



Metro East Park and Recreation District

Proudly Serving Madison and St. Clair Counties in Illinois

FY20 Community Planning Grant Program

– Information and Application –

Project Sponsor(s) Name: _____
(List one entity)

Project Name: _____

Applications will be accepted on an ongoing basis
between January 15, 2020, and June 30, 2020, or until 100% of
the FY20 Grant Program funds are pledged, whichever date is sooner.

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

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

Table of Contents

FY20 Community Planning Grant Program	1
Organizational Information.....	3
MEPRD Mission Statement	3
Program Funding.....	3
Program Intent.....	3
Minimum and Maximum Grant Awards	3
Submittal Details	3
Eligible Applicant.....	3
Applicant Types.....	4
Project Scope and Budget.....	4
Required Local Match	4
Project Revenue Breakdown.....	4
Eligible Project Types	5
Eligible Project Components	5
Ineligible Project Types	5
Ineligible Project Components.....	5
Project Parameters and Restrictions	6
Plan Components and Deliverables	6
Contracted Planning Consultant(s)	7
Engineer Development/Certification	7
Notice to Proceed:	7
Reimbursement Grant	7
Reports and Inspections.....	8
Financial Records	8
Termination.....	8
Americans with Disabilities Act and AASHTO Compliance	8
MEPRD Acknowledgement	8
Other Requirements and Guidelines	8
Definitions	10
Application Checklist	11
Application Form	12
Certification Statement	16

Program Information

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.

Program Funding: MEPRD has committed \$300,000 for the FY20 Community Planning Grant Program.

Program Intent: To promote the development and modernization of Park and Bicycle/Pedestrian Master Plans within the communities that comprise the MEPRD in order to facilitate meaningful enhancements to the public parks and bike/ped infrastructure for users of all ages and abilities, and to encourage collaboration between local units of government seeking to develop or modernize Park and Bicycle/Pedestrian Master Plans.

Minimum and Maximum Grant Awards: There is no minimum grant request or award. MEPRD FY20 Community Planning Grants cannot exceed 40% of the total eligible Project costs (Maximum award of \$40,000.00). Project Sponsors are limited to one (1) MEPRD Community Planning Grant per fiscal year.

Submittal Details: Complete applications for the MEPRD FY20 Community Planning Grant Program, as determined by MEPRD, will be accepted on an ongoing basis beginning at 8:00 AM on January 15, 2020, and ending at 3:00 PM on June 30, 2020, or until 100% of the FY20 Program Funds are pledged, whichever is sooner.

Check MEPRD's website for the current status of program funds at www.meprd.org/funding.html. Applications received after 3:00 PM on Tuesday, June 30, 2020, will not be considered for FY20 funding and will not be retained for the following fiscal year.

- Grant Applicants must submit two (2) original signed applications in hard copy (use binder clips, not binding or staples); and
- Grant Applicants must submit one (1) electronic copy of the application and attachments, in high-resolution and in PDF Format. The electronic copy shall be submitted via email, CD, or flash drive.

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. 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.

Eligible Applicant: Any government agency having statutory authority to acquire and develop lands for public parks, public trails, public recreation, and/or bicycle and pedestrian infrastructure purposes may apply for MEPRD grant funding. Such agencies include municipalities, townships, counties, transportation districts, and park districts. Universities, schools and school districts are not eligible applicants.

NOTE: Only one (1) entity may apply for the FY20 MEPRD Community Planning Grant Program per application. However, this restriction does not preclude two or more entities from applying for and receiving a Community Planning Grant for neighboring park and/or bicycle/pedestrian master plans.

Applicant Types: There are three (3) 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. (*see Definitions on Page 10 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.

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.

Required Local Match: The MEPRD FY20 Community Planning Grant Program is designed to supplement, not replace or reduce, levels of funding set in a community’s budget for parks, trails, or recreation. 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. Non-public grants, non-public funds, and non-public monetary donations from others may be used to satisfy these matching requirements but must be properly documented. Public funds, other than those directly from the applicant, may not be used to satisfy the local match requirement.

Project Revenue Breakdown

No More Than 40% of the total project cost can be funded by the MEPRD FY20 Community Planning Grant Program award (may not exceed \$40,000).

No Less Than 60% of the total project cost should be made up of any combination of the following:

- Project Sponsor Local Match. *See “Required Local Match” section above.*
- Federal, State, County or other Public Grants/Funds

Note: the following items are ineligible for calculating project costs:

- The value of donated labor and force account labor
- The value of donated services, equipment, goods, and facilities
- The value of funding incentives or discounts offered by firms and consultants
- Also see a list of ineligible project types and components on the following page.

Eligible Project Types

- Parks and Greenspace Master Planning (community-wide, township-wide, or county-wide)
Note: Parks and Greenspace Master Plans may include planning for outdoor recreation and indoor recreation facilities, e.g. recreation centers, ice rinks, and swimming pools.
- Bicycle and Pedestrian Master Planning (community-wide, township-wide, or county-wide)
Note: Bicycle and Pedestrian Master Plans may include pedestrian infrastructure planning, e.g. sidewalks, but must also include bicycle-related infrastructure planning, e.g. shared-use paths, bike lanes, complete streets, etc.

Eligible Project Components

- Planning Costs, e.g. data collection, GIS mapping, inventories, level of service analysis, feasibility studies, etc.
- Public Outreach and Engagement Costs, e.g. public meetings, focus groups, and surveys
- Professional Services, e.g. professional planning consultants and engineers
Note: Eligible components must be directly related to “Eligible Project Types” listed above.

Ineligible Project Types

- Plans containing topics beyond those described within the “Eligible Projects” section above
- Pedestrian-only plans, e.g. plans covering only sidewalks
- Site-specific and segment-specific plans
- General infrastructure plans, capital plans, and comprehensive municipal plans
- Stormwater, runoff, and flood prevention plans

Ineligible Project Components

- Any component not directly related to an “Eligible Project Type or Component” listed above
- Detailed site plans, architectural plans, landscape plans, architecture documents, construction drawings, and engineering drawings
- Rental fees for facilities owned by the applicant
- Acquisition and development costs
- In-house costs and in-house staff costs
- Geographic information systems software
- Grant application preparation and related work
- Park and trail maps/brochures
- Marketing and tourism materials
- Plan components and locations not open to the public for indoor or outdoor recreation use

Project Parameters and Restrictions

- The project scope is limited to the development of a community, township-wide, or county-wide eligible plan. Site-specific or segment-specific plans are ineligible.
 - Note that a project containing eligible components (such as feasibility studies and data collection) that fails to also produce a master planning document shall be deemed ineligible. The master planning document is a required deliverable and should be explicitly referenced in the project scope enclosed to your application.
- The project must be a stand-alone project, meaning the contract and scope of work may not cover topics and items beyond those approved in MEPRD's Community Planning Grant Program.
 - For example, comprehensive municipal plans are ineligible, even if a portion of the proposed plan will address park or bicycle/pedestrian planning.
 - If the Project Sponsor desires to develop a separate park or bicycle/pedestrian plan and incorporate it by amendment into an existing or future Comprehensive Municipal Plan, it is within the Project Sponsor's purview to do so. The eligible plan type must be contracted, created, and invoiced separate from any and all ineligible plan types/components.
- Updates to existing community/county-wide plans are eligible for the MEPRD Community Planning Grant if the existing plan is at least five (5) years old as of the date the Project Sponsor's application is submitted. Project Sponsors seeking an MEPRD Community Planning Grant award for the purpose of updating an existing community plan shall include a copy of said plan with this application, along with a copy of the respective Resolution or Minutes that identifies the date on which the plan was adopted.
- The geographic scope of the Project is limited to territories over which the Project Sponsor has the jurisdiction and legal authority to develop or improve parks and bicycle/pedestrian infrastructure. Projects are restricted geographically to territories within the boundaries of the Project Sponsor and of St. Clair and Madison counties in Illinois, regardless of whether the Project Sponsor has the legal authority or territorial jurisdiction beyond those boundaries.

Plan Components and Deliverables: Projects shall, in substantial part, include the following:

- All plans should be based upon data and the needs of the community.
- Project sponsor should incorporate latest industry standards and best practices in the design of any and all proposed infrastructure within the plan. Additionally, designs shall be in conformance with State and Federal guidelines (and AASHTO guidelines where applicable).
- All plans should include an evaluation of existing infrastructure (e.g. inventories of Parks or existing bike and pedestrian network) and policies related to the subject plan.
- All plans should identify general goals and a vision for the next 5-10 years, establishing a basis for the plan's recommendations and action plan.
- All plans should include a set of recommendations based upon the information collected and reviewed, e.g. existing infrastructure evaluation(s), data, public input, etc.
- All plans should include an Action Plan for the next 5-10 years that identifies and prioritizes maintenance, development, and acquisition of plan related components.
- All plans should identify potential funding opportunities.

- All plans should develop and identify performance measures, by which the Project Sponsor and the general public can evaluate the progress made toward any individual goal or objective.
- All plans should define a clear process for exemptions if any future project or program is justifiably opposed to the park or bicycle/pedestrian master plan.

Contracted Planning Consultant(s): The Project Sponsor must contract an outside consulting consultant(s) for the purpose of overseeing and developing an eligible plan type.

- If known, the Project Sponsor shall identify on its application the (1) Name; (2) Contact Information; and (3) Qualifications of the consultant. Project Sponsor shall also include a copy of the Contractor's Proposal and/or Estimate, if applicable.
- If a consultant will not be contracted, the Plan is ineligible for MEPRD funding.

Engineer Development/Certification: The subject plan must be developed or certified by a qualified, licensed engineer prior to formal adoption by a governing body.

- "Qualified" is defined in this section as having prior and documented experience substantially related to the creation or certification of a park or bicycle/pedestrian master plan.
- "Licensed" is defined as having valid and active Professional Engineering licensure through the Illinois Department of Financial and Professional Responsibility (IDFPR).

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 Community Planning projects, costs are considered incurred on the date contracts are signed, work begins on the first phase of plan development, or project materials are purchased/delivered.

The project period is defined as the date of notice to proceed to funding expiration. Projects shall begin making significant progress within one (1) year of MEPRD's notice to proceed and must be completed within two (2) years of MEPRD's notice to proceed; 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. Projects not completed, in whole or in part and regardless of reason, are ineligible for funding in future MEPRD grant cycles.

Reimbursement Grant: The MEPRD FY20 Community Planning Grant Program is on a reimbursement basis. Final inspection and acceptance of the completed planning 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 the original grant award but shall not exceed the amount originally requested. 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 always have full access to applicable financial records for periodic inspections as plan development progresses. Final inspection and acceptance of the completed project must be made by an MEPRD representative prior to grant reimbursement.

Financial Records: All funds expended by the Project Sponsor in conjunction with the planning 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 calendar years following the termination date. Furthermore, the project cannot be resubmitted for grant award in any future MEPRD grant program.

Americans with Disabilities Act and AASHTO Compliance: Project Sponsor acknowledges that it has performed due diligence to assure that the parks and bicycle/pedestrian infrastructure proposed within its plan meets or exceeds the requirements of the Americans with Disabilities Act of 1990, and if applicable, the guidelines of AASHTO.

MEPRD Acknowledgement: Upon approval of the Application and receipt of the executed Agreement with MEPRD, all Press/Public Communications in reference to the project, either by Grantee, shall state that it is funded in-part by a "Community Planning Grant" awarded by the Metro East Park and Recreation District (MEPRD). Acknowledgement to MEPRD should be given at appropriate times before, during, and after plan development, including, but not limited to news articles, press releases, interviews, project websites, social media pages, etc.

Also, the Project Sponsor is required to acknowledge MEPRD's contribution to the project within the master plan. Acknowledgement must be included in any publicly shared drafts of the plan, as well as the final version. To satisfy this requirement, the Project Sponsor must insert where deemed appropriate: (1) MEPRD's logo; and (2) a description of MEPRD's funding contribution.

Other Requirements and Guidelines

- Projects must begin making progress within one (1) year from the date the Project Sponsor receives the notice to proceed from MEPRD, and planning projects must be completed within two (2) years of that date. Extensions must be requested in writing to MEPRD within thirty (30) days of the expiration date for consideration. MEPRD reserves the right to approve or deny any request for extension.
- 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.
- Project Sponsor must submit a Resolution from the Project Sponsor's governing body supporting the submittal of the grant application to MEPRD.

- A Project Manager must be selected by the Project Sponsor for the purpose of coordinating project development and to serve as a liaison between MEPRD and the Project Sponsor. It is within the Project Sponsor's discretion to appoint an employee or a hired consultant to serve as the Project Manager.
- If awarded a FY20 MEPRD Community Planning Grant, the Project Sponsor will receive, in sequential order: (1) a written Notice of Award; (2) an MEPRD Project Agreement; and (3) a written Notice to Proceed.
- Project Sponsor is required to submit quarterly project status reports to MEPRD.
- A minimum of two (2) public meetings during project development are required. At least one (1) public meeting shall occur at the onset of the project, and at least one (1) public meeting shall occur after the subject plan is drafted.
- After the Plan has been finalized, the Project Sponsor's governing body must adopt the Plan by way of Resolution.
- Following adoption of the Plan, the Project Sponsor must (1) publicly share the plan on its website; and (2) must provide to MEPRD the proposed parks and bicycle/pedestrian infrastructure illustrated in its Plan, in GIS format. *Disclaimer: MEPRD will publish and share all plan(s) funded in-part by the Community Planning Grant Program via its website and other means.*
- Following the Project's completion, the Project Sponsor shall submit a Reimbursement Request Package to MEPRD. Upon MEPRD's review and acceptance of the reimbursement package, the grant award is disbursed.

Note: A Project Sponsor may not submit a Reimbursement Request Package to MEPRD until after the project is 100% complete and all project costs are paid.

- Project Sponsor is required to submit future status reports to MEPRD that identify plan implementation and progress to-date.

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]

Definitions

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 20% by the U.S. Department of Health and Human Services in the 2010 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 2010 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. Force account labor is not eligible for reimbursement.

Local Match – Required contribution from the Project Sponsor, which can be made up of sponsor's allocated budget, and non-public grants, funds, and monetary donations. Other public funds may not be used to satisfy the local match requirement. Standard applicant's local match must be $\geq 50\%$ of MEPRD award. Disadvantaged and rural applicant's local match must be $\geq 25\%$ of MEPRD's award.

Non-Public Grants and Non-Public Monetary Contributions – Monetary grants or contributions towards a project from non-governmental funds, meaning not from local, state, or federal public dollars or agencies.

Project Sponsor – Applicant applying for MEPRD funding.

Public Grants/Funds – Dollars from federal, state, local, or other public funding sources.

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 (which can be 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 2010 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.

Application Checklist

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

- MEPRD FY20 Community Planning Grant Program Application. Include 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 describing the project.
 - Attachment B: Copies of estimates, bids, quotes, or documentation supporting the estimated project costs identified within the application.
 - Attachment C: Estimated Project Timeline, including the estimated completion date, which should match the date shown on Line 15.
 - Attachment D: Copy of a formal Resolution from the Project Sponsor supporting the proposed plan and corresponding application to MEPRD, dated no more than 6 months prior to grant application.
 - Attachment E: Description and documentation of all grants and cash donations contained in Line 18.
 - Attachment F (*if applicable*): Copy of existing Park or Bicycle/Pedestrian master plan, including a copy of a Resolution or similar document that identifies the date on which the existing plan was adopted. Plans can be hard-copy or electronic (email, CD, or flash drive).
- Certification Statement found on the last page of the application signed by the Mayor, Board President, or Chief Executive of organization or department.

Application Form

Please fill out this from it 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 planning project replacing or updating an existing Parks or Bike/Pedestrian Master Plan? Yes No

If Yes, what plan(s): _____

If Yes, on what date was the existing plan adopted? _____

13. Please specify the project type (check all that apply):

Bicycle/Pedestrian Master Plan

Parks Master Plan

14. Will a consultant or consulting firm be contracted for the project's development?

Yes (respond to the questions that follow, if known) No (ineligible)

Name and Address of Firm: _____

Consultant Telephone: (____) _____ Website: _____

Does the Consultant have related experience? Yes (required) No

Other qualifications: _____

Will the master plan undergo an engineer's review for certification? Yes (required) No

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

16. Total Estimated Project Cost: \$ _____

17. Requested MEPRD Grant: \$ _____ which is _____% of line 16
(must be less than or equal to 40% of the total project cost listed on line 16)

18. 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 16)

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

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

C. Local Match Total (A + B + C): \$ _____ which is _____% of line 16

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

E. Total for Section 18 (C + D): \$ _____ which is _____% of line 17

(Note: Line 17 + Line 18E should equal Line 16)

19. General Expense Categories

<u>Categories if applicable</u>	<u>Estimated Total</u>	<u>% of Total</u>
Consulting Services:	\$ _____	_____ %
Development/Evaluation Costs: <i>e.g. Public Engagement, Data Collection/Analysis</i>	\$ _____	_____ %
Engineering Services:	\$ _____	_____ %
Other: _____	\$ _____	_____ %
Other: _____	\$ _____	_____ %
Total Estimated Project Cost (should equal line 16):	\$ _____	_____ 100%

20. Describe the need for the plan(s) being proposed and its expected impact to your community. If updating or replacing an existing master plan, please indicate how or why that plan fails to meet the needs of your community.

21. Describe the steps and methods by which you intend to engage the general public during the project's development. Also, how do you intend to facilitate engagement from underrepresented populations within your community?

22. Describe the Project Sponsor's intended future commitments by which it will attempt to fulfill the planning objectives identified in the proposed plan? For example, if a bike/ped plan, does the Project Sponsor intend on creating and adopting a complete streets policy?

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. It is understood MEPRD's actual award is based on calculations derived from final project costs; the award may be less than what is requested but may not exceed the amount requested. 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 relieves 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: _____

Attested by: _____

Signature and Date: _____

Name of Grantor: Metro East Park and Recreation District _____

Print Name: Bryan Werner _____

Print Title: Executive Director _____

Signature and Date: _____

Attested by: Rene' St. Peters, Administrative Assistant _____

Signature and Date: _____