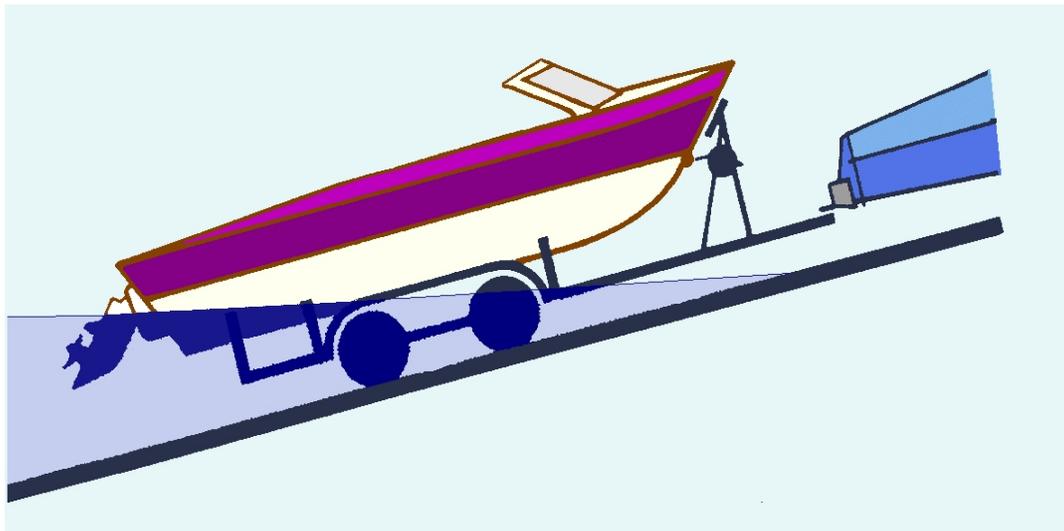


BOAT ACCESS AREA DEVELOPMENT PROGRAM

FINANCED FROM "THE STATE BOATING FUND"

LOCAL GOVERNMENT PARTICIPATION MANUAL



**STATE OF ILLINOIS
DEPARTMENT OF NATURAL RESOURCES**

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 (DNR), administering agency for the BAAD program. All inquiries regarding the program should be addressed to the Illinois Department of Natural Resources, Division of Grant Administration, One Natural Resources Way, Springfield, Illinois 62702. Telephone: 217/782-7481, Fax: 217/782-9599, 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.

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Reproduced internally by:
Department of Natural Resources
Division of Grant Administration
6/14

HOW TO USE THIS MANUAL

This Manual is designed to help local government agencies submit applications for assistance through the Boat Access Area Development (BAAD) grant program. **The Manual should be read carefully before applying for funding assistance.**

Necessary application forms and instructions are located in the back of the Manual. Follow the application checklist and instructions carefully; they are the guides for completing an accurate application. Prospective applicants are strongly encouraged to contact the Grants Division staff to discuss project proposals prior to final application submittal. Considerable time and effort may be saved by doing so.

APPLICATIONS MUST BE RECEIVED BY THE DEPARTMENT OF NATURAL RESOURCES NO LATER THAN 5:00 P.M. ON SEPTEMBER 1 OF EACH YEAR (or the next official business day if September 1 falls on a weekend or a holiday) TO BE ELIGIBLE FOR CONSIDERATION.

Applications should be submitted online. To access the online application application forms, go to <https://dnr.state.il.us/ocd/BoatApplication/securelogin.asp>

NOTE: The BAAD grant program now requires a non-refundable **APPLICATION FEE** which must accompany the Attachments that are submitted by mail. The only exception is grant applications requesting less than \$25,000. Applications submitted without the required grant application fee or with an incorrect amount will not be accepted by IDNR. Please refer to Attachment #7 in the project application forms for further instructions.

Additionally, 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 Section V of this manual for more information.

Applications that are not funded will not be returned.

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PART I

GENERAL INFORMATION

BOAT ACCESS AREA DEVELOPMENT GRANT PROGRAM

Section I. Program Objectives & Authorization

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

Section II. Eligibility Requirements

Agencies eligible for assistance under the BAAD grant program are any units of local government or special taxing districts with statutory authority to acquire, develop and maintain lands for public parks or boating purposes. This includes, but is not limited to, counties, townships, municipalities, park districts, conservation districts, forest preserve districts and port authorities.

Section III. Assistance Formula

The BAAD program can provide up to 100% reimbursement funding assistance on approved project development 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 or project element in a given fiscal year (grant cycle) is limited to \$200,000 for power boat access facilities and \$80,000 for non-motorized, canoe and other car top boat launch facilities.

Section IV. 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 12 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% 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.

3. Ineligible BAAD Projects

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

- a. Projects which are primarily maintenance related;
- b. Dredging of any kind beyond that which may be required for initial channel improvements at the time of ramp construction;
- c. Docks that provide permanent berthing space in a marina;
- d. Fueling pumps, tanks, etc.; and
- e. Facilities not available for general public use

Section V. Procedures for Grant Applications and Awards

1. The BAAD program operates on an annual grant cycle with the application period being from July 1 - September 1. Applications **MUST BE RECEIVED** by the Department of Natural Resources no later than 5:00 P.M. on **SEPTEMBER 1** (or the first official business day in September) to be eligible for funding consideration in that particular grant cycle. Necessary application forms and instructions are located in the back of the Manual.

Applications should be submitted online. To access the online application forms, go to <https://dnr.state.il.us/ocd/BoatApplication/securelogin.asp> Please note that certain documents must be submitted in hard copy format. Instructions are provided at the online application system site. This manual and the application forms are also found on the web at <http://dnr.state.il.us/ocd/bamannual15.pdf>

Awarding of grants are on a competitive basis and will be made under the authority and directive of the Director of the 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 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.

2. Project application guidelines and general requirements for local participation in the BAAD program are as follows:

a. 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.**

b. 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:

1. 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.

2. 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. 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 in the sample Project Agreement located in Appendix A. 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 DNR 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.
- d. Illinois DNR 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.
- e. 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 DNR and should always be aware of the status of the proposed project. All transmittals from the DNR regarding a local agency's potential or existing project(s) should be read thoroughly and responded to promptly.
- f. 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.
- g. 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.
- h. Project applications not approved for BAAD assistance will not be returned to the local agency. Projects that are not successful in a given grant request cycle may be resubmitted in a subsequent grant cycle if the application is completely updated and revised accordingly prior to resubmittal.
- i. The following documents comprise an acceptable BAAD application. Application forms and instructions are located in PART II of this Manual (See page 15).

- . General Application Form (BAAD/DOC-1)
- . Form BAAD/DOC-2 (*Acquisition Data*)
 - Commitment for Title Insurance (acquisition projects only)
 - Appraisers Qualifications (acquisition projects only)
- . Form BAAD/DOC-3 (*Development Cost Data*)
 - Deed, Easement, Lease, etc. (development projects only)
- . Form BAAD/DOC-4 (*Project Narrative Statement*)
- . Attachment #1 - Location Map
- . Attachment #2 - Plat Map
- . Attachment #3 - Development Plan
- . Attachment #3a - Dimensions and Elevation Drawings for buildings & docks
- . Form BAAD/DOC-5 (*Certification Statement*)
- . Form BAAD/DOC-6 (Environmental Assessment Statement)
- . Attachment #7 – Application Fee Form with Accompany Check

3. 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.

SECTION VI. PROGRAM IMPLEMENTATION PROCEDURES & COMPLIANCE REQUIREMENTS

1. The date of the Governor's approval commences the project period for which incurred project costs are eligible. Costs that are incurred prior to this approval, 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 is to 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 DNR. 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.

- 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 Judgment 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:
 - 1. Copy of recorded Deed
(Judgement Order in case of eminent domain purchase)
 - 2. Title Affidavit and Title Insurance Policy on acquired property **unless** acquired by Judgement Order or Warranty Deed secured
 - 3. Evidence of written fair market value offer to seller
 - 4. Copy of canceled check as proof of payment to seller
 - 5. Parcel Tabulation if project involves multiple parcels

 - 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 shown in the sample Project Agreement located in Appendix A. 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:
 - 1. A bid guarantee from each bidder equivalent to 5% of the bid price.
 - 2. 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.
 - 3. 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:
 - 1. 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.
 - 2. 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.

3. In all contracts in excess of \$100,000, the local agency shall observe the bonding requirements outlined previously.
4. 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 DNR approval prior to issuing written change orders that represent significant deviation from the approved plans. Change orders should be made a part of the project file and kept available for audit.
 - 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). Approximately 30 - 45 days are required by the Department for processing and transmitting grant payments.
 - 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.
- 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.

Section VII. Program Information Contact

Write: Illinois Department of Natural Resources
Division of Grant Administration
One Natural Resources Way
Springfield, IL 62702
Tele: 217/782-7481
e-mail: DNR.GRANTS@illinois.gov

PART II

APPLICATION FORMS & INSTRUCTIONS

*****PLEASE READ*****

The annual application period is July 1 to September 1 (or the first official business day in September). Applications must be received by the close of business (5:00 p.m.) on the deadline date.

Application materials are eventually microfilmed by the DNR. Please submit only black and white copies of your maps and site development plans. Due to equipment limitations, maps and drawings should be limited to 8 ½" X 11" whenever possible and in no case larger than 11" X 17".

ILLINOIS BOAT ACCESS GRANT PROGRAM

APPLICATION CHECKLIST

PROJECT SPONSOR: _____

PROJECT TITLE: _____

- Application Form (BAAD/DOC-1)
- Form BAAD/DOC-2 (Acquisition Data) **(Acquisition Projects Only)**
 - Commitment for Title Insurance
 - Appraisers Qualifications/Credentials
- Form BAAD/DOC-3 (Development Data) **(Development Projects Only)**
 - Deed, Easement, Lease, etc.
- Form BAAD/DOC-4 (Project Narrative Statement)
- Attachment #1 - Project Location Map
- Attachment #2 - Project Plat Map
- Attachment #3 - Project Development Plan *(required for both acq. & dev. projects)*
- Attachment #3a - general specifications / layout / elevation drawings for docks & buildings (if applicable)
- Attachment #4 - Map showing other launches on the project body of water within 30 miles (if applicable)
- BAAD/DOC-5 - Certification Statement
- BAAD/DOC-6 - Environmental Assessment Statement
 - IL Dept. of Agriculture sign-off requested **(Acquisition Projects Only)**
 - CERP Form completed with attachments
- Attachment # 7 – Application Fee Form and Accompanying Check

Mail Completed Application Attachments and Documents to:

**Illinois Department of Natural Resources
Division of Grant Administration
One Natural Resources Way
Springfield, IL 62702
Phone: 217/782-7481**

Note: Applications will not be returned.

<p><u>I. GENERAL INFORMATION</u></p> <p>A. Project Sponsor/Applicant:</p> <p>_____</p> <p style="text-align: center;">(Agency Name)</p> <p>_____</p> <p style="text-align: center;">(Address)</p> <p>_____, IL _____</p> <p style="text-align: center;">(City) (ZIP)</p> <p>Chief Administrator or Elected Official _____</p> <p style="text-align: center;">(Name/Title)</p> <p>Phone: _____</p> <p>FAX Number: _____</p>	<p>B. Project Title: _____</p> <hr/> <p>C. Project Location: _____</p> <p style="text-align: right;">(County)</p> <p style="text-align: right;">_____</p> <p style="text-align: right;">(Water Body)</p> <p>*If lake or river pool, indicate the following:</p> <p>_____</p> <p style="text-align: center;">Surface acreage ave. depth max. depth</p> <hr/> <p>D. IL Leg. (Senate) Dist#: _____ Name _____</p> <p>IL Representative Dist#: _____ Name _____</p> <p>Congressional Dist#: _____ Name _____</p> <p>Applicant's Fed. Empl. Identification Number (FEIN)</p> <p style="text-align: center;">_____ - _____</p>												
<p>E. Project Contact Person (must be available 8 - 5, Mon.- Fri.)</p> <p>_____</p> <p style="text-align: center;">(Name)</p> <p>_____</p> <p style="text-align: center;">(Agency)</p> <p>_____</p> <p style="text-align: center;">(Address)</p> <p>_____, IL _____</p> <p style="text-align: center;">City ZIP</p> <p>Phone: _____</p> <p>FAX Number: _____</p>	<p>F. Existing or anticipated facility usage</p> <p style="text-align: center;">_____ launches/day</p> <p style="text-align: center;">(Based on average weekend day)</p> <hr/> <p>G. Type of Project: <input type="checkbox"/> Acquisition</p> <p style="text-align: right;"> <input type="checkbox"/> Development</p> <p style="text-align: center;">NOTE: An application can only be made for acquisition assistance <u>OR</u> development assistance NOT both in same grant cycle.</p>												
<p>H. Brief & concise description of proposed project (DO NOT USE AN ATTACHMENT)</p> 													
<p>I. Estimated Project Cost Summary:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 70%;">Acq. Costs, including appraisal fees (Complete & attach BAAD/DOC-2 Form)</td> <td style="text-align: right;">\$ _____</td> </tr> <tr> <td>Relocation costs, if applicable (\$15,000 max.)</td> <td style="text-align: right;">\$ _____</td> </tr> <tr> <td>Dev. costs (complete & attach BAAD/DOC-3 Form)</td> <td style="text-align: right;">\$ _____</td> </tr> <tr> <td>Total Project Cost:</td> <td style="text-align: right;">\$ _____</td> </tr> <tr> <td>Local Sponsor Financial Contribution:</td> <td style="text-align: right;">\$ _____</td> </tr> <tr> <td>GRANT FUNDS REQUESTED:</td> <td style="text-align: right;">\$ _____</td> </tr> </table>		Acq. Costs, including appraisal fees (Complete & attach BAAD/DOC-2 Form)	\$ _____	Relocation costs, if applicable (\$15,000 max.)	\$ _____	Dev. costs (complete & attach BAAD/DOC-3 Form)	\$ _____	Total Project Cost:	\$ _____	Local Sponsor Financial Contribution:	\$ _____	GRANT FUNDS REQUESTED:	\$ _____
Acq. Costs, including appraisal fees (Complete & attach BAAD/DOC-2 Form)	\$ _____												
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Dev. costs (complete & attach BAAD/DOC-3 Form)	\$ _____												
Total Project Cost:	\$ _____												
Local Sponsor Financial Contribution:	\$ _____												
GRANT FUNDS REQUESTED:	\$ _____												

J. 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)

K. Are gas powered motors allowed on the body of water where the proposed facility is located? Yes No
 If yes, is there a horsepower limit on such motors? Yes No
 Specify horsepower limit, if applicable - _____

L. If proposed project is located on a commercial navigation river, please specify what effect, if any, the launching facility will have on such navigation.

M. Will a fee be charged for access to or use of the proposed facility? Yes No
 (If yes, specify proposed fee structure and rationale for charging a fee.)

N. List all other known boat/canoe launching facilities on the project body of water within 30 miles:
 (Attach additional sheets if necessary)

<u>Location/Name</u>	<u>Launching Fee Amount</u>	<u>Usage (Private/Public)</u>	<u>Capacity (# of lanes & car-trailer parking spaces)</u>
1.			
2.			
3.			
4.			
5.			

(attach map showing location of these facilities)

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

P. Provide a brief Narrative Statement (BAAD/DOC-4 Form) describing the project, justifying its need and the anticipated benefits. *Also provide excerpts from any local plan or public meetings/surveys that help justify need for project*

II. PROJECT MAPS The following maps **MUST BE** submitted as part of the project application. The maps should be no larger than 11" X 17", and be labeled (i.e., "Attachment #1, Location Map, etc.) and include north arrow and scale.

- Attachment #1 - Attach a county, township or city street map showing the location of the proposed project. Please ensure the street/road names on the map are legible.
- Attachment #2 - Attach a detailed Plat Map (property boundary map) for the proposed project site indicating dimensions, utility/road easements and existing improvements.
- Attachment #3 - Attach a Site Development Plan for the project which clearly delineates existing facilities and proposed project development. If available, it is preferred that the development plan be shown on a topographic or aerial photo map.

NOTE: ACQUISITION PROJECT APPLICATIONS must also provide a conceptual plan and preliminary cost estimates for proposed future development at the site.

- Attachment #3a - Conceptual layout plans with dimensions and elevation drawings must be submitted for all proposed project buildings (i.e., restrooms, shelters, etc.) AND dock facilities.
- Attachment #4 - Attach a map showing the location of all launch facilities on the project body of water within 30 miles (If applicable)

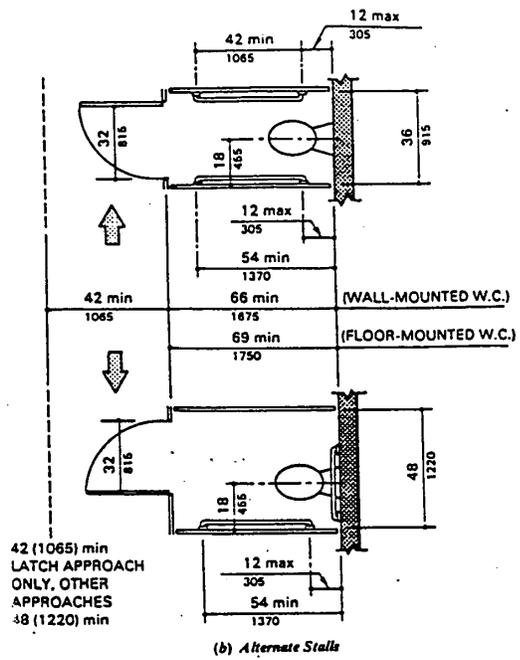
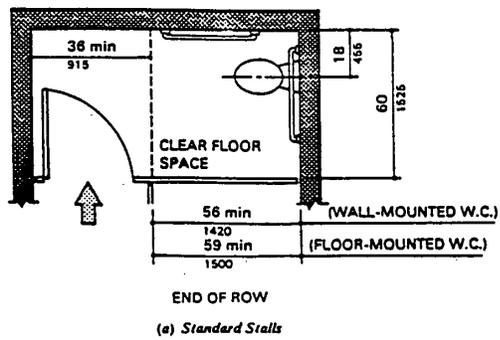
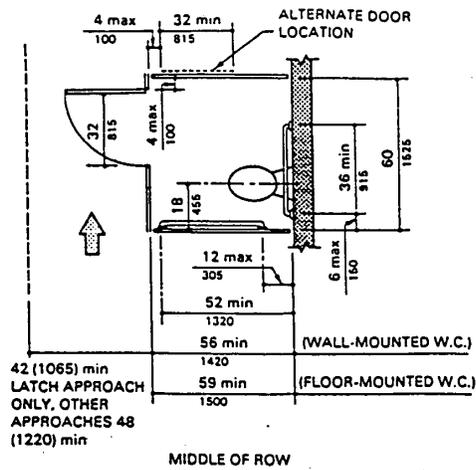
NOTE: All boat/canoe launching areas (parking lot, restroom buildings, courtesy docks, etc.) assisted with BAAD funds must be designed to accommodate accessibility for the disabled in accordance with the "IL Accessibility Code", May, 1988, published by the IL Capital Development Board. See figure 2 for Illinois DNR required standard restroom toilet stall dimensions for new construction versus renovation of existing restroom facility.

III. COMPLIANCE CERTIFICATION STATEMENT AND REQUIRED SIGN-OFF STATEMENTS/PERMITS

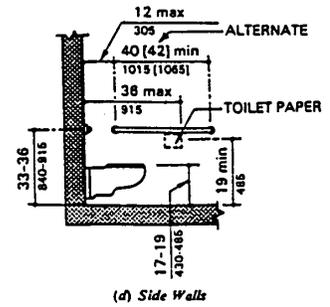
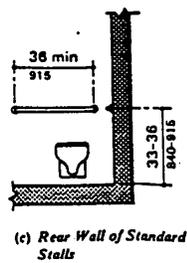
- A. Complete and attach the Project Certification Statement (BAAD/DOC-5 Form)
- B. Complete the Environmental Assessment Statement (EAS) form for the project (BAAD/DOC-6 Form). (Note necessary inter-agency reviews and sign-offs as described on the form.)
 - IL Dept. of Agriculture regarding prime farmland impacts (acquisition projects only)
 - IL Dept. of Natural Resources regarding *cultural resources, endangered species & wetlands* impacts (See enclosed CERP form)

FIGURE 2

Accessible Toilet Stall Dimensions



New Construction



Facility Renovation

NARRATIVE STATEMENT

Instructions: Describe, at a minimum, the overall concept of the project, project funding (local contribution versus state), agencies involved, approach to implementation, project location, facilities to be provided under the project, need for the project, and anticipated benefits.

Sponsor: _____

Project Title: _____

As the official duly designated to represent the _____, I do hereby
(APPLICANT)
certify that the governing body of the project sponsoring agency has authorized submittal of the herein application, and the
information presented in this grant application is true and correct. I do further certify that the project, if approved for financial
assistance through the State of Illinois' Boat Access Area Development grant program, will be completed in accordance with all
applicable local and State laws and that the _____ has the financial resources to
(APPLICANT)
satisfactorily complete and operate/maintain the proposed project facility per terms imposed by the Department of Natural
Resources as set forth in IL Adm. Code 3035 and the approved Project Agreement.

Failure to complete an approved project within a specified time frame can result in project termination. It is further understood
that project termination resulting from a failure to execute a project in a timely manner OR for non-compliance with program
regulations by the project sponsor 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.

The _____ does hereby further certify that it will indemnify, protect and
(APPLICANT)
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 construction, operation or maintenance of the above-referenced
project, and that the proposed 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 or disability. This Certification Statement was duly considered
and acted upon and adopted by the _____ at a legal meeting held on
(APPLICANT)
the _____ day of _____, _____.

Name (printed/typed)

Attested: _____
signature

signature

title

title

PROJECT SPONSOR: _____

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: (Check only 1 box for each factor)	(B) Beneficial,	(N) Neutral,	(A) Adverse	(N/A) Not Applicable
---------	---	-----------------	--------------	-------------	----------------------

Socio-Economic Factors	Type of Impact			
	B	N	A	n/a
1. Adjacent Land Use (describe: _____)	[]	[]	[]	
2. Disruption of Neighborhood/Community Cohesion	[]	[]	[]	[]
3. Impact on churches / 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 (indicate 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, Bureau of Land & Water Resources, State Fairgrounds, Springfield, IL 62794-9281 (tele: 217/782-6297) 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 with project boundary **clearly** delineated, 2) project plat map(s) with current site zoning and adjacent land uses listed on map(s), and 3) completed project narrative statement (RT/DOC-4). Comments provided to the project sponsor by the Dept. of Agricultural must be submitted to the Illinois DNR as part of the project application review process.

Physical Resource Factors

9. Wildlife / Wildlife Habitat:	Game Species	[]	[]	[]	[]
	Non-Game Species	[]	[]	[]	[]
10. Fisheries		[]	[]	[]	[]
11. Soils (erosion, removal, contamination)		[]	[]	[]	[]
12. Air Quality		[]	[]	[]	[]
13. Noise		[]	[]	[]	[]
14. Energy Useage		[]	[]	[]	[]
15. Water Useage		[]	[]	[]	[]
16. Mineral Resources		[]	[]	[]	[]

Physical Resource Factors (cont.)

	<u>Type of Impact</u>			n/a
	B	N	A	
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 (*)	[]	[]	[]	[]

(*) See required CERP Form regarding "Cultural Resource, Endangered Species & Wetlands" review 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, please note that 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 DNR 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)	YES _____		NO _____	
29. Known Project Controversy (if yes, explain)	YES _____		NO _____	
30. Identify in " <u>Comment Section</u> " any known cemeteries within or adjacent to the project site OR other potential Adverse Impact(s) of the project.				

COMMENT SECTION for "Adverse Impacts" (do not generalize or use vague/ambiguous terms in your comments)

Describe each adverse impact in an objective and quantified manner and describe specifically HOW MITIGATION will be accomplished to minimize the adverse impact OR which impacts are unavoidable and cannot be positively addressed through mitigation measures. BE CONCISE.

<u>Factor #</u>	<u>Comment</u>
-----------------	----------------

COMMENTS SECTION cont.

Factor # Comment

(Attach additional pages if necessary)

PROJECT PERMIT REQUIREMENTS:	Section 10 Navigational Permits (COE)	YES []	NO []
	Section 404 Permit (COE)	YES []	NO []
	Illinois Rivers, Lakes & Streams Permit (IL DNR)	YES []	NO []
	NPDES Permit (US/IL EPA)	YES []	NO []

PERSON RESPONSIBLE FOR PREPARING THIS DOCUMENT:

_____	_____
name & title (printed or typed)	Agency
_____	_____
signature	date

Attach list (bibliography) of persons, agencies, references, etc. consulted in preparing this Environmental Assessment Statement.

CULTURAL RESOURCES, ENDANGERED SPECIES & WETLANDS REVIEW REPORT

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

Indicate Grant Program Type
_____ Line Item
_____ OLT
_____ OSLAD/LWCF
_____ Bike
_____ Boat Access
_____ Snowmobile
_____ OHV
_____ RTP

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 DNR funds? Yes No

Project Location:

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)	_____	_____	_____	_____
_____	_____	_____	_____	_____
OREP/RR&C/CERP Coordinator	Date	* see attached letter/comment Signature indicates IDNR CERP sign-off for <u>ONLY</u> 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

Pursuant to Section 106 of the "National Historic Preservation Act of 1966", the "Illinois State Agency Historic Resources Preservation Act", the Illinois "Endangered Species Protection Act", and the Illinois "Interagency Wetlands Policy Act (IWPA) of 1989", ALL local agency grant projects must be reviewed for possible environmental and historic/cultural resource impacts. The Illinois DNR is responsible for ensuring compliance with these laws and will coordinate all necessary project reviews. Information contained on this form is used by the Illinois DNR to complete that review. Results of the review will be indicated either on this signed form or an accompanying letter detailing anticipated impacts and/or necessary additional project review coordination to help ensure compliance with these laws.

General comments concerning the CERP review process:

- 1) The numeric *Township, Range, and Section* location for the project site **MUST BE** provided. (e.g., township 37N, range 14E, Section 7).
- 2) **Project Description:** Provide a concise description of the activities/facilities involved in the development of the project site (i.e., describe the facilities proposed for construction.) **DO NOT** speak in general terms. (e.g., to say that the project will provide the community its first park and has been in the local five year master plan does not convey any information regarding the activities involved.)

If the project area has been previously disturbed, it is important to document the nature of the disturbance. *NOTE: Agricultural cultivation, however, is not recognized as a type of disturbance that exempts a project from the possible requirement to conduct an archaeological field survey.* Examples of prior activities that are considered a disturbance include, but should not be limited to: site grading, tree removal, demolition of structures, construction activities, stream or wetland encroachments, filling or raising areas with borrow material, trenching for utilities, etc.

- 3) **CERP Review / Sign off and Initiation of Project Construction.**

In many instances, grant money is awarded for a project without a fully completed CERP review and sign-off (e.g., notice given that archaeological survey required). **Under no circumstances can project construction be initiated without a completed CERP review and sign-off.** This includes any preparation of the site in anticipation of the grant money.

IN ADDITION, activities undertaken by the project sponsor that are not directly funded by the grant **MAY BE LINKED** to the grant and thereby subject to the CERP review. **Linkage** is the concept used to identify those actions that occur (result) because of the grant project. Examples include 1) the removal of a standing structure utilizing local dollars so a new structure can be built utilizing awarded grant money. The removal or demolition of the existing structure is covered under the review process. Similarly, an agency that receives grant money to install a playground but uses its own money to construct a parking lot to service that playground must identify the concurrent activity (installation of the parking lot) as part of the construction description (activity) for review. Both activities are linked regardless of the funding source.

- 4) **35 mm or digital photographs** are required of all standing structures located within the project site area, (i.e. buildings, shelters, bridges etc.) Pictures must be taken from all four sides of the structures at close range. **Polaroid photographs ARE NOT acceptable.** The structure's date of construction should be noted on the photos along with a concise/clear statement concerning any previous modifications to the structure as well as any proposed impacts that are anticipated.
- 5) CERP review/consultation (sign-off) for Threatened & Endangered Species is valid for two (2) years. If the proposed project is not initiated within this time period, resubmittal is necessary.

- 6) **Relationship of Section 404 of the Clean Water Act and the CERP "wetlands" review/sign-off.**

The Illinois *Interagency Wetlands Policy Act (IWPA)* has many provisions similar to the federal Section 404 program administered by the U.S. Army Corps of Engineers. 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 permit / review applications need to be submitted for these programs.**

The Boat Access Area Development Grant Program requires a non-refundable **Application Fee** which shall be calculated as $\frac{1}{4}$ of 1% (0.0025%) 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 REQUEST:

(Application fee based on this amount)

INITIAL APPLICATION FEE AMOUNT

ATTACHED:

Must be in the form of a bank draft made payable to the "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 DNR Division of Grant Administration at 217/782-7481 or dnr.grants@illinois.gov if you have any questions.