

METRO EAST PARK AND RECREATION DISTRICT
FY23-24 COMMUNITY PLANNING GRANT PROGRAM – REIMBURSEMENT REQUEST FORM
 (PLEASE TYPE IN THIS FILLABLE PDF, SAVE TO YOUR COMPUTER, AND PRINT/SIGN)

Submit your request only after the project is complete and the Master Plan has been adopted by the Project Sponsor’s governing body. Please allow 45 days after the Metro East Park and Recreation District receives this packet for verification of documentation, final approval of the reimbursement request, final plan inspection, and actual grant reimbursement payment. The Metro East Park and Recreation District may request additional documentation, which could extend this timeframe.

Project Title: _____

Project Sponsor: _____

Project Sponsor Mailing Address: _____

Project Contact: _____

Enter the following totals. Only include applicable and eligible costs related to the project scope and project components approved by and on file with Metro East Park and Recreation District.

- A. Monetary contribution by the Project Sponsor \$ _____ which is _____ % of line E
- B. Other grants, funds, and monetary donations
 (excluding MEPRD) \$ _____ which is _____ % of line E
- C. Total project revenue from others. Add A + B. \$ _____ which is _____ % of line E
- D. Requested MEPRD Grant (must be ≤ original grant) \$ _____ which is _____ % of line E
- E. Total Project Cost. Add C + D from above. \$ _____ which is 100% of eligible costs.

Continue to page 2 for detailed checklist of supporting documentation to include in your request packet.

Certification Statement

I do hereby certify that the information presented in this reimbursement request is true and correct. The undersigned acknowledges and represents that he/she has the authority and permission to execute this Reimbursement Request and to bind the organization or entity thereby.

Signature: _____ Date: _____

Printed Name: _____

Printed Title: _____

FOR OFFICE USE ONLY		
Date Received: _____	Verified by: _____	Approved by: _____

Supporting Documentation Checklist

In addition to page 1, enclose this checklist along with the following information in your reimbursement request package. The combined totals for all sections below should equal Line E from page 1 (actual eligible Total Project Cost). Please tab sections within your reimbursement request per the major headings/sections below.

Only submit detail for sections that were a component specifically listed within MEPRD's approved grant application. Check the "not applicable box" and move on.

I. Professional Services (e.g., Consultant and Engineer)

- Proof of compliance with the Bids/Proposals requirement according to FY 2023 Program Guidelines. To satisfy this requirement, please attach at least one of the following:
 - 1) Copy of a public advertisement for bids/proposals/qualifications; *and/or*
 - 2) Copies of at least two (2) responsive bids/proposals/qualifications; *and/or*
 - 3) Copy of the Professional Services Agreement which complied with the Local Government Professional Services Selection Act (50 ILCS 510) authorizing the use of such firm for related planning work.
- Copy of signed contract(s) / agreement(s)
- Copies of all pay request(s) along with cancelled check(s)

Total for this section: \$ _____

II. Plan Development Costs

Not Applicable

- Itemized list of eligible items
- Copies of pay request(s)/invoice(s) along with cancelled check(s) for each
Note: If this section contains a large number of invoices, also submit a spreadsheet printout which lists invoice numbers and amounts. The list order should match the documentation order.

Total for this section: \$ _____

III. Documentation of Grants

Not Applicable

- Proof of actual payment amount for each grant listed on Line B on page 1. For example, this could be copies of a letter accompanying final payment, bank statement(s) showing the relevant deposit(s), and/or other documentation of final grant payment.

IV. Documentation of Plan(s) and Records:

- Copy of the final Parks *and/or* Bicycle/Pedestrian Master Plan (high-quality, electronic format; please submit copy by email, CD, or flash drive)
 - Copy of the proposed Parks *and/or* Bicycle/Pedestrian infrastructure illustrated within the adopted master plan, in GIS Format (please submit copy by email, CD or flash drive)
 - Copy of the Project Sponsor's Resolution adopting the Master Plan
 - Documentation reflecting all public meetings held for the purpose of Parks *and/or* Bicycle/Pedestrian Master Plan development (e.g. Meeting Minutes or similar record)
 - MEPRD Grant Acknowledgement is included on page _____ of the Master Plan.
 - Provide the full web address where the Master Plan can be accessed by the public:
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Have Questions? We're here to help! Contact Cole Preston, Grant Coordinator, at 618-346-4905.