



## Metro East Park and Recreation District

Proudly Serving Madison and St. Clair Counties in Illinois

### FY20 Park and Trail Grant Program Information and Application

Project Sponsor Name: \_\_\_\_\_  
*(List only one entity)*

Project Name: \_\_\_\_\_

Applications will be accepted on an ongoing basis between July 10, 2019 and May 29, 2020 or until 100% of the FY20 Grant Program funds are pledged, whichever date is sooner. Note that 50% of these funds will be reserved until October 1, 2019 (or until pledged, whichever is sooner) for applicants who were not awarded an MEPRD FY19 Grant, after which any remaining funds will be released to all applicants.

Did Project Sponsor receive a MEPRD FY19 Grant?  Yes or  No

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

Grant request is  Non-Contingent or  Contingent.

**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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## 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.

**Grant Guidelines:** 50% of grant program funding will be reserved until October 1, 2019 (or until pledged, whichever is sooner) for applicants who were not awarded an MEPRD FY19 Grant, after which any remaining funds from this pool will be released to all applicants (beginning at 7:30 a.m. on October 2, 2019).

- Projects must be physically located within Madison and/or St. Clair Counties in Illinois.
- Project Sponsors are limited to one (1) FY20 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 FY20 Park and Trail Grant Program will be accepted, per the guidelines above, on an ongoing basis between 7:30 a.m. on July 10, 2019 and 3:00 p.m. on May 29, 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](http://www.meprd.org/funding.html). Applications received after 3:00 p.m. on May 31, 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 (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.

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.

## Funding and Eligibility Requirements

**MEPRD Total Program Funding:** MEPRD has committed \$2,000,000 for the FY20 Grant Program. 50% of grant program funding will be reserved until October 1, 2019 (or until pledged, whichever is sooner) for applicants who were not awarded an MEPRD FY19 Grant, after which any remaining funds will be released to all applicants.

**Minimum and Maximum Grant Awards:** There is no minimum grant request or award. MEPRD FY20 Park and Trail Grants shall not exceed 40% of the total project cost, up to \$300,000 maximum. 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 develops lands or improvements for public parks, public trails, and/or public outdoor recreation purposes. 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](http://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. Applicants are limited to one (1) MEPRD Park and Trail Grant request per fiscal year.

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. Project scopes may not be revised.

**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, 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.

**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 funding expiration. 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. 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.

### **Project Revenue Breakdown**

No More Than 40% of the total project cost should be made up of the requested MEPRD FY20 Park and Trail Grant award (\$300,000 maximum).

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

- Project Sponsor Local Match (REQUIRED)
- Federal, State, County, or other Public Grants/Funds

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 10 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. 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 Example

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

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

#### Example 2 – Rural/Economically Distressed Applicant Example

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

- MEPRD Grant = \$40,000 (MEPRD grant award) [40%]
- Project Sponsor Local Match = \$10,000 (must be ≥ 25% of MEPRD's award) [10%]
- Local, State, or Federal Public Grant = \$50,000 (remainder of costs) [50%]

## Sponsor Requirements

**Project Agreement:** FY20 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 FY20 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 operated and maintained 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 1/20<sup>th</sup> 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 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, 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 at least 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, municipally-owned 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 ≤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 and related expenses\*
- Drinking fountains for parks, trails, and trailheads
- Erosion control\*
- 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\*
- Lighting for parks, trails, trailheads, and sports fields
- Nature observation towers and overlooks
- Playgrounds and fitness stations
- 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, to include 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, e.g. detention pond, grass swales, etc\*

\* Items 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 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) local, state, or federal grant that is available to others, competitive in nature, and awarded within one (1) year of MEPRD's contingent award notification.

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](http://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. 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.

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. Any such discount must be deducted from the total project cost within MEPRD's FY20 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, 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-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.

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. 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.

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 (seen here [www.meprd.org/funding.html](http://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 all of the following required components, in this order:

### MEPRD FY20 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.

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 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 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 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:  Development  Acquisition  Combination

15. Type of Project:  Park  Trail  Trailhead  Recreation Center  Pool/Splash Pad  
 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  $\geq 20$  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 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. Local Match Total (A + B + C): \$ \_\_\_\_\_ which is \_\_\_\_\_ % of line 19
  - E. Total of all federal, state, or local government grants (excluding MEPRD) \$ \_\_\_\_\_
  - F. Total for Section 21 (D + E): \$ \_\_\_\_\_ which is \_\_\_\_\_ % of line 19

Note: Line 20 + Line 21F should equal Line 19.

20. General Expense Categories

<i>Category</i>	<i>Estimated Total</i>	<i>% of Total</i>
A/E Fees (≤15% of Eligible Development Costs):	\$ _____	_____ %
Acquisition Costs (if applicable):	\$ _____	_____ %
Development Costs (if applicable):	\$ _____	_____ %
Other: _____	\$ _____	_____ %
Other: _____	\$ _____	_____ %
Total Estimated Project Cost (should equal line 19):	\$ _____	100%

21. Itemized Development / Acquisition Data

Place an \* after support item costs as defined and identified on Page 6. Continue on another sheet of paper if needed.

<i>Item Name</i>	<i>Quantity &amp; Unit</i>	<i>Estimated Cost</i>
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____

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%

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

23. Describe the need/demand for the project and its impact to the community. Note that the project scope should be included in Attachment A, not described 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 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: \_\_\_\_\_  
*(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: Rene' St. Peters, Administrative Assistant \_\_\_\_\_

Signature and Date: \_\_\_\_\_  
*(date)*