of 1% of the total funding assistance awarded with a maximum fee of $5,000.

When is the grant application deadline?
Completed local sponsor project applications must be received by the IDNR during the application period to be considered in the PARC 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://www2.illinois.gov/sites/GATA/Grants/SitePages/CSFA.aspx. Applications received before application period opening date or after 5:00 p.m. on application period closing date will not be accepted – NO EXCEPTIONS. Applications cannot be returned to the local sponsor.

How do we ask IDNR staff questions about our project?
Prior to initiating an application, it is strongly recommended that IDNR grant staff be contacted at 217-782-7481 or email dnr.grants@illinois.gov to discuss the proposed project. Considerable time and effort may be saved by doing so.

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

Is furniture/equipment/exercise equipment, etc. an allowable expense?
Due to bondability guidelines, "original fittings & furnishing," necessary and appropriate for the functioning of the facility are generally an allowable expense for new structures, or rehabilitation projects that involve major/complete repurposing of existing space. The space would be considered "new", and generally includes structural improvements that are also bondable. To qualify, equipment
and furnishings must cost >$100.00 and must have a long-term useful life.
Example: Current space is an airplane hangar; project will repurpose into a fitness center. Project will require extensive alterations to the structure and is bondable, and associated equipment is bondable.

However, if "remodeling" of a space will retain the previous purpose while also providing for replacement equipment within the space, the equipment is not bondable.
Example: Current space is a fitness center; project will remodel and update the fitness center to still be fitness center. Project bondability is dependent on the scope of the improvements; updated equipment is NOT bondable.

An aggregation of mostly non-bondable elements together into a larger project does not make them bondable.

Can applications be made for multiple grants in the same year?
There is no limit on the number of applications a local sponsor may submit. Project proposals must be for a single site; multi-site projects are not eligible. A single application consisting of both acquisition and development is not eligible.

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 local sponsor wants to submit an application for Phase II development of a site that is currently under construction from a Phase I PARC grant, the sponsor must contact IDNR staff for review and possible approval.

Can I make changes to my proposed project scope after it has been selected for funding?
All proposed grant projects are competitively scored and selected on the basis of merit. Under most circumstances, local sponsors may not deviate from the scope of an approved project. Occasionally circumstances arise whereby the project sponsor may request authorization to minimally revise the scope of an approved project. Such changes are made at the sole discretion of the IDNR staff.

Can schools or private groups have exclusive or priority use of a facility?
Schools and private groups may NOT have exclusive or priority rights to part or all of the site. All projects funded by this grant program must be open to the general public.

Can PARC funding be used for a project that restricts use to a certain user group?
All projects funded through this grant program must be open to the general public. Previous grant recipients have been required to pay back funding when it has been determined that the site is not open to the general public. Examples of ineligible projects include sites that are closed during normal operating hours for special invitation-only events (e.g. weddings), campsites that allow annual rental (and therefore are not available routinely to the public), facilities used exclusively by schools, etc.

How much matching funding is required?
25% match is required for most applicants, 10% match is required for disadvantaged communities.

Are there limitations on using these grant funds to match other state or federal funds?
PARC grant funds cannot be used to match other state or federal grant funds. For example, a local sponsor cannot use OSLAD funds as match for PARC or vice versa.
**What is the difference between an OSLAD and a PARC grant project?**

The objective of PARC is to support capital facilities consisting of buildings, structures, and land for park, recreation purposes or land for open space or natural areas. The objective of OSLAD is to provide grants to eligible local governments to acquire, develop, or rehabilitate lands for public outdoor recreation. The primary difference is that PARC projects may include indoor recreational facilities. Scoring criteria and rating instruments are different between these programs. Most OSLAD (Open Space Lands Acquisition and Development) projects will rank lower under PARC.

A local sponsor may submit the same project under PARC and OSLAD but if the project receives funding under one program, they will not be eligible to receive funding from the other program. If a local sponsor receives a grant under OSLAD, they are not eligible under PARC and can’t choose between the two programs to take advantage of the higher reimbursement percentage (75% vs 50%).

Projects that may be more suited for OSLAD program could be ineligible for PARC. Example: a local sponsor wants to construct new playground with no other project components. This would not be eligible because it would not have a life span of 20 years and would not be bondable.
Guidelines to the PARC Program

PROGRAM GUIDELINES AND GENERAL PROCEDURES

I. Revenue

A. Source and Amount
   The program was created by Public Act 096-0820, effective November 18, 2009. IDNR is authorized to award grants for park or recreation unit construction projects with funds appropriated from the Build Illinois Bond Fund.

B. Eligible Applicants
   Distribution of funds is limited to local agencies eligible for assistance under this program. Eligible local agencies are any unit of local government with the authority to expend public funds for the acquisition and development of land for public indoor or outdoor park, recreation, or conservation purposes. This includes, but is not limited to, counties, townships, municipalities, park districts, conservation districts, forest preserve districts and river conservancy districts.

C. Distribution of Funds
   The PARC program shall operate on a reimbursement basis providing up to the following maximum percentages for funding assistance:

   1. Of the total amount of PARC project funds awarded statewide, 20% shall be awarded to the Chicago Park District, provided that the Chicago Park District complies with the provisions of State law and this Part, and 80% shall be awarded to local government units outside of the City of Chicago.

   2. No single construction project may be eligible to receive more than 10% of the amount so appropriated for any fiscal year, and no more than 10% of the total appropriation may be committed or expended on any one project.

   3. Rehabilitation or construction projects must consist of capital expenditures that are bondable. A capital expenditure is an outlay of capital that confers long-term benefits (equal to or greater than 20 years) that permanently improves property value or usefulness. See bondability criteria below.

D. Cost Sharing

   1. Any grant under the Park and Recreational Facility Construction Act [30 ILCS 764] (Act) to a local government shall be conditioned upon the State providing assistance up to 75% of the approved project costs, with the exception of those local governments defined as disadvantaged, which shall be eligible for up to 90% State funding assistance provided that no more than 10% of the amount so appropriated in any fiscal year under the Act is made available for disadvantaged local governments.

   2. IDNR will determine which local sponsors are considered disadvantaged based on calculations using the most current published Illinois Census data and Illinois Department of Revenue information. IDNR may consider a unit of local government's
request for inclusion as a disadvantaged applicant. If so requested, the unit of local government must submit verifiable data to justify its request. IDNR may consider other available data in its calculations, but reserves the final determination on whether an applicant meets the definition of a disadvantaged community.

3. Disadvantaged community is defined as:

- An eligible local government located within a Standard Metropolitan Statistical Area (SMSA) with a per capita equalized assessed valuation (EAV) less than 60% of the State average and more than 15% of the population below the national poverty level and not containing a University in the community; or

- An eligible local government located outside an SMSA with an EAV less than 50% of the State average and more than 20% of its population below the poverty level and not containing a University in the community.

- The formula for disadvantaged communities is different for the PARC grant versus the OSLAD grants.

IDNR may consider a unit of local government's request for inclusion as a disadvantaged applicant. If so requested, the unit of local government must submit verifiable data to justify its request. IDNR may consider other available data in its calculations but reserves the final determination on whether an applicant meets the definition of a disadvantaged community.

II. Types of Eligible PARC Projects

PARC grants are available for the acquisition and development of land for public indoor/outdoor park, recreation or conservation purposes. Applications must be for a single project site and the local sponsor must be capable of accomplishing the project in the specified PARC program time frame.

Rehabilitation or Construction Projects with Capital Expenditures. Capital expenditure means an outlay of capital that confers long-term benefits that permanently improve the property's value or usefulness. Capital expenditures generally include, but are not limited to, one or more of the following purposes: land acquisition, architectural planning and engineering design costs in association with a larger bondable project; demolition (in preparation for additional work); site preparation and improvement; utility work; new construction of buildings and structures; reconstruction or improvement of existing buildings or structures; initial furniture and equipment integral to the project; replacement of currently utilized assets by a better asset; and expansion of existing buildings or facilities.

A. Bondable

Rehabilitation or construction projects must consist of capital expenditures that are bondable. A capital expenditure is an outlay of capital that confers long-term benefits (equal to or greater than 20 years) that permanently improves property value or usefulness. Eligible project types include, but are not limited to:

- demolition at site in preparation for additional indoor/outdoor recreation purposes
- site preparation and improvements for indoor/outdoor recreation purposes
• utility work for indoor/outdoor recreation purposes
• reconstruction or improvement of existing buildings or structures for indoor/outdoor recreation purposes
• expansion of existing buildings or facilities for indoor/outdoor recreation purposes
• new construction of buildings and structures for indoor/outdoor recreation purposes

Original fittings, furnishings, and equipment on new structures are bondable. Fittings, furnishings, and equipment are bondable for remodeling/ rehabilitation projects only if they involve a complete/ major repurposing of existing space. Bundling multiple non-bondable elements into a larger project does not make them bondable.

DNR will have final decision-making authority regarding eligibility and the determination of what constitutes a bondable project. Additional information is available in the Bonding Guidelines in the Illinois Administrative Code [71 IL Admin Code Section 50].

B. **Eligible Project Categories**

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

1. **Acquisition Projects**

   Eligible acquisition projects include the following:

   • Acquisition of capital facilities consisting of buildings, structures and land for parks; or
   • Acquisition of open spaces and natural areas, as defined in Section 3050.10 of the Illinois Open Land Trust Act. The Act provides for grants to be disbursed for the purpose of acquiring lands for the protection of lakes, rivers, streams, opens space, parks, natural lands, wetlands, prairies, forests, watersheds, resource-rich areas, greenways, significant fish and wildlife resources, endangered or threatened species habitat, and for public outdoor natural resource related recreation purposes.
   • Construction of new public indoor/outdoor recreation buildings, structures and facilities;
   • Expansion of existing public indoor/outdoor recreation buildings, structures and facilities;
   • General park purposes such as regional, community and neighborhood parks and playfields;
   • Frontage on public surface waters for recreation use;
   • Open space/conservation purposes to protect floodplains, wetlands, natural areas, wildlife habitat and unique geologic or biologic features;
   • Linear corridors for trails and/or greenways; and
   • Additions to the projects described in subsections (a)(3)(A) through (F).

   All properties acquired with PARC assistance are required to have a covenant placed on the deed at the time of the recording that stipulates the property must be used, in perpetuity, solely for public recreation purposes. Appraisal costs, up to a maximum of $4,000 per appraisal, necessary to fulfill program requirements to establish a property’s “market value” for an approved acquisition grant project are considered eligible project costs.
2. Development Projects
Eligible development projects include, but are not limited to, the following:

- Development, construction, reconstruction, rehabilitation, improvement, architectural planning and installation of buildings, structures and related infrastructure for park or recreation purposes.
- Outdoor recreation facilities such as playgrounds, trails, sport fields, shelters, etc. See section above on what makes a project bondable.

For proposed development projects, the local sponsor must possess adequate “control and tenure” over the project site by the time of application submittal. Failure to provide proof of adequate control and tenure over the project site will result in the automatic denial without consideration. Applications will not be returned to the local sponsor.

Examples of buildings and facilities that support outdoor/indoor recreation include but are not limited to sports fieldhouses, gymnasiums, natatoriums, recreation centers, indoor shooting/archery ranges, clubhouses/golfing, nature interpretive centers, bathhouses, warming shelters, indoor batting cages, indoor golf facility, indoor soccer fields, tennis courts, racquetball, squash, badminton, handball and ice-skating facilities.

Building renovations may not include furniture, telecommunication or equipment and other non-bondable items. However, new building construction may include original furniture and equipment. For example: Fitness Equipment.

Please contact IDNR staff with any questions on project eligibility.

III. Ineligible for PARC assistance

- Architectural/engineering project as a standalone project with no development is not eligible. If the project includes both development and architectural/engineering, it is eligible.
- Operational costs No grant funds awarded by the Department shall be used for operational costs.
- Not bondable Example: a local sponsor wants to construct new playground with no other project components. This would not be eligible because it would not have a life span of 20 years and would not be bondable.
- Schools not allowed to restrict grant funded areas to school activity only. It must be open to the general public.
- projects with a total cost of less than $25,000;
- feasibility studies, long-range development plans, master plans, and historical or archaeological research;
- Costs of repairs or maintenance that are normally anticipated to occur;
- Remodeling of a limited nature or scope that is not done as part of a larger bondable project;
- Costs of staff or resident labor and material;
- Ongoing operational and administrative expenses;
- Installation of fire alarms, smoke detectors, or connections of building monitoring systems to a central or off-site central monitor, unless included in a larger bondable project; and
- Purchase of vehicles or construction equipment.
- Acquisition of land from another public agency (excluding school districts) is not eligible for PARC grant assistance.
• Project costs for which reimbursement is sought cannot be incurred by the project applicant prior to grant approval notification. Costs incurred prior to Department approval are ineligible for grant assistance with the exception of architectural and engineering fees. For acquisition projects, costs are considered incurred when a property deed, lease or other conveyance is accepted by the local sponsor or first payment is made on the project property or to an escrow account for the property.
• Development project costs are considered incurred on the date construction contracts are signed or actual physical work begins on the project site or project materials are delivered.
• No grant funds shall be awarded for the acquisition or development of land that will not be available for general public indoor/outdoor recreation use.
• PARC grant funds cannot be used to match other State or federal grant funds.

IV. Fees

A. Grant Application Fee

The PARC grant program requires a non-refundable application fee, with the exception of grants sought by Disadvantaged Communities, as verified by the IDNR prior to application [17 Ill. Admin. Code 3000].

This fee is not a reimbursable expense and cannot be included in the project budget.

The grant application fee amount shall be calculated as ¼ of 1% (0.0025%) of the grant request with a minimum fee of $100 and a maximum fee of $300.

EXAMPLES:
- A $100,000 funding assistance request would require a $250 application fee ($100,000 x 0.0025 = $250)
- A $750,000 funding assistance request would require a $300 application fee ($750,000 x 0.0025 = $1,875 which exceeds the $300 maximum)

Grant application fees shall be rounded up to the nearest whole dollar amount:
EXAMPLE:
- A $115,000 funding assistance request would require a $288 grant application fee ($115,000 x 0.0025 = $287.50 rounded up to the nearest whole dollar = $288)

Applications submitted without the required grant application fee, or with an incorrect amount, will not be accepted by IDNR. Failure of a grant application fee to clear the bank it is drawn against will result in the automatic denial without consideration. Applications will not be returned to the local sponsor.

B. Grant Award Fee

The PARC grant program requires a Grant Award Fee be submitted by successful applicants at the time the formal grant agreement is returned to the IDNR for final execution. This fee shall be calculated as 1% of the total funding assistance awarded. [17 Ill. Admin. Code 3000].

No single Grant Award Fee shall exceed $5,000.00. (PLEASE NOTE: Grants awarded to
Disadvantaged Communities, as verified by IDNR prior to application, are NOT required to submit this fee.

EXAMPLES:
A $200,000 grant award would require a $2,000 Grant Award Fee ($200,000 x 0.01 = $2,000)
A $750,000 grant award would require a $5,000 Grant Award Fee ($750,000 x 0.01 = $7,500 which exceeds the $5,000 maximum)

Grant Award Fees shall be rounded up to the nearest whole dollar amount.

EXAMPLE:
A $454,750 grant award would require a $4,548 Grant Award Fee ($454,750 x 0.01 = $4,547.50 rounded up to the nearest whole dollar = 4,548)

The local sponsor may choose to consider the Grant Award Fee as an allowable reimbursement cost and include this cost in the identified costs of the project if so desired.

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

V. Local Sponsor Financing and Reimbursement

A. Definition of a Local Sponsor

The local sponsor is the legal entity that is applying for grant funding. It is the responsibility of the local sponsor to complete the project, if funded, in compliance with the executed grant agreement. All grant payments from IDNR are issued to the local sponsor. Please note that other terms such as local agency, sponsoring agency, local sponsor, applicant organization, grant applicant, project applicant, applicant, grantee, vendor, and grant recipient may be used interchangeably.

B. Ability to initially finance

The local sponsor must possess the ability to initially finance the cost of an approved development project prior to receipt of grant reimbursement.

C. Reimbursement schedule and processing time

Billing requests for grant reimbursement will be processed after 100% project completion, or as an option, they may also be processed after 50% project completion. Approved projects should be completed by the grant agreement expiration date. The local sponsor must submit a project billing request to the DNR showing proof of 50% (optional) or 100% project completion and project cost/payment.

Once the billing request is approved, reimbursement should be issued to the local sponsor within 60 - 90 days. (Detailed instructions for project billings are sent to the local sponsor at the time of project grant approval.)
D. Use of PARC Grant to Match Other Funding

PARC grant funds cannot be used to match other state or federal grant funds. State or federal grant funds cannot be used to match PARC. Example: A local sponsor cannot use PARC funds as match for OSLAD or vice versa.

E. Agreed Upon Procedures

Costs claimed for reimbursement at 50% (optional) and 100% project completion 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. A copy of the document completed by the independent CPA based on the “Agreed Upon Procedures” is submitted with the reimbursement request.

NOTE: The cost of having the independent attestation of the Project Billing conducted is considered an eligible project cost and may be claimed for 75% or 90% grant reimbursement if the sponsor qualifies as a “disadvantaged community”. See PARC- 1/General Project Data, # 11&/or 12.

VI. Planning

A. Architect and/or Engineer

Unless otherwise approved by IDNR, the local sponsor shall retain the services of a registered professional architect and/or engineer to make necessary field surveys, prepare detailed plans and specifications, and contract agreements; furnish necessary field supervision of the project construction; and provide other services that may be necessary for the proper design and construction of the approved project. These professional services shall be obtained pursuant to the Local Government Professional Services Selection Act (50 ILCS 510/1 et seq.)

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

15.25% Initial analysis, design & bid work, on site construction supervision and final project close-out work

B. Accessibility

All facilities constructed with PARC assistance must be developed and designed to accommodate full accessibility standards as per the Illinois Accessibility Code (October 2018) and the "Americans with Disabilities Act" Accessibility Guidelines (ADAAG).

Although the Illinois Accessibility Code standards do not address specific criteria for accessibility involving all 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,
Projects that have a second-floor must have an elevator in the project or must currently have a working elevator. This is a requirement if the PARC grant will fund anything on the second floor of any portion of the structure and/or if the roof will be impacted in any way by PARC funding.

C. Project Costs Incurred Prior to IDNR Approval

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

D. Single site & number of applications

Project proposals must be for a single site; multi-site projects are not eligible. A single application consisting of both acquisition and development is not eligible. There is no limit on the number of applications that a local sponsor may submit.

E. Pre-school & Daycare Facilities

Pre-school and Daycare Facilities are NOT eligible for PARC assistance or matching funds. Project proposals that include pre-school or daycare facilities in the overall development plan are eligible for funding, however neither PARC assistance nor matching funds can be used to fund pre-school facilities. Therefore, the square footage must be removed from the PARC -4 Development Data and Attachment A-8 Site Development Plan. Use clear labels and explanations on both forms.

F. Office Space

PARC does not fund general office space such as park district headquarters. Project proposals may include only office space that is directly and specifically necessary to serve operation of the project facility. For example, office space at a recreation center for the recreation center director may be allowable, however office space for an events director who runs events at multiple sites is not. PARC assistance cannot be used for projects that are entirely for office space. The square footage of office space that is not specifically necessary for facility operation including space necessary to run a pre-school or daycare must be removed as above under Pre-school & Daycare Facilities. IDNR will have final decision-making authority regarding eligibility and the determination of what constitutes necessary office space.

G. Easements

Easements, both above and below ground, on property to be acquired or developed with PARC assistance must be made known to IDNR prior to State approval of the project to avoid potential conversion from outdoor recreation use. PLEASE NOTE, once property is acquired or developed with PARC assistance; the local sponsor cannot use, grant easements on, or transfer title to, the property, in whole or part, for non-outdoor recreation purposes (e.g., indoor recreation centers, libraries, school buildings, community centers, etc.). Such granting of easements or non-outdoor recreation use of the property constitutes a program conversion.

H. Previous Grant Funding at Project Site

If a proposed project consists of the construction of a new building or the expansion of an existing building (with the exception of support facilities, i.e., restrooms, concession buildings) and the park site has received previous OSLAD or LWCF grant assistance, the project may cause a
conversion of use and the applicant will be required to provide replacement property of equal or higher value. If a local sponsor is not aware if a site has received previous assistance, contact the Division of Grant Administration.

I. Local Government Professional Services Selection Act Compliance

The main intent of the program is to construct or rehabilitate/renovate existing recreation buildings/structures. If a project is approved, the local sponsor shall retain the services of a registered professional engineer and/or architect (unless otherwise approved by DNR) to make necessary field surveys, prepare detailed plans and specifications, and contract agreements; furnish necessary field supervision of the project construction; and provide other services that may be necessary for the proper design and construction of the approved project. These professional services shall be obtained pursuant to the Local Government Professional Services Selection Act (50 ILCS 510/1 et seq.).

J. Permits

All necessary project construction permits and review sign-offs must be secured prior to PARC project approval and/or the construction start date. Costs incurred for any permit fees are not eligible for reimbursement. The local sponsor 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.

Projects constructing, or rehabilitating swimming pools must contact: Illinois Department of Public Health, Division of Engineering, 535 West Jefferson Street, Springfield, IL 62761, 217/782-5830.

K. Administrative Rules

Complete rules and regulations for the PARC program are provided in the attached copy of the Illinois Administrative Code, Chapter 17, part 3070, contained within this manual.

L. Designated Contact Person for Local Sponsor

The individual indicated in the grant application as the contact person for a local sponsor should be available for telephone contact during normal working hours (8:00 A.M. - 5:00 P.M.). The designated contact person serves as liaison with the DNR and should always be aware of the proposed project's status. All correspondence from DNR regarding a local sponsor's grant application should be read thoroughly and responded to promptly.
TITLE 17: CONSERVATION

CHAPTER I: DEPARTMENT OF NATURAL RESOURCES SUBCHAPTER g: GRANTS

PART 3070

PARK AND RECREATIONAL FACILITY CONSTRUCTION ACT GRANT PROGRAM

Section

3070.10 Program Objective
3070.20 Eligibility Requirements
3070.30 Assistance Formula
3070.40 General Procedures for Grant Applications and Awards
3070.50 Eligible Project Costs
3070.60 Project Evaluation Priorities
3070.70 Program Compliance Requirements
3070.80 Program Information/Contact

AUTHORITY: Implementing and authorized by the Park and Recreational Facility Construction Act [30 ILCS 764].

Section 3070.10 Program Objective

a) The Park and Recreational Facility Construction Act (PARC) provides for grants to be disbursed by the Department of Natural Resources (Department) to eligible local governments for park and recreation unit construction projects.

b) Park or recreation unit construction project means the acquisition, development, construction, reconstruction, rehabilitation, improvement, architectural planning, and installation of capital facilities consisting of buildings, structures, and land for park or recreation purposes and open spaces and natural areas, as those terms are defined in Section 10 of the Illinois Open Land Trust Act [525 ILCS 33].

Section 3070.20 Eligibility Requirements

Any unit of local government is eligible for assistance under the PARC grant program. Local government means counties, townships, municipalities, park districts, conservation districts, forest preserve districts, river conservancy districts and any other units of local government authorized by Illinois law to expend public funds for the acquisition and development of land for public indoor/outdoor park, recreation or conservation purposes.

Section 3070.30 Assistance Formula

The PARC program shall operate on a reimbursement basis providing up to the following maximum percentages for funding assistance:

a) Of the total amount of PARC project funds awarded statewide, 20% shall be awarded to the Chicago Park District, provided that the Chicago Park District complies with the provisions of State law and this Part, and 80% shall be awarded to local government units outside of the City of Chicago.

b) Any grant under the Park and Recreational Facility Construction Act [30 ILCS 764] (Act) to a local government shall be conditioned upon the State providing assistance up to 75% of the approved project costs, with the exception of those local governments defined as disadvantaged, which shall be eligible for up to 90% State funding assistance provided that no more than 10% of the amount so appropriated in any fiscal year under the Act is made available for disadvantaged local governments.

c) The Department will determine which local governments are considered disadvantaged based on calculations using the most current published Illinois Census data and Illinois Department of Revenue information. The Department may consider a unit of local government's request for inclusion as a disadvantaged applicant. If so requested, the unit of local government must submit verifiable data to justify its request. The Department may consider other available data in its calculations but reserves the final determination on whether an applicant meets the definition of a disadvantaged community.
Section 3070.40 General Procedures for Grant Applications and Awards

a) Grant applications for assistance under this program will be due no later than 45 days after the public announcement by the Department that funds have been made available for this program. Failure to submit a completed application to the Department by the specified application deadline will result in project rejection for that grant cycle.

b) Necessary application materials and instructions are available through the Department (see subsection (d)). Awarding of grants will be on a competitive basis and will be made under authority of the Director of the Department of Natural Resources.

c) Project grant applications consist of the following basic components, at a minimum:

1) Applicant's name, address and telephone number;
2) An itemized proposed project cost estimate;
3) Project narrative statement describing the project concept, location, need for and objectives of the project, anticipated benefits, proposed usages and method of financing or accomplishing the project;
4) Project location map, site plat map and proposed development plan;
5) Project environmental evaluation;
6) Proof of land ownership or usage rights for proposed development (construction) projects or commitment of title insurance for project property planned for acquisition;
7) A signed document by the applicant verifying the applicant has the resources to initially finance and subsequently manage the project area and will comply with program regulations and indemnify the Department from any liability relative to the project; and
8) A schedule of proposed expenditures/reimbursements from anticipated start through project completion.

d) A program information packet may be obtained from the Office of Grant Management and Assistance, Illinois Department of Natural Resources, One Natural Resources Way, Springfield IL 62702-1271, telephone 217/782-7481.
Section 3070.50 Eligible Project Costs

a) Grant assistance may be obtained for the following items:

1) Rehabilitation or Construction Projects with Capital Expenditures. Capital expenditure means an outlay of capital that confers long-term benefits that permanently improve the property's value or usefulness. Capital expenditures generally include, but are not limited to, one or more of the following purposes: land acquisition, architectural planning and engineering design costs in association with a larger bondable project; demolition (in preparation for additional work); site preparation and improvement; utility work; new construction of buildings and structures; reconstruction or improvement of existing buildings or structures; initial furniture and equipment integral to the project; replacement of currently utilized assets by a better asset; and expansion of existing buildings or facilities. Work that constitutes repairs, maintenance or remodeling of a limited nature or scope and that is not done as part of a larger bondable project shall not be considered bondable capital expenditures. A non-bondable project is generally one that maintains or preserves the existing condition, use or size of a capital asset and that is neither in the nature of a betterment nor a change to the capital asset's condition, use or size. Generally, this work does not significantly add to the value of the capital asset nor appreciably prolong the life of the capital asset. Eligible project types include, but are not limited to, the following:

   A) Demolition in preparation for additional indoor/outdoor recreation purposes;
   B) Site preparation and improvements for indoor/outdoor recreation purposes;
   C) Utility work for indoor/outdoor recreation purposes;
   D) Reconstruction or improvement of existing buildings or structures for indoor/outdoor recreation purposes;
   E) Expansion of existing buildings or facilities for indoor/outdoor recreation purposes; and
   F) New construction of buildings and structures for indoor/outdoor recreation purposes.

2) The following are operating or other types of expenditures that are not considered capital expenditures:

   A) Projects with a total cost of less than $25,000;
   B) Feasibility studies, long-range development plans, master plans, and historical or archaeological research;
   C) Costs of repairs or maintenance that normally occur;
D) Remodeling of a limited nature or scope that is not done as part of a larger bondable project;
E) Costs of staff or resident labor and material;
F) Ongoing operational and administrative expenses;
G) Installation of fire alarms, smoke detectors, or connections of building monitoring systems to a central or off-site central monitor, unless included in a larger bondable project; and
H) Purchase of vehicles or construction equipment.

3) Land acquisition costs (fee simple title or permanent easement, etc.) for public park and/or conservation purposes, including associated eligible appraisal costs. Eligible projects include, but are not limited to, acquisition of land for the following:
A) Construction of new public indoor/outdoor recreation buildings, structures and facilities;
B) Expansion of existing public indoor/outdoor recreation buildings, structures and facilities;
C) General park purposes such as regional, community and neighborhood parks and playfields;
D) Frontage on public surface waters for recreation use;
E) Open space/conservation purposes to protect floodplains, wetlands, natural areas, wildlife habitat and unique geologic or biologic features;
F) Linear corridors for trails and/or greenways; and
G) Additions to the projects described in subsections (a)(3)(A) through (F).

b) Acquisition of land from another public agency (excluding school districts) is not eligible for PARC grant assistance.

c) Project costs for which reimbursement is sought cannot be incurred by the project applicant prior to grant approval notification. Costs incurred prior to Department approval are ineligible for grant assistance with the exception of architectural and engineering fees. For acquisition projects, costs are considered incurred when a property deed, lease or other conveyance is accepted by the local sponsor or first payment is made on the project property or to an escrow account for the property.
d) Development project costs are considered incurred on the date construction contracts are signed or actual physical work begins on the project site or project materials are delivered.

e) No grant funds shall be awarded for the acquisition or development of land that will not be available for general public indoor/outdoor recreation use.

f) PARC grant funds cannot be used to match other State or federal grant funds.

Section 3070.60 Project Evaluation Priorities

The following factors are used by the Department in evaluating and recommending local project applications for funding consideration. These priorities are listed in this Section and also available in the Department's PARC Local Participation Grant Manual (available from Illinois Department of Natural Resources, Office of Grant Management and Assistance, One Natural Resources Way, Springfield IL 62702-1271). Department grant staff, in consultation with executive and appropriate resource staff, review all applications in accordance with the established evaluation criteria in this Section. Department grant staff recommendations are forwarded to the Director for PARC grant approval.

a) Statewide Local Needs Assessment – 55%

1) Useful life of existing facilities and improvements in comparison to the Department's schedule of Useful Life of Park and Recreation Facilities;

2) Address public health and safety needs;

3) Sponsor has high economic need;

4) Correct accessibility deficiencies as defined by the Americans With Disabilities Act (42 USC 12101);

5) Projects that provide the greatest benefit in terms of cost per capita within the applicant's jurisdictional boundaries; and

6) Land acquisition.

b) Statewide Comprehensive Outdoor Recreation Priorities – 10%

Projects are evaluated in terms of their ability to address major outdoor recreation and conservation issues identified by the Department in its Statewide Outdoor Recreation Plan. These include, but are not limited to, natural area and wetland preservation, protection of endangered/threatened species and critical habitat resources, conservation education, creation of greenways and long distance trail corridors, water-based recreation, recreation for disadvantaged populations and adaptive re-use/redevelopment of urban lands, including brownfields.
c) **Project Concept and Site Characteristics – 15%**

The project proposal is evaluated in terms of the site's physical and aesthetic qualities, including accessibility; soil, topographic and hydrologic characteristics; site vegetation; compatibility with adjacent land uses; environmental intrusion on the site; impacts to cultural and natural resources; suitability for the construction of a new building, structure or facility; and the overall recreational diversity provided by the project. Consideration is also given for the use of recycled materials, composting, water or resource-conservancy materials, methods, products or practices.

d) **Local Planning – 10%**

The major consideration under this criterion is public support and input into the project plan and existence of a comprehensive local recreation and/or open space plan identifying the proposed project as a priority. Consideration is also given for unique recreational opportunities not specifically identified in a local plan but having documented widespread public support.

e) **Other Considerations – 10%**

Relevant factors considered in evaluating the overall merits of a project and need for funding include projects located in inner-urban areas; involving land acquisitions of a time-sensitive nature; proposing initial site development; involving private donations; representing economic revitalization efforts; or from applicants not previously benefitting from PARC assistance.

f) **Penalty Factors**

Consideration is given to the applicant's past performance in completing open space lands acquisition and development (OSLAD) or other Department grant projects or unresolved project violations and the ability to properly maintain the project site.

**Section 3070.70 Program Compliance Requirements**

a) Any property acquired or developed through assistance from the Illinois PARC grant program must be open to the public for indoor/outdoor recreation use as set forth in this Part without regard to race or color, creed, national origin, sex or disability.

b) All development projects receiving grant assistance shall be bound by the terms of this program for a period of 20 years. All properties acquired with PARC assistance are 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 indoor/outdoor recreation purposes and cannot be sold or exchanged, in whole or part, to another party without approval from the Department.
c) Property acquired or developed with PARC funds may not be converted to a use other than public outdoor recreation use as provided in this Part without prior Department approval. Approval for property conversion will be granted only if the project sponsor substitutes replacement property of at least equal fair market value and comparable outdoor recreation usefulness, quality and location.

d) For projects receiving acquisition assistance, an appraisal must be provided by the sponsoring agency and submitted to the Department for review and certification to establish the fair market value of the property. The appraisal must be accepted as complete by the Department.

e) For projects receiving development assistance, the sponsoring agency must possess either fee simple title or other means of legal control and tenure (easement, lease, etc.) over the property being improved for a period of 20 years. The Department will consider, on a case-by-case basis, lease arrangements for shorter periods when State statute prohibits a unit of local government from entering into such a long-term agreement, or other circumstances beyond the control of the unit of local government prohibit such arrangements. The sponsor must also adhere to applicable local bidding and procurement requirements and make available to the Department, upon request, all working plans, specifications, contract documents and cost estimates for review prior to commencing work. The format for any advertisement or prospectus soliciting and inviting bids, indicating submission deadlines, must also be presented, upon request, to the Department for review prior to publication.

f) The local project sponsor is required to enter into an agreement with the Department for an amount agreed upon as necessary to complete the approved project, specifying the related grant reimbursement amount and program compliance regulations.

g) Upon project completion, the project sponsor must submit a certified project billing request (expenditure statement) listing/verifying all funds expended on the project for which grant reimbursement is sought, as well as required billing documentation, as follows:

1) Acquisition Project: Proof of good faith negotiations or fair market value offer to land seller, copy of property deed and title insurance policy (Judgement Order in case of condemnation) showing ownership transferred to the local project sponsor, and copies of canceled checks showing proof of payment to seller.

2) Development Projects: Copy of construction as-built drawings (no larger than 11" x 17") and verification of actual project costs.

h) All financial records on approved projects must be maintained and retained, in accordance with the Grant Funds Recovery Act [30 ILCS 705] and the State Records Act [5 ILCS 160], by the project sponsor for possible State audit after final reimbursement payment is made by the Department.
i) The sponsoring agency must permanently post a PARC grant acknowledgment sign at the project site. The wording for the PARC sign will be provided by the Department.

j) Projects assisted with PARC grant funds shall be implemented in accordance with all applicable federal, State and local laws, ordinances and regulations relating to public agency expenditure of funds for public works projects.

k) The sponsoring agency must observe and comply with the provisions of the Prevailing Wage Act [820 ILCS 130/4], which apply to the wages of laborers, mechanics and other workers employed in any public works, and with the prevailing wage requirements of the Illinois Procurement Code [30 ILCS 500/25-60].

l) It shall be understood by the project sponsor that a Department representative may make periodic inspections of the project as construction progresses and that a final inspection and acceptance of the completed project may be made by a representative or agent of the Department prior to final payment of grant reimbursement to the local sponsoring agency.

m) The sponsoring agency shall indemnify, protect, defend and hold harmless the Department from any and all liability, costs, damages, expenses, or claims arising under, through or by virtue of the construction, operation and maintenance of PARC assisted facilities.

n) In connection with and prior to the construction and the subsequent operation and maintenance of PARC assisted facilities, it shall be understood that the project sponsor is responsible for obtaining any and all necessary construction permits, licenses or forms of consent, as required by law. Failure to obtain any required permits may jeopardize approved grant funding.

o) The sponsoring agency must comply with and abide by the following operation and maintenance provisions:

1) All lands and facilities assisted with PARC funds shall be continuously operated and maintained by the sponsoring agency in a safe and attractive manner at no cost to the Department and be operated and utilized in such a manner as to maximize the intended benefits to the public.

2) The Department shall have access to PARC assisted facilities at all times for inspection purposes to ensure the project sponsor's continued compliance with this Part.

3) The sponsoring agency may enter into a contract or agreement with responsible concessionaires to operate and/or construct facilities for dispersing food to the public and/or any other services as may be desired by the public and the sponsoring agency for enjoyable and convenient use of the PARC assisted site.

4) Any and all concession revenue in excess of the costs of operation and maintenance of the PARC lands and/or facilities shall be used for the improvement of those lands or facilities or similar nearby public facilities. All sub-leases or licenses entered into by the sponsoring agency with third persons relating to accommodations or concessions to be provided for or at the PARC facility for benefit of the public shall be submitted to the Department, upon request, for its approval prior to the sublease or license being entered into or granted by the sponsoring agency.
p) Conflict of Interests

1) No official or employee of the local political subdivision who is authorized in his or her official capacity to negotiate, make, accept, or approve or to take part in decisions regarding a contract or subcontract in connection with an approved PARC grant project shall have any financial or other personal interest in any such contract or subcontract.

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

q) The project sponsor certifies that it provides a drug free workplace and related employee assistance as defined and required by the Drug Free Workplace Act [30 ILCS 580].

r) Pursuant to Section 2-105(A)(4) of the Human Rights Act [775 ILCS 5/2-105(A)(4)], the project sponsor certifies that it has a written sexual harassment policy that includes, at a minimum, the following information:

1) The illegality of sexual harassment;
2) The definition of sexual harassment under State law;
3) A description of sexual harassment utilizing examples;
4) The contractor's internal complaint process, including penalties;
5) The legal recourse, investigation and complaint process available through the Illinois Department of Human Rights and the Human Rights Commission and directions on how to contact both; and
6) Protection against retaliation as provided by Section 6-101 of the Illinois Human Rights Act. A copy of the policy shall be provided to the Department of Human Rights upon request.

s) Program Violations and Project Termination

1) The State will unilaterally rescind project agreements at any time prior to the commencement of the project in the event that State funds are not appropriated for the grant program. After project commencement, agreements may be rescinded, modified or amended only by mutual agreement with the local political subdivision. A project shall be deemed to be commenced when the local political subdivision makes any expenditure or incurs any obligation with respect to the project.

2) Failure by the local sponsoring agency to comply with any of the program terms listed in this Section shall be cause for the suspension of all grant assistance obligations, unless, in the judgement of the Department, the failure was due to no fault of the local sponsoring agency (e.g., statutory changes, acts of God).
Section 3070.80 Program Information/Contact

For information on the PARC Grant Program, contact:
Illinois Department of Natural Resources
Division of Grant Administration
One Natural Resources Way
Springfield IL 62702-1271
Telephone: 217-782-7481
FAX: 217-558-4192
Email: DNR.Grants@Illinois.gov
GUIDELINES FOR CAPITAL EXPENDITURES FOR CAPITAL GRANT PROJECTS

The purpose of these guidelines is to prescribe the policies and principles to be followed in determining whether a specific project or class of projects is eligible to be funded from bond proceeds.

To be funded with the proceeds of a bond issued under state law, a project must be consistent with (1) Article VIII, Section 1 and Article IX, Section 9 of the 1970 Constitution of the State of Illinois; (2) other applicable substantive statutes; and (3) the appropriation authority. It is recognized, however, the general parameters set forth in these authorities do not permit a definition of all projects for which bond proceeds may be expended. To further define these purposes, bondability guidelines provide uniform references for the selection of specific projects or classes of projects to be funded thought the sale of general obligation bonds.

General Guidelines for Utilization of Bond Proceeds

A bondable capital project is one for which the expenditures generally include, but are not limited to, one or more of the following purposes: architectural planning and engineering design; demolition (in preparation for additional work); site preparation and improvement; utility work; new construction of buildings and structures; reconstruction or improvement of existing buildings or structures; initial furnishings and equipment integral to the project; and replacement of currently utilized assets by a better asset; expansion of existing buildings or facilities; and any other work which significantly increases the service potential of a building or structure.

Work that constitutes repairs, maintenance or remodeling of a limited nature or scope, which is not done as part of a larger bondable project, shall not be considered a bondable capital project. A nonbondable project is generally one that maintains or preserves the existing condition, use or size of a capital asset and which is neither in the nature of a betterment nor a change to the capital asset’s condition, use or size. Generally, such work does not significantly add to the value of the capital asset nor appreciable prolong the life of the capital asset.

With the foregoing primary considerations in mind, the Department of Natural Resources will be guided by the following general principles in reviewing requests for funding a project with bond. To be eligible for funding with bond proceeds, the project must meet all of the following criteria:

1) The project expenses will not be recurring. In this context, recurring expenses are defined as those costs which are incurred for the same expenditure purpose subsequent to the completion of a bondable capital project, and at frequent or regular intervals over the life of the bonds issued to finance the project, but before the bondable expenses initially incurred for such purposes are completely amortized. An example would be the recurring cost of maintain a roof over the 20-year expected life of the roof. Although the “renovation” of the roof would be bondable in year 1 and year 21, and recurring flashing work in that period would be a nonbondable recurring maintenance expense.

2) The project is of a durable nature and not consumed in use.

3) The project is not subject to inherent risk of failure, rapid technological obsolescence, or primarily intended to fulfill temporary requirements or needs.

4) The expenditure of project funds appreciably increases, improves or enhances the interests of the entity, or its legally constituted subdivisions, in the property, land, building or asset to be developed, constructed or improved.
When applying these guidelines, the total scope of the work to be undertaken will be considered.

Individual elements of work, which would not be considered bondable when considered separately, may be included in a larger bondable project when the total scope of work meets the criteria set out in these guidelines.

Where bondable projects include or involve the purchase of equipment, the following conditions shall apply:

1) Any equipment purchased with the use of bond funds must not be subject to inherent risk of failure, rapid technological obsolescence, or primarily intended to fulfill temporary requirements or needs.

2) Bond funds are to be used only to acquire items that are considered as internal components and are necessary for the effective functioning of the projects. If considered separately this equipment may not have an extended useful life but since it is initially required, or cannot be separated from a functional project, it may be included.

Specific Guidelines by Project Type

The following guidelines set forth the appropriate utilization of and limitations applicable to the use of general obligation bond proceeds to fund various capital improvement projects and related expenditure purposes.

Planning. Bondable planning costs include those expenditures which are related to architectural planning and engineering design required for developing and implementing a specific bondable capital improvement project. Included are costs for preliminary technical studies developed from program statements that reflect the general functional characteristics an architectural requirements of a bondable capital improvement project, costs for the completion of construction documents and detailed working drawings required for bidding and construction, including any allowable reimbursables provided within an executed contract for professional and technical services. Also included as bondable planning costs are fees for construction management and observation.

Expenditures for general long-range development plans, master plans, facility surveys, historical or archaeological research, feasibility studies, program or scope statements, energy audits, or other expenditures similar in character shall not be considered bondable.

Building, Additions or Structures. Expenditures for the construction of new or the reconstruction of existing buildings, additions, or structures are a bondable expense. This category refers to those facilities with a roof or walls that have a foundation. This category also includes site development necessarily required or related to the preparation of a site for construction reconstruction purposes; and required build-in, special purpose or other fixed equipment where such equipment is permanently affixed or connected to real property in such a manner that removal would cause consequent damage to the real property to which it is affixed. Also included in this category are expenditures for the installation or replacement of water control structures such as dams, culverts, aqueducts, drainage systems, locks, spillways, reservoirs, and channel improvements. Normally recurring expenses associated with water control structures or improvements are not bondable, unless part of a larger bondable project.

Examples of nonbondable expenses include: installation of rip rap, filter cloth, dredging and installation of plant materials
Bondable work may include but is not limited to the following:

1) New construction of buildings, structures, or facilities.

2) New construction of an addition or wing to an existing structure.

3) Reconstruction of an existing building or structure, which may include demolition, as well as installation of new structural or interior walls, floors, ceilings, utilities, interior finishes, and equipment.

4) Exterior work, including exterior surface, structural or foundation work necessary to extend the useful life of the structure. The costs of repairs or maintenance normally anticipated to occur are not bondable. Such non-bondable repairs and maintenance include: patching concrete, filling of sealing cracks, painting, caulking, weatherproofing, sandblasting and cleaning. An aggregation of nonbondable repairs or maintenance does not constitute a bondable project even though the repairs or maintenance will be performed at the same time, this resulting in a greater total project expense. Nor does the fact that the repairs are being undertaken as a result of deferred maintenance make the project bondable. Elements of work that are not bondable if considered separately may be included in a larger bondable project.

5) Roof work limited to removal of all or major portions of a roofing system down to the decking and replacement with a new system reasonable expected to have an extended life. Replacement of insulation, decking, and other necessary structural work may be part of a bondable roof replacement project. Included in a bondable project may be stone or metal work and other work necessary to direct and control water drainage and ice formation. Nonbondable roof repairs include: Patching, replacing shingles, spot treatment with tar or other roof materials, adding gravel or other materials, or other repairs. Replacing gutters, downspouts, fascia and other work is not bondable as a project but may be included as part of a larger bondable roof replacement project.

6) Interior work, including major remodeling of areas where the function of the space is changed or substantially upgraded. Bondable interior work will generally involve the following elements of work: demolition, moving walls, new carpet or floor surfaces, new finishes, replacing electrical and plumbing facilities, changes to the heating or cooling system, and installation of new fixed or movable equipment. Nonbondable interior repairs or interior renovation include: painting, plastering, sanding, replacing electrical and light fixtures, decorative remodeling, insulation, installing paneling, and handicapped accessibility improvements such as installing handrails, moving toilets, partitions. Telephones, water fountains and widening entrances. If, as part of an accessibility project a structural and permanent change to the facility is made, such as rebuilding an entrance to accommodate a concrete ram, the work may be considered bondable. An aggregation of nonbondable repairs or maintenance does not constitute a bondable project even though the repairs or maintenance will be performed at the same time, this resulting in a greater total project expense. Nor does the fact that the repairs are being undertaken as a result of deferred maintenance make the project bondable. Elements of interior work that are not bondable if considered separately may be included in a larger bondable project.

Life Safety and Codes. The justification or need for such work determines program and budget priority but does not affect the source of funds to pay for the work. The criteria in these guidelines for interior and utility work will determine whether the proposed life safety or code project is bondable. Examples of nonbondable work, unless included in a larger bondable remodeling or reconstruction project, include: installation of fire alarms, smoke detectors, fire doors and hall partitions, vent dampers, automatic door closers or connection of building monitoring systems to a central or off-site central monitor.
Utilities. Bondable utility costs include expenditures for the acquisition, construction, replacement, modification or extension of utility systems including: Construction or replacement of utility lines between buildings, replacement or installation of utilities to off-site supply systems, replacement of complete boiler or central air conditioning or ventilation systems. Bondable utility improvements include:

1) Provisions for potable water, high temperature water for sanitary or other related purposes, domestic hot or chilled water.

2) Systems and associated components for disbursing or providing electricity or telecommunications services, including underground or overhead distribution cables for television, computers, or other modes of communication.

3) Steam and condensate returns.

4) Storm and sanitary sewers.

5) Fire hydrant and stand pipes.

6) Central fire and security alert systems.

7) Lighting systems.

8) Tap-ons or extensions related to existing utility systems.

9) Automated temperature or environmental control systems, and air or water pollution control systems.

10) Provisions for the disposal of contaminated, radioactive, hazardous or surgical waste.

11) Solar heating or other approved energy systems as part of a bondable construction reconstruction project.

12) Sewage and water treatment facilities, equipment and related systems.

13) Earth moving to create artificial lakes, reservoirs for utility or related conservation purposes.

14) Restoration of natural and manmade features of the site of any utilities installation to its original conditions for erosion control.

15) Trenches or ditches dug for the purpose of laying tile or providing ducts to remove excessive rainfall and prevent erosion.

Nonbondable utility repairs include replacement of corroded, leaking, unsafe or undersized wiring or pipes inside a facility, repairs to stop leaks or replace boilers, adding controls or valves for energy conservation, replacement of thermostats or timers, installing meters or energy management computers or control or monitoring, installation or replacement of duct work or return air systems, adding heat reclaim systems, installing insulation, adding a solar heating or cooling system, installing telephone or communication systems such as paging or call systems, installing lines for television or computer monitoring for security or energy management.
Site Improvements. Bondable site improvement expenditures shall include all costs related to a bondable capital improvement project including demolition, rough and final grading of a site, and the construction or replacement of sidewalks, road and driveway pavement surfaces, bridges, ramps, curbs, overpasses, underpasses, pedestrian bridges and tunnels, surface parking areas, campground development, building terraces, retaining walls, exterior lighting, and seeding or sodding for erosion control. Installation of plant material or other landscaping costs are bondable only if included in a larger bondable capital improvement project. Site improvement projects not part of a larger capital project may be bondable if the structure or improvement provided is permanent and meets all other tests and requirements of these guidelines. Demolition of buildings, structure, removal of trees and plant material, grading, rerouting utilities and erosion control are bondable when they precede a bondable project to be undertaken on the same site. Clearing and or demolition of vacant buildings are bondable only when in preparation for a bondable construction project.

Bondable roadwork may include construction of a new road or parking lot, extension of a road or parking lot, or upgrading a road or parking lot to a significantly more permanent surface. Examples include upgrading from gravel to oil and chip, oil and chip to asphalt, or asphalt to concrete. The bondable road project includes all necessary signing, landscaping, erosion control, drainage, lighting, bridges, safety, and control structures. Repairs or resurfacing of existing roads to preserve and extend useful life are not bondable. Repairs to existing bridges such as sandblasting, painting, sealing or resurfacing are not bondable.

Durable Moveable Equipment. Durable moveable equipment is the initial movable equipment, other than build-in equipment, which is necessary and appropriate for the functioning of a particular facility for its specific purpose and which will be used solely or primarily in the rooms or areas covered in the subject project. Further, such equipment is defined as manufactured items which have an extended useful life, are not affixed to a building and are capable of being moved or relocated from room to room or building to building, are not consumed in use, and have an identity and function which will not be lost through incorporation into a more complex unit. Equipment affixed or built into the building or structure is considered fixed equipment and is a bondable expense.

In applying the above definition, reference should be made to the State Finance Act and the distinction between Commodities (Chapter 127, Paragraph 151b) and Equipment (Chapter 127, Paragraph 156) as defined by that Act.

The following items are bondable when such items are part of a larger bondable project:

1) Office equipment and furnishings.

2) Machinery, implements, and major tools.

3) Scientific instruments and apparatus with the exception of those items which are subject to short useful life, i.e., glassware, tubing, crockery, light bulbs, etc. these items are more correctly defined as commodities.

4) Equipment not otherwise classified will be considered bondable provided it meets all other guidelines.

5) Items of equipment costing under $25 which are purchased in quantity, conform to all other guidelines and have a significant useful life of a minimum of 10 years. These items should be capable of identification for inventory control purposes.

Non-Bondable expenses include:

1) Commodities.
2) Library books, maps, and paintings, other than those purchased in the Art in Architecture Program.
3) Livestock.
4) Rolling stock of a specialized nature, including cars, trucks, boats, and related items.
5) Spare and replacement parts.
6) Items with a short useful life such as glassware, crockery, light bulbs, etc.

Other Expenditures.

The following are operating or other types of expenditures that are specifically not bondable and should not be included in bondable capital project budget requests:

1) Projects that cost less than $25,000.
2) Operational and administrative expenses, such as compensation costs, travel, commodities, non-initial equipment, or other recurring expenditures which are similar in character.
3) Lease payments for rental of equipment or facilities.
4) Costs for archaeological digs, research or exploration.
5) Costs of staff or resident labor and material.
6) Expenditures to acquire or construct temporary facilities or for facilities where abandonment or replacement is imminent.
7) Separate purchases of sand, gravel, rock, asphalt or concrete in limited quantities, ordinary hardware items, and temporary nondurable fencing.
8) Spare or replacement parts and equipment, hand tools, decorative models, plaques and other commemorative memorabilia, supplies or other commodities.
9) Purchase of automobiles, trucks, farm or construction equipment, boats or rolling stock.
10) Livestock or laboratory animals.
11) Unpredictable or unusual legal expenses (other than those associated with land acquisition) which are not ordinarily provided within the budget for a capital project.

Approved by IDNR Legal Counsel 01/19/03
PARC Project Application and Implementation Process

1. APPLICATION PERIOD (as indicated on the NOFO) – SUBMISSION
   The project applicant submits the application to the Illinois Department of Natural Resources (IDNR). Receipt of the application is acknowledged by staff after a desk review is performed. IDNR staff reviews the proposal to determine the applicant’s and the project’s eligibility. The application is also checked for completeness. If it is found to be incomplete or unacceptable, the applicant will be notified.

2. RECOMMENDATIONS AND APPROVAL
   Project sponsors are notified in writing of the status of the application(s). *Project sponsor may not begin the project until a project agreement is fully executed between IDNR and the project sponsor.* If the proposal(s) is not selected, the applicant will be notified. Applications are not returned.

3. AGREEMENT
   A contract is signed to assure that the applicant will complete the project within 24 months and be eligible to receive 75% (or 90% for distressed communities) reimbursement. The contract is between the state (IDNR) and the project sponsor. After the signing of the agreement, a copy will be sent to the project sponsor.

4. PROJECT IMPLEMENTATION
   The project sponsor may proceed with project construction after completing any additional steps required. *Procedural instructions will be provided to the local sponsor.* Any change order +/- $10,000 that occur within a contract bid under this PARC grant OR a 10% change within a GATA approved budget line must be approved by IDNR prior to executing the change. Reimbursement requests may be made after funds have been expended.

5. PROJECT COMPLETION
   The project should be completed within 24 months. A site inspection may be made after the project is complete; IDNR staff may also visit the project at any time during construction. A PARC acknowledgement sign must be posted in a conspicuous location when the project is complete. The required sign or specifications for its construction will be furnished by the IDNR.
1) Prior to preparing an application for PARC consideration, it is **highly recommended** that IDNR grant staff be contacted to informally discuss eligibility and merits of the project proposal.

2) This manual is provided as a .pdf file with fillable applications forms that can be opened and accessed using Adobe.

3) **The required attachments that need to be submitted to the IDNR by January 21st, 2020 requiring signatures must contain original signatures on all forms.**

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

5) **Attachments should be submitted to:**

   Illinois Department of Natural Resources
   Grant Management and Assistance
   PARC Grant Program
   One Natural Resources Way
   Springfield, IL 62702

   Documents will NOT be returned.
PARC APPLICATION FORMS
## PARC/DOC-1, General Project Data

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Enter name of local government agency sponsoring the proposed project.</td>
</tr>
<tr>
<td>2.</td>
<td>Enter title of proposed project (limit title to 36 spaces or less). (i.e. Central Park Development)</td>
</tr>
<tr>
<td>3.</td>
<td>Enter the name, title, address, telephone number, and e-mail address of the applicant’s executive officer. Then enter the name, title, address, telephone number, and e-mail address of the person responsible for the day-to-day coordination of the project. This person must be available for contact between 8 A.M. - 5 P.M., Monday through Friday.</td>
</tr>
<tr>
<td>4.</td>
<td>Mark the project type.</td>
</tr>
<tr>
<td>5.</td>
<td>Enter name of county and township where project is located. If the project is located in more than one county or township, indicate name / # of each.</td>
</tr>
<tr>
<td>6.</td>
<td>Enter the federal Congressional District(s) and Illinois Legislative (Senate) and Representative (House) Districts and members’ names where project is located.</td>
</tr>
<tr>
<td>7.</td>
<td>Enter the applicant's jurisdictional population.</td>
</tr>
<tr>
<td>8.</td>
<td>Enter the most current “Equalized Assessed Valuation” for the applicant's jurisdiction.</td>
</tr>
<tr>
<td>9.</td>
<td>Enter the applicant's annual operational budget.</td>
</tr>
<tr>
<td>10.</td>
<td>Briefly describe the property to be acquired or facilities to be developed (be specific). Include site location. If proposed project is part of a larger recreational complex, also describe relationship of the proposed project to total park area. Use only the area provided, do not type in “See Attached” in this section or add an attachment.</td>
</tr>
<tr>
<td>11.</td>
<td>Acquisition projects only. Enter the total estimated cost of the project and amount of PARC assistance requested. Estimated appraisal and relocation costs as well as potential archaeological surveying costs must be included in the original application to be eligible for reimbursement. Land acquisition and relocation costs must correspond to amount(s) shown on DOC-2.</td>
</tr>
<tr>
<td>12.</td>
<td>Development projects only. Enter the total estimated cost of development including design and potential archaeological survey fees, CPA Report Costs, and the dollar amount of PARC assistance requested. Since actual development will not begin until the spring following application submittal, cost estimates should be adjusted accordingly.</td>
</tr>
<tr>
<td>13.</td>
<td>Source(s) of Local Matching funds. Checking a box and complete additional information if requested.</td>
</tr>
<tr>
<td>14.</td>
<td>Disadvantaged Community. Check a line that would apply.</td>
</tr>
<tr>
<td>15.</td>
<td>Federal Employer ID Number (FEIN)</td>
</tr>
<tr>
<td>16.</td>
<td>Previous funding for PARC</td>
</tr>
<tr>
<td>17.</td>
<td>Renovation Projects: Answer question and include attachment A-3b.</td>
</tr>
</tbody>
</table>
NOTE: Title to the project property proposed for acquisition (including donation property) MUST NOT be taken by the local project sponsor prior to OSLAD grant approval, unless otherwise approved by IDNR.

Item

1. Enter name of local government agency sponsoring the proposed project.

2. Enter title of proposed project.

3. List all existing structures on the property to be acquired and briefly describe their condition. Also indicate if anyone is currently residing or storing personal property on the site and the intended disposition and/or use of the structures once the property is acquired. LOCATE AND IDENTIFY ALL STRUCTURES ON THE PREMISE PLAT MAP (Attachment A-4). If no structures exist, please check the box.

4. As an attachment to PARC/DOC-2 provide details of how the estimated land costs were determined and include backup documentation such as an estimated market value analysis.

5. ACQUISITION SCHEDULE –
   
   Code: Code letters are located at the bottom of chart. For Acquisition Projects, code parcels as to the anticipated means of acquisition.

   Parcel Number: Assign each parcel to be acquired a number. (A parcel is defined by individual ownership. A project may contain numerous parcels within its scope.)

   Acreage: Total acres contained in each parcel.

   Est. Acq. Costs: Indicate the estimated value of each parcel.

   Relocation Costs: If your project involves the displacement of individuals, families, businesses, farms, not-for-profit organizations and/or personal property, indicate the anticipated costs of relocation for each parcel. (Refer to pages 51 & 52 for additional information.)

5. ACQUISITION STATUS - Complete A, B, C, D, & E as they apply to the project. Any inaccuracies in reporting the acquisition status or entering into any of these actions, excepting leases, prior to IDNR approval may cause OSLAD ineligibility.

6. Provide GPS (Global Positioning System) Coordinates for the site. Ideally, the reading should be taken near the proposed park entrance.

   Latitude
   Longitude

   GPS Coordinates (Deg./Min./Sec./Dir.) ______________________  ______________________
INSTRUCTIONS: PARC/DOC-2, Acquisition Data Budget Narrative and Cost Analysis

Item

1. Enter name of local government agency sponsoring the proposed project.

2. Enter title of proposed project.

3. Acquisition Cost Analysis

   Parcel Number: Provide Parcel Identification Number (PIN).

   Acreage: Total acres contained in each parcel.

   Est. Fair Market Value of Parcel: Provide the FMV for each parcel listed.

   Est. Value of Non-Rec Improvements: Provide the value of all non-recreational property improvements on this parcel.

   Est. Relocation Costs: If your project involves the displacement of individuals, families, businesses, farms, not-for-profit organizations and/or personal property, indicate the anticipated costs of relocation for each parcel. (Refer to pages 51 & 52 for additional information.)

   Est. Grant Eligible Purchase Price: Indicate the estimated grant eligible cost of each parcel. (50% of parcel cost up to grant limits.)

   Other Expenses: If the project sponsor is going to provide any additional funds over the grant limit, it should be listed here.

5. Project Cost Narrative

   Explain how was the estimated value of this property determined? Was there an Appraisers Opinion of Value? Include name of appraiser or realtor used to determine the property value? What did they use to determine that? Comparative Sales; Highest & Best Use; Surrounding Property; Regional Trends?

   Provide a copy of your Appraisers Opinion of Value or other method used to determine your Estimated Fair Market Value.
INSTRUCTIONS: DOC-2A, Acquisition History and Certification

(DEVELOPMENT PROJECTS ONLY)

ACQUISITION HISTORY

For the Project Site(s) planned for development:

- Enter parcel #,
- month and year title was transferred to local agency,
- the method of acquisition for each project parcel.

NOTE: For parcels **acquired within the last two years**, attach a separate sheet describing the method of purchase. Give a history of negotiations and any applicable relocation assistance provided.

For parcels **acquired more than two (2) years ago**, see instructions below regarding "Acquisition Certification" portion of the form.

Provide GPS (Global Positioning System) Coordinates for the site. Ideally, the reading should be taken near the proposed park entrance.

<table>
<thead>
<tr>
<th>Latitude</th>
<th>Longitude</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

GPS Coordinates (Deg./Min./Sec./Dir.) ______________________     ______________________

ACQUISITION CERTIFICATION

For development projects involving land acquired more than two (2) years prior to the application submittal BUT after January 2, 1971, the local agency must certify that either:

1) Acquisition proceeded in accordance with the "Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970" (P.L. 91-646); **OR**

2) Acquisition occurred prior to January 2, 1971; **OR**

3) At the time of acquisition or last known displacement there was no intention or plans on the part of the local agency to apply for OSLAD development grant assistance.

Completion of the "Acquisition Certification" portion of this form provides the necessary assurance of compliance with this regulation. If applicable, the chief elected official of the local project sponsor must complete and sign this certification.
**INSTRUCTIONS: DOC-3, Resolution of Authorization**

1. Enter name of local government agency sponsoring the proposed project in each area required.

2. Enter title of proposed project.

Form submitted must contain dated signature & title by the local agency's chief elected official and must be attested to.

**INSTRUCTIONS: DOC-4, Development Cost Estimate**

THIS FORM SHOULD CORRESPOND EXACTLY WITH THE PROPOSED DEVELOPMENT AS INDICATED ON YOUR SITE DEVELOPMENT PLAN (ATTACHMENT A-3).

**Item**

1. Enter name of local government agency sponsoring the proposed project.

2. Enter title of proposed project.

3. Check appropriate box.

**NOTE:** Acquisition projects - Complete only #4 and #6 as they pertain to future development plans. Also, attach schedule for proposed development.

4. **Development Item** - Give a brief concise description of each major project component.

5. **Units** - Enter the quantity of each component.

6. **Estimated Cost** - Estimate the cost of each component, then enter the total development cost (which may include architectural/engineering fees) on the last line. Also, be aware that an archaeological reconnaissance survey may be required prior to project construction so costs for such work should be allocated and costs for the “Agreed Upon Procedures” CPA Report should also be included.
EXAMPLE

<table>
<thead>
<tr>
<th>DEVELOPMENT ITEM</th>
<th>UNITS</th>
<th>ESTIMATED COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tennis Courts</td>
<td>2</td>
<td>$25,000.00</td>
</tr>
<tr>
<td>Tennis Court Lighting</td>
<td>2</td>
<td>$12,500.00</td>
</tr>
<tr>
<td>Picnic Shelter - 20' X 48' pre-fab</td>
<td>1</td>
<td>$20,000.00</td>
</tr>
<tr>
<td>Picnic Shelter construction &amp; Electrical</td>
<td>1</td>
<td>$8,500.00</td>
</tr>
<tr>
<td>Playground Equipment</td>
<td>1</td>
<td>$20,000.00</td>
</tr>
<tr>
<td>Playground Surfacing</td>
<td>1</td>
<td>$4,000.00</td>
</tr>
<tr>
<td>Playground Installation</td>
<td>1</td>
<td>$12,000.00</td>
</tr>
<tr>
<td>Landscape Architect Design Fee</td>
<td>1</td>
<td>$10,200.00</td>
</tr>
<tr>
<td>CPA Report Costs</td>
<td>1</td>
<td>$1,400.00</td>
</tr>
<tr>
<td><strong>TOTAL ESTIMATED COST</strong></td>
<td></td>
<td><strong>$113,600.00</strong></td>
</tr>
</tbody>
</table>

7. Provide a quarterly expenditure schedule for the grant funds to the best of your knowledge or ability. Use quarterly time increments. For example: Year 1, Quarter 1 = $10,000 engineering fees. Year 1, Quarter 2 = $0.0 design phase, etc. The project sponsor is not bound to this schedule and revisions can be made during the course of the project as necessary.

**BOND FINANCE PROGRAM**
from the Illinois Finance Authority

**Description:** The Illinois Finance Authority through the “Bond Finance Program” provides low-cost loans to local governments that seek local share financing for approved PARC projects. However, success in receiving an PARC grant is not a requirement for participation in the Bond Finance Program. If a local agency is not awarded PARC funds, the Bond Bank is still available to provide, if feasible, 100% loan financing for the project.

Through the Bond Finance Program, the Finance Authority makes loans to local governments at preferred tax-exempt rates and lower up-front costs with flexible repayment terms. Loans are funded through the sale of Illinois Finance Authority bonds.

**Eligibility:** All cities, townships, villages, counties, park districts and special purpose districts located outside Cook County AND excluding “home-rule” municipalities.

**Procedures:** Local governments borrow funds through the Bond Finance Program on a pooled basis. Pooled financing includes multiple borrowers and takes place regularly in June and December. Applications are accepted and approvals are granted at no cost or obligation throughout the year.
**Fee:**
Up-front costs range from 1.3% to 1.8% of the amount borrowed for a five (5) year to 30-year term, respectively. Costs may be covered through the borrowing.

**Program Contact:**
To discuss project financing needs or request additional information and an application packet, contact: Illinois Finance Authority, 427 E. Monroe Street, Suite 202, Springfield, IL 62701; Tele: 217/557-8265.
INSTRUCTIONS: DOC-5, Preliminary Relocation Estimate
(Acquisition Projects Only)

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

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

Background Information

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

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

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

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

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

1. Determination of displaced individuals' need(s) for relocation assistance. If displacement involves personal property only, an itemized inventory of property to be moved is required;
2. Current and continuing information regarding adequate replacement sites;
3. Assurance that, prior to displacement, adequate replacement dwelling units will be
available for all displaced individuals and families which are within their financial means;

4. Assisting displaced businesses, farm operations, or not-for-profit organizations in obtaining and becoming established in a suitable replacement location;

5. Supplying information concerning State or federal agencies offering programs that would be of assistance to displaced persons;

6. Providing other advisory services to displaced persons in order to minimize their hardships in adjusting to a new location.

The Relocation Program Must be Initiated Prior to Acquisition

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

Responsibility Assigned on Project Basis

Each PARC project, where qualifying displacement will occur, must have assigned to it one or more individuals whose primary responsibility is to provide relocation assistance to the affected parties. The local project sponsor may contract with any qualified individual, firm, association or corporation for services in connection with the administration and implementation of relocation assistance programs. **The local project sponsor shall provide adequate assurance to the DNR at the time of final project billing that appropriate relocation assistance was provided in accordance with PL 91-646 and/or the State Displaced Persons Relocation Act for any qualifying PARC acquisition.**

If there are any questions regarding the necessity for relocation, please contact the IDNR, Office of Grant Management and Assistance staff for assistance (Tele: 217-782-7481).
INSTRUCTIONS: Attachment 1, Narrative Statement

1) Use the form and space provided. Do not attach additional pages.

** Please note: You should follow the outline below. Any deviation from this outline will be considered a deficiency when the application is received and the form will have to be resubmitted.

2) The Narrative Statement should address the following considerations:

A. Objectives and Need for Assistance. Present a clear and concise description of the project. State its primary objectives and explain the need for assistance. Any relevant data based on planning studies should be included or footnoted. If development includes rehabilitation of existing facilities, indicate the age of each.

B. Results / Benefits Expected. Explain the results/benefits to be derived (how the public will benefit). Indicate who will use the facility and how it will be used. The "service area" (neighborhood or community) most directly served by the project should be discussed in terms of: social/economic make-up; population density; and whether the area is newly emergent or established. If the project is located in an area having more than 50% minority population this should be specifically noted and documented by census data. (Minorities are defined as non-whites and persons of Hispanic origin.)

NOTE: Swimming Facility Justification Addendum. All projects involving renovation or new construction of a swimming facility/pool must provide as part of the project "Narrative Statement" the supplemental information outlined in the "Swimming Facility Justification Addendum" checklist.

C. Approach. Outline the plan of action for accomplishing the proposed project and how it will be financed. For acquisition projects, prepare an acquisition schedule for each parcel included in the project area. Also, provide a future development schedule for the site once it is acquired.

For development projects, identify any factors that might accelerate or delay construction. Describe any extraordinary community involvement by listing all organizations and key individuals that will work on the project along with a short description about the nature of their effort or contribution.

If force account labor (local agency's employees) and/or donated labor and material is expected to be used to accomplish the project, please describe the nature and extent of such work and/or donations.

D. Geographic Location. Provide a brief description of the geographic location of the project (do not use legal description). Also, provide a map to indicate this location and the area it will serve. If applicable, plot competing facilities on the same map.

E. Previous Assistance. Indicate any previous project assistance from LWCF, OSLA/OSLAD or other state/federal grants that affect this project. List project number(s), project title(s) and grant amount(s). If no previous assistance has been received, enter: No Previous Assistance.

F. Combination Projects. If the property being donated is not the site described in the application, but another location, provide information on how the donated site will be developed in the future. All property acquired through donation must be maintained as public open space in perpetuity.
INSTRUCTIONS: Attachment 1a, Narrative Statement Addendum

SWIMMING FACILITY PROJECT JUSTIFICATION ADDENDUM
[attach as addendum to project "Narrative Statement" (Attachment A-1) ]

1. Use form provided.

2. All items listed below MUST be addressed for projects involving renovation or new construction of a swimming facility/pool. Initial each box, as applicable, to verify item has been addressed.

RENOVATION PROJECTS
(Renovation projects are restricted to pools/facilities 15 years old or more)

[ ] facility's original construction date (and prior major renovation dates, if applicable)
[ ] facility's construction material (existing and proposed)
[ ] maintenance impact due to facility location (e.g., subsidence, unstable soils, flood plain, etc.)
[ ] operation/maintenance costs for past 7 years (detailed)
[ ] revenue for past 7 years and existing as well as proposed fee structure.
[ ] service days/year and attendance/year for past 5 years
[ ] service area population
[ ] IL Public Health Dept. reports pursuant to "IL Recreation Area Licensing Act")
[ ] Engineering (Feasibility) Studies including a comparison of renovation vs. new facility construction

(If project scope is less than total renovation (i.e., filtration system, plumbing, pool basin or decking component only, etc.), the feasibility study must address life expectancy of components not being renovated)

NEW SWIMMING FACILITY CONSTRUCTION

[ ] service area population
[ ] other public & private swimming facilities in jurisdiction and/or service area
[ ] facility construction type (material)
[ ] Engineering (feasibility) Studies
[ ] location factors (e.g., topography, water table, flood plain, soil suitability, area undermining)
[ ] fee structure, anticipated annual revenue and expected service days/year

3. Provide resume of project engineer specific to swimming pool facility experience, especially within past 5 years.

4. Indicate experience and training level of the swimming pool operator for the local project sponsor AND specify whether that person has attained either State or national “certification” as a swimming pool operator.
INSTRUCTIONS: Attachment 2, Location Map

1. Type in upper right corner of map:
   A. Attachment A-2 Location Map
   B. (Local agency's name)
   C. (Project Title)

2. Submit a street or county highway map of the area which clearly delineates the project location and boundaries. This map will be used by IDNR staff to locate the project area. Please ensure the street/road names on the map are legible.

INSTRUCTIONS: Attachment 3, Site Development Plan

1. Type in upper right corner of illustration:
   A. Attachment A-3 Development Plan
   B. (Local agency's name)
   C. (Project Title)

2. Submit a development plan (should be 8 ½" x 11") which indicates the following:
   A. All proposed development in the scope of the project.
   B. Existing facilities at the site to be retained.
   C. Future development at the site, including any indoor buildings (senior centers, community centers, indoor water parks, etc.).
   D. Graphic scale and north arrow.

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

NOTE: The development plan submitted with the application is the "plan of record" for the project and considered a static document. Design it carefully. All proposed project development must be completed or grant program compliance violations and/or grant disqualification may occur. The DNR must be contacted if there is any change in the development plan.
INSTRUCTIONS: Attachment 3 Site Development Map and A-3a, Floor Plan, Elevation and Playground Drawings

1. Type in upper right corner of illustration:
   A. Attachment A-3a Elevation/Floor Plans
   B. (Local agency's name)
   C. (Project Title)

2. The plans should be 8 ½" x 11", but in no case larger than 11" x 17".

3. Floor plans and elevations must be submitted for all structures proposed in the project, (i.e., restrooms, pavilions, shelters, concession stands, interpretive centers, bath houses, fishing piers, etc.). The design must comply with the standards published in the Illinois Capital Development Board's "Illinois Accessibility Code" (April 1997) AND/OR accessibility guidelines of the "Americans with Disabilities Act" (PL 101-336) whichever is more stringent.

4. Playground drawings must be submitted showing proposed components, playground surfacing and location in park with appropriate routing. The latter should be shown on the site development plan.

5. Plans for outdoor ice skating areas must be submitted showing what type of facility will be constructed.

6. Plans for a canoe launch area must show accessibility considerations.

INSTRUCTIONS: Attachment 4, Premise Plat Map

1. Type in upper right corner of map:
   A. Attachment A-4 Premise Plat Map
   B. (Local agency's name)
   C. (Project Title)

2. Submit a plat map (should be 8 ½" x 11") that indicates the following:
   A. Exterior boundaries and dimension of each parcel to be acquired or developed.
   B. Adjacent land uses, both public and private, roads, streets, highways, etc.
   C. All utility lines (capacity noted), easements, and rights-of-way. (Refer to title policy to ensure all easements are shown.) If necessary, attach a separate sheet explaining, in detail, the types and duration of easements, and mineral rights if not owned by the local agency.
   D. All existing structures as coded on DOC-2.
   E. A graphic scale and a north arrow.

3. Number each parcel with the corresponding numbers assigned on DOC-2 and indicate
INSTRUCTIONS: Attachment 5, Environmental Assessment Statement

1. Complete for the project the "Environmental Assessment Statement" (EAS) form provided. ACQUISITION PROJECTS are to complete the EAS addressing the impact of the acquisition and planned, future development of the site.

2. If the project involves any alteration of water resources (lake, stream, drainage way, wetlands, etc.) such as dredging, filling, channel improvements, impoundments, bridges, etc., both the U.S. Army Corps of Engineers (COE) and Illinois DNR, Division of Water Resources must be contacted to determine whether a permit is required (see map below for appropriate jurisdiction and offices). A copy of the permit(s) or letter(s) stating a permit is not required, should accompany the project application to IDNR Office of Grants Management and Assistance.

![Regulatory Jurisdictional Boundaries](image-url)
INSTRUCTIONS: Attachment 6

Commitment for Title Insurance, Deed or Lease Agreement

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

Development Projects - Attach a copy of the deed(s) for the property being developed and HIGHLIGHT the existence of any easements/encumbrances, etc. on the property that may affect/impact recreational use of the site in any manner. The deed(s) must, at a minimum, encompass the park area delineated on the project Plat Map (Attachment A-4) submitted with the grant application. If the deed is less than "Warranty" or “Trustee”, title insurance or an attorney’s Opinion of Title is also required.

NOTE: An Attorney's Opinion of Title may be submitted in lieu of the deed(s) if such documentation is voluminous AND the opinion lists and describes any easements, rights-of-way, liens or other encumbrances on the property.

If property to be developed is leased by the local project sponsor, a copy of the lease must be submitted. The lease cannot be revocable at will by the lessor and must include safeguards to ensure that the site is available for public outdoor recreation use for the time period specified by OSLAD requirements). If the lease does not contain such "public use safeguards", the applicant must provide assurance in the form of a duly adopted resolution that comparable replacement land in accordance with OSLAD regulations will be provided should the lease be terminated and the project site converted to non-public outdoor recreation use.

NOTE: If project has multiple parcels, code each parcel to correspond with the respective Deed, Title Commitment, Lease, etc.

Combination Projects - Attach a copy of the Commitment for Title Insurance for each parcel to be donated. Meeting this requirement shows good faith efforts and intentions by the local sponsor. Please note, Title Insurance and a recorded Deed (preferably warranty) for the donated property is required when the project is complete.

INSTRUCTIONS: Attachment 7, Flood Map

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

Contact the Flood Map Distribution Center, FEMA, 6730 Santa Barbara Court, Elkridge, Maryland 21075, (800/358-9616), to request a copy of the map. Cost of a map is $4 plus shipping costs. Web site address for the FEMA map center is http://msc.fema.gov
INSTRUCTIONS: Attachment 8, Project Justification by Local Plan

Please reference and submit appropriate pages, as well as the front cover/title page from a local Outdoor Recreation/Open Space Plan, Community Comprehensive Plan, Capital Development Plan, etc. that shows the proposed project is justified and consistent with priorities outlined in such plan(s). Be sure the date of the plan(s) is indicated on the material submitted.

DO NOT SUBMIT THE ENTIRE PLAN(S).

If a public hearing/meeting was held to solicit public input, submit a copy of the advertisement notice, sign-in sheet(s), and any relevant minutes or notes. This also pertains to a regular board meeting that listed the project proposal as a discussion item before or after the regular board’s agenda.

Also, provide documentation from the plan(s) or other sources that describes or verifies the level of public input/involvement in the preparation of the plan(s) AND/OR the application project proposal.

NOTE: If local applicant has adopted a specific recreation acreage standard or goal, please submit appropriate reference from planning document(s) indicating the adopted standard or goal. (See page 17 of this manual for reference on how supply of existing open space & park acreage is used by the IDNR in the project evaluation process.

INSTRUCTIONS: Attachment 9, Appraiser Qualifications

(Acquisition and Donation Projects only)

Provide the credentials/qualifications of at least two independent fee appraisers for review and approval by the IDNR.

The credentials must include, at a minimum, a history of the individual appraiser's education, state license number (#553 preferred) and experience in appraisal work including a listing of the appraiser's clientele.

IDNR approval on local appraisers must be obtained for each OSLAD/LWCF project in the manner described above, even though similar approval may have been received on previous projects.

INSTRUCTIONS: Attachment 9, Application Fee & Payment Form

Complete
- Applicant
- Project Title
- Total Project Cost
- Total Grant Assistance Request
- Initial Application Fee amount attached
- attach check to this form
NOTE: DO NOT bind the application being submitted to the IDNR with a permanent binding (e.g., spiral or glue binding)

(Use of a three-ring binder is recommended)

1) Only 1 copy of application needs to be submitted.

2) 3 copies of the CERP form need to accompany the application (including Attachment 3 Site Development plan, Topographic map, photo's of site.

3) Application MUST be received by 5:00 pm on the application due date.
ILLINOIS PARK AND RECREATION FACILITY CONSTRUCTION GRANT PROGRAM

APPLICATION CHECKLIST

PROJECT SPONSOR: ____________________________________________

PROJECT TITLE: _____________________________________________

☐ GATA Uniform Budget Template
☐ GATA Uniform Application for State Grant Assistance
☐ Form PARC/DOC-1 General Project Information
☐ Form PARC/DOC-2 Acquisition Data
☐ Form PARC/DOC-2a Acquisition History and Certification
☐ Form PARC/DOC-3 Resolution of Authorization
☐ Form PARC/DOC-4 Development Data
☐ Form PARC/DOC-5 Preliminary Relocation Plan
☐ Attachment A-1 Narrative Statement
☐ Attachment A-1a Swimming Pool Supplement
☐ Attachment A-2 Location Map
☐ Attachment A-3 Site Development Map
☐ Attachment A-3b Current Floor Plans
☐ Attachment A-4 Site Premise Plat Map
☐ Attachment A-5 Environmental Assessment Statement
☐ 3 Copies of CERP, Site Development Map, Topographic Map, Pictures of Existing Buildings/Structures
☐ Attachment A-6 Commitment for Title Insurance, Deed, or Lease Agreement
☐ Attachment A-7 Copy of FEMA Flood Map for Project Area
☐ Attachment A-8 Local master Plan Excerpts (Evidence of Public Input)
☐ Attachment A-9 Appraiser Qualifications (Acquisition Projects Only)
☐ Attachment A-10 Application Fee & Payment Form
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</table>
| 1. | **Type of Submission** | □ Pre-application  
  ■ Application  
  □ Changed / Corrected Application |
| 2. | **Type of Application** | □ New  
  □ Continuation (i.e. multiple year grant)  
  □ Revision (modification to initial application) |
| 3. | **Date / Time Received by State** |   |
| 4. | **Name of the Awarding State Agency** | Illinois Department of Natural Resources |
| 5. | **Catalog of State Financial Assistance (CSFA) Number** | 422-11-1165 |
| 6. | **CSFA Title** | Park and Recreational Facility Construction (PARC) |
| 7. |  |   |
| 8. |  |   |
| 9. |  |   |
| 10. |  |   |
| 11. | **Funding Opportunity Information** |   |
| 12. |  |   |
| 13. | **Competition Identification** | □ Not applicable |
| 14. | **Competition Identification Number** | FY2021PARC |
| 15. | **Competition Identification Title** | Park and Recreational Facility Construction (PARC) |
## Applicant Completed Section

### Applicant Information

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<td>16.</td>
<td>Common Name (DBA) **</td>
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<td>17.</td>
<td>Employer / Taxpayer Identification Number (EIN, TIN)</td>
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<td>18.</td>
<td>Organizational DUNS number</td>
</tr>
<tr>
<td>19.</td>
<td>SAM Cage Code</td>
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</table>
| 20. | Business Address | Street address  
|   | City  
|   | State, County  
|   | Zip + 4 |

### Applicant’s Organizational Unit [If applicable]

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<td>22.</td>
<td>Division Name **</td>
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### Applicant’s Name and Contact Information for Person to be Contacted for Program Matters involving this Application

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<td>Title</td>
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<td>27.</td>
<td>Organizational Affiliation (if different than 15. above) **</td>
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<td>28.</td>
<td>Telephone Number</td>
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<td>29.</td>
<td>Fax Number **</td>
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<td>30.</td>
<td>Email address</td>
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</table>

### Applicant’s Name and Contact Information for Person to be Contacted for Business/Administrative Office Matters involving this Application

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<td>Organizational Affiliation (if different than 15. above) **</td>
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** Optional
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<th>Areas Affected</th>
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<tbody>
<tr>
<td>39. Areas Affected by the Project (cities, counties, state-wide)</td>
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<tr>
<td>40. Legislative and U.S. Congressional Districts of Applicant</td>
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<tr>
<td>Legislative: ____________</td>
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<tr>
<td>Congressional: ____________</td>
</tr>
<tr>
<td>41. Legislative and U.S. Congressional Districts of Program / Project</td>
</tr>
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<td>Legislative: ____________</td>
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<tr>
<td>Congressional: ____________</td>
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<th>Applicant’s Project</th>
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<tbody>
<tr>
<td>42. Descriptive Title of Applicant’s Project</td>
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<tr>
<td>43. Proposed Project Term</td>
</tr>
<tr>
<td>Start Date: ______________</td>
</tr>
<tr>
<td>End Date: ______________</td>
</tr>
<tr>
<td>44. Estimated Funding (include all that apply)</td>
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<tr>
<td>□ Amount Requested from the State: ______________</td>
</tr>
<tr>
<td>□ Applicant Contribution (e.g., in kind, matching): ______________</td>
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<tr>
<td>□ Local Contribution: ______________</td>
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<tr>
<td>□ Other Source of Contribution: ______________</td>
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<tr>
<td>□ Program Income: ______________</td>
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<tr>
<td>Total Amount: $ 0.00</td>
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**Applicant Certification:**

By signing this application, I certify (1) to the statements contained in the list of certifications* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil or administrative penalties. (U.S. Code, Title 218, Section 1001)

(*) The list of certification and assurances, or an internet site where you may obtain this list is contained in the Notice of Funding Opportunity.

□ I agree

<table>
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<th>Authorized Representative</th>
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<td>49. Telephone Number</td>
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<tr>
<td>50. Fax Number **</td>
</tr>
<tr>
<td>51. Email Address</td>
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<tr>
<td>52. Signature of Authorized Representative</td>
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<tr>
<td>53. Date Signed</td>
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** Optional
1. **Applicant (Sponsor) Legal Name:**

2. **Project Title:**

3. **Applicant Executive Officer**
   - **Name:**
   - **Title:**
   - **Address:**
   - **City, State, Zip:**
   - **Phone #:**
   - **Email Address:**

4. **Applicant Contact Person**
   - **Name:**
   - **Title:**
   - **Address:**
   - **City, State, Zip:**
   - **Phone #:**
   - **Email Address:**

5. **County:**

6. **Federal Congressional District #:**

7. **Population in Applicant’s Jurisdiction:**

8. **Current “Equalized Assessed Valuation” Total for Local Sponsor Jurisdiction:**

9. **Applicant’s annual operational budget:**

10. **Concise Description of the Proposed Project:**
    (USE ALLOCATED SPACE ONLY, DO NOT ATTACH ADDITIONAL SHEETS)
    (Be sure to indicate size/acreage of project site)

11. **(ACQUISITION PROJECT)**

    | Item                  | (estimated costs) |
    |-----------------------|-------------------|
    | Acquisition Costs     | $                 |
    | Relocation Costs      | $                 |
    | Appraisal Costs       | $                 |
    | Archaeological Survey Costs | $     |
    | **TOTAL ACQ. COSTS**  | $ 0               |

    **Grant Amt. Requested (75% or 90%)**
    (round to nearest hundred)

    **(2,500,000 maximum)**

12. **(DEVELOPMENT PROJECT)**

    | Item                  | (estimated costs) |
    |-----------------------|-------------------|
    | Construction Costs    | $                 |
    | A/E Design Fees       | $                 |
    | Archaeological Survey Costs | $     |
    | CPA Report Costs      | $                 |
    | **TOTAL DEV. COSTS**  | $ 0               |

    **Grant Amt. Requested (75% or 90%)**
    (round to nearest hundred)

    **(2,500,000 maximum)**
13. **Source(s) of Local Matching Funds:**

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<th>Options</th>
<th>Details</th>
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<tr>
<td>General Funds</td>
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<td>Non-Referendum Bonds</td>
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<td>Referendum Bonds (date)</td>
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<tr>
<td>Donations (specify)</td>
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<td>Other (specify)</td>
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14. **Disadvantaged Community** *(This will have no effect on scoring the project.)*

In accordance with 17 IL Admin Code 3070, IDNR has $2,500,000 designated to allow project sponsors that are classified as Disadvantaged Communities to receive 90% reimbursement. All projects will be scored on merit and sorted in rank order from the highest to the lowest merit score by IDNR staff. The highest-ranking Disadvantaged Community Projects will be approved to receive 90% reimbursement up to the $2,500,000 ceiling. Project sponsors should determine if they wish to receive 75% reimbursement if not approved to receive 90% reimbursement.

Please make selection below:

- [ ] If not approved for 90% reimbursement for PARC grant, sponsor **does NOT** wish to receive a grant.
- [ ] If not approved for 90% reimbursement for PARC grant, sponsor **wishes to receive 75%**.
- [ ] Not applicable. Sponsor does not qualify for Disadvantaged Community or doesn’t wish to take 90%.

15. **Federal Employer ID Number (FEIN)**

16. **Have you received PARC funding in the past?**

17. **Remodel/Rehabilitation/Renovation**

Explain what is currently in the space and what will be in the space after the renovation? Example: Current space is a fitness center; will the fitness center be in the same location in the building? If no, what will be done in the area that is currently the fitness center? Include this information for each area of the remodel/rehabilitation/renovation of the building. (Supply a current floor plan as attachment A-3b along with pictures.) If not applicable, leave blank or fill in N/A.
PARC Grant Program
Acquisition Data

Form PARC/DOC-2
(Acquisition and Combination Projects Only)

1. Applicant (Sponsor) Legal Name: ________________________________

2. Project Title: __________________________________________________

3. Provide Summary of Existing Site Improvements If None, Check Here: □
(see instructions for completing the PARC/DOC-2 for details)

4. As an attachment to PARC/DOC-2 provide details of how the estimated land costs were determined and include backup documentation such as an estimated market value analysis.

5. Acquisition Schedule:
   As an attachment to PARC/DOC-2 provide details of how the estimated land costs were determined and include backup documentation such as an estimated market value analysis.

<table>
<thead>
<tr>
<th>CODE *</th>
<th>PARCEL #</th>
<th>ACREAGE</th>
<th>ESTIMATED LAND COST</th>
<th>RELOCATION COSTS</th>
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   TOTALS 0 0 0

   * CODE A) Anticipate Negotiated Purchase (willing seller)
   B) Possible Condemnation (may be unwilling seller)
   C) Donation

6. Acquisition Status:
   YES NO
   A. All or part of the project site is in Condemnation
      (If yes, submit copy of petition to condemn) □ □
   B. All or part of the project site is covered in a Purchase Contract
      (If yes, submit copy of contract) □ □
   C. All or part of the project site is covered in an Option Agreement
      (If yes, submit copy of Option) □ □
   D. All or part of the project site is covered in a Lease Agreement
      (If yes, attach copy of lease) □ □
   E. All or part of the project site is covered by any form of agreement other than those noted above that commits local project sponsor to acquire the property (If yes, submit copy of agreement) □ □

7. Provide GPS (Global Positioning System) Coordinates for the site. Ideally, the reading should be taken near the proposed park entrance.

<table>
<thead>
<tr>
<th>GPS Coordinates (Deg./Min./Sec./Dir.)</th>
<th>Latitude</th>
<th>Longitude</th>
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<tbody>
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</table>
1. Applicant (Sponsor) Legal Name: 

2. Project Title: 

3. Acquisition Cost Analysis:

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<tr>
<th>Parcel #</th>
<th>Acreage</th>
<th>Estimated FMV of Parcel</th>
<th>Estimated Value of Existing Non-Recreation Property Improvements (if applicable)*</th>
<th>Estimated Relocation Costs (if applicable)</th>
<th>Total Estimated Grant Eligible Purchase Price</th>
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<th>Other Acquisition Expenses (include overmatching funds here)</th>
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<td>Sub-Grantee Cost Share</td>
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<td>Total Acquisition Costs</td>
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4. Project Cost Narrative: (Refer to manual for instructions – backup to your costs must be provided.)
ACQUISITION HISTORY and CERTIFICATION

ACQUISITION HISTORY:

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<th>Purchase Price</th>
<th>Acquisition Method (see code)</th>
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<td>c) Donation</td>
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GPS Coordinates (Deg./Min./Sec./Dir.)

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ACQUISITION CERTIFICATION:

I, ___________________________ , ___________________________ of the
(name) (title)
___________________________________________________________ , do hereby certify, to the best
(local agency)
of my knowledge and under penalty for willful misstatement, that the property for which this development grant
assistance is being sought was either 1) acquired in general compliance with P.L. 91-646 (Uniform Relocation
Assistance and Real Property Acquisition Policies Act of 1970) or the state’s Displaced Persons Relocation Act
(310 ILCS 40 et. seq.); OR 2) acquired prior to January 2, 1971; OR 3) at the time of its acquisition, no planning
had been initiated or contemplated by this local agency to obtain State OSLAD development grant assistance.

______________________________
(signature)

______________________________
(date)
PARC Grant Program  
Resolution of Authorization

1. Project Sponsor: __________________________

2. Project Title: ____________________________

The ____________________________ hereby certifies and acknowledges that it has 100% of the funds necessary to complete the pending PARC project within the timeframes specified herein for project execution, and that failure to adhere to the specified project timeframe or failure to proceed with the project because of insufficient funds or change in local recreation priorities is sufficient cause for project grant termination which will also result in the ineligibility of the local project sponsor for subsequent Illinois DNR indoor or outdoor recreation grant assistance consideration in the next two (2) consecutive grant cycles following project termination.

ALL Projects

It is understood that the project should be completed within the timeframe established in the project agreement and the Final Billing reimbursement request must be submitted within one year of the expiration date. Failure to do so will result in the Project Sponsor forfeiting all project reimbursements, and relieves DNR from further payment obligations on the grant.

The ____________________________ further acknowledges and certifies that it will comply with all terms, conditions and regulations of 1) the Park and Recreational Facility Construction Grant Program (PARC) (17 IL Adm. Code 3070) 2) the federal Uniform Relocation Assistance & Real Property Acquisition Policies Act of 1970 (P.L. 91-646) and/or the Illinois Displaced Persons Relocation Act (310 ILCS 40 et. seq.), as applicable, 3) the Illinois Human Rights Act (775 ILCS 5/1-101 et. seq.), 4) Title VI of the Civil Rights Act of 1964, (P.L. 83-352), 5) the Age Discrimination Act of 1975 (P.L. 94-135), 6) the Civil Rights Restoration Act of 1988, (P.L. 100-259) and 7) the Americans with Disabilities Act of 1990 (PL 101-336); and will maintain the project area in an attractive and safe condition, keep the facilities open to the general public during reasonable hours consistent with the type of facility, cease any farming operations, and obtain from the Illinois DNR written approval for any change or conversion of approved outdoor recreation use of the project site prior to initiating such change or conversion; and for property acquired with PARC assistance, agree to place a covenant restriction on the project property deed at the time of recording that stipulates the property must be used, in perpetuity, for public indoor or outdoor recreation purposes in accordance with the PARC programs and cannot be sold or exchanged, in whole or part, to another party without approval from the Illinois DNR.

BE IT FURTHER PROVIDED that the ____________________________ certifies to the best of its knowledge that the information provided within the attached application is true and correct.

This Resolution of Authorization has been duly discussed and adopted by the ____________________________ at a legal meeting held on the _____ day of ____________________________, 20____.

(Authorized Signature and Title)

ATTESTED BY:

(Name and Title)
1. Applicant (Sponsor) Legal Name: 
2. Project Title: 
3. Acquisition [ ] Development [ ]
   
   Note: Acquisitions Projects – complete items #4 and #6 below as they pertain to future development.

<table>
<thead>
<tr>
<th>DEVELOPMENT PROJECT COMPONENT</th>
<th>5. UNIT AMT.</th>
<th>6. ESTIMATED COSTS</th>
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<td>CPA Report Cost</td>
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<td>A/E Design Fees (&lt;15.25% of construction cost)</td>
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<tr>
<td>Potential Archaeological Survey *</td>
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TOTAL ESTIMATED COST:

NOTE: Donated labor and material are not eligible for reimbursement.

( * ) Projects approved for OSLAD funding may require the completion of an archaeological reconnaissance survey on the project site. Estimated cost for such a survey may be included in the project budget. The requirement of a survey will not be an allowable reason to extend any project ending date.

7. Provide a quarterly expenditure schedule for the grant funds to the best of your knowledge or ability. Use quarterly time increments. Example: Year 1, Quarter 1 = $10K (engineering fees). The project sponsor is not bound to this schedule and revisions can be made during the course of the project as necessary.
1. Applicant (Sponsor) Legal Name: ___________________________________________________

2. Project Title: ________________________________________________________________

3. Neighborhood Description: (Comment on the characteristics of and the means of livelihood for those to be displaced. Comment on property values and type or kinds of improvements.) Attach additional sheet(s) if necessary.

4. Approximate Number of Individuals to be Displaced: ______

5. Approximate Number of Families to be Displaced: ______

6. Approximate Number of Businesses to be Displaced: ______

7. Approximate Number of Farm Operations to be Displaced: ______

8. Approximate Number of Non-Profit Organizations to be Displaced: ______
PARC Grant Program

Narrative Statement

Applicant (Sponsor) Legal Name: 

Project Title: 

Instructions:
Describe, at a minimum, the overall concept of the project, project funding, agencies involved, approach to implementation, project location, trail mileage to be provided through the project, need for the project, anticipated benefits and the proposed schedule of operation (daily and/or seasonal hours of operation) for the project facility. Be thorough and explicit, this narrative should completely describe the project and expected outcome.
SWIMMING FACILITY PROJECT JUSTIFICATION ADDENDUM

Applicant (Sponsor) Legal Name: 

Project Title: 

Instructions: (Attach as addendum to project “Narrative Statement” Attachment A-1)

1. All items listed below MUST be addressed for projects involving renovation or new construction of a swimming facility/pool. Initial each box, as applicable, to verify item has been addressed.

   RENOVATION PROJECTS  (Renovation projects are restricted to pools/facilities 15 years old or more)
   - Facility's original construction date (and prior major renovation dates, if applicable)
   - Facility's construction material (existing and proposed)
   - Maintenance impacts due to facility location (e.g., subsidence, unstable soils, flood plain, etc.)
   - Operation/maintenance costs for past 7 years (detailed)
   - Revenue for past 7 years and existing as well as proposed fee structure
   - Service days/year and attendance/year for past 5 years
   - Service area population
   - IL Public Health Dept. reports pursuant to "IL Recreation Area Licensing Act"
   - Engineering (Feasibility) Studies including a comparison of renovation vs. new facility construction

   (If project scope is less than total renovation (i.e., filtration system, plumbing, pool basin or decking component only, etc.), the feasibility study must address life expectancy of components not being renovated)

   NEW SWIMMING FACILITY CONSTRUCTION
   - Service area population
   - Other public & private swimming facilities in jurisdiction and/or service area
   - Facility construction type (material)
   - Engineering (feasibility) Studies
   - Location factors (e.g., topography, water table, flood plain, soil suitability, area undermining)
   - Fee structure, anticipated annual revenue and expected service days/year

2. Provide resume of project engineer specific to swimming pool facility experience, especially within past 5 years.

3. Indicate experience and training level of the swimming pool operator for the local project sponsor AND specify whether that person has attained either State or national “certification” as a swimming pool operator.
1. Submit a highway, street, county, or other map that will clearly locate your project in relation to nearby streets, highways, towns, and other important landmarks. Be sure to indicate north on the maps. Label it as Attachment A-2: Site Location Map and include the Applicant (Sponsor) Legal Name and Project Title.

   Example: Location Map (City)  
   ![Location Map (City)](image1)

   Example: Location Map (Village)  
   ![Location Map (Village)](image2)

2. Directions to project site: Provide directions to a logical project entry point to the project location.
INSTRUCTIONS: Attachement A-3a Preliminary Floor Plans & Elevation Drawings

1. Type in upper corner of illustration: Attachment A-3a Drawings and/or Floor plans

   A. Local agency’s name
   B. Project title

2. Plans should be 8 1/2” x 11”, but 11” x 17” is acceptable.

NOTE: Local project sponsors that are proposing the construction or renovation of buildings can submit the best plans available to them at the time of application submittal. Conceptual plans may be the only documents available given the timelines involved. If a project is awarded grant funds, DNR requires that local sponsors proposing construction projects involving buildings secure a professional engineering firm for the project. (See item J, of the PARC Manual)

The design must comply with the Illinois Accessibility Code and/or accessibility guidelines of the Americans with Disabilities Act, whichever is more stringent.
1. Current Floor Plans and current photos showing the spaces are required for all remodeling, renovation, and rehabilitation projects. Type the following in the upper corner of each illustration:
   - Attachment A-3b Current Floor Plan/ Current Photos
   - Local sponsor’s name
   - Project title

Plans should be 8.5" x 11", but 11" by 17" is acceptable

Example: Current Floor Plan

Example: Current Photos
Park and Recreational Facility Construction Grant Program (PARC) Program applications require a non-refundable Application Fee which shall be calculated as ¼ of 1% (0.0025%) of the grant request with a minimum fee of $100 and a maximum fee of $300. The following exceptions apply:

- Grants for which the total value of the financial assistance being sought is less than $25,000
- Grants to the federal government; and
- Operational grants

This fee is not a reimbursable expense and cannot be included in the project budget.

EXAMPLES:

A $50,000 funding assistance request would require a $125 application fee
($50,000 x 0.0025 = $125)

A $200,000 funding assistance request would require a $300 application fee
($200,000 x 0.0025 = $500 which exceeds the $300 maximum)

The Application Fee shall be rounded up to the nearest whole dollar amount.

Applications submitted without the required Application Fee, or with an incorrect amount, will not be accepted by IDNR. Failure of an Initial Application Fee to clear the bank it is drawn against will result in the automatic denial and return of the application to the applicant without consideration.

Please submit this form with the project application and Initial Application Fee.

IDNR TRAILS PROGRAM

APPLICANT: ________________________________

PROJECT TITLE: ________________________________

TOTAL PROJECT COST: ________________________________

TOTAL GRANT ASSISTANCE REQUEST: ________________________________

INITIAL APPLICATION FEE AMOUNT ATTACHED:

Must be in the form of a bank draft made payable to the “Illinois Department of Natural Resources”

NOTE: Grant application fees submitted with this grant application will not be refunded by IDNR to the grant applicant. Grant application fees are tendered for consideration of the application only and do not imply any promise of financial assistance by IDNR.

Please contact the IDNR Division of Grant Administration at 217-782-7481 or dnr.grants@illinois.gov if you have any questions.