



Metro East Park and Recreation District

Proudly Serving Madison and St. Clair Counties in Illinois

FY24 Park and Trail Grant Program

— Information and Application —

Project Sponsor Name: _____
(List only one entity)

Project Name: _____

Project Sponsor is a Standard Applicant or Rural or Economically Distressed Applicant

Grant request qualifies for Grant Round #1 or Grant Round #2

Grant request is Non-Contingent or Contingent

Applications will be accepted on an ongoing basis between July 12, 2023 and May 31, 2024, or until 100% of the FY24 Grant Program funds are pledged, whichever date is sooner. 100% of program funds will be initially restricted to applicants and projects qualifying for Grant Round #1, until 3:00 PM on August 31, 2023. After which, the remaining funds will be made unrestricted and can be applied for by any eligible applicant under Grant Round #2.

Submit two (2) originals and one (1) electronic copy of this application to:

Metro East Park and Recreation District
Attention: Grant Coordinator
104 United Drive
Collinsville, IL 62234

FOR OFFICE USE ONLY

Date and Time Received: _____

Submittal includes 2 Originals and 1 High-Resolution Electronic Copy: Yes No

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Important Changes to the FY 2024 Park and Trail Grant Program

In furtherance of the Metro East Park and Recreation District's mission and for the continued improvement of this program, a few modifications were made to the Park and Trail Grant Program's guidelines and requirements for FY 2024. The following are the most important changes you need to be aware of:

- **Project Scope and Budget** *(see Page 9)*

Additional language was added to this section concerning an applicant's ability to include a contingency amount in the project budget. Applicants are permitted to add a contingency amount to the project's budget; however, the contingency amount cannot exceed ten percent (10%) of eligible project costs, *and* it must be shown as a standalone line item on the detailed project budget.

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Information and Guidelines

Organizational Information: Metro East Park and Recreation District (MEPRD) was formed by voters in November 2000 and is responsible for the development of parks, trails, and recreational facilities in Madison and St. Clair Counties in Illinois. The District often supplements the efforts of local governments, special districts, and other jurisdictions already engaged in these efforts.

MEPRD Mission Statement: MEPRD shall have as its primary duty the development of a public system of parks and interconnecting trails throughout Madison and St. Clair Counties in Illinois.

MEPRD Total Program Funding: MEPRD has committed \$3,000,000 for the FY24 Grant Program.

Grant Guidelines:

- Projects must be physically located within Madison and/or St. Clair Counties in Illinois.
- Project Sponsors are limited to one (1) FY24 Park and Trail Grant award.
- Development and acquisition projects must begin making progress within one (1) year from the date the Project Sponsor receives the notice to proceed from MEPRD and must be completed within three (3) years of that date. Extensions must be requested within 30 days of expiration and are at MEPRD's discretion.
- Project Sponsor must sign a Project Agreement with MEPRD upon notice of grant award. Costs incurred by grantees prior to the receipt of a fully executed Project Agreement and notice to proceed will not be reimbursed by MEPRD. Unauthorized scope changes will not be reimbursed.
- MEPRD grant funds are paid out only after the project is 100% complete (i.e., final payment has been made), the Project Sponsor has submitted a reimbursement request packet, and MEPRD verifies project completion.

Grant Process: Applications for the MEPRD FY24 Park and Trail Grant Program will be accepted, per the guidelines contained in this application, on an ongoing basis between 9:00 a.m. on July 12, 2023, and 3:00 p.m. on May 31, 2024, or until 100% of the FY24 Program Funds are pledged, whichever is sooner. Check MEPRD's website for the current availability of program funds at www.meprd.org/funding.html. Applications submitted for a specific grant round will only be considered for FY24 funding if received by MEPRD within the grant round for which it qualifies. Applications received after 3:00 p.m. on May 31, 2024, will not be considered for FY24 funding and will not be retained for the following fiscal year.

Grant Applicants must submit:

- Two (2) original signed applications (use binder clips, not binding or staples).
- One (1) electronic copy. The electronic copy should be **HIGH-RESOLUTION** and in PDF format, submitted via email, CD, or flash drive. Any attachments should also be high-resolution. CDs and flash drives will not be returned to applicants.

Complete applications, as determined by MEPRD, must be received at least one week prior to the desired board meeting for presentation. Deliver to MEPRD by UPS, USPS, FedEx, or hand delivery; faxed copies will not be accepted. MEPRD will review each application and provide notification within 45 days of board meeting via USPS of MEPRD's decision to approve or deny requested funding.

Feel free to contact the MEPRD Grant Coordinator at (618) 346-4905 to discuss proposed projects prior to submitting an application or to request a preliminary review of your application.

Project Evaluation and Award Process

Grant Rounds: The MEPRD FY24 Park and Trail Grant Program will operate within two consecutive grant rounds, titled accordingly – Grant Round #1 and Grant Round #2. 100% of grant program funding will be reserved for applicants who qualify for the initial grant round, after which, any remaining and unpledged FY24 grant program funding can be applied for by any eligible applicant for any eligible project type. All complete and eligible applications will be evaluated and awarded in the order received by MEPRD.

Grant Round #1: MEPRD will begin accepting completed applications for projects that qualify for Grant Round #1 at 9:00 a.m. on July 12, 2023, and will continue to accept qualifying applications on an ongoing basis through 3:00 p.m. on August 31, 2023, or until 100% of FY24 program funds are pledged, whichever comes first.

Grant Round #2: If any unpledged FY24 program funds remain available at the close of Grant Round #1, the residual amount will be reallocated to and made available in Grant Round #2. MEPRD will begin accepting completed applications under Grant Round #2 at 7:30 a.m. on September 1, 2023, and will continue to accept applications on an ongoing basis through 3:00 p.m. on May 31, 2024; or until 100% of FY24 program funds are pledged, whichever comes first. If 100% of FY24 program funds are pledged prior to the start of Grant Round #2, a second grant round will not be offered and no additional FY24 grant applications will be accepted.

Grant Round Eligibility: Eligibility requirements for both Grant Rounds #1 and #2 are described in detail below, as well as on page 6 of the application.

Grant Round #1: To qualify for Grant Round #1, an applicant's primary project scope must meet at least one of the conditions described below.

- A. The primary project scope must be the acquisition and/or development of a regional trail segment, as defined on page 16, or a dedicated trailhead along a regional trail segment within MEPRD's jurisdiction, regardless of project location or project applicant. In order to be eligible under this section, the value of the primary project scope components must be greater than or equal to 75% of the total project cost.
- B. Any eligible project type as defined within the application where the project location is shown to have a cumulative park funding per capita *less than* \$27.15. (See page 7)
- C. Any eligible project type located entirely in an unincorporated and rural area within MEPRD's jurisdiction.

Grant Round #2: Any residual funds made available under Grant Round #2 can be applied for by any eligible applicant with an eligible project type, regardless of project location.

The following page contains more detailed information on Grant Rounds #1 and #2.

If you have any questions or require assistance in determining which grant round a proposed project might be qualified for, please consult MEPRD staff at (618) 346-4905 or at info@meprd.org.

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Grant Round #1 Eligibility Requirements

Applications for Grant Round #1 will be accepted and processed on a first come, first served basis beginning July 12, 2023, at 9:00 a.m. and ending August 31, 2023, at 3:00 p.m., or until 100% of program funds are pledged and depleted, whichever comes first. **To qualify for Grant Round #1, the proposed project must meet at least one of the following criteria:**

Regional Trail Segment

Projects in which the primary scope is the acquisition and/or development of a regional trail segment or a dedicated trailhead along a regional trail segment within MEPRD's jurisdiction, regardless of project location or project applicant. To qualify under this section, the value of the of the primary project scope components must be greater than or equal to 75% of the total eligible project cost.

What qualifies as a "Regional Trail Segment?"

Non-motorized shared-use path trail segments that are identified within either MEPRD's Long Range Development Plan or a plan adopted by a public entity within MEPRD's jurisdiction; or any shared-use path trail segment with an existing or planned connection to the regional trail system. New regional trail segments must be hard surfaced, no less than 10' in width, and meet AASHTO standards.

What qualifies as a "Dedicated Regional Trail Facility?"

The development of a new standalone restroom facility and/or parking facility (to include other eligible supporting amenities typical for a trailhead facility—e.g., fix station, drinking fountain, bike racks) that will be located adjacent and connected to an existing Regional Trail Segment, or a Regional Trail Segment that has broken ground, or one that will be built in unison with the Dedicated Regional Trail Facility. The primary use of the Dedicated Regional Trail Facility (and any related amenities) must be purposefully and exclusively designed to enhance the overall experience of Regional Trail Segment users. Parking and restroom facilities built within parks, transit facilities, etc. even if adjacent and connected to a Regional Trail Segment, are not defined as Dedicated Regional Trail Facilities.

Qualifying Locations for Park and Recreation Projects

Any eligible park and recreation project, as defined in the application, where the project location is shown to have cumulative park funding per capita of *less than \$27.15*; or any eligible park and recreation project located entirely in an unincorporated and rural area within MEPRD's jurisdiction, regardless of project location or project applicant. For a complete list of qualifying park project locations, see page 7.

Grant Round #2 Eligibility Requirements

If any funding remains unpledged at the close of Grant Round #1, MEPRD will begin accepting and processing applications for Grant Round #2 starting September 1, 2023, at 7:30 a.m. and ending May 31, 2024, at 3:00 p.m., or until 100% of program funds are pledged and depleted, whichever comes first. If 100% of program funds are pledged in the initial grant round, then Grant Round #2 will not be offered. Refer to the program webpage for the latest funding totals and grant program announcements.

Open to All Eligible Applicants and Project Types

Any eligible applicant with an eligible project type, as defined in the application. Grant Round #2 is dependent on the availability of unpledged FY24 program funds after Round #1.

MEPRD Park and Recreation Project Funding Per Capita by Project Location

**PARK & RECREATION PROJECT LOCATIONS
ELIGIBLE FOR GRANT ROUNDS #1 or #2**

<i>Project Location</i>	<i>\$ Per Capita</i>
<i>Alhambra</i>	\$0.00
<i>Caseyville</i>	\$0.00
<i>East Carondelet</i>	\$0.00
<i>Fayetteville</i>	\$0.00
<i>Grantfork</i>	\$0.00
<i>Hartford</i>	\$0.00
<i>Lenzburg</i>	\$0.00
<i>Livingston</i>	\$0.00
<i>Marissa</i>	\$0.00
<i>New Athens</i>	\$0.00
<i>New Baden</i>	\$0.00
<i>Pierron</i>	\$0.00
<i>Pontoon Beach</i>	\$0.00
<i>South Roxana</i>	\$0.00
<i>St. Libory</i>	\$0.00
<i>Summerfield</i>	\$0.00
<i>Washington Park</i>	\$0.00
<i>Smithton</i>	\$2.01
<i>New Douglas</i>	\$4.57
<i>Granite City</i>	\$5.17
<i>Highland</i>	\$6.27
<i>Bethalto</i>	\$6.49
<i>Lebanon</i>	\$9.04
<i>Belleville</i>	\$11.77
<i>Cahokia Heights</i>	\$12.34
<i>East Alton</i>	\$13.06
<i>Swansea</i>	\$13.10
<i>Collinsville</i>	\$16.59
<i>Dupo</i>	\$18.07
<i>Maryville</i>	\$20.05
<i>Wood River</i>	\$20.83
<i>East St. Louis</i>	\$24.29

**PARK & RECREATION PROJECT LOCATIONS
ELIGIBLE FOR GRANT ROUND #2 ONLY**

<i>Project Location</i>	<i>\$ Per Capita</i>
<i>Alton</i>	\$27.26
<i>Godfrey</i>	\$27.28
<i>Troy</i>	\$27.75
<i>Millstadt</i>	\$28.19
<i>Glen Carbon</i>	\$29.62
<i>O'Fallon</i>	\$34.12
<i>Mascoutah</i>	\$36.06
<i>Fairmont City</i>	\$36.72
<i>Hamel</i>	\$43.06
<i>Fairview Heights</i>	\$46.17
<i>Edwardsville</i>	\$47.32
<i>St. Jacob</i>	\$49.45
<i>Freeburg</i>	\$78.25
<i>Venice</i>	\$90.43
<i>Worden</i>	\$91.24
<i>Madison</i>	\$94.61
<i>Brooklyn</i>	\$102.76
<i>Marine</i>	\$109.65
<i>Shiloh</i>	\$112.12
<i>Williamson</i>	\$154.80
<i>Roxana</i>	\$222.03
<i>Sauget</i>	\$706.88

Notes: The funding per capita figures presented on this page were calculated using population statistics retrieved from the U.S. Census Bureau (2020 Decennial Census) divided by the combined value of all MEPRD dollars awarded to date towards all park projects within a defined location, regardless of project sponsor. MEPRD funding towards regional trails, event sponsorships, and community plans was deliberately not factored in the calculation.

The average MEPRD park funding per capita is \$27.15. This average was used to determine Round 1 and Round 2 eligibility as illustrated in the above tables.

Funding and Eligibility Requirements

MEPRD Total Program Funding: MEPRD has committed \$3,000,000 for the FY24 Grant Program.

Minimum and Maximum Grant Awards: There is no minimum grant request or award. MEPRD FY24 Park and Trail Grants shall not exceed 40% of the total project cost, up to a maximum award of \$300,000 for regional trail segment projects and up to \$100,000 for all other eligible project types. No applicant shall apply for or receive more than one (1) MEPRD Park and Trail Grant Award per fiscal year.

Eligible Applicant: Any government agency having statutory authority to acquire and develop lands for public parks, public trails, and/or public recreation purposes may apply for MEPRD grant funding. Such agencies include municipalities, townships, counties, transportation districts, and park districts. In addition, universities and 501(c)3 organizations are eligible to apply if their project acquires or develops lands for public parks, public trails, or for other eligible project types listed on page 13. Schools and school districts are not eligible applicants.

Applicant Types: There are three types of applicants - Standard, Economically Distressed, and Rural. Standard applicants are those eligible applicants that do not meet the qualifications for economically distressed and rural communities, as described in the definitions section at the end of this packet.

Visit www.meprd.org/funding.html to view MEPRD's official listing of poverty levels by City and Village, in addition to a map depicting urban and rural areas. Eligibility under this section will be verified by MEPRD.

Request Types: Applications submitted to MEPRD are either 100% contingent or 100% non-contingent, as described in the definitions section at the end of this packet.

For contingent grant requests, there are two outcomes following notification of the approved named grant:

- 1) If the applicant is awarded the named grant in whole, the project must begin within one (1) year and be completed as submitted to and approved by MEPRD within three (3) years of MEPRD's grant award date.
- 2) If the applicant is not awarded or is only partially awarded the named grant, the applicant can either cancel MEPRD's contingent award without penalty OR begin the project within one (1) year as submitted to and approved by MEPRD and complete it within three (3) years of MEPRD's award.

In both scenarios, the applicant must inform MEPRD within ninety (90) days from notification of the named grant award results; once MEPRD is informed, the project agreement will be fully executed and a notice to proceed given by MEPRD. Failure to notify MEPRD within 90 days may result in MEPRD's contingent award being rescinded with penalty, as described in the termination section of this application.

Reallocation of Program Funds: If MEPRD receives notice from a project sponsor that the project for which an MEPRD grant was awarded has been withdrawn, said award was approved under the current program, and MEPRD is notified on or before 01/31/2024:

- The value of the rescinded award will be reallocated to the pool of available program funds for the current grant round, without delay, based on the date of the reallocation, i.e., Grant Round #1 or #2. MEPRD will notify the public via social media, e-newsletter, and on MEPRD's website.
- The reallocated funds may be applied for any applicant or project that qualifies under the current grant round.
- Rescinded contingent grant applicants may reapply for the reallocated funds no sooner than thirty (30) days after the public reallocation of funds.

If MEPRD receives notice from a project sponsor that the project for which an MEPRD grant was awarded has been withdrawn and said award was approved under the current program, but notification is received after January 31, 2024, the value of the rescinded award will not be reallocated to the pool of available program funds.

Required Local Match: The MEPRD Park and Trail Grant program is designed to supplement, not replace or reduce, levels of funding set in a community's budget for park and recreation operations. Standard Applicants must contribute an amount equal to or greater than 50% of MEPRD's grant award, and Rural/Economically Distressed Applicants must contribute an amount equal to or greater than 25% of MEPRD's grant award. Force account labor, non-public grants, non-public funds, non-public monetary donations from others, and grants and funds from any 501(c)3 nonprofit organization may be used to satisfy these matching requirements but must be properly documented.

Notice to Proceed: MEPRD will send written notice to proceed along with the fully executed Project Agreement. Costs incurred prior to the date of the written notice to proceed shall be ineligible for reimbursement by MEPRD. For Acquisition projects, costs are considered incurred when 1) purchase agreement is entered into; 2) property deed is accepted by the Project Sponsor; or 3) first payment is made on the project property or to an escrow account/agent for the property. For Development projects, costs are considered incurred on the date construction contracts are signed, actual physical work begins on the project site, or project materials are purchased/delivered.

The project period is defined as the date of notice to proceed to project closeout. Projects shall begin making significant progress within one (1) year of MEPRD's notice to proceed and must be completed within three (3) years of that date; valid progress will be considered at the discretion of MEPRD. MEPRD reserves the right to withdraw funding for projects that do not begin within one (1) year. With the exception of contingent projects, projects not completed, in whole or in part and regardless of reason, are ineligible for funding in future grant cycles.

Project Scope and Budget: Applicants should make every effort to obtain an accurate project scope and budget for their application. Project scope changes are highly discouraged and must be approved by MEPRD in writing. Additionally, unauthorized scope changes shall be ineligible for reimbursement by MEPRD. Copies of applicable land appraisal, bids, quotes, cut sheets, or vendor sheets must be provided.

Contingency Amount: Applicants are permitted to include a line item in their project budget for contingency. The contingent amount cannot exceed ten percent (10%) of the project's eligible costs and must be shown as a standalone line item on the budget.

Use of Contingency Funds: The contingent amount may only be used to cover unexpected cost increases for the eligible components and quantities identified in the approved grant application. No new items/quantities can be added later on to spend the grant amount in its entirety.

Project Revenue Breakdown:

No More Than 40% of the total project cost should be made up of the requested MEPRD FY24 Park and Trail Grant award (\$100,000 maximum; or \$300,000 maximum for regional trail segment projects).

No Less Than 60% of the total project cost should be made up of any combination of the following items, as long as MEPRD's local match requirements are met:

- Monetary Contribution from Project Sponsor
- Federal, State, County, or other Public Grants/Funds
- Non-Public or 501(c)3 Grants/Funds/Donations

The following items are ineligible for calculating project costs:

- The value of donated or owned land

- The value of donated labor other than force account labor (see page 15 for definition)
- The value of donated services, equipment, and goods
- The value of funding incentives offered by manufacturers, vendors, etc. for single-sourced products

Funding Scenarios and Examples:

Below are a few examples of funding scenarios; many others exist. Please contact MEPRD if you have questions with your particular funding scenario or use the Funding Scenarios Calculator on MEPRD’s funding webpage.

Example 1 – Standard Applicant – Park Project

Total Project Cost: \$250,000 [100% of Total Project Cost]

- MEPRD Grant = \$100,000 (MEPRD grant award) [40%]
- Project Sponsor Local Match = \$50,000 (50% of MEPRD’s award) [20%]
- Local, State, or Federal Public Grant = \$100,000 (remainder of costs) [40%]

Example 2 – Standard Applicant – Trail Project

Total Project Cost: \$166,666 [100% of Total Project Cost]

- MEPRD Grant = \$66,666 (MEPRD grant award) [40%]
- Project Sponsor Local Match via a 501(c)3 grant = \$100,000 (50% of MEPRD’s award) [60%]

Example 3 – Standard Applicant – Trail Project

Total Project Cost: \$750,000 [100% of Total Project Cost]

- MEPRD Grant = \$300,000 (MEPRD grant award) [40%]
- Project Sponsor Local Match = \$150,000 (50% of MEPRD’s award) [20%]
- Local, State, or Federal Public Grant = \$300,000 (remainder of costs) [40%]

Example 4 – Rural/Economically Distressed Applicant

Total Project Cost: \$250,000 [100% of Total Project Cost]

- MEPRD Grant = \$100,000 (MEPRD grant award) [40%]
- Project Sponsor Local Match = \$25,000 (25% of MEPRD’s award) [10%]
- Local, State, or Federal Public Grant = \$125,000 (remainder of costs) [40%]

Example 5 – Rural/Economically Distressed Applicant – Trail Project

Total Project Cost: \$166,666 [100% of Total Project Cost]

- MEPRD Grant = \$66,666 (MEPRD grant award) [40%]
- Project Sponsor Local Match via a 501(c)3 grant = \$100,000 (50% of MEPRD’s award) [60%]

Example 6 – Rural/Economically Distressed Applicant

Total Project Cost: \$750,000 [100% of Total Project Cost]

- MEPRD Grant = \$300,000 (MEPRD grant award) [40%]
- Project Sponsor Local Match = \$150,000 (50% of MEPRD’s award) [20%]
- Local, State, or Federal Public Grant = \$300,000 (remainder of costs) [40%]

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Sponsor Requirements

Project Agreement: FY24 Park and Trail Grant recipients must sign a Project Agreement with MEPRD. It is the recipient's responsibility to complete and submit all required documents pertaining to the Project Agreement. Missing or incomplete documents required in the Project Agreement will delay written notice to proceed from MEPRD. For contingent grants, agreements will be executed by MEPRD within thirty (30) days of Sponsor's notification of named grant award to MEPRD.

Reimbursement Grant: The MEPRD FY24 Park and Trail Grant Program is on a reimbursement basis. Final inspection and acceptance of the completed project must be made by an MEPRD representative for reimbursement to be issued. Actual payout is dependent upon documentation of final project costs for eligible items within the approved application and may be less than original grant award. Records shall be sufficiently detailed that all documented costs may be verified by a third-party audit. Only eligible items within the approved application will be reimbursed; changes to the project scope to "spend" the grant award in its entirety are prohibited. No early or partial payments will be made to the Project Sponsor. A request for reimbursement must be submitted within ninety (90) days of project completion unless extenuating factors, such as coordination of supporting documentation from other funding agencies, prevent it and are discussed with and approved by MEPRD. Failure to do so will result in Project Sponsor forfeiting all project reimbursements and relieves MEPRD from further payment obligations on the grant.

Reports and Inspections: Project Status Report forms shall be completed and submitted in a timely manner as requested by MEPRD, typically on a quarterly basis. Failure to submit progress reports could jeopardize your MEPRD grant award. MEPRD staff shall have full access to grant-assisted facilities and applicable financial records at all times for periodic inspections as construction progresses and throughout the life of the project. Final inspection and acceptance of the completed project must be made by an MEPRD representative prior to grant reimbursement.

Publicity: Acknowledgement to MEPRD should be given at appropriate times before, during, and after construction/acquisition, including, but not limited to, temporary signage displayed during construction/acquisition, permanent signage post-construction/acquisition, news articles, press releases, interviews, project websites, social media pages, ribbon cuttings, dedication ceremonies, etc.

Financial Records: All funds expended by the Project Sponsor in conjunction with the project must comply with Local, State, and Federal laws pertaining to the expenditure of public funds. Documentation in the form of cancelled checks, properly executed records, contracts, vouchers, orders, invoices, pay requests, timesheets, and any other accounting documents regarding the Project Sponsor's local match and all project costs will be required for reimbursement. All project records must be maintained for a period of no less than five (5) years, or longer if required by law.

Termination: Failure to timely complete a project, withdrawal of a project due to lack of performance or insufficient funds, unauthorized change in the nature of the project by the Project Sponsor, or any other violation of the approved grant application and executed project agreement may result in withdrawal of MEPRD funding and a penalty rendering the applicant ineligible for MEPRD grant assistance consideration for the next two (2) consecutive MEPRD annual park and trail grant programs. Furthermore, the project cannot be resubmitted for grant award in any future MEPRD grant program.

Project Requirements

Site Location: Projects must be physically located within Madison and/or St. Clair Counties in Illinois and are limited to one parcel/site. Eligible development projects must be located on property that is either owned by the Project Sponsor or leased/controlled by the Project Sponsor. Property leased or controlled by the Project Sponsor may be publicly or privately owned, as long as the terms of such lease or control are irrevocable and meet the minimum timeline requirements specified in the “Public Access” description of this application. Multiple submissions of applications within the same fiscal year for continued, adjacent, or contiguous segments of a project are not eligible, even if submitted by different Project Sponsors.

Public Access: Property acquired or developed with MEPRD grant assistance shall not be utilized or developed for any use other than public recreation use per the terms specified herein. Acquired/developed land shall be operated and maintained for a minimum of twenty (20) years for public recreation use. Development projects that receive \$50,000 or less in grant assistance from MEPRD shall be controlled, operated, and maintained by the Project Sponsor for a minimum of six (6) years, plus one (1) additional year for every \$25,000 in MEPRD grant assistance over \$50,000.

Conversion of an acquisition project receiving MEPRD grant assistance shall result in the Project Sponsor being held liable for replacing the converted property with new property deemed comparable by MEPRD in terms of current fair market value, recreation value, usefulness, and location or for reimbursing MEPRD an amount equivalent to 1/20th or 5% of the original grant amount multiplied by the number of years remaining, as defined by this section.

Conversion of a development project receiving MEPRD grant assistance shall result in the Project Sponsor being held liable for replacing the converted development with new development deemed comparable by MEPRD in terms of current fair market value, recreation value, usefulness, and location.

Property acquired or developed with MEPRD assistance from this program must be open to the general public, to include at minimum any and all residents within MEPRD’s jurisdiction, for the approved use specified herein and in the MEPRD Project Agreement without regard to race, color, sex, national origin, age, disability, or residence during the time period specified.

Phased Projects: Projects scheduled to be completed via more than one phase are eligible for MEPRD grant awards from multiple grant programs. However, one phase must be substantially complete before the next phase may begin, as determined by MEPRD, and each phase must have distinctly separate bid packages and dates (i.e., no two phases of the same project funded in part by MEPRD may start simultaneously).

American with Disabilities Act and AASHTO Compliance: Project Sponsor acknowledges that it has performed due diligence to assure its project complies with the requirements of the American with Disabilities Act of 1990 and, if applicable, the guidelines of AASHTO.

Permits: The Project Sponsor is responsible for obtaining any and all necessary permits, licenses, and forms of consent regarding projects approved for MEPRD funding in this program prior to the construction, and thereafter subsequent operation and maintenance of the project.

Signage: The Project Sponsor is responsible for designing, purchasing, and installing a permanent grant acknowledgement sign that is visible to intended users of the improvement at the MEPRD-assisted project site for the useful life of the project. The specifications must include MEPRD’s logo and Project Name or Project Description, at minimum. One sign or plaque can be installed for multiple projects at a single location, provided it can be modified to name future projects using MEPRD assistance. Worn or damaged signs must be replaced in a timely manner at Project Sponsor’s cost. Outdoor signs must be waterproof and UV protected. All signage permits are the responsibility of the Project Sponsor.

Eligible Projects

Eligible types of acquisition, development, or improvement projects must be open to the public and can include, but are not limited to:

- Parks (active and passive)
- Public greenways, greenspace, wildlife areas, nature preserves, and wetlands (active and passive)
- Recreation centers
- Shared-use paths and bike lanes meeting AASHTO standards (shared-use paths must be $\geq 10'$ in width)
- Trail corridors, e.g., abandoned railways or utility corridors
- Trails and paths for walking, hiking, jogging, biking, equestrian, mountain biking, BMX, and paddling
- Trailheads (for eligible trail types)

Eligible components within an eligible project include, but are not limited to:

- ADA improvements for public buildings, restrooms, and fishing piers within public parks, municipally-owned golf courses and swimming pools, public trail facilities, and public bodies of water
- Alternative energy projects, e.g., solar lights, wind turbines, geothermal*
- Amenities for parks/trails/trailheads, excluding those in the ineligible section
- Architectural/design/engineering fees (must be $\leq 15\%$ of eligible development costs)
- Bike racks, bike lockers, and fix/tune stations for parks, trailheads, trails, and public facilities
- Boat ramps and docks for public use on public waters
- Bridges, box culverts, and bike/ped intersection improvements related to trails
- Concession structure* (related equipment, supplies, and inventory are ineligible)
- Demolition, erosion control, and related expenses*
- Drinking fountains for parks, trails, and trailheads
- Fencing related to sports fields or swimming pools
- Fencing within a park or along a trail not related to sports fields or swimming pools*
- Frisbee golf course and related amenities
- Hockey/skating rinks (ice or hard surface, indoor and outdoor)
- Lakes, ponds, and beaches (used for public recreation)
- Landscaping/site beautification* (non-native plant species are ineligible)
- Lighting for parks, trails, trailheads, and sports fields
- MEPRD Grant Acknowledgement Sign (includes design, purchasing, and installation)
- Nature observation towers and overlooks
- Playgrounds, fitness stations, and ADA-compliant playground surfacing
- Pavilions, gazebos, and open-air shelters
- Parking lots for parks or trailheads
- Pools, water parks, water slides, and splash pads
- Restrooms for parks/trails/trailheads, excluding those in the ineligible section
- Roadways within a park or trailhead
- Safety amenities for parks/trails/trailheads (includes surveillance systems and emergency call stations)
- Scoreboards within public parks or public sports facilities*
- Sidewalks or pedestrian accommodations within a park or trailhead
- Signage and kiosks for wayfinding/directional/distance
- Skate/MTB/BMX parks and pump tracks
- Sports fields/courts, including artificial turf (must be open to the public)
- Striping, markings, and signage for bicycle trails and bike lanes (for new applications only)
- Utility/sanitation systems (installation of water, sewer, gas, and/or electric for eligible projects)*
- Water quality improvement projects related to an eligible project (ex., detention ponds & grass swales)

Support Items: Eligible components marked with an asterisk (*) are defined as "Support Items" by MEPRD and may not exceed 50% of the total project costs. Projects may not consist solely of support items.

Ineligible Projects

Ineligible types of acquisition, development, or improvement projects or components within a project include, but are not limited to:

- Acquisition of land from another public agency
- Administrative facilities/buildings/offices
- Announcer and ticket booths
- Archaeological/environmental surveys/testing/excavations
- Automated external defibrillators (AED)
- Camp sites and camping amenities
- Clubhouses
- Community centers/facilities
- Concession equipment, supplies, and inventory
- Decorative water features/fountains not related to a public pool or splash pad
- Dog parks
- Educational/safety programs/training/travel
- Environmental mitigation
- Gardens
- Geographic information systems
- Golf courses and golf-related amenities/equipment (exception: see ADA section of previous page)
- Grant application, report, or form preparation and related work
- Historic sites/structures and preservation
- Hunting areas/blinds
- Irrigation systems
- Lakes, ponds, and beaches (not used for public recreation)
- Maintenance/repair/upkeep projects
- Maintenance and storage buildings (eligible projects may designate up to 25% of building for storage)
- Marketing materials, maps/brochures, temporary signs/banners
- Monuments, statues, or plaques
- Mowing and groundkeeper related equipment
- Museums and conservatories
- Parking lots not within a park or trailhead
- Plans and planning for pedestrian amenities, parks, trails, sidewalks, and trailheads
- Professional sports facilities
- School district playgrounds, sports fields/courts, and related amenities
- Scenic/historic routes, byways, drives, and easements
- Shooting ranges
- Sidewalks or pedestrian accommodations outside of a park or trailhead
- Streetscape projects
- Striping and markings for bicycle trails and lanes (for repeat applications)
- Traffic counts/studies and counting devices
- Trails for all terrain vehicles, off highway vehicles, and snowmobiles
- Vehicles of any kind, e.g., mowers, service vehicles, golf carts
- Welcome/visitor centers

Definitions

Contingent Request/Award – An MEPRD Grant Request that is contingent on the applicant's successful award of a single named round of a single named state or federal grant. Multiple attempts at several years of funding for a single project is not permitted. Additionally, the named grant must be an active (not presumed) federal or state grant that is available to others, competitive in nature, and awarded within one (1) year of MEPRD's contingent award notification. Examples include, but are not limited to, OSLAD, LWCF, PARC, RTP, and RAISE grants.

Dedicated Regional Trail Facility – The development of a new standalone restroom facility and/or parking facility (along with related amenities) which will be located adjacent and connected to an existing Regional Trail Segment, or a Regional Trail Segment that has broken ground, or one that will be built in unison with the Dedicated Regional Trail Facility. The primary use of the Dedicated Regional Trail Facility must be purposefully and exclusively designed to enhance the overall experience of Regional Trail Segment users. Parking and restroom facilities built within parks, transit facilities, etc. even if adjacent and connected to a Regional Trail Segment, are not defined as Dedicated Regional Trail Facilities.

Economically Distressed Community – Any city, village, or township located in Madison or St. Clair County, Illinois that was recognized as having a poverty level of greater than 25% by the U.S. Department of Health and Human Services in the 2020 United States Census. Visit www.meprd.org/funding.html to see a listing of economically distressed communities. In order for a project to be eligible under this section it (1) must be located fully within the boundaries of an eligible city, village, or township as defined by MEPRD or a rural location, i.e. not urbanized as defined by the United States Census Bureau 2020 data; (2) the Project Sponsor's primary headquarters must be within the same eligible city, village, or township; and (3) the Project Sponsor must own and be responsible for maintaining the finished project.

Force Account Labor – Labor provided by Project Sponsor's own staff. Project Sponsors should retain copies of timesheets as proof of force account work on a project. Reimbursement labor must relate directly to the approved project scope/description on file with MEPRD (overtime and holiday pay are not reimbursable). Labor pertaining to application preparation and project planning/design or performed by volunteers is not eligible for reimbursement. An optional worksheet is available for download from MEPRD's website.

Note: Force Account Equipment Rates are not reimbursable under the FY24 Program; however, any equipment rented for the purpose of Force Account Labor to complete an eligible component(s) of the project is eligible and therefore reimbursable. Such costs may be documented alongside the Project Sponsor's Force Account Labor.

Funding Initiatives/Campaigns/Programs – Funding incentives offered by manufacturers, vendors, etc. for single-sourced products are considered discounts per MEPRD, even if the initiative/campaign/program is referred to as a "grant," "funding opportunity," or "matching funds program" by others. Any such discount must be deducted from the total project cost within MEPRD's FY24 application (i.e., do not enter the amount on the line for "non-public grants").

Local Match – Required contribution from the Project Sponsor, which can be made up of sponsor's allocated budget, force account labor, public and non-public grants, funds, and monetary donations, 501(c)3 contributions or any combination thereof (excluding Funding Initiatives/Campaigns/Programs as described above). An applicant's local match, regardless of applicant type, must be $\geq 60\%$ of the total eligible project cost and must also meet MEPRD's local match requirements shown on page 9.

Non-Contingent Request/Award – An MEPRD Grant Request that is not contingent on any other factors. Applicants utilizing this method have a funding authorization/resolution in place for their project and feel comfortable that it will begin within one (1) year and be completed within three (3) years of MEPRD’s Grant Award without any contingencies. Recommended for most applicants.

Project Sponsor – Applicant applying for MEPRD funding. The Project Sponsor must own and be responsible for maintaining the project (i.e., responsible for financial support, project management, maintenance, etc.) per the terms specified within the public access section of this application. If not the owner, Project Sponsor must have site control via irrevocable lease, agreement, or other formal documentation. Maintenance obligations specified in this paragraph may be satisfied utilizing paid contracted services, but the ownership and control obligations specified in this paragraph may not be transferred or assigned to others. If transferred or assigned to others, see the conversion details contained within the Public Access section on page 12.

Public Grants/Funds – Dollars from federal, state, local, or other public funding sources, excluding funding from a 501(c)3 organization.

Regional Trail Segment – Non-motorized shared-use path trail segments that are identified within either MEPRD’s Long Range Development Plan or a plan adopted by a public entity within MEPRD’s jurisdiction; or any shared-use path trail segment with an existing or planned connection to the regional trail system. New regional trail segments must be hard surfaced, no less than 10’ in width, and must comply with AASHTO standards.

Rural Community – Any city, village, or township located in Madison or St. Clair County, IL identified as rural according to the 2010 United States Census - Urban Areas Map (seen here www.meprd.org/funding.html). In order for a project to be eligible under this section it (1) must be located fully within the boundaries of a rural location, i.e. not urbanized as defined by the United States Census Bureau 2020 data; (2) the Project Sponsor’s primary headquarters must also be within a rural location; and (3) the Project Sponsor must own and be responsible for maintaining the finished project.

[CONTINUE TO NEXT PAGE]

Application Checklist

A complete application should contain all of the following required components, in this order:

- MEPRD FY24 Park and Trail Grant Program Information and Application
- All of the following attachments. If one is not applicable, please include a statement explaining so rather than excluding the attachment.
 - Attachment A: Detailed Written Project Scope. This should be a written narrative (i.e., not cut sheets) describing the project, including details to answer “what”, “where”, “how many”, etc. The detail and components listed/described in this section should coincide with what is illustrated in Attachment C.
 - Attachment B: Copies of land appraisals, engineer estimates, bids, quotes, cut sheets, or vendor sheets supporting the estimated project costs identified within the application.
 - Attachment C: Detailed Site Development Plan. This should be a visual of the project identifying the exact location of every major project component. This could be in the form of a detailed CAD drawing, a detailed conceptual drawing, or detailed aerial photography with labels.
 - Attachment D: Construction/Acquisition Schedule, including the estimated completion date, which should match the date shown on Line 17.
 - Attachment E: General Operational Plan. Describe the plan for maintenance and operation of the project, including general schedule, funding sources, and other relevant details. Important: If the project scope includes installation of loose-fill playground surfaces (*e.g., woodchips, engineered wood fiber / rubber*), the General Operation Plan attached to your application must acknowledge a plan for regular maintenance of the surface material so that it continues to meet ADA standards.
 - Attachment F: Resolution or official correspondence from the Project Sponsor supporting the project and corresponding application to MEPRD, dated no more than 6 months prior to the submittal of the FY24 grant application.
 - Attachment G: Description of all grants and cash donations contained in Line 21. Include grant/donor name(s), a copy of the public grant announcement, funding award date(s), funding expiration date(s), and a copy of the award letter(s). Certain restrictions apply; read funding and eligibility requirements carefully.
 - Attachment H: Description of any future plans for bike/ped trails, parks, or recreational facilities for your community or jurisdiction. Plans can be hard-copy or electronic (email, CD, or flash drive). If available, KML or GIS files would also be appreciated. If you have submitted this information to MEPRD in the past three years and no updates or changes have been made, please indicate as such.
- Certification Statement found on page 22 of the application signed by the Mayor, Board President, or Chief Executive of organization or department.

Application Form

Please fill out this form in its entirety. Incomplete applications will not be considered for funding.
Applications must be typed.

1. Project Sponsor (list only one entity): _____

Check one: Standard Applicant Rural or Economically Distressed Applicant

2. Project Sponsor Address: _____

3. Project Sponsor FEIN: _____

4. Project Title: _____

5. Project Address/Location: _____

6. Project Contact Name and Title: _____

(This person will be required to complete status reports and will need to know detailed information about the project.)

7. Project Contact Address: _____

8. Project Contact Phone: _____ Email: _____

9. Project Contact Cell: _____ Fax: _____

10. Is the project located entirely within a rural community as defined by MEPRD? Yes No

If Yes, which city or village: _____

11. Is project located within an economically distressed area as defined by MEPRD? Yes No

If Yes, which city or village: _____ Poverty Level: _____%

12. Is the proposed project identified in a municipal, county, regional, state trail, or recreation plan or MEPRD's Long Range Development Plan? Yes No

If Yes, what plan(s): _____

13. Will the Project Sponsor own/control and maintain the completed project: Yes (required) No

14. Project is for *(check all that apply)*: Acquisition Development Improvement

15. Type of Project: Park Trail Trailhead Recreation Center Pool/Splash Pad
(Check the project type that best depicts the primary scope of your project)

If applicable, what trail surface material will be used: _____

Width of Trail ($\geq 10'$ required for paved bike trails*): _____ feet Length of Trail: _____ miles
*(*lesser widths may be considered sidewalks and become ineligible for reimbursement)*

16. Is the project site protected in perpetuity for public recreation? Yes No

If no, how many years is the site protected (must be ≥ 20 years): _____ years

17. Estimated project completion date (month and year required): _____

18. This application represents a: Non-Contingent Request (skip to 19) Contingent Request.
Thoroughly document Contingent Grant in Attachment G. See definitions at end of packet.

Name of Contingent State/Federal Grant: _____

Contingent Grant was published on this date: _____

Contingent Grant is expected to be awarded on this date: _____

(NOTE: grant award results must be provided to MEPRD within 90 days of notification to receive notice to proceed)

19. Total Estimated Project Cost: \$ _____

20. Requested MEPRD Grant: \$ _____ which is _____ % of line 19.
(must be less than or equal to 40% of the total project cost listed on line 19)

21. Combined total of estimated local match and other grants:
(must be greater than or equal to 60% of the total project cost listed on line 19)

A. Monetary contribution by Project Sponsor (excluding funding by others) \$ _____

B. Value of force account labor by Project Sponsor \$ _____

C. Non-public grant(s), funds, and/or monetary donation(s) \$ _____

D. Total of all federal, state, or local government grants (excluding MEPRD) \$ _____

E. Total for Section 21 (A + B + C + D): \$ _____ which is _____ % of line 19.
Hint: Line 20 + Line 21E should equal Line 19.

[CONTINUE TO NEXT PAGE]

22. General Expense Categories

<i>Category</i>	<i>N/A</i>	<i>Estimated Total</i>	<i>% of Total</i>
A/E Fees (<i>≤15% of Eligible Development Costs</i>):	<input type="checkbox"/>	\$ _____	_____ %
Acquisition Costs:	<input type="checkbox"/>	\$ _____	_____ %
Development Costs:	<input type="checkbox"/>	\$ _____	_____ %
Other: _____	<input type="checkbox"/>	\$ _____	_____ %
Contingency (<i>≤10% of Eligible Development Costs</i>):	<input type="checkbox"/>	\$ _____	_____ %
Total Estimated Project Cost (<i>should equal Line 19</i>)		\$ _____	_____ 100%

23. Itemized Development / Acquisition Data

Itemize the components of your project below. Check the box after any “Support Items” as defined and identified on page 13. Continue on another sheet of paper if needed.

<i>Item Name</i>	<i>Support</i>	<i>Quantity/ Unit</i>	<i>Estimated Cost</i>
_____	<input type="checkbox"/>	_____	\$ _____
_____	<input type="checkbox"/>	_____	\$ _____
_____	<input type="checkbox"/>	_____	\$ _____
_____	<input type="checkbox"/>	_____	\$ _____
_____	<input type="checkbox"/>	_____	\$ _____
_____	<input type="checkbox"/>	_____	\$ _____
_____	<input type="checkbox"/>	_____	\$ _____
_____	<input type="checkbox"/>	_____	\$ _____
_____	<input type="checkbox"/>	_____	\$ _____

Total cost of all non-support items listed above:	\$ _____	_____ %
Total cost of support items listed above (must be ≤ 50% of line 19):	\$ _____	_____ %
Total Estimated Project Cost (should equal line 19):	\$ _____	_____ 100%

24. Indicate to what degree the project will meet the needs of people with disabilities:

25. Describe the need/demand for the project and its impact to the community and/or the region.
• Note that the project scope should be included in Attachment A, not repeated here.

Certification Statement

In WITNESS WHEREOF, the undersigned parties have caused this grant application to be executed by their duly designated and authorized representatives.

I do hereby certify that I have the legal authority to represent the Project Sponsor and submit this grant application on behalf of the Project Sponsor (i.e., "Grantee") and that the information presented in this grant application and the referenced attachments are true and correct. I do further certify that the project will be completed in accordance with the provisions set forth in this grant application and the MEPRD project agreement and that the Grantee has the financial resources to initially fund one hundred percent (100%) of the proposed project costs (or will have if this is a contingent award). It is understood that the project must be completed within the timeframe established in this application and the project agreement, and the reimbursement request must be submitted within ninety (90) days of project completion, unless extenuating circumstances prevent it and are discussed with and approved by MEPRD. Failure to do so will result in the Project Sponsor forfeiting all project reimbursements and relieving MEPRD from further payment obligations on the grant.

(Signee must be Mayor, Board President, or Chief Executive of organization or department)

Name of Grantee: _____

Print Name: _____

Print Title: _____

Signature and Date: _____
(date)

Attested by: _____

Signature and Date: _____
(date)

Name of Grantor: Metro East Park and Recreation District _____

Print Name: Bryan Werner _____

Print Title: Executive Director _____

Signature and Date: _____
(date)

Attested by: _____

Signature and Date: _____
(date)