



Metro East Park and Recreation District Conditional Closeout Information and Guidelines

MEPRD will accept closeout documentation for grant payout prior to the Illinois Department of Transportation's (IDOT's) final project closeout under the following limited circumstances:

- The project funded in-part by MEPRD is also funded by an IDOT grant; and
- The project is complete and open to the public; and
- The project's latest IDOT pay estimate shows at least 95% completion.

If a project meets all the above conditions, the Project Sponsor can begin the process of requesting conditional closeout by assembling and submitting the following items to MEPRD:

1. **Conditional Closeout Request Form.** Fill-out the Conditional Closeout Request Form on pages 2-3 and sign the "Certification Statement and Acknowledgement of Obligations." (*Signee must be Mayor, Board President, or Chief Executive of organization or department*).
2. **Park and Trail Grant Reimbursement Form and Supporting Documentation.** The project sponsor must submit a complete grant reimbursement packet. Supporting documents must be sufficiently detailed such that all documented costs may be verified by a third-party audit.
3. **Grant/LPA Agreement.** Submit a copy of the agreement between the Project Sponsor and IDOT, including any amendments thereto.
4. **Listing of Known Deficiencies.** Provide a complete listing of all known supporting documents or records that cannot be furnished at this time due to pending closeout actions by IDOT.

Conditional Grant Reimbursement: If a conditional closeout is granted, MEPRD will process the reimbursement request and, if approved, issue payment based on actual and final projects costs for eligible items as detailed in the Project Sponsor's supporting documents and accounting records. Future estimates or unsubstantiated project costs will not be factored into the reimbursement amount.

Final Acceptance, Closeout, and Settlement: After the conclusion of IDOT's project closeout process, the Project Sponsor must submit within ninety (90) days of such date the following:

1. A newly completed Grant Reimbursement Form, including documentation of final project revenue and expenses; and
2. Documentation in support of the final closeout by IDOT; and
3. Copies of all supporting documents that were identified as 'deficient' in the initial conditional closeout request.

Failure to submit the final acceptance and closeout process within ninety days of IDOT's closeout may jeopardize the Project Sponsor's ability to apply for funding in future MEPRD grant cycles but shall not annul the Project Sponsor's obligation to submit the final acceptance and closeout information to MEPRD.

If, upon MEPRD's review of these documents, it is found that the Project Sponsor is eligible for a grant reimbursement amount *greater than* what was already remitted, MEPRD will issue an additional payment for the difference, not to exceed the original grant amount awarded by MEPRD.

If the Project Sponsor received a MEPRD payout that *exceeds* the maximum eligible reimbursement amount, the Project Sponsor will be required to refund MEPRD for the excess portion. MEPRD, nor the Project Sponsor, will pay interest on any amounts owed to the other.

Have Questions? We are here to help!
Contact Cole Preston, Grant Coordinator, at (618) 346-4905 or [by email](#).

**METRO EAST PARK AND RECREATION DISTRICT
PARK & TRAIL GRANT – CONDITIONAL CLOSEOUT REQUEST FORM**

Carefully review the information and requirements for Conditional Closeout detailed on page 1 before completing and submitting your request to MEPRD, then fill-out and sign the Conditional Closeout Request Form, below, and gather all required documentation to submit to MEPRD:

Project Title: _____

Project Sponsor: _____

Project Sponsor Mailing Address: _____

Project Contact: _____

I. Illinois Department of Transportation (IDOT) Project Information

Enter the following dollar amounts and percentages using the information contained in the latest IDOT Pay Estimate, Local Public Agency (LPA) Agreement for Federal Participation, or related IDOT record(s). This information must coincide with the supporting documentation submitted to MEPRD as part of your Conditional Closeout Request.

Latest Pay Estimate No.: # _____ Percent Completed: _____ %

Original Contract Award: \$ _____ Adjusted Contract Value: \$ _____

<i>Division of Cost</i>	Federal/State (e.g., ITEP) Share: \$ _____ or _____ %
	Local Public Agency (LPA) Share: \$ _____ or _____ %

TIP: You can view all pay estimates processed to date by IDOT, for any project, by going to the [IDOT Contractor Payment Information page](#) and entering the corresponding contract number.

II. Eligible Project Costs for MEPRD Grant Reimbursement

Using the current *Adjusted Contract Value* that was entered above, determine what portion of that amount is eligible for MEPRD grant reimbursement by deducting all ineligible and unsubstantiated project costs. As a reminder, to qualify for grant reimbursement, the project cost must be applicable and related to a project component contained within the approved project scope on file with MEPRD, and must be verifiable with supporting documentation (i.e., invoice and proof of payment).

Adjusted Contract Value: \$ _____

(-) Ineligible Costs: \$ _____

Eligible Costs: \$ _____

Unless your project included other eligible construction, engineering, and/or acquisition costs that were invoiced/paid separate from the work performed under the agreement with IDOT, then the “Eligible Costs” total that was entered above will become your total project cost (Line G) on the Grant Reimbursement Form.

Continue to page 3 for a checklist of required supporting documentation and a Certification Statement and Acknowledgement of Remaining Obligations for the project sponsor’s signature.

III. Conditional Closeout – Supporting Documentation Checklist

- LPA Agreement for Federal Participation (including any Amendments) and/or related Grant Agreement(s)
- Listing of Known Deficiencies
- Park and Trail Grant Reimbursement Request Form (with supporting documentation)

IV. Certification Statement and Acknowledgment of Obligations

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

The _____ acknowledges and reaffirms its remaining obligation(s) under the terms of the MEPRD Project Agreement, which remains in full force and effect, and agrees to submit to MEPRD the following within ninety (90) days of the completion of the final closeout and acceptance by the Illinois Department of Transportation (IDOT):

- i. An updated Grant Reimbursement Request Form including supporting documentation of final project revenues and expenses; and
- ii. Documentation in support of IDOT’s final closeout and acceptance of the project and final division of cost; and
- iii. Copies of all documents that were identified as ‘deficient’ within the conditional closeout request.

Further, the _____ acknowledges that MEPRD grant reimbursement is dependent upon documentation of final and actual costs and proof of payment of eligible items contained in the approved project scope on file with MEPRD and that any payment issued as a result of this conditional closeout request will be subject to final settlement; and that the _____ may be required to repay MEPRD any disallowed costs (i.e., overpayment) based on final project revenues/expenses or to satisfy the minimum local match requirement, as determined by MEPRD’s review of the supplemental and final grant reimbursement packet.

Signature: _____ Date: _____
(Must be Mayor, Board President, or Chief Executive of organization or department)

Printed Name: _____

Printed Title: _____

Preparer’s Signature: _____ Date: _____
(If different from the above-signed)

Preparer’s Printed Name: _____

Preparer’s Printed Title: _____

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