



**Illinois Department of
Natural Resources**

**Illinois Boat Access Area Development
Grant Program**

For State Fiscal Year

2021

**Program Information and Application Attachments for
Grant Applicants**

**PUBLIC
BOAT
LAUNCH**



Provided with assistance from
Illinois Department of Natural Resources
Financed with State Boating Funds

PREFACE

This Manual presents necessary information on how eligible units of local government may apply for assistance under the Boat Access Area Development (BAAD) grant program. It is a concise procedural outline designed to transmit basic information on general program requirements, project eligibility, funding priorities and application criteria.

This document is published by the Illinois Department of Natural Resources (IDNR), administering agency for the BAAD program. All inquiries regarding the program should be addressed to:

Illinois Department of Natural Resources
Office of Grant Management and Assistance
One Natural Resources Way, Springfield, Illinois 62702.
Telephone: 217/782-7481, E-mail: dnr.grants@illinois.gov

Equal opportunity to participate in programs of the Illinois Department of Natural Resources (IDNR) and those funded by the U.S. Fish and Wildlife Service and other agencies is available to all individuals regardless of race, sex, national origin, disability, age, religion or other non-merit factors. If you believe you have been discriminated against, contact the funding source's civil rights office and/or the Equal Employment Opportunity Officer, IDNR, One Natural Resources Way, Springfield, Ill. 62702-1271; 217/785-0067; TTY 217/782-9175.

FY 2021 BAAD PROGRAM CHANGES

- **Beginning with FY 2021 the BAAD will only accept applications electronically.**
- All applications will need to be submitted to DNR.RecGrantsApps@illinois.gov. No other form of submission will be allowed or eligible.
- The subject line of your application must include the following:
 - The name of the unit of local government submitting the application
 - The program you are submitting the application for
 - If more than one email must be sent, they must be sequentially numbered
 - Example: Springfield Park District – BAAD Application – 1 of 2
- This application email address will only be used to accept applications. Any questions you may have must still be sent to DNR.Grants@Illinois.gov. If questions are sent to the application email, they will not be answered.
- Any submission that does not include **all documents** in the BAAD Application Checklist will be considered ineligible and will not be reviewed.
- Any submission that does not have the required signatures done as handwritten signatures which can be scanned and should be in **BLUE** ink will be considered ineligible and will not be reviewed.
- To reduce the file size of your electronic submission only the required pages from your master plan and the GATA budget should be included. Be sure to read the instruction portion of this manual for additional guidance.

Grant Basics

The Boat Access Area Development (BAAD) program is a State-financed program, administered by the Illinois Department of Natural Resources (IDNR), which provides funding assistance to local units of government for the acquisition and/or construction/renovation of approved public boat and canoe access areas in Illinois.

The BAAD grant program is authorized by and implements the Civil Administrative Code, Section 805-325 (20 ILCS 805/805-325), and THE BOAT REGISTRATION AND SAFETY ACT, SECTION 10-1 (625 ILCS 45/10-1) and is administered in accordance with 17 IL Adm. Code 3035.

Funds for the program are derived from a portion of the revenue received under provisions of "The State Boating Act Fund". The primary source of revenue for this fund is Marine Motor Fuel Tax, but also includes funds received from boat and canoe registration fees and fines. Each fiscal year, the General Assembly appropriates funds for the BAAD program to the Department of Natural Resources for allocation to local agency projects through a competitive grant process based upon written applications.

This manual is designed to provide concise information on the BAAD program and give instructions for making application to the IDNR for grant funding consideration. Read the manual carefully before applying and follow the application checklist and instructions closely. They are the guides for completing an accurate application.

BAAD grants are awarded through a competitive application process. **Project applications must be received by the IDNR no sooner than August 3 and no later than October 2, 2020 as specified by the Notice of funding Opportunity (NOFO).** Applications received after 5:00pm on October 2 will be returned as ineligible. Notification of grant awards is typically announced within the first half of the following year.

Assistance Formula

The BAAD program can provide up to 100% reimbursement funding assistance on approved development project costs and 90% reimbursement funding assistance on approved land acquisition costs. For development projects, higher priority is given in project evaluation for local agency financial contribution to the project, up to 30% of project cost for maximum credit.

Maximum grant assistance for any one project per grant cycle is limited to \$200,000 for power boat access facilities and \$80,000 for non-motorized, canoe and other small boat launch facilities.

Grant Award Fees

Any project AWARDED grant funds will be subject to a GRANT AWARD FEE due at the time the signed grant agreement is returned to the Department. Please refer to page 11 of this manual for more information.

Eligibility Requirements

Local Agencies eligible for assistance under this grant program include municipalities, townships, counties, park districts, conservancy districts and port districts, or any other local government agencies capable of providing lands for public recreational purposes.

Eligibility Requirements (Continued)

Only projects that provide access to public bodies of water as defined by IL Administrative Code [Section 3704.Appendix A](#) are eligible for assistance under this grant program (see listing below). Projects that would provide access to any body of water that is privately owned partially or as a whole is not eligible under this grant program.

Section 3704.APPENDIX A Public Bodies of Water

- a) The following public bodies of water were navigable in their natural condition or were improved for navigation and opened to public use. The entire length and surface area in Illinois, including all backwater lakes and sloughs open to the main channel or body of water at normal flows or stages, are open to the public unless limited to a head of navigation as stated. Head of navigation descriptions use the U.S. rectangular survey system and these abbreviations: T = township, R = range, PM = principle meridian, Sec. = section, $\frac{1}{4}$ = quarter section, N = north, E = east, S = south, W = west, USGS = U.S. Geological Survey.
- 1) Lake Michigan;
 - 2) Chicago River: Main Branch;
 - 3) Chicago River: North Branch to North Shore Channel;
 - 4) Chicago River: South Branch;
 - 5) Chicago River: South Fork of South Branch;
 - 6) Chicago River: East and West Arms of South Fork of South Branch;
 - 7) Chicago River: West Fork of South Branch to Chicago Sanitary and Ship Canal;
 - 8) Calumet River;
 - 9) Lake Calumet and entrance channel to Calumet River;
 - 10) Grand Calumet River;
 - 11) Little Calumet River;
 - 12) Wolf Lake (Cook County);
 - 13) Mississippi River (including all backwater lakes such as Frentress Lake in Jo Daviess County, Boston Bay in Mercer County and Quincy Bay in Adams County);
 - 14) Sinsiniwa River to North Line of Sec. 9, T28N, R1W, 4th PM in Jo Daviess County, which is located approximately two-thirds mile downstream from the

- U.S. Highway 20 bridge. This area is shown on the Galena, Ill.-Iowa, 7.5 minute USGS quadrangle map;
- 15) Galena River to East Line of Sec. 16, T28N, R1E, 4th PM in Jo Daviess County, which is located approximately one-half mile upstream from the County Highway 3 (West Stagecoach Trail) bridge. This area is shown on the Galena, Ill.-Iowa, 7.5 minute USGS quadrangle map;
 - 16) Apple River to North Line of Sec. 35, T26N, R2E, 4th PM in Jo Daviess County;
 - 17) Plum River to North Line, T24N, R3E, 4th PM in Carroll County, which is located approximately one and one-half miles upstream from the U.S. Highway 52 bridge. This area is shown on the Savanna, Ill., 15 minute USGS quadrangle map;
 - 18) Rock River;
 - 19) Pecatonica River;
 - 20) Sugar River (Winnebago County);
 - 21) Stillman Creek to South Line, T25N, R11E, 4th PM in Ogle County, which is located approximately one-third mile downstream from the Illinois Highway 72 bridge. This area is shown on the Stillman Valley, 7.5 minute USGS quadrangle map;
 - 22) Henderson Creek (new channel) to East Line, SW $\frac{1}{4}$, Sec. 6, T10N, R5W, 4th PM in Henderson County. The river has been relocated and the old channel abandoned;
 - 23) The Sny in Adams, Pike and Calhoun Counties. The area has been drained with levees and ditches and it is uncertain that any descendent body of water exists;
 - 24) Bay Creek to West Line, Sec. 29, T8S, R3W, 4th PM in Calhoun County. The head of navigation is the limit of meanders on the official plat of survey; but it is uncertain that any descendent body of water exists;
 - 25) Illinois River (including all backwater lakes such as Peoria Lake in Peoria, Tazewell and Woodford Counties; Matanzas Bay in Mason County; and Meredosia Lake in Cass and Morgan Counties);
 - 26) Des Plaines River to Hoffman Dam in Cook County, which is located one-half mile downstream from the junction with Salt Creek. This area is shown on the Berwyn, 7.5 minute USGS quadrangle map;
 - 27) Kankakee River;
 - 28) Iroquois River to South Line, SW $\frac{1}{4}$, Sec. 30, T27N, R12W, 2nd PM in Iroquois County, which is located approximately one mile downstream from the junction with Sugar Creek. This area is shown on the Gilman, 15 minute USGS quadrangle;

- 29) Fox River (Illinois River Basin);
- 30) Griswold Lake (McHenry County);
- 31) Fox Chain-O-Lakes (Lake and McHenry Counties): Bluff Lake, Lake Catherine, Channel Lake, Fox Lake, Grass Lake, Lake Marie, Nippersink Lake, Dunns Lake, Pistakee Lake, Lake Jerilyn, Lac Louette, Redhead Lake;
- 32) Vermilion River (Illinois River Basin) to approximately one-half mile above the mouth near Oglesby in LaSalle County;
- 33) Spring Lake (Tazewell County);
- 34) Spoon River to North Line, Sec. 24, T6N, R1E, 4th PM in Fulton County, which is located approximately one-half mile upstream from the Illinois Highway 95 bridge. This area is shown on the Smithfield, 7.5 minute USGS quadrangle map;
- 35) Sangamon River to South Line, NE ¼, Sec. 1, T15N, R4W, 3rd PM in Sangamon County, which is located approximately one mile south of the Mechanicsburg Road bridge. This area is shown on the Mechanicsburg, 7.5 minute USGS quadrangle map;
- 36) Sangamon River: South Fork to South Line, Sec. 33, T16N, R4W, 3rd PM in Sangamon County, which is located approximately two miles upstream from the mouth. This area is shown on the Springfield-East, 7.5 minute USGS quadrangle map;
- 37) Macoupin Creek to East Line, Sec. 25, T9N, R13W, 3rd PM in Green and Jersey Counties, which is located approximately one mile downstream from the junction with Boyer Creek. This area is shown on the Boyer Creek, 7.5 minute USGS quadrangle map;
- 38) Otter Creek to East Line of Sec. 3, T7N, R13W, 3rd PM in Jersey County, which is located approximately two miles east of the Illinois Highway 100 bridge. This area is shown on the Nutwood, 7.5 minute USGS quadrangle map;
- 39) Kaskaskia River to East Line, SW ¼, Sec. 31, T8N, R2E, 3rd PM, which is located nine miles south and two miles west of Herrick. This area is shown on the Vera, 7.5 minute USGS quadrangle map;
- 40) Big Muddy River to East Line T8S, R2W, 3rd PM in Jackson County, which is located approximately one mile northwest of the Southern Illinois Airport. This area is shown on the Murphysboro, 7.5 minute USGS quadrangle map;
- 41) Ohio River;
- 42) Wabash River;
- 43) Vermilion River (Wabash River Basin) to West Line, T19N, R11W, 2nd PM in Vermilion County, which is located approximately one mile upstream from the junction with the North Fork. This area is shown on the Danville, SW, 7.5 minute USGS quadrangle map;

- 44) Little Wabash River to the Illinois Highway 1 bridge in Carmi in White County;
 - 45) Saline River to junction of North Fork and South Fork;
 - 46) Saline River: North Fork to North Line, Sec. 5, T8S, R8E, 3rd PM in Gallatin County, which is located approximately three miles south of the junction of Illinois Highway 141 and U.S. Highway 45. This area is shown on the Ridgway, 7.5 minute USGS quadrangle map;
 - 47) Saline River: South Fork to West Line, T9S, R8E, 3rd PM in Gallatin County, which is located at the Gallatin-Saline County line. This area is shown on the Equality, 7.5 minute USGS quadrangle map;
 - 48) Horseshoe Lake (Alexander County).
- b) The following public bodies of water are primarily artificial navigable waters that were opened to public use.
- 1) Illinois and Michigan Canal;
 - 2) Illinois and Mississippi (Hennepin) Canal and Canal Feeder;
 - 3) North Shore Channel (Cook County);
 - 4) North Branch Canal of North Branch Chicago River (Cook County);
 - 5) Relocated South Branch Chicago River (Cook County);
 - 6) Chicago Sanitary and Ship Canal;
 - 7) Calumet Sag Channel;
 - 8) Marseilles Canal (LaSalle County);
 - 9) Chain of Rocks Canal (Madison County);
 - 10) Relocated Kaskaskia River.
- c) The following public bodies of water are navigable waters that were dedicated to public use. This list is incomplete. It is believed there are numerous channels and slips in subdivisions on the margins of public bodies of water which have been dedicated by plat. Additional channels and slips have been dedicated by common law.

Petit Lake, Spring Lake and connecting channels between Bluff Lake and Fox Lake in Lake County.

(Source: Amended at 38 Ill. Reg. 966, effective December 27, 2013)

Projects that would allow access to bodies of water not included in this list will not be considered without documentation that the body of water falls under c) above and proof is provided and accepted by the IDNR.

Frequently Asked Questions

Does our agency have to be registered under the Grants Accountability and Transparency Act (GATA) to apply for these funds?

Yes, the Grant Accountability and Transparency Act, 30 ILCS 708/1 et. seq. (GATA) requires all entities requesting grant funding from any State Agency must first be registered in the GATA system. Their website is: <http://www.grants.illinois.gov/portal/> No applications will be accepted from any entity who is not registered in the GATA system.

Are there additional forms that must be completed to comply with GATA?

Yes, a GATA Standard Application and a GATA Uniform Budget Template must also be submitted for your application to be considered complete.

What is the maximum amount of funding assistance I can apply for?

Maximum grant assistance for any one project per grant cycle is limited to \$200,000 for power boat access facilities and \$80,000 for non-motorized, canoe and other small boat launch facilities.

How much money is available through the grant program?

This varies on a yearly basis due to the fluctuations in the amount of taxes and fees collected and the appropriation authority provided by the General Assembly. For State Fiscal Year 2021, the amount is \$725,000.00.

Is there an application or award fee?

Yes, both an application and award fee are required for the BAAD program. The maximum Application Fee submitted with the initial application is \$300.00. See Form BAAD/DOC-6 on page 32 for more information. The Award Fee is 1% of the grant award and submitted at the time the grant agreement is signed by the applicant. See page 11 for more information.

When is the grant application deadline?

Completed project applications must be received by the Office of Grant Management and Assistance by **5:00 PM on October 2, 2020**. Applications received before application period opening date or after 5:00 p.m. on application period closing date will be considered ineligible – NO EXCEPTIONS. Projects that are not successful in a given grant request cycle may be resubmitted in a subsequent grant cycle if the application is appropriately updated and revised prior to resubmittal. Prior to initiating an application, it is strongly recommended that IDNR grant staff be contacted at 217-782-7481 to discuss the proposed project. Considerable time and effort may be saved by doing so.

Can project costs be incurred prior to grant award? All project costs incurred prior to IDNR approval, with the exception of eligible project architectural/engineering costs, are ineligible for BAAD assistance. Only *PROPOSED* acquisition and development projects are eligible for grant assistance.

Can applications be made for multiple grants in the same year?

No, only one application for BAAD assistance may be made in a grant cycle by a single organization. Applicants are limited to one acquisition OR one development project per cycle.

Can multiple phase projects be funded with the same grant? If a project consists of several stages, the project sponsor should request funds only for the stage(s) that can be adequately financed and completed in the time period specified for such projects (two years or less). If a sponsor wants to submit an application for Phase II development of a site that is currently under construction from a Phase I BAAD grant, the sponsor must contact IDNR staff for review and possible approval. At no point should a project be proposed that would not represent a useful area at the conclusion of that specific project agreement.

Is a project with multiple sites eligible?

Project proposals must be for a single site; multi-site projects are not eligible.

The amounts for the project components are only estimates, is this acceptable?

The Department realizes that the estimated cost of a proposed project as indicated in the grant application will not always reflect the actual project cost. However, grant awards are based upon the estimated project cost shown in the grant application. **Grant assistance is limited to \$200,000 for motorized watercraft access and \$80,000 for non-motorized watercraft access.** Consequently, it is very important to estimate project costs carefully. Once a grant amount has been approved for a project, additional funds will not be available to cover project cost overruns.

Are there additional estimate requirements for land acquisitions?

Yes, documentation must now be submitted in order to provide evidence for the estimated acquisition cost. This can be provided by an estimate of market value by a real estate professional or other such documentation that verifies your cost estimate.

Can donated labor and equipment be used on the project?

The use (value) of donated labor or equipment in a project is NOT eligible for grant reimbursement. Nonetheless, donated labor and equipment may be used to help reduce overall project costs. However, grant reimbursement cannot be obtained for the cost of force account labor (local agency's employees) used to complete or assist in the completion of an approved development project.

Can I complete my grant application on-line?

No, we do not currently have an on-line application tool. Grant application forms provided in this manual along with the GATA Uniform Application and the GATA Uniform Budget Template must be submitted electronically by email to DNR.RecGrantsApps@illinois.gov.

Are paper copies of the grant application acceptable?

Mailed, faxed, and hand-delivered applications will NOT be accepted. The IDNR headquarters building in Springfield is currently closed to the public. Please do not attempt to hand-deliver physical applications.

How should the application be presented to IDNR?

We will accept applications that are scanned into PDF format only. Original scanned signatures in BLUE ink are required. Please do not submit applications in any other file format.

Eligible Project Costs

Grant assistance may be obtained for any of the following boat/canoe access area components:

- 1) Development or renovation costs for:
 - a) Boat launching ramp(s) and adjacent car/trailer maneuvering area.
 - b) Parking area to serve ramp users.
 - c) Access road to the ramp, that shall be limited to a reasonable distance (usually no more than 1/4 mile) from an existing public road.
 - d) Potable water supply and restroom facilities where necessary and cost effective.
 - e) Initial channel improvements where necessary to facilitate launch ramp usage. (Subsequent maintenance and dredging shall be the responsibility of the local governmental agency).
 - f) Security lighting where necessary and cost effective. (Operating costs shall be borne by the local agency.) See Section VI, item 3(j) on page 13 regarding requirements for burying overhead utility lines at BAAD-assisted sites.
 - g) Walkways connecting a ramp with adjacent parking lot, docks, restrooms, etc.
 - h) Courtesy docks for temporary tie up of boats not to exceed approximately 10% of the capacity of the parking area.
 - i) Marine sanitary disposal stations.
 - j) Docks to support gas pumps/fueling facilities.
 - k) Other boating related facilities as deemed appropriate by DNR (considered on a case-by-case basis).
 - l) Architectural/engineering services deemed necessary, up to a maximum of 15.25% of total construction costs, for the proper design and construction supervision of an approved BAAD construction project.
- 2) Land acquisition costs (fee simple title or permanent easement), including required appraisal fees, associated with securing land necessary to develop a basic boat/canoe access area on public waters of the state. Land acquisition from another public agency, except public school districts, is ineligible for BAAD assistance. Grant assistance for land acquisition is limited to no more than 90% reimbursement of the property's Fair Market Value (FMV) as approved by the DNR, but in no case shall grant reimbursement exceed actual local agency cash payment for the land as in the event of a bargain sale/donation.

NOTE: Application cannot be made for both acquisition assistance and development assistance of a project site in the SAME grant cycle.

Ineligible BAAD Projects

In general, BAAD assistance will not be provided for the following types of projects:

- 1) Project which are on a body of water not defined as Public. (See "Public Bodies of Water above)
- 2) Projects which are primarily maintenance related;
- 3) Dredging of any kind beyond that which may be required for initial channel improvements at the time of ramp construction;
- 4) Docks that provide permanent berthing space in a marina;
- 5) Fueling pumps, tanks, etc.; and
- 6) Facilities not available for general public use
- 7) Projects that would provide access to privately-owned bodies of water or bodies of water not included in IL Admin Code [3704.Appendix A](#).

Grant Awards

Awarding of grants are on a competitive basis and will be made under the authority and directive of the Director of the Illinois Department of Natural Resources. Awards are generally announced within 180 days following the application deadline date. The amount of grant funds awarded annually shall be determined by the Illinois Department of Natural Resources based upon the appropriation level for the program in a given fiscal year and demonstrated need.

PLEASE NOTE: The BAAD grant program requires a GRANT AWARD FEE be submitted by successful applicants at the time the formal grant agreement is returned to the IDNR for final execution. This fee shall be calculated as 1% of the total funding assistance awarded and reflected in the grant agreement.

EXAMPLES:

A \$200,000 grant award would require a \$2,000 Grant Award Fee
($\$200,000 \times 0.01 = \$2,000$)

An \$80,000 grant award would require an \$800 Grant Award Fee
($\$80,000 \times 0.01 = \800)

The Grant Award Fee is based on the grant amount as stated on the grant agreement and it shall not be reduced. The grantee may choose to consider the Grant Award Fee as an allowable reimbursement cost and include the cost in the identified costs of the project if so desired.

Grant Agreements returned without the required Grant Award Fee, or with an incorrect amount, will not be accepted by IDNR. Failure of a Grant Award Fee to clear the bank it is drawn against will result in the automatic denial of the award and cancellation of the grant without further consideration.

NOTE: Project costs for which reimbursement is sought cannot be incurred by the project applicant until after IDNR grant approval. Project costs incurred prior to Department approval are INELIGIBLE for grant assistance.

Grant Applications

Necessary application forms and instructions are in the back of this Manual. Follow the application checklist and instructions carefully; they are the guides for completing an accurate competitive application. Prospective applicants are strongly encouraged to contact the Office of Grant Management and Assistance at (217) 782-7481 (please leave a voicemail and a staff member will return your call) to discuss project proposals prior to final application submittal. Considerable time and effort may be saved by doing so.

APPLICATIONS MUST BE RECEIVED BY EMAIL BY THE DEPARTMENT OF NATURAL RESOURCES NO LATER THAN 5:00 P.M. ON OCTOBER 2nd, 2020 TO BE ELIGIBLE FOR CONSIDERATION.

NOTE: The BAAD grant program requires a non-refundable APPLICATION FEE which must be submitted by mail. The only exceptions are grant applications requesting less than \$25,000 and grants being sought by disadvantaged communities, as determined and verified by the Department prior to application. Applications submitted without the required grant application fee or with an incorrect amount will not be accepted by IDNR. Please refer to BAAD/DOC-6 on page 32 in the project application forms for further instructions.

Scanned copies of the application must be in PDF file format and must be emailed to DNR.RecGrantsApps@Illinois.gov. Application fees should be in the form of business or cashier's check with the name of the Sponsor and "BAAD Application Fee" written in the memo field and mailed to:

Illinois Department of Natural Resources
Office of Grant Management and Assistance
ATTN: BAAD Applications
One Natural Resources Way
Springfield, IL 62702

Do **not** include a copy of the application with your check.

Due to equipment limitations, maps and drawings should be limited to printable 8 ½" X 11" whenever possible and in no case larger than 11" X 17".

Grant Accountability and Transparency Act

The Grant Accountability and Transparency Act, 30 ILCS 708/1 et. seq. (GATA) requires all entities requesting grant funding from any State Agency must first be registered in the GATA system. Their website is: <https://www.illinois.gov/sites/gata/Pages/default.aspx>. No applications will be accepted from any entity who is not registered in the GATA system.

A GATA Standard Application and a GATA Uniform Budget Template must also be submitted for your application to be considered complete. These forms can be found at:

<https://www.dnr.illinois.gov/AEG/Pages/BoatAccessAreaDevelopmentProgram.aspx>

Project Application Guidelines

- 1) The local agency shall have plans for its proposed project developed to the point where the project scope can be described, and reasonable estimates of acquisition and/or development costs can be made. The local agency is responsible for development of a BAAD-assisted project in general compliance with plans submitted and approved with the project application.

Plans for the boat/canoe access area should be based on the needs of the public, the expected use, and the type and character of the project area. Facilities should be attractive for public use and be generally consistent with the natural setting and topographic limitations. Improvements and structures should be designed for full accessibility and harmonize as much as possible with the natural environment. Emphasis should be given to public health, the safety of users, and protection of the recreation values of the area. Where public recreation needs are being adequately met through private investment, proposals creating a competitive situation should be avoided.

- 2) For potential acquisition projects it is imperative that the local agency know exactly the land area proposed for acquisition. As noted later in this Manual, the local agency must submit, as part of the project application, a Commitment for Title Insurance, Attorney's Opinion of Title, or other device which not only illustrates any encumbrances on the site's ownership, but also delineates the legal boundary description of the property to be acquired. The local agency must clearly understand the following:
 - a. Once an application has been submitted to the Illinois DNR, neither the size or location of properties specified in the application can be changed. This is necessary since the project is reviewed and evaluated site specifically for cultural and environmental resource impacts and project feasibility by DNR staff and other potentially affected State agencies.
 - b. If an acquisition project is approved for BAAD assistance, the legal description on the deed of the property acquired must correspond exactly to that which is detailed in the application, unless otherwise approved by the DNR. In addition, development of the property must be initiated within three (3) years following completion of site acquisition and be in general accordance with the proposed site development plan submitted as part of the approved project application. Changes in use of the acquired property from plans approved by DNR may constitute a conversion from public boat access use subject to project site conversion requirements outlined in the provisions of the grant Project Agreement.
 - c. Acquisition project applications must also provide a conceptual plan and preliminary cost estimates for proposed future development at the site.

- 3) For development projects, the local agency must have fee simple title to the area proposed for development or it must be secured by a long-term lease for a period of time commensurate with the program compliance amortization schedule shown below. Control and tenure of leased property shall not be revocable at will by the Lessor. A copy of the lease must be filed with the IDNR as part of the application. The local agency must list all outstanding rights or interests held by others in the property to be developed and explain in the Environmental Evaluation how these rights affect public outdoor recreation use.

Total Grant Amount	Time Period After Receipt of Final Grant Payment
\$0-\$25,000	7 years
\$25,001--\$100,000	12 years
\$100,001--\$200,000	17 years

- 4) IDNR policy currently limits local BAAD grant awards to a maximum of \$200,000 per project for power boat access facilities and \$80,000 for non-motorized, canoe and car top boat launch facilities.
- 5) The individual indicated in the grant application as the contact person for an agency should be available for telephone contact during normal working hours (8:00 A.M. - 5:00 P.M.). The designated contact individual serves as the liaison with the IDNR and should always be aware of the status of the proposed project. All transmittals from the IDNR regarding a local agency's potential or existing project(s) should be read thoroughly and responded to promptly.
- 6) It is the administrative responsibility of the local agency to investigate the need for and obtain all necessary project construction permits which affect their project. All such permits must be secured by the local agency within 12 months following BAAD project approval. (See Program Compliance Requirements.) Failure to secure necessary permits in a timely manner can result in termination of the approved grant award.
- 7) Maintenance of Facility: Prior to being considered for BAAD funding assistance, the local governmental agency shall agree and show ability to maintain said facility, upon completion, per terms set forth in the grant Project Agreement. The ability to maintain the facility shall be indicated on the application form by providing an estimated amount of annual funds available for maintenance. Available equipment and manpower should also be included.
- 8) Project applications not approved for BAAD assistance will not be returned to the local agency. Projects that are not successful in a grant request cycle may be resubmitted in a subsequent grant cycle if the application is completely updated and revised accordingly prior to resubmittal.
- 9) See the Application Checklist on page 14 for a list and description of the documents that comprise a complete application.

Project Evaluation Criteria/Priorities

Local project applications are evaluated on a competitive basis as Illinois' annual BAAD apportionment typically is not sufficient to provide funding assistance for all local boating needs in the state. The following criteria determine the priority ranking of eligible local project applications recommended for BAAD funding assistance:

A. Project Need (55%)

Project need is based on the size of the body of water being served by the proposed boat/canoe access facility (15%), anticipated usage of the facility (10%) the registered boater population being served (15%), local planning and public input in the proposal (8%), and availability/proximity of other access areas on the body of water (7%).

B. Site Characteristics and Development Plan (20%)

Projects are evaluated primarily in terms of the project site's suitability for the proposed uses including considerations of 1) physical characteristics such as terrain, drainage, adjacent land uses, soil conditions, vegetation, hydrologic conditions, environmental intrusions, etc., 2) site accessibility factors including safe vehicular access and sufficient parking; and 3) overall site plan considering such factors as overall design, creativity, sensitivity to environmental factors and neatness.

C. General Project Considerations (25%)

Additional consideration is also given for the following factors when evaluating projects:

-Financial Cooperation - local agency financial contribution to project costs (up to 30% contribution for maximum credit) and/or construction of other recreational facilities at the project site (Development projects only). (10%)

-Ability to Maintain - local agency capability of adequately maintaining and operating the facility. (10%)

-Users Fees - Facilities available for public use without a user fee charge are given highest priority. (5%)

D. Project Penalty Considerations

A local agency may be penalized during project evaluation for poor performance in a) the execution of previous projects or b) responding to DNR requests for necessary application information. In addition, penalties will be given to any project that a) causes a negative impact on privately-owned boating related facilities in the area or b) is not consistent with the overall purpose of the BAAD program.

The Department will not consider a project application from a local agency for BAAD assistance when there exists an outstanding known violation or program non-compliance at that locality with respect to a prior DNR grant project or other DNR program (e.g., Office of Water Resources permit violation).

The Department's Natural Resources Advisory Board (Board members are appointed by the Governor), in consultation with Department staff, prioritize project applications according to the established program rating criteria and make project funding recommendations to the Director. The Governor generally announces BAAD grants in the spring.

Program Implementation Procedures & Compliance Requirements

- 1) The project may not begin until a fully executed project agreement is in place. Only after the agreement is fully executed may incurred project costs are eligible. Costs that are incurred prior to the agreement execution date, with the exception of necessary engineering fees, are ineligible.* Acquisition costs are considered incurred by the local agency on the date when 1) deed, lease or other appropriate conveyance is accepted, or 2) when first partial payment or full payment is made on the project property or to an escrow account/agent for the property. Development costs are considered incurred on the date construction contracts are signed or actual physical work on the project site starts (e.g., ground clearing, the beginning of facility construction, the delivery of materials to the project site, etc.).

*(Costs for site investigation, preliminary design, preparation of cost estimates, construction drawings and bid specifications, and similar items necessary for proper construction preparation and project completion may be eligible for assistance although incurred prior to approval.)

- 2) For projects receiving acquisition assistance, acquisition of the project property generally must be completed within approximately nine (9) months following project approval, with the exception of acquisitions involving eminent domain. Acquisition projects must proceed in accordance with the federal "Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970" (PL91-646) and/or the state "Displaced Person Relocation Act" (310 ILCS 40, et seq.), as applicable, and with the policies and procedures adopted by the Department pursuant thereto.

Upon project approval, the local project sponsor is instructed to commence with necessary appraisal work to determine the fair market value for the proposed project site. Two appraisals may be required in some instances at the sole discretion of the IDNR. The appraisals must be completed to Department specifications for a full narrative appraisal. Once the Department has reviewed the appraisal(s) and approves a "fair market value" for the project site(s), the local agency will be authorized to proceed with acquisition negotiations. No purchase agreements, options, etc. should be entered into, nor negotiations begun, until the DNR approves such action. The entering into of any options or any other type of purchase agreement prior to Department approval could be cause for project ineligibility. Title to any property secured by the local sponsoring agency before Department approval is ineligible for grant assistance.

Acquisition must be in fee simple title or whatever lesser conveyance rights will ensure the desired surface water access use of the project site. Land acquired with BAAD assistance is required to have a covenant placed on the deed at the time of recording that stipulates the property must be used, in perpetuity, solely for—and in the support of—surface water access purposes and cannot be sold or exchanged, in whole or part, to another party without approval from the IDNR.

- a) After acquisition is completed and title to the project property secured, the local agency may request eligible grant reimbursement. Reimbursement shall not exceed 90% of the appraised fair market value of the property(ies) or the approved grant award, whichever is less. In the event of condemnation, the Judgement Order establishes just compensation (fair market value) in determining eligible reimbursement. In no case shall grant payment exceed the actual cash purchase price for the project site(s) (i.e., acquisitions involving a "bargain sale").

b) An acceptable billing request includes the following documents:

- i) Copy of recorded Deed (Judgement Order in case of eminent domain purchase)
- ii) Title Affidavit and Title Insurance Policy on acquired property unless acquired by Judgement Order or Warranty Deed secured
- iii) Evidence of written fair market value offer to seller
- iv) Copy of canceled check as proof of payment to seller
- v) Parcel Tabulation

c) Land acquired with BAAD assistance must be subsequently developed as a public boat/canoe access area in general accordance with the approved project application proposal within three (3) years following the date title to the property is secured. Failure to improve the property for such use within the three (3) year time period shall result in the property being considered "converted" from its intended use necessitating remedial action by the local agency as specified in the provisions of the BAAD Project Agreement.

3) For projects requesting development assistance, the local agency must possess at the time of project approval either fee simple title, a permanent easement to the land being developed or a lease arrangement, non-revocable at will by the lessor, for the project property for a period of time commensurate with the amortization schedule. The Department will consider, on a case-by-case basis, lease arrangements for shorter periods when State statute prohibits a unit of local government from entering into such a long-term agreement or other circumstance beyond the control of the local project sponsor prohibit such arrangements.

Instructions and guidance regarding development project implementation are provided by the DNR at the time of project approval notification. In general, implementation procedures for approved development projects are as follows:

- a) Projects usually require the preparation of detailed work drawings and specifications. The Department reserves the right to require revisions of plans and specifications for any development which, in its opinion, does not provide for a quality outdoor recreation experience. In addition, plans and specifications shall also be available for review by DNR representatives during on-site construction inspections and compliance reviews.
- b) The local project sponsor must provide quarterly status reports to the DNR on January 1, April 1, July 1 and October 1.
- c) After all construction permits are secured, work at the site or advertising for competitive bids may commence. Work at a project site may be accomplished by contract or by force account labor (using a local agency's employees). It is strongly recommended that whenever possible, work be accomplished by contract.
- d) All open competitive bidding shall be done in accordance with the local agency's statutory requirements governing public procurement. Upon receipt of bids, should the local agency consider the lowest bidder unqualified, incapable, or not responsible, the next lowest bidder may be approved. Justification for awarding of contracts to other than the lowest bidder or acceptance of a no-bid contract shall be subject to the approval of the DNR.

- e) Except for contracts exceeding \$100,000, the local agency may follow its own requirements relating to bid guarantees, performance bonds, and payment. For contracts exceeding \$100,000, the minimum requirements shall be as follows:
 - i) A bid guarantee from each bidder equivalent to 5% of the bid price.
 - ii) A performance bond on the part of the contractor for 100% of the contract price. A "performance bond" is one executed in connection with a contract to secure fulfillment of all the contractor's obligations under such contract.
 - iii) A payment bond on the part of the contractor for 100% of the contract price. A "payment bond" is one executed in connection with a contract to assure payment as required by law of all persons supplying labor and material in the execution of the work provided for in the contract.
- f) The local agency shall also incorporate in construction contracts provisions which define a sound and complete agreement, including the following:
 - i) Contracts shall contain such contractual provisions or conditions which will allow for administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms and shall provide for such sanctions and penalties as may be appropriate.
 - ii) All construction contracts exceeding \$30,000 shall contain suitable provisions for termination by the local agency including the manner by which it will be affected and the basis for settlement. In addition, such contracts shall describe conditions under which the contract may be terminated because of circumstances beyond the control of the contractor.
 - iii) In all contracts in excess of \$100,000, the local agency shall observe the bonding requirements outlined previously.
 - iv) All construction contracts (except those less than \$30,000) awarded by the local agency shall include a provision to the effect that the DNR and the Auditor General of the State of Illinois, or any of their duly authorized representatives, shall have access to any books, documents, papers and records of the contractor for the purpose of making audit, examination, excerpts and transcriptions.
- g) During the course of development, it may become necessary to change scope, plans and/or specifications. The local agency shall obtain IDNR approval for any project change orders that represent significant deviations from the approved plans or anything over a 10% change in an approved GATA budget line. Change orders should be made a part of the project file and kept available for audit. All change orders that total +/- \$10,000 must have IDNR approval prior to execution. For change orders in excess of the \$10,000 amount (pursuant to Section 33E-9 of the Criminal Code of 1961, as amended) written assurance MUST BE provided to the Illinois DNR by the local agency that such a change order was not reasonably foreseen at the time of initial construction contract execution. Failure to comply is a Class 4 felony.
- h) During construction, DNR may make on-site inspections, as deemed necessary in relation to the scope of the project, to check progress and compliance with all applicable laws and construction specifications. It shall be the local agency's full responsibility for determining when all project construction has been satisfactorily completed and is ready for DNR final inspection and acceptance.

- i) For development projects, grant payment requests may be made to the Department either on a periodic partial payment basis or a lump sum final payment at the completion of the project.

Local agency billing requests for grant payment submitted to the Department must be accompanied by documentation of completed work and incurred costs from project contractors and/or consultants (A/E firms).

- j) The local agency will be expected to take all reasonable steps to bury, screen, or relocate existing overhead lines (under 15KV) on a project site. Burying existing lines is eligible for grant assistance and can be part of the application. All future electrical lines under 15KV and telephone wires must be installed underground. If the local agency feels that existing or future utility lines under 15KV should not be underground, it will be necessary to document the rationale for such a request and receive DNR approval.
- 4) In connection with and PRIOR to the construction, and thereafter the subsequent operation and maintenance of the BAAD assisted facilities, the Local Agency agrees that it shall be responsible for and obtain all necessary Permits, Licenses or Forms of Consent, as the case may be, from, but not limited to, the following agencies:
 - a) U.S. Dept. of the Army, Corps of Engineers.
 - b) IL Environmental Protection Agency.
 - c) IL Dept. of Natural Resources regarding State "Interagency Wetlands Policy Act" of 1989 (20 ILCS 830/1-1), "Endangered Species Protection Act" of 1990 (520 ILCS 10/11), "Rivers, Lakes & Streams Act" (615 ILCS 5) and "Historic Resources Preservation Act" (20 ILCS 3420/1).
 - d) IL Dept. of Public Health "Campground Licensing & Recreational Area Act," (IL Rev. Stat. Ch. 111 ½, para. 761).
 - e) State and local road, building or zoning agencies or boards, where applicable.

NOTE: NON-COMPLIANCE WITH THE ABOVE MAY JEOPARDIZE GRANT FUNDING.

- 5) The local project sponsor is required to post a grant program acknowledgment sign at the project site identifying it as a public boat and/or canoe launch area. The required sign and installation instructions will be provided by the Department once the project has been completed.
- 6) The local sponsoring agency is required to enter into a standard contract agreement with the Department for an amount agreed upon as necessary to complete the approved project and which specifies the related grant reimbursement amount and specific program compliance responsibilities.

Failure by the local sponsoring agency to comply with any of the terms or provisions stipulated in the signed grant Project Agreement shall be cause for the suspension or repayment of all grant funds received thereunder, unless, in the judgment of the Department such failure was due to no fault of the local sponsoring agency. Failure to execute a project in a timely manner OR for non-compliance with program regulations OR failure to proceed with an approved project because of insufficient local funds or a change in local priorities shall result in the project sponsor being ineligible for DNR grant funding consideration for a two-year period following project termination.

ILLINOIS BOAT ACCESS GRANT PROGRAM

APPLICATION CHECKLIST

PROJECT SPONSOR: _____

PROJECT TITLE: _____

- GATA Uniform Application**
- GATA Budget Template**
- BAAD/DOC-1** – Application Form
- BAAD/DOC-2** – Acquisition Data Form (Acquisition Projects Only)
 - Commitment for Title Insurance
 - Appraisers Qualifications/Credentials
- BAAD/DOC-3** – Development Data (Development Projects Only)
 - Deed, Easement, Lease, etc.
- BAAD/DOC-4** – Project Narrative Statement
- BAAD/DOC-5** – Certification Statement
- BAAD/DOC-6** – Application Fee Form
 - Check
- Attachment A-1** – Project Location Map
- Attachment A-2** – Project Development plan (required for both acq. & dev. Projects)
- Attachment A-2a** – Dock & Building Specifications, Layout, Elevations Drawings (if applicable)
- Attachment A-3** – Premise Plat Map
- Attachment A-4** – Map showing other launches on the project body of water with 30 miles. (if applicable)
- Attachment A-5** – Environmental Assessment Statement
- CERP Form** – Cultural Resources, Endangered Species, & Wetlands Review Report

ATTACHMENTS NOTE: All attachments and maps should clearly be labeled “Attachment A-1”, etc. in the top-right corner of the page

Email Completed Application to DNR.RecGrantsApps@Illinois.gov

Mail Application Fee **only** to:

Illinois Department of Natural Resources
Office of Grant Management and Assistance
ATTN: BAAD Applications
One Natural Resources Way
Springfield, IL 62702

Instructions: GATA Uniform Application

1. Agency Completed Section – This section (1-15) either has been or will be completed by the IDNR.
2. Applicant Completed Section
 - a. Applicant Information – (16-21) complete all areas and be sure they are the same as how your information is entered into the GATA registration portal.
 - b. Applicant's Organizational Unit – (22-23) if you are a subdivision of a larger organization include that information here.
 - c. Applicant's Name and Contact Information for Program Matters – (24-31) the information included here is for the person who on a day to day basis can answer questions regarding the status of the grant or any other grant related question.
 - d. Applicant's Name and Contact Information for Administrative Matters - (32-39) the information included here is for the person who is the administrator over the agency and has the authority to enter said agency into contractual agreements. (ie: mayor, executive director, etc.)
 - e. Areas Affected - (40-42) since maps are already a requirement for this application include only written information for the actual location of the project (city, county, multiple counties, etc.). Legislative and Congressional Districts should include both State and Federal information for both the Applicant and the project location.
 - f. Applicant's Project – (43-45)
43 – Enter the project title
44 – Proposed term is: Start Date – Upon Execution End Date – 2 years from application date.
45 – self-explanatory.
 - g. Applicant Certification – (46-54) mark the box “I agree”. The authorized representative should be the same person noted in d. above.

Instructions: GATA Grant Budget Template

Instructions provided by GATU:

This form is used to apply to individual State of Illinois discretionary grant programs. Applicants should submit budgets based upon the total estimated costs for the project including all funding sources. Pay attention to applicable program specific instructions, if attached. The applicant organization should refer to 2 CFR 200, “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards” cited within these instructions.

You must consult with your Business Office prior to submitting this form for any award restrictions, limitations or requirements when filling out the narrative and Uniform Budget Template.

SECTION A – BUDGET SUMMARY FOR STATE OF ILLINOIS FUNDS

All applicants must complete Section A and provide a break-down by the applicable budget categories shown in lines 1-17. **Please read all instructions before completing form.**

Provide a total requested State of Illinois Grant amount for each year in the Revenue portion of Section A. The amount entered in Line (a) will equal the total amount budgeted on Line 18 of Section A.

All applicants must complete Section A and provide a break-down by the applicable budget categories shown in lines 1-17.

Line 18: Show the total budget request for each fiscal year for which funding is requested.

Please use detail worksheet and narrative section for further descriptions and explanations of budgetary line items.

Section A (continued) Indirect Cost Information: (This information should be completed by the applicant's Business Office). If the applicant is requesting reimbursement for indirect costs on line 17, the applicant's Business Office must select one of the options listed on the Indirect Cost Information page under Section-A.

Indirect Cost Information (1-4).

Option (1): The applicant has a Negotiated Indirect Cost Rate Agreement (NICRA) that was approved by the Federal government. A copy of this agreement must be provided to the State of Illinois' Indirect Cost Unit for review and documentation. This NICRA will be accepted by all State of Illinois Agencies up to any statutory, rule based or programmatic restrictions or limitations. If this option is selected by the applicant, basic information is required for completion of this section. See bottom of "Section-A Indirect Cost Information".

NOTE: The applicant may not have a Federally Negotiated Indirect Cost Rate Agreement. Therefore, in order for the applicant to be reimbursed for Indirect Costs from the State of Illinois, the applicant must either:

- A) Negotiate an Indirect Cost Rate with the State of Illinois' Indirect Cost Unit with guidance from our State Cognizant Agency on an annual basis.
- B) Elect to use the de minimis rate of 10% modified total direct cost (MTDC) which may be used indefinitely on State of Illinois Awards.
- C) Use a Restricted Rate designated by programmatic statutory policy. (See Notice of Funding Opportunity for Restricted Rate Programs

Option (2a): The applicant currently has a Negotiated Indirect Cost Rate Agreement with the State of Illinois that will be accepted by all State of Illinois Agencies up to any statutory, rule-based or programmatic restrictions or limitations. The applicant is required to submit a new Indirect Cost Rate Proposal to the Indirect Cost Unit within six (6) months after the close of each fiscal year (2 CFR 200 Appendix IV (C)(2)(c). Note: If this option is selected by the applicant, basic information is required for completion of this section. See bottom of "Section-A Indirect Cost Information".

Option (2b): The applicant currently does not have a Negotiated Indirect Cost Rate Agreement with the State of Illinois. The applicant must submit its initial Indirect Cost Rate Proposal (ICRP) immediately after the applicant is advised that the State award will be made and, in no event, later than three (3) months after the effective date of the State award (2 CFR 200 Appendix IV (C)(2)(b). The initial ICRP will be sent to the State of Illinois' Indirect Cost Unit. Note: The applicant should check with the State of Illinois awarding Agency for information regarding reimbursement of indirect costs while its proposal is being negotiated.

Option (3): The applicant elects to charge the de minimis rate of 10% modified total direct cost (MTDC) which may be used indefinitely on State of Illinois awards (2 CFR 200.414 (c)(4)(f) & (200.68).

Note: The applicant must be eligible, see 2 CFR 200.414 (f), and submit documentation on the calculation of MTDC within your Budget Narrative under Indirect Costs.

Note: the applicant may only use the 10 percent de minimis rate if the applicant does not have an Approved Indirect Cost Rate Agreement. The applicant may not use the de minimis rate if it is a Local government or if your grant is funded under a training rate or restricted rate program.

Option (4): If you are applying for a grant under a Restricted Rate Program, indicate whether you are using a restricted indirect cost rate that is included on your approved Indirect Cost Rate Agreement, or whether you are using a restricted indirect cost rate that complies with statutory or programmatic policies. Note: See Notice of State Award for Restricted Rate Programs.

SECTION B – BUDGET SUMMARY FOR NON-STATE OF ILLINOIS FUNDS

If the applicant is required to provide or volunteers to provide cost-sharing or matching funds or other non-State of Illinois resources to the project, the applicant must provide a revenue breakdown of all Non-State of Illinois funds in lines (b)-(d). the total of “Non-State Funds” should equal the amount budgeted on Line 18 of Section B. If a match percentage is required, the amount should be entered in this section.

If the applicant is required to provide or volunteers to provide cost-sharing or matching funds or other non-State of Illinois resources to the project, these costs should be shown for each applicable budget category on lines 1 - 17 of Section B.

Lines 1-17: For each project year, for which matching funds or other contributions are provided, show the total contribution for each applicable budget category.

Line 18: Show the total matching or other contribution for each fiscal year.

Please see detail worksheet and narrative section for further descriptions and explanations of budgetary line items.

SECTION C – BUDGET WORKSHEET & NARRATIVE – (Attach separate sheets)

All applicants are required to submit a budget narrative along with Section A and Section B. The budget narrative is sometimes referred to as the budget justification. The narrative serves two purposes: it explains how the costs were estimated and it justifies the need for the cost. The narrative may include tables for clarification purposes. The State of Illinois recommends using the State of Illinois Uniform Budget Template worksheet and narrative guide provided.

1. Provide an itemized budget breakdown, and justification by project year, for each budget category listed in Sections A and B.
2. For non-State of Illinois funds or resources listed in Section B that are used to meet a cost-sharing or matching requirement or provided as a voluntary cost sharing or matching commitment, you must include:
 - a. The specific costs or contributions by budget category;
 - b. The source of the costs or contributions; and
 - c. In the case of third-party in-kind contributions, a description of how the value was determined for the donated or contributed goods or services.

[Please review cost sharing and matching regulations found in 2 CFR 200.306.]

3. If applicable to this program, provide the rate and base on which fringe benefits are calculated.
4. If the applicant is requesting reimbursement for indirect costs on line 17, this information should be completed by the applicant's Business Office. Specify the estimated amount of the base to which the indirect cost rate is applied and the total indirect expense. Depending on the grant program to which the applicant is applying and/or the applicant's approved Indirect Cost Rate Agreement, some direct cost budget categories in the applicant's grant application budget may not be included in the base and multiplied by your indirect cost rate. Please indicate which costs are included and which costs are excluded from the base to which the indirect cost rate is applied.
5. Provide other explanations or comments you deem necessary.

Keep in mind the following—

Although the degree of specificity of any budget will vary depending on the nature of the project and State of Illinois agency requirements, a complete, well-thought-out budget serves to reinforce your credibility and increase the likelihood of your proposal being funded.

- A well-prepared budget should be reasonable and demonstrate that the funds being asked for will be used wisely.
- The budget should be as concrete and specific as possible in its estimates. Make every effort to be realistic, to estimate costs accurately.
- The budget format should be as clear as possible. It should begin with a budget narrative, which you should write after the entire budget has been prepared.
- Each section of the budget should be in outline form, listing line items under major headings and subheadings.
- Each of the major components should be subtotaled with a grand total at the end.

Your budget should justify all expenses and be consistent with the program narrative:

- Salaries should be comparable to those within the applicant organization.
- If new staff is being hired, additional space and equipment are considered, as necessary.
- If the budget lists an equipment purchase, it is the type allowed by the agency.
- If additional space is rented, the increase in insurance is supported.
- If an indirect cost rate applies to the proposal, the division between direct and indirect costs is not in conflict, and the aggregate budget totals refer directly to the approved formula. Indirect costs are costs that are not readily assignable to a particular project but are necessary to the operation of the organization and the performance of the project (like the cost of operating and maintaining facilities, depreciation, and administrative salaries).

§200.308 Revision of budget and program plans

(e) The Federal/State awarding agency may, at its option, restrict the transfer of funds among direct cost categories or programs, functions and activities for Federal/State awards in which the Federal/State share of the project exceeds the Simplified Acquisition Threshold and the cumulative amount of such transfers exceeds or is expected to exceed 10 percent or \$1,000 per detail line item, whichever is greater of the total budget as last approved by the Federal/State awarding agency. The Federal/State awarding agency cannot permit a transfer that would cause any Federal/State appropriation to be used for purposes other than those consistent with the appropriation.

Illinois Boat Access Area Development Grant Program

(Please Type or Print in Ink)

Form BAAD/DOC-1 General Project Information

(Page 1 of 3)

Exhibit B2

1. Project Title: _____

2. Applicant's Agency Name: _____

3. Chief Administrative Official: _____

4. Applicant's Designated Contact Person: _____

(must be available 8am – 5 pm Monday – Friday)

Title: _____

Title: _____

Address: _____

Address: _____

Phone: _____ Fax: _____

Phone: _____ Fax: _____

Email: _____

Email: _____

5. Project Type: Acquisition Development

6. Existing or Anticipated Facility Usage: _____ launches per day (Based on average weekend day)

7. Concise Description of the Proposed Project: (USE ALLOCATED SPACE ONLY, DO NOT ATTACH ADDITIONAL SHEETS)

7a. What PUBLIC body of water listed on pages 4-7 does this project grant or enhance access to: _____

Illinois Boat Access Area Development Grant Program

(Please Type or Print in Ink)

Form BAAD/DOC-1 General Project Information

(Page 2 of 3)
Exhibit B2

8. Are there any projects, either in the planning, design, or construction stage which could alter the water level at the project site or in any way affect usage of the proposed facility?

Yes No (If yes, please explain. Attach additional pages if necessary)

9. Are gas-powered motors allowed on the body of water where the proposed facility is located?

Yes No

Specify horsepower limit, if applicable _____

10. If proposed project is located on a commercially-navigated river, please specify what effect—if any—the launching facility will have on such navigation.

11. Will a fee be charged for access to or use of the proposed facility?

Yes No (If yes, please specify proposed fee structure and rationale for charging fee.)

12. List all other known boat/canoe launching facilities on the project body of water within 30 miles:

Location/Name	Launching Fee Amount	Usage (Private/Public)	Capacity (# of lanes & car/trailer parking spaces)
---------------	----------------------	------------------------	--

1.			
2.			
3.			
4.			
5.			

(attach map showing location of these facilities)

13. Indicate annual operating budget or capabilities or local sponsoring agency, in terms of dollars, manpower, and available equipment that can be directed toward maintenance and operation of the proposed facility.

Illinois Boat Access Area Development Grant Program

(Please Type or Print in Ink)

Form BAAD/DOC-1 General Project Information

(Page 3 of 3)
Exhibit B2

14. **Project Costs: Land Acquisition Costs:** (complete & attach Form DOC-2 & DOC-2a) \$ _____
(include relocation costs, appraisal fees & survey fees, as applicable)

Development / Equipment Costs: (complete & attach Form DOC-3) \$ _____
(New Construction and Rehab)

NOTE: ROUND ALL NUMBERS
DOWN TO THE NEAREST \$100.

TOTAL PROJECT COSTS: \$ _____

GRANT FUNDS REQUESTED: \$ _____

15. **Project Location:**
_____ (County / Counties) _____ (Township / Townships)

16. **For Project Site:** IL Legislative (Senate) District: _____ IL Representative District: _____
US Congressional District: _____

17. **Population Within Sponsor's Jurisdiction** (Local Government Applicants Only): _____

18. **Source(s) of Initial Project Funding & Match Funding:**
Note: The IDNR BAAD Grant Program operates on a reimbursement basis. Project sponsor must initially finance 100% of the project costs after DNR grant approval.
 General Funds Non-Referendum Bonds Referendum Bonds
 Donations (specify): _____
 Other Federal or State Funds (specify): _____
 Other (specify): _____

19. **List any other prior state or federal funds involved in the proposed project facility or site. (list applicable project numbers and status):**

Illinois Boat Access Area Development Grant Program

(Please Type or Print in Ink)

Form BAAD/DOC-2

Acquisition Data

Acquisition Projects Only

Project Sponsor: _____

Project Title: _____

1. (Proposed Acquisition Schedule) Round all numbers **down** to the nearest \$100.

Parcel #	Acreage	Estimated FMV of parcel	Estimated Value of Existing Non-Recreation Property Improvements (if applicable)	Estimated Relocation Costs	Total Estimated Purchase Price
Total				Sub-Total	
				Estimated Appraisal Fees	
				Archaeological Survey Costs	
				Estimated Survey Costs	
				Total Acquisition Costs	

Provide backup documents supporting these estimated costs and label them "BAAD/DOC-2 Backup"

2. List all existing structures on the property to be acquired and briefly describe their condition and what you intend to do with the structures. Also indicate if anyone is currently residing, storing personal property or farming the property, or if there appears to be any "encroachment" on the property by adjacent landowners. IDENTIFY ALL STRUCTURES ON THE PROJECT PARCEL PLAT MAP (Attachment A-3).

3. Is any part or all of the land to be acquired currently leased by the applicant or covered in a purchase agreement, option-to-buy agreement, etc.?

Yes No (If yes, please submit copy of lease agreement, etc.)

4. Attach a copy of the Commitment for Title Insurance on the property being acquired with the project sponsor listed as the proposed insured.

5. Attach the qualifications (credentials) of two independent fee appraisers (must be state certified) showing their education and work experience including a list of appraisal clients and their state certification number.

**Illinois Boat Access Area Development
Grant Program**
(Please Type or Print in Ink)

**Form BAAD/DOC-4
Project Narrative Statement**

Instructions:

Describe, at a minimum, the overall concept of the project, project funding, agencies involved, approach to implementation, project location, need for the project, anticipated benefits and the proposed schedule of operation (daily and/or seasonal hours of operation) for the project facility. Be thorough and explicit, this narrative should completely describe the project and expected outcome.

[Empty box for project narrative statement]

**Illinois Boat Access Area Development
Grant Program**
(Please Type or Print in Ink)

**Form BAAD/DOC-5
Certification Statement**

Financial Certification Statement

Project Sponsor: _____
Project Title: _____

As the individual duly designated to represent the _____ (Sponsor), I do hereby certify that the information presented in this grant application is true and correct. I do further certify that the project, if approved for funding, will be completed in accordance with the provisions set forth in the corresponding programs' grant manual and that the _____ (Sponsor) has the financial resources to initially fund 100% of the proposed project costs within the time frame imposed by the Illinois Department of Natural Resources for project execution prior to receiving grant reimbursement. Failure to complete said project within the specified time frame could be cause for project termination. In addition, failure to complete a project or withdrawal of a project due to lack of performance, insufficient funds or change in recreation priorities by the applicant shall result in the ineligibility of the project applicant for IDNR grant assistance consideration in the next two (2) consecutive grant cycles.

Acquisition and Development Projects

It is understood that the project should be completed within the timeframe established in the project agreement and the reimbursement request must be submitted within one year of the expiration date.

Failure to do so will result in the Project Sponsor forfeiting all project reimbursements, and relieves IDNR from further payment obligations on the grant.

The _____ (Sponsor) hereby further certifies that 1) it will indemnify, protect and hold harmless the State of Illinois, Department of Natural Resources and its representatives from any and all liabilities, costs, damages or claims arising as a direct or indirect result of the actions and/or omissions of the _____ (Sponsor) or its representatives in the construction, operation or maintenance of the above referenced project; 2) that adequate public notice was given and local approval solicited on the proposed project; and 3) that the facility will be operated and maintained in an attractive and safe manner, and open and available to the public without regard to race, color, sex, national origin, age, disability or place of residence in accordance with provisions of IDNR trail grant program regulations.

This Certification Statement was duly acted upon and adopted by the _____ (Sponsor) on the _____ day of _____ (month), _____ (year)

Name (printed / typed)

Attested by: _____
Signature

Date: _____
Title

Illinois Boat Access Area Development Grant Program

(Please Type or Print in Ink)

Form BAAD/DOC-6

Application Fee

The Boat Access Area Development Grant Program requires a non-refundable **Application Fee** which shall be calculated as $\frac{1}{4}$ of 1% (0.25%) of the grant request with a minimum fee of \$100 and a maximum fee of \$300. The following exception applies:

- Grants for which the total value of the financial assistance being sought is less than \$25,000.

This fee is **not** a reimbursable expense and **cannot** be included in the project budget.

EXAMPLES:

A \$50,000 funding assistance request would require a \$125 application fee
($\$50,000 \times 0.0025 = \125)

A \$200,000 funding assistance request would require a \$300 application fee
($\$200,000 \times 0.0025 = \500 which exceeds the \$300 maximum)

The **Application Fee** shall be rounded up to the nearest whole dollar amount.

Applications submitted **without** the required application fee, or with an incorrect amount, **will not be accepted** by IDNR. Failure of an Initial Application Fee to clear the bank it is drawn against will result in the automatic denial and return of the application to the applicant without consideration.

Please submit this form with the project application and initial Application Fee.

BAAD GRANT PROGRAM

APPLICANT:

PROJECT TITLE:

TOTAL PROJECT COST:

TOTAL GRANT ASSISTANCE REQUESTED:

(Application Fee based on this amount)

APPLICATION FEE AMOUNT ATTACHED:

Must be in the form of a bank draft or check made payable to "Illinois Department of Natural Resources"

NOTE: Grant application fees submitted with this grant application will not be refunded by IDNR to the grant applicant. Grant application fees are tendered for consideration of the application only and do not imply any promise of financial assistance by IDNR.

Please contact the IDNR Office of Grant Management and Assistance at (217) 782-7481 or dnr.grants@illinois.gov if you have any questions.

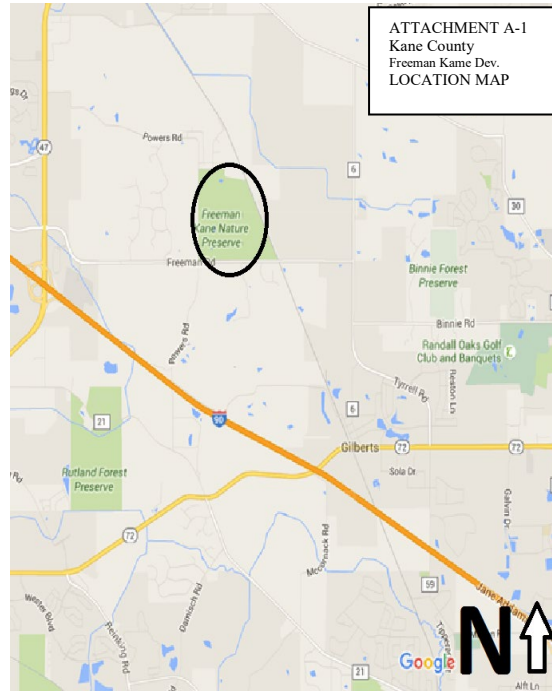
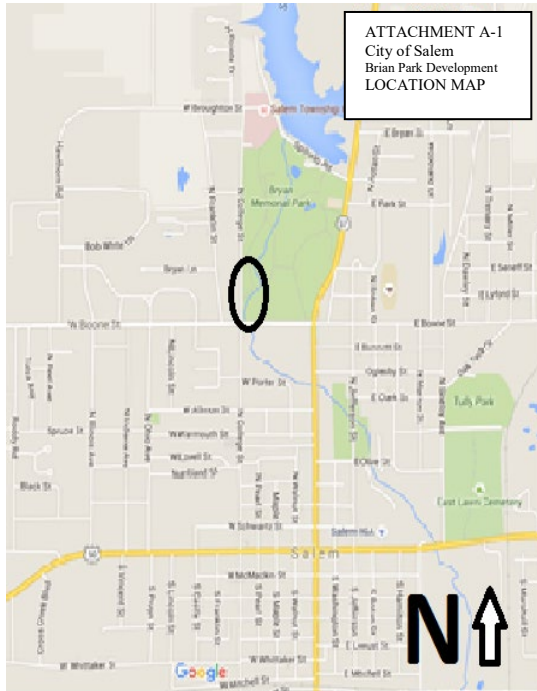
Illinois Boat Access Area Development Grant Program

Attachment A-1 Site Location Map

Please submit a highway, street, county, or other map that will clearly locate your project in relation to nearby streets, highways, towns, and other important landmarks. Be sure to indicate north on the maps.

Example: Vicinity Map (City)

Example: Vicinity Map (Village)



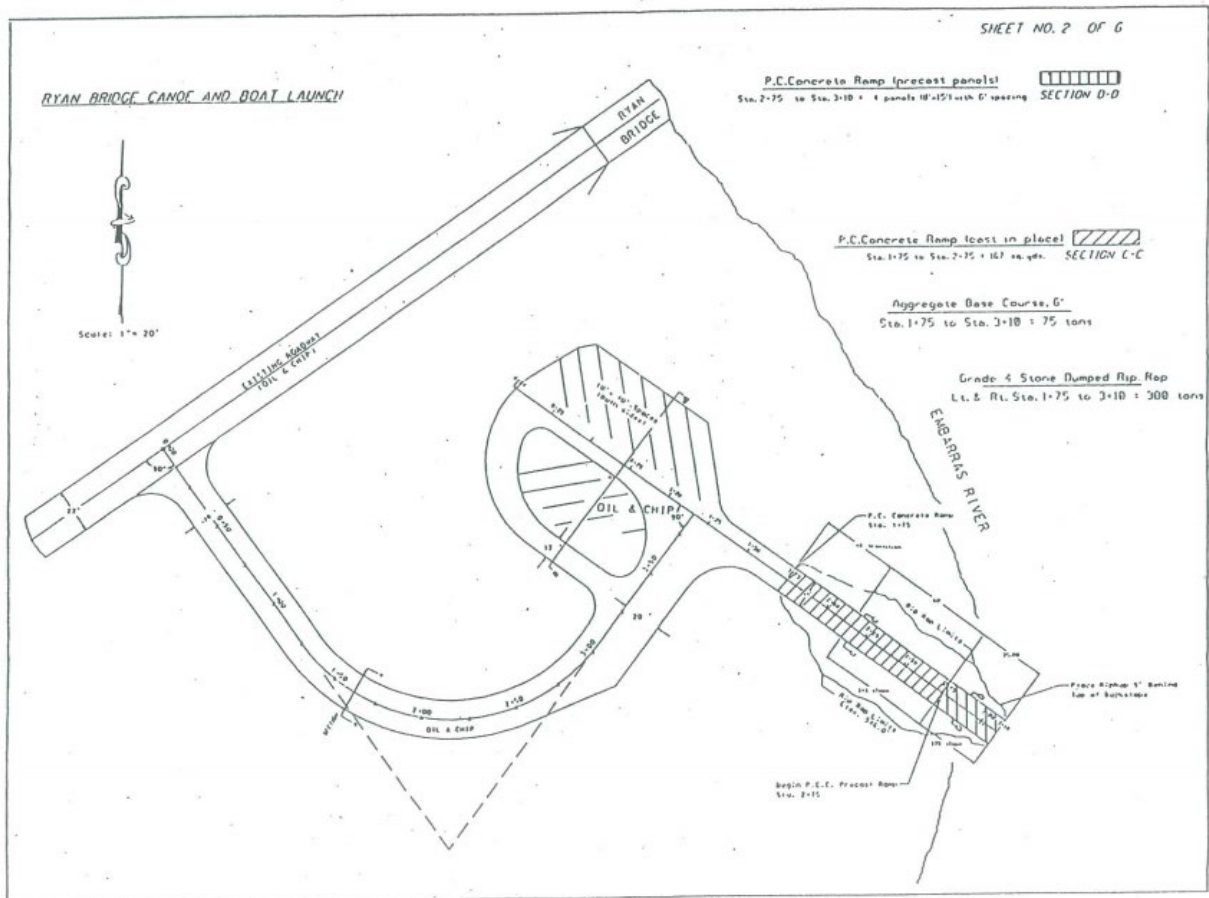
EXAMPLE LABEL
ATTACHMENT A-1
City of Salem
Brian Park Development
LOCATION MAP

Label as: ATTACHMENT 1

Directions to project site: *Please provide directions to a logical project entry point from a numbered interstate exit or municipality that is shown on the State of Illinois Transportation Map. Please indicate the project start and ending point.*

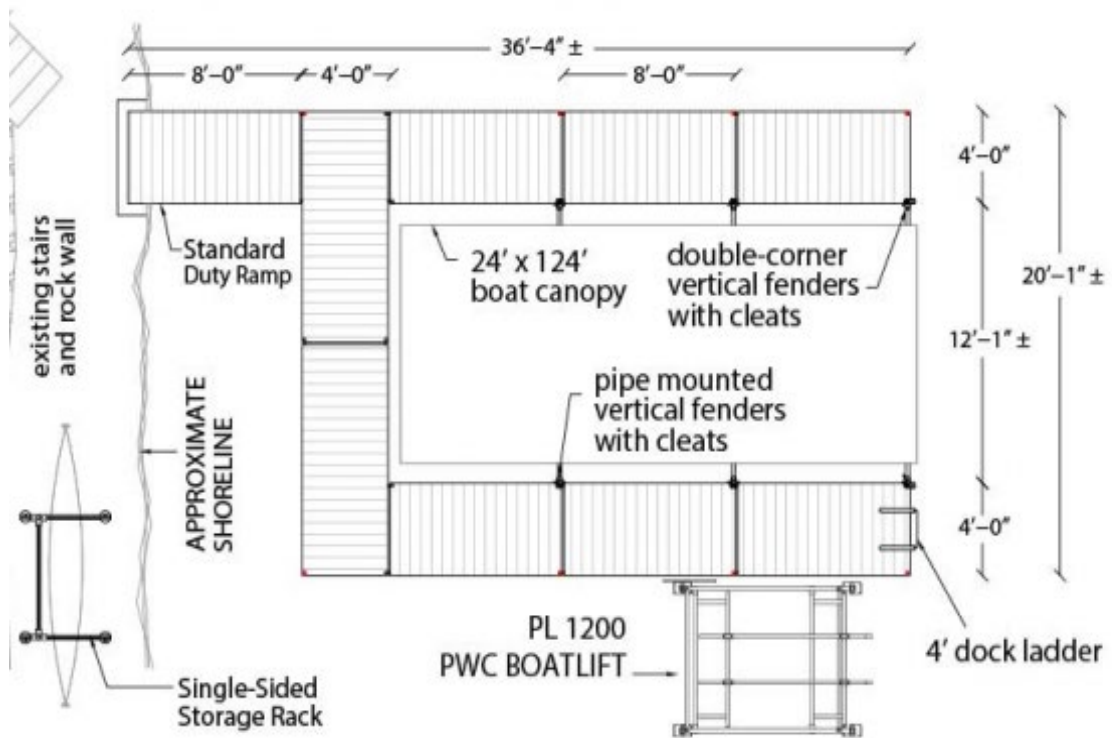
EXAMPLE

ATTACHMENT A-2
Project Development Plan
(Sponsor)
(Project Title)



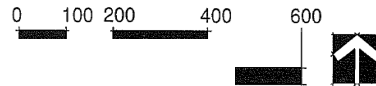
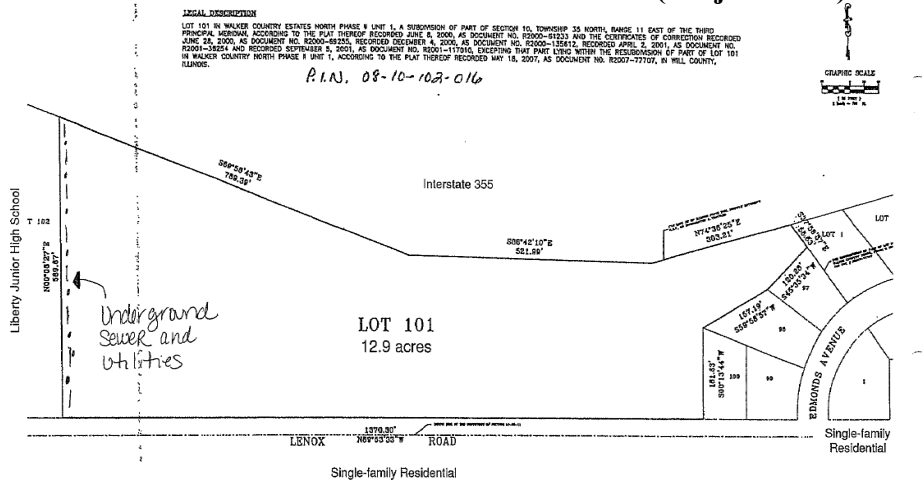
EXAMPLE

ATTACHMENT A-2a
Dock Layout & Specifications
(Sponsor)
(Project Title)



EXAMPLES

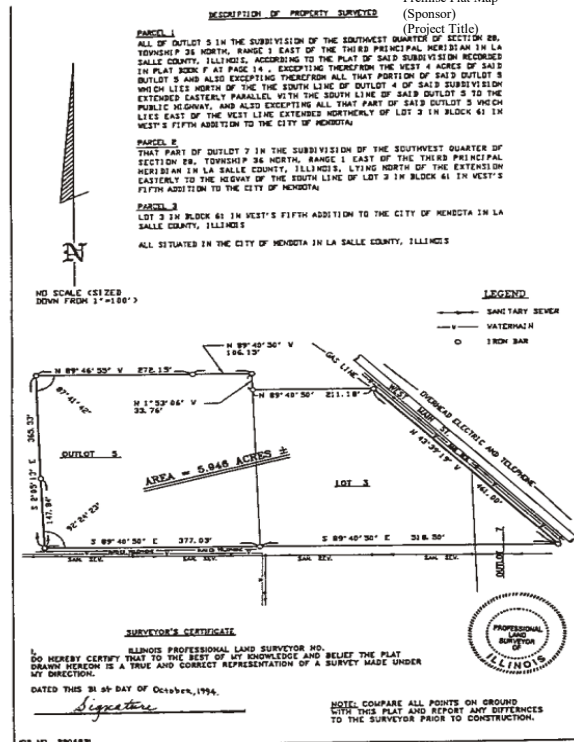
ATTACHMENT A-3
Premise Plat Map
(Sponsor)
(Project Title)



(EXAMPLE # 2)

PLAT OF SURVEY
DESCRIPTION OF PROPERTY SURVEYED

ATTACHMENT A-4
Premise Plat Map
(Sponsor)
(Project Title)



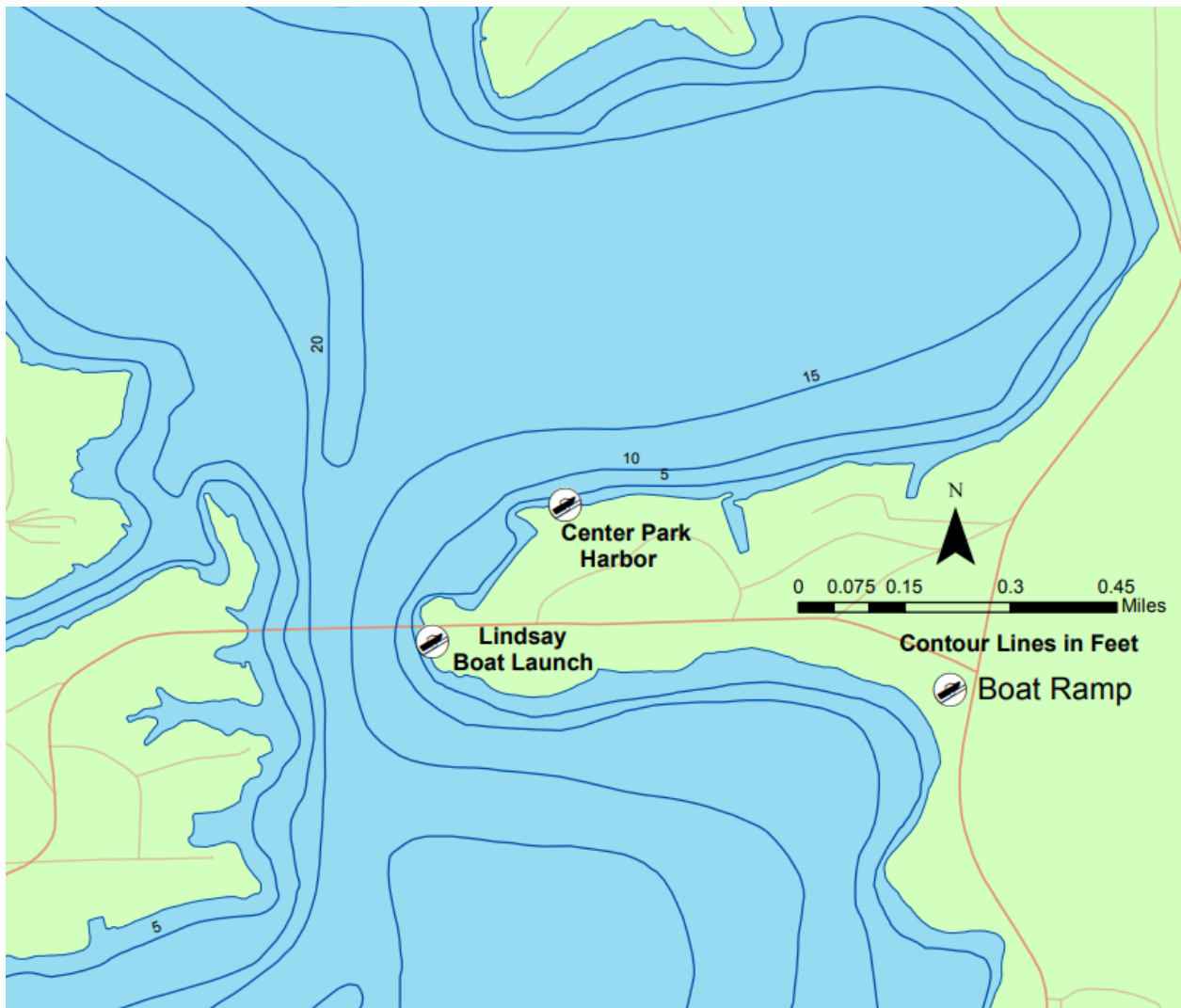
Illinois Boat Access Area Development Grant Program

Attachment A-4 Other Launches Map

Show all other launches on the project body of water within 30 miles.

EXAMPLE

ATTACHMENT A-4
Other Boat Launches
(Sponsor)
(Project Title)



Illinois Boat Access Area Development Grant Program

(Please Type or Print in Ink)

Environmental Assessment Statement (EAS)

Applicant (Sponsor) Legal Name: _____

Project Title: _____

Instructions:

1. Attach to this EAS checklist a concise (no more than 1 page) description of the project site including dimensions (size), physical characteristics (pay particular attention to unique features), and existing improvements on the property.
2. For each of the following environmental and social factors, indicate to the best of your knowledge whether the proposed project will have a Beneficial (B), Neutral (N), or Adverse (A) impact or is Not Applicable (NA). Consider both temporary (during construction) and long-term impacts.
3. For Adverse (A) impacts, explain in the Comment Section of this EAS the nature of the impact and whether 1) it can be minimized by mitigation measures OR 2) is unavoidable and cannot be positively addressed/mitigated.

FACTORS **Key to impacts:** **(B) Beneficial, (N) Neutral, (A) Adverse (NA) Not Applicable**
 (Check only one box for each factor)

Socio-Economic Factors

	Type of Impact			
	B	N	A	NA
1. Adjacent Land Use (describe): _____				
2. Disruption of Neighborhood/Community Cohesion				
3. Impact on churches, cemeteries, schools, healthcare facilities, elderly housing				
4. Local economic/business impacts				
5. Displacement / Relocation of residence(s) or business				
6. Local Tax Base (i.e., property tax loss)				
7. Land Use Change / Zoning (current zoning classification):				
8. Agricultural Activities / Prime Farmland Conversion (*)				

(*) In compliance with the 1982 Illinois Farmland Preservation Act, it is MANDATORY that notification be sent to the IL Dept. of Agriculture (IDOA), Bureau of Land Water Resources, State Fairgrounds, Springfield, IL 62794-9281 (tel: 217/785-4458) regarding all land acquisition projects located outside municipal corporate limits regardless of the land's current use. Application material to be provided includes "copies" of: 1) project location map (attachment A-2) with project boundary **clearly** delineated, 2) project plat map (attachment A-4) with current zoning and adjacent land uses identified on the map, 3) county soil survey map with the project site boundary delineated (soil maps can be obtained from the County Soil & Water Conservation District office), and 4) completed application Narrative Statement (Attachment A-1). *Comments provided by the IDOA to the project sponsor must be submitted to the IDNR as part of the project application review process.*

Project requires IDOA review. Date Sent: _____

Project does not require IDOA review.

Physical Resource Factors

		Type of Impact			
		B	N	A	NA
9. Wildlife / Wildlife Habitat:	Game Species				
	Non-Game Species				
10. Fisheries					
11. Soils (erosion, removal, contamination)					
12. Air Quality					
13. Noise					
14. Energy Usage					

Illinois Boat Access Area Development Grant Program

(Please Type or Print in Ink)

Environmental Assessment Statement (EAS)

Physical Resource Factors (cont.)

- 15. Water Usage
- 16. Mineral Resources
- 17. Tree Removal
- 18. Surface Waters (lakes, streams, drainageways, etc.)
- 19. Groundwater
- 20. Floodplains (percent of project area within 100 year floodplain): _____
- 21. Wetlands (*)
- 22. Threatened and Endangered species (*)
- 23. Archaeological Resources and Historic Sites/Districts (*)

Type of Impact			
B	N	A	NA

(*) See required "Cultural Resource, Endangered Species & Wetlands Review Report" form located at the end of this EAS report that must be completed (with the requested map attachments and photos, if applicable) and attached in duplicate (3 copies) to the EAS as part of the project application submitted to the DNR. *As part of the cultural resource review, an on-site archaeological reconnaissance survey may be required to determine the existence and/or significance of such resources and potential impacts to them. The cost of such a survey is the responsibility of the local applicant and is eligible for grant assistance IF included in the application project budget. You will be notified if such a survey is required. PLEASE NOTE that the survey, if required, does not need to be conducted until after IDNR grant approval.*

Other Factors

- 24. Public Roadway / Traffic / Public Transit / Railroad Impacts
- 25. Public Utilities / Transmission Facilities
- 26. Visual Impacts
- 27. Hazardous Waste / Materials
- 28. Consistency with Local Plans (if no, explain)
- 29. Known Project Controversy (if yes, explain)
- 30. Other Adverse Impact(s) (if yes, identify below)

Type of Impact			
B	N	A	NA

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

CULTURAL RESOURCES, ENDANGERED SPECIES & WETLANDS REVIEW REPORT

Project Sponsor: _____
 Project Title/Site Name: _____
 Contact Person: _____
 Address: _____
 Phone: _____ Date: _____
 Email: _____

Indicate Grant Program Type			
_____ Bike Path	_____ OLT	_____ OSRAD	_____ LWCF
<u>X</u> Boat Access	_____ RTP	_____ Snowmobile	
_____ Line Item			
_____ OHV			

Check appropriate response: New Project Application (*not previously reviewed/considered by IDNR*)
 Application Resubmittal*
 *If resubmittal, indicate the year(s) previously submitted: _____

Has project proposal changed in scope or design layout from previous submittal(s)? Yes No
 If this is a development project was the property acquired with IDNR funds? Yes No

Project Location
Street Address and City: _____ **County:** _____
USGS Numeric Location Designation: _____ **Township:** _____ **Range:** _____ **Section:** _____

Please attach: 1) project site development plan
 2) topographic map
(Note: photocopy ONLY that portion of Topo map where project site is located. Copies should be no larger than 11" x 17".)
(Clearly delineate and identify the project site/park boundary on the map with a dashed black line)

Topographic maps may be obtained from:
 Illinois State Geological Society
 Champaign, IL
 (217) 244-2414

Size of Project Site: _____ acres

Topographical maps may also be available from local and/or regional planning commissions.

Does the project include tree removal? Yes No If yes, anticipated number to be removed: _____

Concise Project Description: (Also, attach 2 sets of color photos of any existing buildings/structures on project site.)

DEPARTMENT USE ONLY		Approved	Approved w/ Restrictions*	Comments*	Grant Adm. _____
Cultural Resources	_____	_____	_____	_____	
T&E Species/NP/Natural Area/LWR	_____	_____	_____	_____	
Wetlands (Sec.404, see reverse side)	_____	_____	_____	_____	
				* see attached letter/comments	
OREP/RR&C/CERP Coordinator _____		Date _____		Signature indicated IDNR CERP sign-off for ONLY the project information included in this submittal. Any changes must be resubmitted for review.	

3 COPIES OF THIS FORM AND THE SPECIFIED ATTACHMENTS MUST BE SUBMITTED WITH APPLICATION

OVERVIEW

Information contained on this form is used by Illinois DNR to evaluate compliance of the proposed project with three state laws protecting cultural resources, threatened and endangered species, and wetland resources. Results of the review will be indicated either on this signed form or an accompanying letter detailing anticipated impacts and compliance with state law.

Cultural Resource Review

Pursuant to Section 106 of the "National Historic Preservation Act of 1966" for federally assisted projects and the "Illinois State Agency Historic Resources Preservation Act" for state-assisted projects, ALL local agency grant projects must be reviewed for possible historic/cultural resource impacts. The Illinois DNR is responsible for ensuring compliance with these laws and will coordinate all necessary project reviews with the State Historic Preservation Office (SHPO). The historic value of buildings is determined in part by their age, architectural style, and building materials. These elements are to be considered in association with interior and exterior modifications proposed for the building, which may affect the structure's historic significance. Please include information on all of these elements within your project description. If impacts to historic resources are anticipated, the Project Sponsor is encouraged to consult with Illinois Department of Natural Resources as early in the planning process as possible. Contact person for IDNR is Dawn Cobb – 217-785-4992.

Threatened & Endangered Species Consultation

The Endangered Species Protection Act requires state and local units of government to consult with the IDNR to determine the impacts of their actions in regard to endangered and threatened species. This process affords valuable protection to the 500 species of plants and animals listed as endangered or threatened within the state of Illinois. If a state listed species is known to occur within the vicinity of the proposed action, additional information will be required. If a determination is made that a listed species will be adversely impacted, recommendations will be made as to how those impacts may be avoided or minimized. **Threatened & Endangered Species consultation (sign-off) is valid for two (2) years. If project is not initiated within this time period, resubmittal is necessary.**

Interagency Wetlands Policy Act of 1989

A wetland is defined as land that has a predominance of hydric soils and is inundated or saturated by surface or groundwater at a frequency and duration sufficient to support, and that under normal circumstances does support, a prevalence of hydrophytic vegetation.

The Interagency Wetlands Policy Act (IWPA) of 1989 directs state agencies to preserve wetlands as a priority action. The provisions of the Act apply to all state and state supported actions including grants and other financial assistance provided by IDNR to local units of government, private organizations or individuals.

The Act requires that all practicable alternatives be evaluated to *avoid* adverse wetland impacts. When avoidance is not possible then alternatives to *minimize* the adverse wetland impact are to be considered. If adverse wetland impacts are still unavoidable, then *compensation* is required.

Wetland Compensation Plan

When unavoidable impacts to wetlands are evident, a wetland compensation plan must be developed and implemented that adequately compensates for the adverse impact. This is best accomplished by hiring a qualified firm to evaluate the wetland and associated impact. The IDNR will review the wetland compensation plan and determine compliance with the Act.

The Act required compensation for reductions in the size or functional capability of the wetland. Interim requirements of the Act require a compensation ratio of 1.5 units of compensation per 1.0 unit of impact. Replacement of the wetland type is required (emergent wetland for emergent wetland, etc.) in a similar location in the landscape (flood plain, pothole, etc.). The compensation site should be located as near to the impacted wetland as practicable. It is preferable that the compensation site have hydric soils. The hydrology of the compensation site should closely resemble that of the affected wetland.

The wetland compensation plan should be completed either prior to or concurrently with the project. The project sponsor is required to certify that the compensation plan was successfully completed and annually monitor the success of the compensation wetland for at least three years.

Relationship of Section 404 of the Clean Water Act

The IWPA has many provisions similar to the Section 404 program. However, there are several differences. Section 404 regulates the placement of dredged and fill material into waters of the U.S., of which wetlands are a subset. The IWPA regulates any action that would adversely impact a wetland. **Compliance with either law does not ensure compliance with the other. Separate applications need to be submitted to IDNR and Army Corps of Engineers.**

USEFUL LIFE CRITERIA

Office of Grant Management and
Assistance
March, 2020

FACILITY	Expected Useful Life (in years)
Paths	
aggregate	10
asphalt	15
concrete	20
Boathouse	20
Boat Ramps	
aggregate	10
asphalt	15
concrete	20
Fishing Piers & Docks	20
Parking Lots	
aggregate	10
asphalt	15
concrete	20
Restrooms	25