



Metro East Park and Recreation District

Proudly Serving Madison and St. Clair Counties in Illinois

FY 2025 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 is ☐ Non-Contingent or ☐ Contingent

Applications will be accepted on an ongoing basis between July 10, 2024, and May 30, 2025, or until 100% of the FY25 Grant Program funds are pledged, whichever date is sooner.

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

Important Changes to the FY 2025 Park and Trail Grant Program.....	3
Information and Guidelines.....	4
Organizational Information.....	4
MEPRD Mission Statement.....	4
MEPRD Total Program Funding.....	4
Grant Guidelines.....	4
Grant Process.....	4
Funding and Eligibility Requirements.....	5
MEPRD Total Program Funding.....	5
Minimum and Maximum Grant Awards.....	5
Award Limitations.....	5
Eligible Applicant.....	5
Applicant Types.....	5
Request Types.....	5
Reallocation of Program Funds.....	5
Cost Sharing Requirement.....	6
Notice to Proceed.....	6
Project Scope and Budget.....	6
Project Revenue Breakdown.....	7
Funding Scenarios and Examples.....	7
Sponsor Requirements.....	9
Project Agreement.....	9
Reimbursement Grant.....	9
Reports and Inspections.....	9
Publicity.....	9
Financial Records.....	9
Termination.....	9
Project Requirements.....	10
Site Location.....	10
Public Access.....	10
Phased Projects.....	10
American with Disabilities Act and AASHTO Compliance.....	10
Permits.....	10
Signage.....	10
Eligible Projects.....	11
Ineligible Projects.....	12
Definitions.....	13
Application Checklist.....	15
Application Form.....	16
Certification Statement.....	22

Important Changes to the FY 2025 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 2025. The following are the most important changes you need to be aware of:

- **Grant Process — Grant Rounds** (*see Page 4*)
For the FY 2025 Park and Trail Grant Program, MEPRD has streamlined the application process by eliminating the separate grant rounds. Instead, the program has reverted to a single, unified round that is open to all eligible applicants with any eligible project type.
- **Minimum and Maximum Grant Awards** (*see Page 5*)
Increased the maximum grant award for park and other non-trail projects from \$100,000 to \$150,000. Qualifying trail projects are still capped at a maximum award of \$300,000, and regardless of project type, no award may exceed 40% of the eligible project costs.
- **Award Limitations** (*see Page 5*)
Applicants for the FY 2025 Park and Trail Grant are restricted to having no more than two (2) active park projects (or other non-trail projects) funded by MEPRD concurrently. Should applicants have two active park projects, they are still eligible to apply with an eligible *trail project* within the same fiscal year. However, applicants must fully complete and close out any ongoing park project(s) with MEPRD before seeking additional park project funding.
- **Cost Sharing Requirement — Allowable Sources and Award Adjustment** (*see Page 6*)
Applicants can now utilize state or federal grant dollars towards their required MEPRD Cost Share (*i.e., required local match*) for any eligible project type. Should the state/federal grant(s) cover the full cost of the project, MEPRD's award may be reduced or rescinded to ensure no overpayment.
- **Eligible Projects/Components** (*see Page 11*)
The list of eligible components has been updated to clarify that any improvements that “do not provide new/enhanced recreation opportunities” are to be considered support items.
- **Force Account Labor** (*see Page 13*)
The definition of Force Account Labor (FAL) was updated to clarify that the value may only consist of *physical labor* necessary for the completion of eligible component(s) of the approved project scope on file with MEPRD. Indirect costs, such as project management or oversight tasks, are ineligible.
- **Trail Project** (*see Page 14*)
To qualify as a *trail project*, the primary component of the project must be either a Regional Trail Segment, Local Trail Connection, or Dedicated Regional Trail Facility (see ‘definitions’ section for more information about the trail project subtypes). Projects that do not fall under any of these categories will be subject to the same award maximum and limitations as other park/non-trail projects.

Also, any proposed trails or shared-use paths that will integrate into the regional trail network must be at least 10’ in width and adhere to AASHTO standards to qualify for funding, even if the segment is entirely within a public park.
- **Expense Categories — Engineering Costs (A/E Fees)** (*see Page 19*)
The Park and Trail Grant Program now distinguishes between two types of engineering costs: preliminary engineering (PE) and construction engineering (CE). Applicants are now required to specify the estimated costs for both types, if applicable, in the designated expense categories section of the application.

The combined total of engineering costs, including PE and CE, cannot exceed 15% of your project's total eligible expenses. Any excess engineering costs should be excluded from the eligible project total.

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 FY 2025 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) FY 2025 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 FY 2025 Park and Trail Grant Program will be accepted, per the guidelines contained in this application, on an ongoing basis between 7:30 a.m. on July 10, 2024, and 3:00 p.m. on May 30, 2025, or until 100% of the FY25 Program Funds are pledged, whichever is sooner.

Check MEPRD's website for the current availability of program funds at www.mepprd.org/park-trail-grant. Applications received after 3:00 p.m. on May 30, 2025, or after FY25 program funds have been fully depleted, will not be considered for FY25 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.

Prospective applicants are strongly encouraged to contact the MEPRD Grant Coordinator at (618) 346-4905 or [by email](#) to discuss proposed projects prior to applying. The grant coordinator is also available to assist with any program questions, verifying project/component eligibility, or for preliminary application review.

Funding and Eligibility Requirements

MEPRD Total Program Funding: MEPRD has committed \$3,000,000 for the FY 2025 Grant Program.

Minimum and Maximum Grant Awards: There is no minimum grant request or award. MEPRD FY25 Park and Trail Grants shall not exceed 40% of the total project cost, up to a maximum award of \$300,000 for qualifying trail projects and up to \$150,000 for all other eligible project types.

Award Limitations: No applicant shall apply for or receive more than one (1) MEPRD Park and Trail Grant per fiscal year. Additionally, project sponsors are limited to a maximum of two (2) active park or other non-trail projects at a time. Project Sponsors that have two or more active, MEPRD-funded park projects are still eligible to apply for an FY25 Park and Trail Grant with a qualifying *trail project*. However, one or more of the active park projects must be completed and closed out by MEPRD before seeking additional park project funding.

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 11. 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/park-trail-grant 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 01/31/2025:

- The value of the rescinded award will be reallocated to the pool of available program funds for the current grant cycle. MEPRD will notify the public via social media, e-newsletter, and on MEPRD's website.

- Rescinded contingent grant applicants may reapply for the reallocated funds no sooner than thirty (30) days after the public reallocation of funds.
- Applications will be accepted and processed on a first-come, first-served basis and shall be processed in accordance with program guidelines and requirements. MEPRD will not accept or hold applications in anticipation of rescinded grants or reallocated 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, 2025, the value of the rescinded award will not be reallocated to the pool of available program funds.

Cost Sharing Requirement ('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.

Allowable Cost-Sharing Sources: Project sponsors can utilize any of the following sources to satisfy MEPRD's cost-sharing requirements but must be properly documented.

- Monetary Contribution by the Project Sponsor
- Value of Force Account Labor
- Non-Public Grants, Funds, or Donations (or funds from any 501(c)3 Nonprofit Organization)
- State or Federal Grants

Excess Project Revenues and Award Adjustments: MEPRD grant funds cannot be used to cover any portion of a project already fully funded by other public or non-public grants, funds, or donations; nor can the value of the fully funded project be incorporated into the project value specified within the MEPRD grant application. Combined funding from state/federal grants, MEPRD grant, and all other public/non-public grants or donations shall not exceed 100% of the total eligible project cost. In the event that state or federal dollars (or other grants/donations from others) cover the full project cost, the MEPRD grant award will be reduced or rescinded to ensure no overpayment occurs.

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 FY25 Park and Trail Grant award (\$150,000 maximum; or \$300,000 maximum for qualifying trail projects).

No Less Than 60% of the total project cost should be made up of any combination of the following items, so long as MEPRD’s cost sharing 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 13 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%
○ MEPRD Grant = \$100,000 (MEPRD grant award).....	[40%]
○ Cost-Sharing Funds via a State/Federal/501(c)3 Grant = \$150,000 (remainder of costs).....	[60%]

Example 2 – Standard Applicant | Trail Project

Total Project Cost: \$166,666.....	100%
○ MEPRD Grant = \$66,666 (MEPRD grant award)	[40%]
○ Cost-Sharing Funds via a State/Federal/501(c)3 Grant = \$100,000 (50% of MEPRD’s award)	[60%]

Example 3 – Standard Applicant | Trail Project

Total Project Cost: \$750,000.....	100%
○ MEPRD Grant = \$300,000 (MEPRD grant award)	[40%]
○ Cost-Sharing Funds via Project Sponsor Contribution = \$150,000 (50% of MEPRD’s award)	[20%]
○ Local Public Grant = \$300,000 (remainder of costs).....	[40%]

Example 4 – Rural/Economically Distressed Applicant

Total Project Cost: \$250,000.....	100%
○ MEPRD Grant = \$100,000 (MEPRD grant award)	[40%]
○ Cost-Sharing Funds via Project Sponsor Contribution = \$25,000 (25% of MEPRD's award)	[10%]
○ Local Public Grant = \$125,000 (remainder of costs)	[40%]

Example 5 – Rural/Economically Distressed Applicant | Park Project

Total Project Cost: \$166,666.....	100%
○ MEPRD Grant = \$66,666 (MEPRD grant award)	[40%]
○ Cost-Sharing Funds via a State/Federal/501(c)3 Grant = \$100,000	[60%]

Example 6 – Rural/Economically Distressed Applicant | Trail Project

Total Project Cost: \$750,000.....	100%
○ MEPRD Grant = \$300,000 (MEPRD grant award)	[40%]
○ Cost-Sharing Funds via Project Sponsor Contribution = \$150,000	[20%]
○ Cost-Sharing Funds via a State/Federal/501(c)3 Grant = \$300,000	[40%]

** Continue to Next Page **

Sponsor Requirements

Project Agreement: FY25 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 FY25 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 relieving 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 cost-share requirement 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 re-submitted for a 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/dates. 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 ≥ 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 publicly accessible recreation buildings, restrooms, and fishing piers (must be within a public park, municipally-owned golf course or pool, public trail facility, or public body of water)
- Alternative Energy Projects (e.g., solar lights, wind turbines, geothermal) *
- Amenities for parks, trails, and trailheads (excluding those in the ineligible section)
- 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
- Engineering/Architectural/Design Fees (must be ≤15% of eligible project cost)
- 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)
- Improvements (other eligible improvements that do not provide new/enhanced rec opportunities) *
- Lakes, Ponds, and Beaches (used for public recreation)
- Landscaping / Site Beautification (non-native plants are ineligible) *
- Lighting for parks, trails, trailheads, and sports fields
- Nature Observation Towers and Overlooks
- Playgrounds, Fitness Stations, and ADA-compliant Playground Surfacing
- Pavilions, Gazebos, and Open-air Shelters
- Parking Lots for parks and trailheads
- Pools, Water Parks, Water Slides, and Splash Pads
- Restrooms for parks, trails, and trailheads (excluding those in the ineligible section)
- Roadways within a park or trailhead
- Safety Amenities for parks or trails (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 (incl., MEPRD Grant Acknowledgement Sign)
- 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 bicycle 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 and 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 and Safety Programs/Training/Travel
- Environmental Mitigation
- Gardens
- Geographic Information Systems (GIS)
- 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 (not within 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.

Cost Share – 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 any Funding Initiatives, Campaigns, Programs as described above).

Cost-shared funds, regardless of applicant type, must be $\geq 60\%$ of the total eligible project cost and must also meet MEPRD's cost sharing requirements as specified on page 6.

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 list 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 and applies only to *physical work* necessary to complete eligible components of the approved project (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 FY25 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. These 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 FY25 application (i.e., do not enter the amount on the line for "non-public grants").

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 10.

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

Rural Community – Any city, village, or township located in Madison or St. Clair County, IL identified as rural according to the 2020 United States Census - Urban Areas Map (see program webpage for a link to the map). 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.

Trail Project – Development, acquisition, and/or improvement of a non-motorized shared-use path that is hard-surfaced, no less than 10' in width, and compliant with AASHTO standards. Additionally, to qualify under this section, the primary component of the project must be one of the following:

- 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.
- Local Trail Connection: Typically, shorter trail segments that, immediately upon completion, provide an accessible connection between where people live and key destination(s) in the community (e.g., public parks, schools, transit, businesses, etc.).
- 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 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.

- * **Important** — Any proposed non-motorized shared-use path segment that will incorporate into the regional trail network, even if entirely within a public park, must be 10' in width or greater, hard-surfaced, and adhere to AASHTO design guidelines to qualify for the MEPRD funding.

** Continue to Next Page **

Application Checklist

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

REQUIRED COMPONENTS		IMPORTANT NOTES
<input type="checkbox"/>	Park and Trail Grant Application Form	* (2) signed, original hardcopies required. * (1) electronic copy required.
<input type="checkbox"/>	Attachment A: Written Project Scope	* Refer to “Section VI. Supporting Documents/Attachments” on page 21 for a detailed description of each required Attachment. * All required components/attachments must be included in each copy of the application.
<input type="checkbox"/>	Attachment B: Estimates/Bids	
<input type="checkbox"/>	Attachment C: Site Development Plan	
<input type="checkbox"/>	Attachment D: Project Schedule	
<input type="checkbox"/>	Attachment E: General Maintenance Plan	
<input type="checkbox"/>	Attachment F: Resolution / Support Letter	
<input type="checkbox"/>	Attachment G: Other Grants/Donations	* Can be submitted electronically.
<input type="checkbox"/>	Attachment H: Future Plans	
<input type="checkbox"/>	Certification Statement	
		* Original signature required on each copy.

Grant Application Submittal Instructions

Submit two (2) original hard copies of the completed FY 2025 Park and Trail Grant Application and all attachments to MEPRD by mailing or dropping off to the following address:

Metro East Park and Recreation District
Attn: Grant Coordinator
104 United Drive
Collinsville, Illinois 62234

Submit one (1) electronic copy of the completed application (and all required attachments) to MEPRD. Applicants are welcome to submit a flash drive or CD alongside the hardcopy application or may submit the electronic copy via email to info@meprd.org.

As a reminder, no applications will be accepted before 7:30 a.m. on Wednesday, July 10th, 2024.

For grant support/questions, contact MEPRD Grant Coordinator Cole Preston at (618) 346-4905 or at cpreston@meprd.org.

** Continue to Application Form on next page **

Application Form

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

Section I. Project Sponsor Information

1. Project Sponsor: _____
(list only one entity)
2. Project Sponsor Address:
Street Address: _____
City, State, Zip: _____
3. Project Sponsor FEIN: _____
4. Applicant Type: ☐ Standard Applicant ☐ Rural / Economically Distressed Applicant

* Refer to the [Urban/Rural Areas Map](#) and the [Poverty Levels by City/Village](#) to determine your applicant type. Contact MEPRD staff if you require assistance.

Section II. Project Contact Information

Tell us about the Project Contact (P.C.), or project manager, assigned to the project. This person will be required to complete status reports on a quarterly basis and will need to know detailed information about the project.

5. P.C. Name: _____
6. P.C. Title: _____
7. P.C. Mailing Address:
Street Address: _____
City, State, Zip: _____
8. P.C. Phone: _____ P.C. Cell: _____
9. P.C. Email: _____ P.C. Fax: _____

** Continue to Next Section/Page **

Section III. Project Details and Related Information

10. Project Title: _____
11. Project Site Address/Location:
Street Address: _____
City, State, Zip: _____
12. Is the project located entirely within a [rural community](#) as defined by MEPRD?
☐ Yes | City/Village: _____
☐ No
13. Is the project located entirely within an [economically distressed area](#) as defined by MEPRD?
☐ Yes | City/Village: _____ Poverty Level: _____ %
☐ No
14. Is the proposed project identified in a municipal, county, regional, state trail, or recreation plan or MEPRD's Long Range Development Plan?
☐ Yes | Which Plan? _____
☐ No
15. Will the Project Sponsor own/control and maintain the completed project?
☐ Yes (Required)
☐ No
16. Is the project site protected in perpetuity for public recreation?
☐ Yes
☐ No | How many years is the site protected? (*must be ≥ 20 years*) _____ years
17. **Project Type:** Select the project type(s) that best depicts the primary scope of your project.
(*Check all that apply*)
☐ Acquisition
☐ Improvement
☐ Development
18. **Project Site/Location:** Select the location/facility type that best depicts your project.
☐ Park
☐ Trail
☐ Trailhead
☐ Recreation Center
☐ Pool/Splash Pad

19. If "trail" was selected above, please respond to the following questions. Otherwise, you may skip to the next question on Line 20.

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*

20. Grant Request Type: See definitions at end of packet.

☐ Non-Contingent Request (skip to Line 21)

☐ Contingent Request (must thoroughly document Contingent Grant in Attachment G)

Name of Contingent State/Federal Grant: _____

Contingent Grant was published on this date: _____

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

**Grant award results must be provided to MEPRD within 90 days of notification to complete the award process and receive notice to proceed.*

21. Estimated Project Completion Date: _____
(Month and Year Required)

Section IV. Project Budget and Breakdown of Eligible Costs

22. Total Estimated Project Cost: \$ _____

23. Requested MEPRD Grant: \$ _____ which is _____ % of line 22.
(must be less than or equal to 40% of the total project cost listed on line 19)

24. Combined Total of Estimated Cost Sharing 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 24 (A + B + C + D): \$ _____ which is _____ % of line 22.
(Hint: Line 23 + Line 24E should equal Line 22)

** Section Continued on Next Page **

25. General Expense Categories:

<u>Category</u>	<u>N/A</u>	<u>Estimated Total</u>	<u>% of Total</u>
Acquisition Costs:	<input type="checkbox"/>	\$ _____	_____ %
A/E Fees ($\leq 15\%$ of Eligible Project Total):	<input type="checkbox"/>	\$ _____	_____ %
• Preliminary Engineering:		\$ _____	
• Construction Engineering:		\$ _____	
Development Costs:	<input type="checkbox"/>	\$ _____	_____ %
Contingency ($\leq 10\%$ of Eligible Development Costs):	<input type="checkbox"/>	\$ _____	_____ %
Total Estimated Project Cost (should equal line 22):		\$ _____	<u>100</u> %

26. Itemized Development / Acquisition Data:

Using the space provided below, list the individual components or parts of your project, along with the quantity (if applicable) and estimated cost for each.

If any of these components are classified as “support items” as defined and identified on page 11 of this application, please check the ‘support’ box located beside it. Continue on a separate sheet of paper, if needed.

<u>Item Name</u>	<u>Support</u>	<u>Quantity/Unit</u>	<u>Estimated Cost</u>
_____	<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 $\leq 50\%$ of line 22): \$ _____ %

Total Estimated Project Cost (should equal line 22): \$ _____ 100%

Section V. **Discussion**

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

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

Section VI. Supporting Documents/Attachments

Attach the following supporting documents to your application in the order specified below. If any attachment(s) do not apply to your grant request, 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. |
| <hr/> | |
| Attachment B | Copies of Land Appraisals, Engineer Estimates, Bids, Quotes, Cut Sheets, or Vendor Sheets to support the estimated project costs identified in the application. Note that the attachment(s) must be sufficiently detailed (i.e., itemized). |
| <hr/> | |
| 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. |
| <hr/> | |
| Attachment D | Construction/Acquisition Schedule. Provide a copy of the project’s current construction and/or acquisition schedule, to include the estimated completion date.
<i>* Estimated completion date should match the date shown on Line #20</i> |
| <hr/> | |
| Attachment E | General Operation Plan. Describe the plan for maintenance* and operation of the project, including general schedule, funding sources, and other relevant details.
<i>* If a project scope includes installation of loose-fill playground surfaces—e.g., engineered wood fiber, rubber—the General Operation Plan must acknowledge a plan for regular maintenance of the surface materials to ensure it meets ADA standards.</i> |
| <hr/> | |
| Attachment F | Resolution or Support Letter* from the Project Sponsor indicating support for the project and corresponding application to MEPRD, dated no more than six (6) months prior to the submittal of this application.
<i>* Support letter must be on official letterhead, bearing a signature by the Mayor, Board President, or Chief Executive of the organization or department.</i> |
| <hr/> | |
| Attachment G | Documentation of Other Grants, Donations. Provide a description of all grants and cash donations contained in Lines 24(c) and 24(d). Include grant/donor name(s), a copy of the public grant announcement, funding award date, funding expiration date, and a copy of the award letter, if applicable. Certain restrictions apply; read funding and eligibility requirements carefully. |
| <hr/> | |
| Attachment H | Description of Future Plans. Describe any future plans for bike/ped trails, parks, or recreation facilities for your community or jurisdiction. Plans can be hardcopy or electronic (e.g., email, CD, or flash drive). If available, KML or GIS files would also be appreciated. If you have submitted this information to MEPRD within the past three years and no updates or changes have been made, a statement explaining this will suffice. |

Section VII. Certification Statement

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: Cole Preston, Grant Coordinator _____

Signature and Date: _____

(date)